# Town of Chino Valley

## MEETING NOTICE
## TOWN COUNCIL

**REGULAR MEETING**
**Tuesday, March 12, 2013**
**6:00 P.M.**

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

## AGENDA

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

**2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS**

**a)** Introduction of new Planner, Dennis Price. (Robert Smith, Town Manager)

**3) CALL TO THE PUBLIC**

*Call to the Public is an opportunity for the public to address the Council concerning a subject 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 speaker remarks.*

**4) RESPONSE TO THE PUBLIC**

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

**5) CURRENT EVENT SUMMARIES AND REPORTS**

*This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events, 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)** Presentation of Certificate of Appreciation from Ken Bennett, Secretary of State, regarding use of Council Chambers for the Centenial Ballot Proposition Town Hall.

**b)** Presentation of preliminary revenue projections for the Fiscal Year 2013/2014 budget. (Council Finance Committee; Joe Duffy, Financial Director)

**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 February 12, 2013 Regular Meeting minutes.

**b)** Consideration and possible action to authorize Chino Valley Transit to submit a Yavapai County Community Foundation grant application in the amount of $9,037.00 and authorize the Town of Chino Valley to act as fiscal agent for the grant. (Ed Steinback, Transit Manager)

**c)** Consideration and possible action to approve Change Order number 1 to the Professional Services Agreement with Stroh Architects in the amount of $500.00 for the Library expansion. Funds to come from Library Impact Fees. (Ron Grittman, Public Works Director)

**7) ACTION ITEMS**

**a)** Consideration and possible action to authorize the Mayor on behalf of Council to sign a letter to Arizona Department of Transprotation (ADOT) supporting a continuation of the State Route 89 Chino Valley Limits to Deep Well Ranch Road Project. (Vice Mayor Tenney; Councilmember Croft)

<u>Recommended Action:</u> Authorize the Mayor on behalf of Council to sign a letter of support to ADOT regarding a continuation of the State Route 89 Chino Valley Limits to Deep Well Ranch Road Project.

**b)** Consideration and possible action to approve amendment to Professional Services Agreement (PSA) with Red Oak Consulting and approve assignment of PSA dated November 13, 2012, between the Town and Red Oak Consulting to Arcadis U.S. Inc. for the calculation of the Town's Development Impact Fees. (Cecilia Watts, General Services Director)

<u>Recommended Action:</u> Approve amendment to Professional Services Agreement (PSA) with Red Oak Consulting and approve assignment of PSA dated November 13, 2012, between the Town and Red Oak Consulting to Arcadis U.S. Inc. for the calculation of the Town's Development Impact Fees.

**c)** Consideration and possible action to approve the purchase of a used 2008 Bearcat BC-2002 Self Propelled Chip Spreader in the amount of $105,000.00. Funds to come from Debt Service Fund Capital Expenditures line for vehicles/equipment purchases. (Ron Grittman, Public Works Director)

Recommended Action: Approve the purchase of a used 2008 Bearcat BC-2002 Self Propelled Chip Spreader from Ronald Wagner & Company in the amount of $105,000.00.

**8) EXECUTIVE SESSION**

*Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the Town's attorneys on any of the above agenda items pursuant to A.R.S. § 38-431.03(A)(3).*

**9) ADJOURNMENT**

Dated this 6th day of March, 2013.

By: ***Jami C. Lewis, Town Clerk***

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

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

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# TOWN OF CHINO VALLEY
# COUNCIL AGENDA ITEM STAFF REPORT

**Town Council Regular Meeting** **Item No. 5. a.**

**Meeting Date:** 03/12/2013
**Contact Person/Dept:** Jami Lewis, Town Clerk
**Department:** Town Clerk
**Estimated length of staff presentation:** 5 minutes

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**AGENDA ITEM TITLE:**

Presentation of Certificate of Appreciation from Ken Bennett, Secretary of State, regarding use of Council Chambers for the Centenial Ballot Proposition Town Hall.

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**Attachments**

Certificate of Appreciation

Letter from Secretary of State

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# STATE of ARIZONA
# Department of State

GREAT SEAL OF THE STATE OF ARIZONA
DITAT DEUS
1912

General Election ~ Ballot Measures

## Secretary of State ~ Ken Bennett
# Certificate of Appreciation

*I hereby present this certificate to*

## Town of Chino Valley Council

THANK YOU for SUPPORTING the

## CENTENNIAL BALLOT PROPOSITION TOWN HALL

conducted in your facility, October 2012

*Dated this 21st day of February, 2013*

Ken Bennett

**KEN BENNETT**
Secretary of State

**KEN BENNETT**
**SECRETARY OF STATE**
**STATE OF ARIZONA**

February 21, 2013

Town of Chino Valley City Council
202 N. State Route 89
Chino Valley, AZ 86323
Attention: Jami

Dear Jami,

Now that the dust has settled on the 2012 elections, candidates have been sworn in and the business of government has commenced.

On behalf of the Office of the Secretary of State's Voter Outreach Program, I would like to acknowledge and thank you for your assistance in securing the use of your facility, Town of Chino Valley Council Chambers, to present the Ballot Measure Town Hall events this past General Election cycle.

The events were well received by the surrounding communities and without your assistance the ability to reach as many members of the public as we did would not have been possible.

Our next round of town hall events will be held in 2014. I will begin contacting potential locations in early 2014 and hope that you will consider providing us the opportunity to once again hold an event in your facility.

Sincerely,

Patricia A. Viverto

Patricia A. Viverto
Voter Outreach Director
Arizona Secretary of State

/pav

1700 W. Washington Street, 7th Floor
Phoenix, Arizona 85007-2888
Telephone (602) 542-4285 Fax (602) 542-1575
www.azsos.gov

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# TOWN OF CHINO VALLEY
# COUNCIL AGENDA ITEM STAFF REPORT

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

**Meeting Date:** 03/12/2013
**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 approve the February 12, 2013 Regular Meeting minutes.

**RECOMMENDED ACTION:**
Approve the February 12, 2013 Regular Meeting minutes. (Jami Lewis, Town Clerk)

**Attachments**

February 12, 2013 minutes

# D R A F T

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

## TUESDAY, FEBRUARY 12, 2013
## 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, February 12, 2013.

| | |
|---|---|
| Present: | Mayor Chris Marley; Vice-Mayor Carl Tenney; Councilmember Mike Best; Councilmember Darryl Croft; Councilmember Dean Echols; Councilmember Linda Hatch; Councilmember Lon Turner |
| Staff Present: | Town Manager Robert Smith; General Services Director Cecilia Watts; Town Attorney Sharon Sargent-Flack; Finance Director Joe Duffy; Police Chief Chuck Wynn; Town Engineer/Public Works Director Ron Grittman; Town Clerk Assistant Liz Hart; Town Clerk Jami Lewis (recorder) |
| Attendees: | Utilities Supervisor Chris Bartels, Planning Consultant Dava Hoffman, Police Sergeant Tom King, Chief Building Official Dan Trout |

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

Mayor Marley called the meeting to order at 6:00 p.m.

Mayor Marley gave the invocation and led the Pledge of Allegiance.

**2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS**

**a)** Proclamation supporting the Prescription Drug Abuse Reduction Initiative, sponsored by MATFORCE. (Chuck Wynn, Police Chief)

Mayor Marley read the proclamation and presented it to Kelly Lee with MATFORCE, who spoke about the Initiative.

**b)** Recognition of Jack Owen and Gwen Rowitch for their service on the Planning and Zoning Commission. (Jami Lewis, Town Clerk)

Neither of the Commissioners were present.

## 3) CALL TO THE PUBLIC

*Call to the Public is an opportunity for the public to address the Council concerning a subject 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 speaker remarks.*

No one from the public spoke.

## 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.*

Mayor Marley reported on the Town's responses to public comments made on January 22, 2013:

- Norma Bennett, dog park costs, sewer system fees, and Town employees' salaries –Comments regarding the dog park were addressed during the same meeting; since September, the Town had held six informational meetings on the proposed sewer fee increases; and per a recent wage study, Town employee wages were within the range of other municipalities this size.
- Steve Chontos, provisions for an escrow fund in a 2000 pre-annexation development agreement – Staff was researching the matter and would hopefully have a response in the next two weeks.

## 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.*

Councilmember Croft reported on a recent State Transportation board meeting and the status of the State Route 89 widening from the south of Town.

Councilmember Hatch reported on a Northern Arizona Council of Governments Economic Development Committee meeting cancellation.

General Services Director Cecilia Watts acknowledged several businesses for fully funding the Library's special needs program.

Mayor Marley reported on a Parks and Recreation Advisory Board vacancy and presented the monthly mayor's report, which pertained to Proposition No. 424 "Home Rule Option."

**a)** Status report regarding the implementation of HB 2826, pertaining to consolidated elections. (Jami Lewis, Town Clerk)

Town Clerk Jami Lewis reported that:

- The legislature had no interest in repealing HB 2826, but will be addressing conflicts in the law created by the new legislation.
- They were also being asked to absolve municipalities of legal repercussions from changing Council term lengths.
- The Town's next Home Rule extension election will need to be placed on the ballot six months early, for which there was no prohibition.
- Yavapai County officials had indicated that HB 2826 will require many procedural changes, thus necessitating changes to its contract with the Town, and will most likely cause the Town's election costs to increase substantially.

**b)** Report regarding a proposed small construction project for a storage area in the South Campus. (Jami Lewis, Town Clerk)

Town Clerk Jami Lewis reported that staff intended to bring a construction proposal to Council to enclose an approximately 98 square-foot space at the South Campus' southeast corner to store records currently being housed at the old town hall building, which was to be remodeled for use by the Library. Staff estimated that enclosing the space will cost about $12,000 and proposed using contingency funds.

## 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 items 6b and 6c.

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Linda Hatch to approve Consent Agenda item 6a.

**Vote:** 7 - 0 PASSED - Unanimously

**a)** Consideration and possible action to appoint Tiffany Resendez, Human Resources Analyst, as the Town's alternate member on the Yavapai Combined Trust Board, effective immediately. (Cecilia Watts, General Services Director)

**b)** Consideration and possible action to authorize the Police Department to apply for, accept, and expend funds from an Arizona Game and Fish Department grant of up to $50,000 for continued development of the shooting range. If a grant is awarded, funds will be disbursed from Grant Funds, with no match required by the Town. (Chuck Wynn, Police Chief)

(Item 6b was heard after item 6c but is retained here for clarity)

Council did not discuss the item.

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Dean Echols to authorize the Police Department to apply for, accept, and expend funds from an Arizona Game and Fish Department grant of up to $50,000 for continued development of the shooting range.

**Vote:** 7 - 0 PASSED - Unanimously

**c)** Consideration and possible action to approve the Arizona Peace Officer Standards and Training Board Peace Officer Training Fund Grant Agreement in the amount of $30,000 for enhancing the law enforcement shooting range. Funds to be disbursed from Grants fund, with no match required by the Town. (Chuck Wynn, Police Chief)

(Item 6c was heard after item 6a but is retained here for clarity)

Councilmember Hatch asked about the funding source for a $90,000 contribution from the Town referenced in the agreement. Police Chief Chuck Wynn explained that this contribution will consist solely of grant funds received from the Sheriff's Office, RICO funds, grants designated for law enforcement training, and the donation from Pro Force; no Town funds will be included.

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Mike Best to approve the Arizona Peace Officer Standards and Training Board Peace Officer Training Fund Grant Agreement in the amount of $30,000 for enhancing the law enforcement shooting range. Funds to be disbursed from Grants fund, with no match required by the Town.

**Vote:** 7 - 0 PASSED - Unanimously

## 7) ACTION ITEMS

**a)** <u>ZC Case No. 12-003:</u> Consideration and possible action to adopt Ordinance No. 13-764 approving a zone change from "AR-5" Agriculture/Residential (5 Acre Minimum) to "SR-1" Single Family Residential (1 Acre Minimum) for an approximately 2-acre parcel located on the south side of Center Street, at 801 E. Center Street and identified as Assessor's Parcel Number 306-29-002M. Applicant/Property Owner: Ronnie L. Bunker. (Dava Hoffman, Planning Consultant)

Ms. Hoffman reported that:

- The applicant, Mrs. Bunker, was requesting the rezoning to enable her to split the parcel into two lots of approximately one acre each and permit an additional residence to be built. She also requested a waiver of the requirement for an additional 20 feet of right-of-way needed to comply with the 50-foot standard.
- The parcel's General Plan Future Land Use Designation was "Commercial," and the rezone will bring it into better conformance with the General Plan.
- Mrs. Bunker followed the citizen participation procedures. At the neighborhood meeting, one neighbor indicated support and none objected. Staff also received three letters in support and none with objections.
- On January 15, 2013, the Planning and Zoning Commission voted to recommend approval with the findings and stipulations indicated in the Ordinance, which included the right-of-way waiver.
- Staff recommended approval of the zone change with the findings and stipulations in the Ordinance. She also recommended adding a statement under Engineering Stipulation #3 as to whether or not Council approved the right-of-way waiver.

Town Engineer Ron Grittman clarified that Center Street, which had been designated as a collector street a few years ago, required a 50-foot dedication on each side of the roadway.

However, he approved the waiver, as there was currently ample right-of-way, no other property owners on the street had yet dedicated the full 50 feet, and Mrs. Bunker had already dedicated more than her neighbors. When the Town widened the road in the future, engineers will then determine the actual amount of additional right-of-way needed.

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Linda Hatch to adopt Ordinance No. 13-764 approving the zone change from "AR-5" to "SR-1" for Assessor's Parcel Number 306-29-002M, including a waiver from the requirement for an addition of 20 feet of right-of-way.

The Town Clerk asked if Council wanted to amend the Ordinance per Ms. Hoffman's recommendation.

Vice-Mayor Tenney and Councilmember Hatch WITHDREW their motion and second.

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Linda Hatch to adopt Ordinance No. 13-764, as amended, approving the zone change from "AR-5" to "SR-1" for Assessor's Parcel Number 306-29-002M, including a waiver from the requirement for an addition of 20 feet of right-of-way.

**Vote:** 7 - 0 PASSED - Unanimously

**b)** Consideration and possible action to accept the Annual Audited Financial Statements and the Annual Expendture Limitation Report for the fiscal year ended June 30, 2012, as prepared by Hinton Burdick, CPAs & Advisors. (Joe Duffy, Finance Director)

Acronyms used in this item:
GF (General Fund)
HURF (Highway User Revenue Funds)

Robyn Sibley with Hinton Burdick briefed Council on the audit results. Key points were:

- The audit and state compliance reports were clean; three financial control findings were noted; and no compliance findings were noted.
- The three findings pertained to year-end audit adjustments, which were common to most municipalities, and the Court bank reconciliation and capital asset management, both of which should be cleared next year.
- Government wide financial highlights: (i) The Town's total net equity at year-end decreased $1,075,831; (ii) government capital assets decreased $274,382, and asset additions included the South Campus remodel, mobile dispatch units, new town-wide phone system, Aquatic Center renovation, and shooting range; (iii) business-type capital assets decreased by $1,004,312, and asset additions included water rights and wastewater treatment plant solar panels; and (iv) there were no significant changes in long-term debt.
- Fund financial highlights: (i) The GF mostly broke even with a slight increase in expenditures over revenues, and an overall decrease in expenditures, mainly due to outsourcing dispatch services; (ii) there was nothing significant to report in the capital improvements, HURF, and impact fee funds; and (iii) both the water and sewer funds experienced losses for several consecutive years, resulting in decreased cash balances.
- Fund balances: the GF and HURF increased slightly, roads impact fees and water funds remained about the same; and capital improvements and sewer funds decreased.

Council noted that although the solar panels were listed as a $170,000 asset, the Town only paid about $5,000 for them; and the large deficit in the water and sewer funds demonstrated the need for the rate increases being considered on this agenda.

Councilmember Hatch asked if there was any requirement to prioritize how the increased utility rate money should be spent. Ms. Sibley stated that there was none she was aware of. Mr. Duffy added that all enterprise revenues had to be accounted for in the enterprise funds, and expenses were delineated in the budget.

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Darryl Croft to accept the Annual Audited Financial Statements and the Annual Expendture Limitation Report for the fiscal year ended June 30, 2012, as prepared by Hinton Burdick, CPAs & Advisors.

**Vote:** 7 - 0 PASSED - Unanimously

**c)** Consideration and possible action to: (i) hold a public hearing to take public comment on the proposed water and wastewater rate structure; and (ii) approve Resolution No. 13-1005 to change and establish certain water and wastewater fees in accordance with scenario 2A of the 2012 Water and Wastewater Rate Study prepared by Economists.com. (Ron Grittman, Public Works Director)

Mr. Grittman reported that:

- On June 12, 2012, the Town entered into a Professional Services Agreement with Economists.com for a utility rate study. On October 2, 2012 and January 8, 2013, the consultant presented his analysis to Council, which contained several rate increase scenarios.
- Council directed staff to prepare a water and wastewater utility rate schedule in accordance with scenario 2A, the provisions of which were contained in the subject Resolution.
- After the public hearing, should Council approve the Resolution as proposed, these rates will become effective on the first billing cycle that is greater than 30 days after adoption, April 1, 2013, in accordance with A.R.S. §9-499.01 and § 9-511.01.

Dan Jackson, Managing Director of Economists.com, reviewed the Town's current utility rates and proposed rate increases. He also reported that:

- Utility rates should fund system operation and capital needs. To raise rates, state law required a formal study and a public hearing to inform the public and solicit their feedback.
- Key findings in the Study included: growth was expected to be minimal in the next decade; operating expenses were forecast to continue to increase in coming years; capital improvements will be required; the utility funds were losing money and by 2015, there will be no money left to continue the subsidy from the general fund and reserves.
- Key objectives of the recommended rate plan were to: phase out the subsidy over four years; allow the Town to pay for all operating expense increases; enable the Town to pay for $300,000 in capital repairs per year beginning in fiscal year 2016; enable the Town to acquire the wastewater treatment plant and Chino Meadows water accounts; and set consistent rate adjustments for each year to lessen the impact on ratepayers.
- Per this rate plan, rates will increase in March 2013, followed by annual increases in

January of $6-$9 per month for the next five years. Even with these increases, the Town's rates were even with or lower than those of Appaloosa Meadows, Chino Meadows, Prescott, and Chino Valley customers on Prescott water.

Mr. Grittman and Mayor Marley added that the Chino Meadows water accounts referenced above included only Unit 1 and the Safeway loop, and no areas with CVID lands. This matter still required negotiations, and if the Town acquired these accounts, customers will see a decrease in their water bill.

Councilmember Hatch expressed a desire to hear from the public affected by the increase, and noted that while she did not oppose the increase, she did object to the Resolution not listing the objectives in priority order, which could allow the additional funds to be shifted to other uses. Mr. Jackson stated that typically, the rate study, not the utility resolution, specified what the funds were to be used for. Councilmembers commented that they also memorialized proposed expenditures through the annual budget process.

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Darryl Croft to open the public hearing.
**Vote:** 7 - 0 PASSED

No one from the public spoke.

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Darryl Croft to close the public hearing.
**Vote:** 7 - 0 PASSED

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Darryl Croft to approve Resolution No. 13-1005 to change and establish certain water and wastewater fees in accordance with scenario 2A of the 2012 Water and Wastewater Rate Study prepared by Economists.com.

**Vote:** 6 - 1 PASSED

NAY: Councilmember Linda Hatch

**d)** Consideration and possible action to approve the January 8, 2013 Regular Meeting minutes. (Absent: Councilmember Hatch) (Jami Lewis, Town Clerk)

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Darryl Croft to approve the January 8, 2013 Regular Meeting minutes.

**Vote:** 6 - 0 PASSED

Other: Councilmember Linda Hatch (ABSTAIN)

**e)** Consideration and possible action to approve the January 22, 2013 regular meeting minutes. (Absent: Councilmember Echols) (Jami Lewis, Town Clerk)

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Darryl Croft to approve the January 22, 2013 regular meeting minutes.

**Vote:** 6 - 0 PASSED

Other: Councilmember Dean Echols (ABSTAIN)

**8) EXECUTIVE SESSION**

*Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the Town's attorneys on any of the above agenda items pursuant to A.R.S. § 38-431.03(A)(3).*

**a)** Council may vote to hold an executive session pursuant to A.R.S. §§ 38-431.03(A)(1) to discuss the employment, assignment, appointment, promotion, demotion, dismissal, and/or salaries of the office of town attorney. (Mayor & Council)

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Darryl Croft to go into executive session after a five minute break at 7:28 p.m.

**Vote:** 7 - 0 PASSED - Unanimously

Mayor Marley reconvened the meeting into open session at 9:00 p.m.

**b)** Consideration and possible action regarding town attorney appointment.

Mayor Marley reported that Council made no firm decisions in the executive session and they were continuing discussions.

**9) ADJOURNMENT**

MOVED by Vice-Mayor Carl Tenney, seconded by Councilmember Lon Turner to adjourn the meeting at 9:00 p.m.

**Vote:** 7 - 0 PASSED - Unanimously

Chris Marley, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 12th day of February, 2013. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of March, 2013.

Jami C. Lewis, Town Clerk

# TOWN OF CHINO VALLEY
# COUNCIL AGENDA ITEM STAFF REPORT

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

**Meeting Date:** 03/12/2013

**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:** Chino Valley Transit System

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**AGENDA ITEM TITLE:**

Consideration and possible action to authorize Chino Valley Transit to submit a Yavapai County Community Foundation grant application in the amount of $9,037.00 and authorize the Town of Chino Valley to act as fiscal agent for the grant.

**RECOMMENDED ACTION:**

Authorize Chino Valley Transit to submit a Yavapai County Community Foundation grant application in the amount of $9,037.00 and authorize the Town of Chino Valley to act as fiscal agent for the grant.

**SITUATION AND ANALYSIS:**

The Chino Valley Transit is applying for a grant offered by the Yavapai County Community Foundation for the Chino Valley Transit System in the amount of $9,037.00. The funds will be used to match Section 5311 Federal funds from the Arizona Department of Transportation (ADOT) to purchase two fourteen passenger buses, two benches, and three bus shelters for bus stops. The total project amount is $129,100.00.

The Town of Chino Valley will act as fiscal agent for the grant.

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**Fiscal Impact**

**Fiscal Impact?:** None

**If Yes, Budget Code:**

**Available:**

**Funding Source:**

No Town funds will be used on this project.

**Attachments**

YCCF Grant Worksheet

YCCF Grant Guidelines

***YCCF Grant Worksheet***

***Project Summary***

1. Project Name Chino Valley Transit Asset Purchase
2. Project Summary To provide match funds to be able to utilize Section 5311 Federal funds from the Arizona Department of Transportation (ADOT) to purchase two fourteen passenger buses, two benches and three bus shelters for bus stops.
3. Requested Amount $9,037.00
4. Total Project Amount $129,100.00

***Organizational Info***

5. Give the first and last name of a contact person for this grant. (This person should be available for all grant correspondence and be able to answer questions on the proposal regarding the proposed project.)

Ed Steinback

6. Give the best phone number for the contact person named above.

(928) 772-7082

7. Give email address for the contact person named above.

chinovalleytransit@yahoo.com

8. If your organization does not have a 501(c)(3) status, list the name, address and EIN number of the fiscal agent/sponsor for this proposal. The fiscal agent/sponsor is the organization providing their EIN for your use.

Town of Chino Valley
Chino Valley Transit
P.O. Box 406
Chino Valley, AZ 86323
FEIN #86-0256834

***Project Narrative***

9. Please describe in two sentences what you will do with the funds. (50 word limit)

We will purchase two fourteen passenger buses, three bus stop passenger shelters, and 2 passenger stop benches. The YCCF funds will be used as match funds for the section 5311 grant funds from ADOT for the purchase of capital assets for the Transit system.

10. Briefly describe the community need this funding request will address. In particular, include demographic information such as the age group, the total number of people served, race/ethnicity, gender, socio-economic status and geographic location of the target population you intend to serve. When applicable, please present data/evidence that documents the significance of the issue. (300 word limit)

The YCCF grant will provide match funds in the purchase of 2 new buses for Chino Valley Transit. The larger buses will increase coordination with other human service organizations and transportation providers; provide access to regional services and events; expand access to jobs for employers and employees; increase economic activity and employment opportunities for the area served; provide mobility and independence to our citizens and access to shopping in our community. We are currently working with NAZCARE and West Yavapai Guidance Clinic to accommodate their clients' needs for transportation, to access their appointments and personal needs. The Juvenile Justice Center has expressed interest in a route deviation that would accommodate the families of their clients, and we are in the initial stages of planning to create a transit program for them.

According to our past passenger utilization, and projections created based upon the expansion of routes, days of service, and ridership, the following statistics would be realized. Based on last year's transit statistics for economic development, the estimated ridership percentages for Federal Fiscal Year 2013 for new transit services in the following categories for trip purposes would be: Medical 20%, Shopping 20%, Employment 40%, Education 10%, Recreation 5% and other 5%. The estimate for passenger types for Federal Fiscal Year 2013 would be approximately: Seniors 35%, Disabled 25% and other 40%. Chino Valley Transit is expecting to serve approximately 18,000 riders on the local and regional routes if the routes are expanded and if the major expansion of service is added to Prescott Valley, this segment will add an additional 9,000 riders, totaling 27,000 riders for the year. Additionally, the bus shelters and benches will provide comfort and protection from the weather for the passengers.

11. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (300 word limit)

This is a one-time project for Chino Valley Transit. This is a growth of our current ridership capabilities. With the purchase of these two new buses we will increase our potential ridership per trip to 46 riders per trip, if all four buses we used on a route, versus our current maximum of 18 riders per trip. This is an increase of 255% in our capacity and will allow us to have a back-up bus, in case of a breakdown or emergencies available at all times. One of the unique aspects of this purchase is that it will be utilized in the expansion plans that Chino Valley Transit is currently working on for beginning in October 2013. We will need to move from the town oversight to an independent organization to operate the transit system, and these buses are needed immediately to accommodate our already burgeoning ridership. This is because on most of our routes we currently operate at maximum capacity, and are recruiting additional riders every week. Our ridership is currently a majority of senior and disabled riders, but if we can expand our hours of operation we will be able to assist those in need of rides to access gainful employment and increase their standard of life and independence.

12. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. (300 word limit)

None

13. Please provide at least one, and up to six of the **intended outputs** you plan to accomplish with this proposed project. Each **output** should simply state the number of lives impacted and how they will be impacted. **For example: serve 100 children between the ages of 5 and 18 or spay/neuter 56 animals**. **Note:** For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized. (300 word limit)

Output 1
A 20% increase in ridership that will give that many more riders improved mobility

Output 2
A 10% increase in wheelchair trips that will allow people with disabilities to live a more independent life

Output 3
A 10% increase in operating revenue due to ability to accommodate regional group trips (not charter service)

Output 4
The ability to operate two buses at once, per hour of operation, and have a backup bus in inventory for emergencies. This equates to more transit service to more riders.

14. Please describe the evaluation process or method(s) you will use to measure your progress in order to determine the degree to which you meet the intended results. **For example: pre-post surveys, focus groups, interviews**. (300 word limit)

The evaluation process will rely on both objective and subjective measures. The main objective measures of progress will be the rider and trip counts, as well as operating revenue increases. The main subjective measure of progress will be an additional survey to determine riders' perceptions of the quality and quantity of service. Chino Valley Transit already does an annual survey of its riders, and several months after the third and larger bus is in service, another survey focused on the capital improvements (bus, shelters, and benches) will be done.

Another subjective measure will be conversations that the drivers have with their passengers. These conversations and input is a ground level input to our management structure and should help to pinpoint the reasons for increased ridership, trips and revenues.

15. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? (300 word limit)

If Chino Valley Transit receives only partial funding, the bus shelters and benches will not be purchased at this time. The partial funding will be applied toward the purchase of the buses as larger vehicles are the key to the continued ability of Chino Valley Transit to provide general public transit service that benefits all Chino Valley residents. We will supplement the partial funding from YCCF with other available donations and grants to combine together in order to purchase the two buses.

***Project Budget***

16. The project budget on the following page should show financial data for the proposed project during the grant period, not the organization's overall annual budget. Please only include revenue and expenses related to the proposed project, such as salaries, materials, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

# Yavapai County Community Foundation 2013 Grant Guidelines

## Introduction

The mission of the Yavapai County Community Foundation (YCCF) is to lead, serve and collaborate to mobilize enduring philanthropy for a better Yavapai County**.** The Yavapai County Community Foundation is an endowment organization that connects community needs to donors who have a passion for meeting those needs. We are an affiliate of the statewide Arizona Community Foundation (ACF) and we serve Yavapai County. Since our inception in 1993, YCCF has developed 64 separate funds with assets in excess of $23 million. Over the past decade, YCCF in partnership with ACF has awarded some $5.3 million to Yavapai County nonprofit organizations, schools and municipalities serving local needs.

YCCF encourages proposals that:

1. **Leverage matching funds**
2. **Engage strategic, mission-driven collaborations/partnerships**
3. **Build the capacity of the organization**
4. **Support direct service projects**
5. **Support capital and/or program projects**
6. **Support one-year and/or renewable funding proposals**
7. **Support direct administrative costs associated with carrying out the program,** such as staff salary/wages, project management, marketing, consultants, supplies, postage, travel, training or equipment, newly-acquired information technology, etc. will be allowed. Direct costs can also include directly attributable administrative support, legal or accounting functions, with distinct and measured effort on the project.
8. **Limit indirect administrative operating costs** – These particular costs must not exceed 15% of the total funds requested. This includes administrative operating expenses or ongoing operational costs incurred by the applicant organization on behalf of the organization's activities and projects, but are not easily identified with any specific project, such as audits, administrative/executive oversight, insurance, accounting, rent, utilities, existing facilities costs, grants management, legal expenses, technology support and other shared resources not directly attributable to the project.

YCCF will accept proposals that benefit and support:

- ***Children*** **-** The scope of the fund is to exclusively benefit children's projects within Yavapai County.
- ***Environment*** **-** The scope of this fund is to exclusively benefit projects to sustain the environment, as in protecting and preserving open spaces, vistas, wildlife habitat; and helping solve environmental problems such as air and water pollution through programs, projects and education.
- ***Eye Care for Children*** **-** The scope of this fund is to exclusively support the needs of children in Yavapai County with visual impairments. Applicants must provide eye care for children with visual impairments, provide for educational needs of children with visual impairments or provide for care of children with visual impairments.

# Yavapai County Community Foundation 2013 Grant Guidelines

- ***Healthcare*** - The scope of this fund is to exclusively support medical and dental healthcare (not mental) to underinsured and uninsured persons.
- ***Law Enforcement Canine Units*** - The scope of this fund is to exclusively benefit law enforcement organizations in Yavapai County that utilize canines for law enforcement purposes, including but not limited to, patrol tracking, locating illegal drugs, search & rescue and locating cadavers.
- ***Music and Art*** - The scope of this fund is to exclusively benefit projects whose purpose is to support music and art.
- ***Social Services*** - The scope of this fund is to exclusively benefit projects whose purpose is to provide social services.
- ***Yavapai County Communities*** - The scope of this fund is to exclusively benefit the residents located in the geographic area of Yavapai County.

**Funding Request Range** - YCCF will accept only one proposal from a qualified organization. Proposals may be submitted for **a minimum of $500 to a maximum of $10,000.** Total available funding will depend in part on funding amounts from the Foundation's Field of Interest funds.

**Eligibility Requirements**

- Any Arizona 501(c)(3) organization, government agency, and tribal entity that operates with fiscal accountability and responsibility. Religious organizations may apply for funding of non-sectarian programs.
- Organizations must demonstrate a non-discrimination policy regarding staff, employment, governing board and service delivery based on race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability or national origin, and provide evidence of the policy.
- The application for this grant cycle is online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access.
- Organizations are required to have a completed and visible profile on ACF's website: www.azfoundation.org.
- Organizations without 501(c)(3) status must use a fiscal agent to apply on their behalf. Fiscal agents must have a visible profile on the ACF website, and also be a 501(c)(3) organization.
- Organizations uncertain of their eligibility may inquire by sending an e-mail to grants@azfoundation.org.

**Immediate Geographic Area** - Organizations must serve the residents within the Yavapai County geographic boundaries. **SEDONA AGENCIES** must use funding to benefit residents of Yavapai County outside of Sedona (defined as the Sedona fire district). If the program/project is serving residents of Yavapai County and it can be substantiated, the organization would be eligible to apply to the Yavapai County Community Foundation (YCCF). If the program is primarily serving only Sedona residents, then the organization would more likely be eligible to apply to the Sedona Community Foundation (SCF). If the program serves residents of Sedona AND the Verde Valley Area, the organization would likely be eligible to apply to both YCCF and SCF.

**Timeline for 2013 Grant Making**

- Request for Applications announced to the community by Wednesday, December 19.
- Grant Application Workshop on Thursday, January 24 from 10:00 am to 12:00 noon.

# Yavapai County Community Foundation 2013 Grant Guidelines

- Grant Application Workshop on Thursday, January 31 from 10:00 am to 12:00 noon.
- Grant cycle opens Thursday, February 14.
- Applications are due Thursday, March 14 by 4:00 pm; no exceptions.
- Grant Panels will review applications by Friday, May 31.
- YCCF Board will make final recommendations on Thursday, June 6.
- Grant awards and decline letters out by June 28.
- Grant award checks presented at the Joy of Giving event to be held on Friday, August 2, 2013.
- If funded, Final Report Due by August 1, 2014.

  *Final reports are expected to include a grant impact story and photographs.

**Grant Deadline**
Proposals must be submitted online by 4:00PM on **Thursday, March 14, 2013**. **No exceptions.**

**Review and Evaluation Process**
All proposals will be reviewed through a competitive evaluation process and ratified by the Yavapai County Community Foundation Advisory Board. The reviewers will be reading the applicants' online profiles on the ACF website to obtain information on the organization. Please be sure to update your organization's profile before submitting your proposal.

- Proposals are reviewed and evaluated by peer grant committee panels, comprised of volunteer community leaders, Advisory Board members, who assess proposal strengths and weaknesses according to evaluation criteria.
- Evaluation criteria consists of a point system awarded for impact on community need, measurable benefits, plan for sustainability, partnerships, goals and objectives clearly stated, measurable outcomes, population served, reasonable budget, and whether the project/organization enhances collaboration with other community organizations and/or agencies.

**How to Apply Online**
***If your organization has a registered ACF profile:***

1. Go to the Arizona Community Foundation's grants page on their website at www.azfoundation.org/grants. OR, if already logged into the organizational profile, click **Current Grants** located in the left side, welcome menu.
2. Scroll to the appropriate grant and click on the title; this will open the application.
3. You will be prompted to enter your username and password to access the full application if not already logged in.

- If you are not sure that your organization is registered or you have forgotten your username and/or password, contact ACF Philanthropic Services Assistant, Kristen Nelson, knelson@azfoundation.org or 602.682.2062 or 800.222.8221 ext. 2062 to have your account updated.
- You do not need to complete the grant application all at one time. Should you need to quit for any reason, be sure to click the **Save** button.
- You can access the un-submitted proposal by logging into the organizational profile dashboard (My Account) and going to the section named **Proposals**. Your proposal will be listed with a status as incomplete**.** Click on the **Project Name** to re-enter your proposal.

# Yavapai County Community Foundation 2013 Grant Guidelines

Once the proposal has been submitted, you can return to the profile dashboard to obtain the proposal in PDF format, if needed.

***If your organization does not have a registered ACF profile***:
If your organization needs to be registered, please go to www.azfoundation.org and click on the words **Click Here** under the blue Log In circle located in the left side menu. An email will appear which will indicate what information is needed for the Arizona Community Foundation staff to register your organization. Staff will respond with instructions on how to log on and complete your organizational profile within 24 hours of receiving the email.

For assistance with technical questions regarding the online registration and application, please contact Kristen Nelson, ACF Philanthropic Services Assistant, knelson@azfoundation.org or 602.682.2062or 800.222.8221 ext. 2062.

**Tips for Submitting**
All users will be required to update and complete each page of their organizational profile ***before*** being able to submit any grant application.

- Do not wait until the deadline date to apply.
- It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists and to use as a source for copying/pasting your application information into the online form.
- Formatted responses are now accepted. Please make use of the rich text editor in both the profile and in your application responses.
- There are new fields in the organizational profile to complete. Be sure to update and complete each page of the profile before submitting your proposal.
- Narrative responses are limited to the maximum word count.
- When all of the application questions have been answered completely and the spelling has been double-checked, click the **Submit** button on the left side menu.

**How to Get Help**
Please contact YCCF staff to discuss any part of the grant application process. Due to the high volume of calls and inquires as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with any questions!

Tracey McConnell, YCCF Grants and Operations Coordinator, (928) 499-9795 or tmcconnell@azfoundation.org.

For technical assistance with the web site, including organizational profile and the online application, please contact Kristen Nelson, ACF Philanthropic Services Assistant at knelson@azfoundation.org or 602.682.2062 or 800.222.8221 ext. 2062.

# Yavapai County Community Foundation 2013 Grant Guidelines

## Important Definitions

**Capacity Building Grant** - Grants intended to strengthen the management capacity of nonprofits in ways that will enhance institutional and programmatic development and enable the NPO to further its mission.

**Capital Campaign** - A capital campaign is an organized drive to collect and accumulate substantial funds to finance major needs of an organization, such as a building or major repair project, or to build endowment. Endowment is considered a capital asset.

**Challenge Grant -** A grant that is made on the condition that other monies must be secured, either on a matching basis or via some other formula, usually within a specified period of time, with the objective of stimulating giving from additional sources.

**Community Foundation** - A community foundation is a tax-exempt, nonprofit, autonomous, publicly supported, philanthropic institution composed primarily of permanent funds established by many separate donors for the long-term diverse, charitable benefit of the residents of a defined geographic area. Typically, a community foundation serves an area no larger than a state. Community foundations provide an array of services to donors who wish to establish endowed funds without incurring the administrative and legal costs of starting independent foundations.

**Fiscal Agent -** a nonprofit 501(c)(3) organization that agrees to accept and be responsible for grant monies on behalf of the nonprofit grantee.

**Form 990/Form 990-PF** - The IRS forms filed annually by public charities and private foundations respectively. This information can be accessed at www.guidestar.com.

**Funding Cycle** - A chronological pattern of proposal review, decision making, and applicant notification.

**Grant** - An award of funds to undertake charitable activities.

**Grant Application -** The medium in which to submit a grant request. Applications are posted and accessed via the Arizona Community Foundation website. The site outlines the grant eligibility requirements, focus area and application questions.

**Grant Proposal -** The document that makes up a grant request. The proposal is the final product of answering all application questions. It is the document that is submitted through the online application and is used in grants review. Once saved, it can be accessed through the organizational profile.

**Grantee** - The individual or organization who/that receives a grant. Grantees for Community Foundations funding may be 501(C)(3) organizations, public schools, municipalities, and American Indian Tribes.

**Nonprofit Organization -** a legally constituted organization that is classified by the IRS as a 501(c)(3), nonprofit institution, whose objective is to support or engage in activities of public or private interest without any commercial or monetary profit.

**Operating Support** - A contribution given to cover an organization's day-to-day, ongoing expenses, such as salaries, utilities, office supplies, etc.

# Yavapai County Community Foundation 2013 Grant Guidelines

**Philanthropy** - Philanthropy is defined in different ways. The origin of the word philanthropy is Greek and means "love for mankind." Today, philanthropy includes the concept of voluntary giving by an individual or group to promote the common good. Philanthropy also commonly refers to grants of money given by foundations to nonprofit organizations. Philanthropy addresses the contribution of an individual or group to other organizations that in turn work for the cause of alleviating poverty or social problems, thereby improving the quality of life for all citizens. Philanthropic giving supports a variety of activities including research, health, education, arts, and culture, as well as alleviating poverty.

**Post-grant Evaluation -** A review of the results of a grant, with the emphasis upon whether or not the grant achieved its desired objective.

**Seed Money** - A grant or contribution used to start a new project or organization.

**Site Visit -** Visiting a grantee organization at its office location or area of operation, or meeting with its staff, directors, or recipients of its services.

## Application Questions

***Pre-Qualifying Question***

The applicant organization is fully authorized by its board and other applicable partners/collaborators to submit this application. The organizational profile being used to submit the application has been fully updated to reflect the most current information about the applicant organization.

***Primary Field of Interest***

- ☐ Children's Programs
- ☐ Environment
- ☐ Eye Care
- ☐ Health
- ☐ Law Enforcement Canines
- ☐ Music and Art
- ☐ Social Services
- ☐ Unrestricted Community Fund

***Project Summary***

1. Project Name
2. Project Summary
3. Requested Amount
4. Total Project Amount

# Yavapai County Community Foundation 2013 Grant Guidelines

***Organizational Info***

5. Give the first and last name of a contact person for this grant. (This person should be available for all grant correspondence and be able to answer questions on the proposal regarding the proposed project.)

6. Give the best phone number for the contact person named above.

7. Give email address for the contact person named above.

8. If your organization does not have a 501(c)(3) status, list the name, address and EIN number of the fiscal agent/sponsor for this proposal. The fiscal agent/sponsor is the organization providing their EIN for your use.

***Project Narrative***

9. Please describe in two sentences what you will do with the funds. (50 word limit)

10. Briefly describe the community need this funding request will address. In particular, include demographic information such as the age group, the total number of people served, race/ethnicity, gender, socio-economic status and geographic location of the target population you intend to serve. When applicable, please present data/evidence that documents the significance of the issue. (300 word limit)

11. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (300 word limit)

12. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. (300 word limit)

13. Please provide at least one, and up to six of the **intended outputs** you plan to accomplish with this proposed project. Each **output** should simply state the number of lives impacted and how they will be impacted. **For example: serve 100 children between the ages of 5 and 18 or spay/neuter 56 animals**. **Note:** For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized. (300 word limit)

14. Please describe the evaluation process or method(s) you will use to measure your progress in order to determine the degree to which you meet the intended results. **For example: pre-post surveys, focus groups, interviews**. (300 word limit)

15. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? (300 word limit)

***Project Budget***

16. The project budget on the following page should show financial data for the proposed project during the grant period, not the organization's overall annual budget. Please only include revenue and expenses related to the proposed project, such as salaries, materials, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

# Yavapai County Community Foundation 2013 Grant Guidelines

## Grantee Final Report * Due by (August 1, 2014)

**Organization**:

**Grant Number**:

**Person Submitting Report**:

**Contact Phone & Email**:

**Summary**: Please provide a summary describing the project accomplishments, how the funds have strengthened the effectiveness of your organization and what the major benefits were to your organization and to the community?

**Outputs**: To what extent have the output objectives of the project been realized? Please list each of the **intended outputs** you included in your grant proposal and its a**ctual outputs**. For questions regarding your goals, you should refer to the grant proposal you submitted.

**Outcomes**: To what extent have the outcome objectives of the project been realized? Please list each of the **intended outcomes** you included in your grant proposal and its a**ctual outcome**. For questions regarding your goals, you should refer to the grant proposal you submitted.

**Challenges**: List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes.

**Leveraged Funds:** Please provide the source and amount of the dollars leveraged by your organization during the course of this project. (List up to 10).

**Collaborative Efforts**: Please describe collaborative efforts with any organizations that supported this project. Use one to two sentences for each collaborative example you provide.

**Budget**: How were the funds from this grant actually used--demonstrate by providing an itemized budget. Please provide the itemized project budget (from the proposal) with the corresponding actual expenditure in the space provided. If there are any significant variances from the original application budget, please explain.

**Future Funding Strategy**: What is your future funding strategy to continue the program and/or the organizational work the funding supported?

**Impact Story**: Please include a 150 to 250-word inspiring impact story and submit up to three (3) digital photos (size 300 dpi or larger) along with consent for publication. Share how a life or community was changed by the program or project. **Yavapai County** Community Foundation wants to share great impact stories and photos on the Community Foundation's Facebook page, newsletters and reports, and other opportunities to reach multiple audiences interested in making a difference in **Yavapai County**.

**We want to share the good news of your great work!**

# TOWN OF CHINO VALLEY
# COUNCIL AGENDA ITEM STAFF REPORT

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

| | |
|---|---|
| **Meeting Date:** | 03/12/2013 |
| **Contact Person:** | Ron Grittman, Town Engineer<br>Phone: 928-636-2646 x-1223 |
| **Department:** | Public Works |
| **Item Type:** | Consent |
| **Estimated length of staff presentation:** | None |
| **Physical location of item:** | Chino Valley Public Library, 1020 W. Palomino Road |

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**AGENDA ITEM TITLE:**

Consideration and possible action to approve Change Order number 1 to the Professional Services Agreement with Stroh Architects in the amount of $500.00 for the Library expansion.

**RECOMMENDED ACTION:**

Approve Change Order number 1 to the Professional Services Agreement with Stroh Architects in the amount of $500.00.

**SITUATION AND ANALYSIS:**

On October 9, 2012 the Council approved the professional services agreement to Stroh Architects to remodel the Old Town hall into an expansion of the library. In their original scope of work they did not anticipate the need of a structural engineer. However, after reviewing the initial proposed design, town staff felt that the project would be improved by increasing the doorway between the old library and the newly expanded area.

In order to increase in doorway size a structural wall must be widened. Because the wall is structure, and we are increasing the size of the opening, an analysis of the existing support structure was required and recommendations made from a structural engineer. These have been incorporated into the bid documents.

The cost of the structural engineer was $500.00 bringing the total contract price to $16,500.00.

---

**Fiscal Impact**

**Fiscal Impact?:** Yes

**If Yes, Budget Code:** 12-64-5470
**Available:** $500.00

**Funding Source:**
Funds to come from Library Impact Fees.

# TOWN OF CHINO VALLEY
# COUNCIL AGENDA ITEM STAFF REPORT

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

| | |
|---|---|
| **Meeting Date:** | 03/12/2013 |
| **Contact Person:** | Jami Lewis, Town Clerk<br>Phone: 928-636-2646 x-1208 |
| **Department:** | Council |
| **Item Type:** | Action-Presentation |
| **Estimated length of staff presentation:** | 5 minutes |
| **Physical location of item:** | State Route 89 from southern Town limits to Deep Well Ranch Road |

**AGENDA ITEM TITLE:**

Consideration and possible action to authorize the Mayor on behalf of Council to sign a letter to Arizona Department of Transprotation (ADOT) supporting a continuation of the State Route 89 Chino Valley Limits to Deep Well Ranch Road Project.

**RECOMMENDED ACTION:**

Authorize the Mayor on behalf of Council to sign a letter of support to ADOT regarding a continuation of the State Route 89 Chino Valley Limits to Deep Well Ranch Road Project.

**SITUATION AND ANALYSIS:**

On February 20, 2013, the CYMPO Executive Board discussed the potential of ADOT modifying the proposed FY14 – FY18 5-Year Program including the possible elimination of the SR 89 – JCT SR 89A to Deep Well Ranch Road Widening Project. This is a continuation of the SR 89 Chino Valley Limits to Deep Well Ranch Road Project and the elimination of this important project could severely impact traffic operations and safe, efficient movement of people, goods and services.

The CYPMO Board sent a letter requesting that ADOT and the State Transportation Board keep the project in their 5-Year Program and CYMPO is asking that Town Council do the same.

**Fiscal Impact**

**Fiscal Impact?:** none

**If Yes, Budget Code:**

**Available:**

**Funding Source:**

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**Attachments**

Letter to ADOT

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MAYOR AND COUNCIL
202 N. STATE ROUTE 89
CHINO VALLEY, ARIZONA 86323

TELEPHONE (928) 636-2646
FAX (928) 636-2144
www.chinoaz.net

March 13, 2013

Mr. Scott Omer
Multimodal Planning Division Director
Arizona Department of Transportation
206 S. 17th Avenue, MD 310B
Phoenix, AZ 85007

Subject: SR89 – JCT SR 89A to Deep Well Ranch Road Widening Project

Dear Mr. Omer:

On March 12, 2013, the Chino Valley Town Council discussed the potential of ADOT modifying the proposed FY14 – FY18 5-Year Program including the possible elimination of the SR 89 – JCT SR 89A to Deep Well Ranch Road Widening Project. This is a continuation of the SR 89 Chino Valley Limits to Deep Well Ranch Road Project and the elimination of this important project could severely impact traffic operations and safe, efficient movement of people, goods and services.

The Town Council respectfully requests that ADOT and the State Transportation Board keep in the ADOT FY14 – FY18 5-Year Program the construction of SR 89 – JCT SR 89A to Deep Well Ranch Road Widening Project.

The Town Council greatly appreciates this consideration as well as the continued support of ADOT and the State Transportation Board.

Respectfully,

Chris Marley, Mayor
On behalf of Chino Valley Town Council

CM/lh

cc: Alvin Stump, District Engineer, ADOT Prescott District

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# TOWN OF CHINO VALLEY
# COUNCIL AGENDA ITEM STAFF REPORT

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

| | |
|---|---|
| **Meeting Date:** | 03/12/2013 |
| **Contact Person:** | Cecilia Watts |
| **Department:** | General Services |
| **Item Type:** | Action |
| **Estimated length of staff presentation:** | None |
| **Physical location of item:** | N/A |

**AGENDA ITEM TITLE:**

Consideration and possible action to approve amendment to Professional Services Agreement (PSA) with Red Oak Consulting and approve assignment of PSA dated November 13, 2012, between the Town and Red Oak Consulting to Arcadis U.S. Inc. for the calculation of the Town's Development Impact Fees.

**RECOMMENDED ACTION:**

Approve amendment to Professional Services Agreement (PSA) with Red Oak Consulting and approve assignment of PSA dated November 13, 2012, between the Town and Red Oak Consulting to Arcadis U.S. Inc. for the calculation of the Town's Development Impact Fees.

**SITUATION AND ANALYSIS:**

On November 13, 2012, Council approved the Professional Services Agreement with Red Oak Consulting for financial services regarding development of new impact fee calculations. After that time, Red Oak Consulting informed staff that the agreement needed to be with Arcadis U.S. Inc., instead of Red Oak Consulting. The firm also requested several other changes to the agreement.

As the attorney and Arcadis are still working on the necessary document(s) staff will provide the information to Council as soon as it is available.

**Fiscal Impact**

| | |
|---|---|
| **Fiscal Impact?:** | Yes |
| **If Yes, Budget Code:** | 01-95-5417 |
| **Available:** | 35,000.00 |

**Funding Source:**

The Town budgeted $35,000 this fiscal year and will budget $37,000 next fiscal year. These expenditures were approved on November 13, 2012.

**Attachments**

PSA, Scope of Work

RED OAK CONSULTING
an ARCADIS group

ARCADIS U.S., Inc.
100 Fillmore Street
Suite 200
Denver
Colorado 80206
Tel 303 316 6500
Fax 303 316 6599
www.arcadis-us.com

Red Oak Consulting
www.redoakconsulting.com

Robert Smith, AICP
Town Manager
Town of Chino Valley
202 North State Route 89
Chino Valley, AZ 86323

Subject:
Development Impact Fee Study

Date:
October 18, 2012

Contact:
Rick Giardina

Phone:
303.316.6505

Email:
Rick.Giardina@arcadis-us.com

Dear Mr.Smith:

Thank you for the opportunity to complete the development impact fee study for the Town of Chino Valley (Town) in accordance with Arizona Revised Statutes (ARS §9-463.05) effective January 1, 2012. The purpose of this study is to update the Town's existing development impact fees.

Red Oak will be the contracting party with the Town (the prime) but it is important to note that the Red Oak team includes Ms. Pat Walker as a sub-consultant and the team will be referred to as the "Red Oak Team." She will serve in a "lead" role and as such will be able to capitalize on her knowledge of the Town's existing development impact fees, her participation with the Arizona League of Cities and Towns as a committee member for the development of the Arizona model city/town development impact fee ordinance, and with her consulting practice close to Chino Valley in the Phoenix, Arizona area. Red Oak Consulting has a long-standing professional relationship with Ms. Walker built over the past 20 years and she has recently worked with the Town on projects that are directly related to the development impact fee study. Collectively, this team has over 75 years of local government finance and economic experience as well 40 years of development impact fee experience in Arizona and nationally.

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Attached is our proposed scope of work outlining the project objectives and our approach to completing this project for the Town as well as our fee proposal.

Again, thank you for this opportunity and we look forward to working with you and your staff. Please contact me at 303.316.6505 to discuss any aspect of this project.

Sincerely,

ARCADIS U.S., Inc.

Richard D. Giardina

Richard D. Giardina, CPA
Senior Vice President

Copies:
Pat Walker, Pat Walker Consulting LLC

Attachment: Scope of Work, Schedule and Fee Estimate

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# Development Impact Fee Study

## Scope of Work, Schedule and Fee Estimate

**Background**

The purpose of this project for the Town of Chino Valley (the Town) is to calculate development impact fees (for the service categories listed below) consistent with the requirements of Arizona Revised Statutes (ARS §9-463.05) effective January 1, 2012. The Town currently has development impact fees for four different service categories that will be evaluated during this study. The fees included in this scope of work are listed below:

Police
Streets
Library
Parks and Recreation

To complete this project the following scope of work will be executed by the team of Red Oak Consulting (RO will be the prime contractor with the City), and Pat Walker Consulting, LLC (PWC), hereinafter collectively referred to as Red Oak, RO or the RO Team. PWC will have critical and significant roles in the successful completion of this project with Pat Walker, the principal of PWC, leading much of the analysis and participating in meetings and presentations.

Frequent regular communication with the Town Project Manager and Staff is a vital part of all our work. Throughout the project, we will regularly report our progress, on both a formal and informal basis, and involve Town Staff in as many aspects of the project as desired to ensure the project is adequately understood by all appropriate personnel and achieves the Town's goals and objectives.

The balance of this document contains the specific tasks to be completed during this project. It should be noted that the process for determining development impact fees will require a great deal of collaboration between the RO Team and the Town and that the tasks herein described are not necessarily sequential. For example, it is important to tie the land use assumptions within the Town's current General Plan to the capital requirements of the Town which will be used to determine service areas. In conjunction with the Town, service areas will be determined, and then re-evaluated against the capital requirements developed in the most recent capital improvement program, 2013-2018. In addition, there will be projects that will extend another five years that will also need to be tied to service areas. At each step of the process the RO Team will not just coordinate with the Town, but in most instances require data, input and direction from the Town.

**Task Plan**

***Task 1 – Project Initiation & Management***

1. The RO Team will lead a Project Coordination/Kickoff meeting with Finance and key Town Staff

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(Town Project team) managing this project, to confirm scope of work, roles, responsibilities coordination and project timeline for study tasks and public hearings. A memorandum will be developed to summarize key decisions and discussion items.
2. A list of initial and subsequent data required to complete the study will be submitted to Town Staff prior to the Project Coordination/Kickoff meeting.
3. Project coordination, resource allocations, invoicing and periodic project status summary (a one-page report on key activities, issues, etc.) will be provided to the Finance Director, Joe Duffy.
4. Initial determination of projected capital projects for the four fee areas over the next 10 years to determine whether a particular fee area should even be considered in the study.

***Task 2 –Data Collection, Compilation and Analysis***

The RO Team will submit, prior to the Task 1 Project Coordination/Kickoff meeting, a preliminary data request for information necessary to complete the analysis. We will work with Town Staff to review the requested data necessary to update the Town's development impact fees to meet the requirements of ARS §9-463.05. We will request that the Town provide the following data items:

1. Current facilities
   a. Total capacity and available capacity for future growth by service area.
   b. Describe and identify costs for upgrades, replacements or modifications required due to new regulatory requirements for each project in each service area.
   c. Reserved capacity for future growth by service area.
   d. Facilities funded by debt or loans outstanding by service area.
2. Minimum developer requirements for facilities constructed and dedicated to Town by fee categories, for example: land dedication for parks, etc.
3. Service level information
   a. Current service level standards by fee category and service area including source of service level standard (e.g., master plans).
   b. Current service levels provided to existing population and any available capacity for future growth.
4. Town-specific trip generation data. If Town-specific trip generation data is not available, we will rely on information from the Trip Generation data manual published by the Institute of Transportation Engineers.
5. Up to five comparable communities to survey development impact fees.
6. Provide ten-year projection of growth-related revenues.
7. Current multi-year capital improvement plan over a ten-year study period to be further reviewed after the completion of Task 3.
8. Identification of existing and proposed reimbursement agreements for the ten-year study period.

***Task 3 – Development of Land Use Assumptions (LUA)***

1. Land use assumptions and Town growth projections will be provided by the Town and will include the next ten years for residential, multi-family, industrial and commercial land use types included in the Town's general plan updated in 2012. If available, the projections will include:
   a. Population, employment, single family and multi-family housing units, as well as square feet of retail, office, industrial and other non-residential developments by type.
   b. Land use forecast will be provided by any special planning area that has been designated

by the Town.
   c. Compare and identify any differences between land use assumptions and the general plan for the ten year projection period.
2. After the receipt of the land use analysis, the RO Team and the Town project team will:
   a. Discuss existing special planning areas and/or alternative service area designations determined by Town Staff by fee category to be served by current and new facilities based on land use assumptions.
   b. Review current capital improvement plan based on land use assumptions and master plans for the next ten years for evaluated fee categories.
3. The RO Team will prepare a memorandum documenting the recommended land use assumptions that will serve as the basis for updating capital facilities and infrastructure needed to serve growth over the next ten years as well as the development of Infrastructure Improvements Plan (IIP) developed in Task 4.

***Task 4 – Development of Infrastructure Improvement Plan (IIP)***

Below are the activities associated with the development of the IIP incorporating Tasks 2, 3 and 4 data and analysis.

1. Town to define and incorporate a map of all service areas in the Town that will provide necessary public services. (This is required by ARS §9-463.05).
2. RO Team will review existing development agreements that will include contributed facilities, development impact fee credits available and redeemed, and any future capacity reservations and incorporate into the IIP. It is estimated that there be no more than 10 development agreements to review.
3. Incorporate land use assumptions and growth projections developed in Task 3 for refinement by Town of timing of capital projects for ten years developed in Task 3.
   a. An estimate of future equivalent development units (EDU's) for each service area defined by the Town will be developed.
4. Incorporate proposed development agreement growth-related projects into the IIP.

Once requested data is provided and evaluated in previous tasks, the RO Team will hold separate meetings with Town Staff and Department Directors who have projects that are proposed to be funded by development impact fees; these meetings will be held at the Town offices over a one-day period. During meetings, we will discuss the following:

1. Guidance within ARS §9-463.05 affecting facilities eligible for development impact fee recovery.
2. Existing service level information provided in Task 2.
3. Existing and planned capacity for necessary public service projects by service area developed by Town. Identify the existing EDUs by service area.
4. Future facilities and capital improvement cost estimates provided by the Town and developed by Town or outsourced engineer licensed in the State of Arizona.
   a. Service level capacity added by future improvements to serve new growth by service area.
      i. Improvements to current facilities related to upgrading or updating facilities to maintain current service levels, improve service levels or meeting more strict regulatory standards by service area.
      ii. Improvements related to expanding capacity to serve new growth.

   iii. Estimate the total existing and future EDU's within each service area based on the land use assumptions provided by the Town in Task 2.

5. Projected or anticipated capital funding sources for growth-related facility improvements.
6. Current population and growth projections by land use category developed in Task 3.

Based on the review of key data, discussion with Town Staff and subsequent evaluations the RO Team will summarize current service level standards and existing and projected capacity requirements by fee category and service area in a technical memorandum. We will develop a separate summary of facility cost estimates and growth-related projects to be used in the development impact fee analysis. The RO Team will recommend the development impact fee methodology and approach by fee category as the basis for calculations in Task 5.

Draft and final IIP and LUA will be developed in Task 7.

***Task 5 - Calculation of Development Impact Fees, Funding and Cash Flow Analysis***

RO Team will calculate development impact fees based on the recommended approach per fee category and service area in compliance with ARS §9-463.05. We will complete the following activities:

1. Growth-related projects, existing or new, requiring development impact fee credits will be included in the ten-year IIP developed in Task 4 and calculation of the fees.
2. Offsets for growth-related revenue used towards growth-related capital projects will be taken into consideration for the calculations for the ten-year study period.
3. Survey development impact fees of up to five (5) comparable communities to be selected by Town staff.
4. Financing costs will be determined by preparing a ten-year cash flow analysis of funding sources for the capital costs including estimates for development impact fee revenues and estimated costs for growth-related projects anticipated and repayment of existing growth-related debt.
5. Fees by type and/or service area will be calculated based on level of service standards per EDU equal to one single-family detached dwelling unit with equivalency ratios to other development types such as residential, multi-family (where appropriate), commercial and industrial developed in Task 3.

Once preliminary fee calculations are complete, we will review the results with Town Staff to apply modifications to the underlying analysis and prepare recommended fee schedules by fee category and service area, as appropriate.

***Task 6- Stakeholder Meetings***

The RO Team will facilitate up to two (2) stakeholder meetings with the development community, associations, citizens and/or Advisory Committee in addition to Public Hearings and Town Council presentations in Task 7.

The purpose of these meetings will be to:

1. Discuss ARS §9-463.05 requirements, and the process and timeline of the study.
2. Receive input at key points throughout the process regarding land use assumptions, facilities,

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and service area designations.
3. Receive and respond to subsequent input received from stakeholders to review preliminary IIP facilities, land use assumptions and development impact fees by type and service area prior to Public Hearings.

***Task 7 - Reports and Presentations***

The RO Team will develop separate draft and final IIP and land use assumptions, and development impact fee reports as part of this study. Our scope includes one meeting between the RO Team and Town staff to review Town comments and receive feedback regarding the draft IIP and development impact fee report. The development impact fee report will include a discussion of our approach and calculations, land use assumptions and demographic information used, project costs, financing amounts, cash flow analysis and IIP that will be developed according to ARS §9-463.05 requirements.

The RO Team will prepare meeting materials and presentations for up to four (4) Town Council meetings and/or hearings. The anticipated public Town Council meetings are:

1. Public Hearing to adopt the land use assumptions and IIP.
2. Town Council meeting for discussion and adoption of land use assumptions and IIP.
3. Public Hearing to present study report and recommended development impact fee schedules.
4. Town Council meeting for discussion and subsequent adoption of the development impact fees.

**Deliverables**

The formal deliverables for this study include:

1. Preliminary and subsequent data request.
2. Periodic Project status reports (a one page summary of current activities, project status and study issues) will be provided. One (1) meeting with the Town Project Team referenced in Task 1.
3. Meetings with Town Staff and Department Directors over a one (1) day period referenced in Task 4.
4. Two (2) meetings with external stakeholders and/or an Advisory Committee referenced in Task 6.
5. Four (4) public hearings or presentations to Town Council referenced in Task 7.
6. Technical memos on:
    a. Summary memorandum documenting the Town's projected land use assumptions and projected population and growth for residential, commercial and industrial land use types included in the Town's general plan and developed in Task 3.
    b. Current service level standards and existing and projected capacity requirements by fee category and service area developed in Task 4.
    c. Summary of facility cost estimates and growth-related projects incorporated in development impact fee analysis developed in Task 4.
    d. Recommended fee approach by fee category and/or service area developed in Task 4.
    e. Proposed fee schedule by fee category and/or service area developed in Task 5.
7. Ten-year cash flow projection for each fee category and service area developed in Task 5.
8. Survey of up to five (5) comparable communities for development impact fees developed in Task
9. Electronic copy of the preliminary IIP and land use assumptions developed in Task 7.
10. Electronic copy of the final IIP and land use assumptions developed in Task 7.

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11. Electronic copy of the preliminary development impact fee report developed in Task 7.
12. Electronic copy of the final development impact fee report developed in Task 7.

For workshops and presentations, the Red Oak Team will prepare handouts and presentation materials.

**Additional Services**

As requested and approved (in advance) by the Town, we will provide services in addition to those in the proposed scope of work. Examples of these additional services include:

- Additional Stakeholder or Town Council meetings above the six (6) anticipated in the scope of work; these would include meetings with individual developers, builders, etc. We have not included any such meetings in the scope or our fee estimate.
- Additional iterations of the draft IIP and land use assumptions or development impact fee reports; iterations beyond the single "draft-final" process for each report included in Task 7.
- The calculation of development impact fees for necessary public service fee categories other than those categories listed in the Background section of this document.
- Expert legal advice on ARS§9-463.05 that may be needed from outside the Town legal counsel.
- Development impact fee implementation assistance.

**Schedule**

We expect the timeline for this engagement to be approximately 12 months, including required public hearings, depending upon the availability of Town Staff and timely access to Town records. The timeline anticipates a project start date in December of 2012 and Town Council adoption of development impact fees in January of 2014. Fees would become effective 75 days after approval by the Town Council.

**Fee Estimate**

We propose to complete this project for $72,000; this amount represents our not-to-exceed fee based on the scope of work, meetings, etc. contained in this document. We will submit invoices monthly and payment is due within 30 days of the date of the invoice. Attachment 1 to this document is a summary of our cost estimate; it lists the hours and costs for each of the major tasks. The following is the hourly rate for this contract by personnel and grade.

| Consultant | $ Per Hour |
|---|---|
| Rick Giardina – Sr. Vice President | $275 |
| Associate Vice President | $250 |
| Andrew Rheem – Principal Consultant | $215 |
| Pat Walker LLC – Pat Walker | $184 |
| Senior Consultant | $190 |
| Consultant | $150 |
| Analyst | $135 |
| Administrative Support/Clerical | $80 |

**Town of Chino Valley, Arizona**
**2012 Development Impact Fee Study**
**Attachment 1**

| Task No. | Task Name | Total Red Oak Consulting / Pat Walker, LLC Hours | Labor | Expense | Total Project Cost |
|---|---|---|---|---|---|
| 1 | Project Initiation, Management, & Initial Fee Assessment | 45 | $8,208 | $808 | $9,016 |
| 2 | Data Collection, Compilation & Analysis | 41 | 7,225 | 0 | 7,225 |
| 3 | Development of Land Use Assumptions | 31 | 5,573 | 0 | 5,573 |
| 4 | Development of Infrastructure Improvements Plan | 75 | 13,070 | 1,016 | 14,086 |
| 5 | Calculation of Development Impact Fees, Funding and Cash Flow Analysis | 57 | 9,918 | 0 | 9,918 |
| 6 | Stakeholder Meetings | 41 | 7,670 | 1,699 | 9,369 |
| 7 | Reports and Presentations | 84 | 14,790 | 2,024 | 16,814 |
| | Total | 374 | $66,453 | $5,547 | $72,000 |

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# TOWN OF CHINO VALLEY
# COUNCIL AGENDA ITEM STAFF REPORT

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

**Meeting Date:** 03/12/2013
**Contact Person:** Ron Grittman, Town Engineer
Phone: 928-636-2646 x-1223
**Department:** Public Works
**Item Type:** Action-Presentation
**Estimated length of staff presentation:** 5 minutes
**Physical location of item:** None

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**AGENDA ITEM TITLE:**
Consideration and possible action to approve the purchase of a used 2008 Bearcat BC-2002 Self Propelled Chip Spreader in the amount of $105,000.00.

**RECOMMENDED ACTION:**
Approve the purchase of a used 2008 Bearcat BC-2002 Self Propelled Chip Spreader from Ronald Wagner & Company in the amount of $105,000.00.

**SITUATION AND ANALYSIS:**
In January 2012 the finance committee received a presentation regarding the use of $235,697. These funds were generated from the second defeasance of the Greater Arizona Development Authority loans. Through the defeasance process, these funds were committed to be used on the acquisition of vehicles and equipment. The following is a summary of the proposed pieces of equipment to acquire:

Town of Chino Valley
Use of Defeasance Remaining Funds Summary
US Bank Acquisition Fund #144925003

| | Vehicle Equipment Purchases 08-95-5583 | | |
|---|---|---|---|
| Description | Acquisition Fund Original Budget | Actual Purchases to Date | Projected Use of Remaining Funds |
| 2012 Police Expedition | $35,000 | $31,397 | $8,600 |
| 2012 Police Expedition | $35,000 | $31,397 | $8,600 |
| 2007 Bucket Truck | $45,000 | $45,220 | |
| Crack Seal Machine (not purchased) | $40,000 | -- | |
| Lee Boy Paving Machine (not purchased) | $50,000 | -- | |

| | | | |
|---|---|---|---|
| Remaining Funds Admin Vehicle (not purchased) | $25,697 | -- | |
| Chip Seal Machine | | | $105,000 |
| | $235,697 | $108,015 | $122,200 |

The Aquisition Fund will have a projected balance of $ 5,482 after this purchase.

The 2008 Bearcat BC-2002 Self Propelled Chip Spreader has been inspected by Town staff and has been determined to be exceptional condition. Two members of the fleet department drove to Kendalia Texas to inspect the proposed equipment. The assessment of this inspection was that this equipment fits with the Town's needs.

## Fiscal Impact

**Fiscal Impact?:** Yes
**If Yes, Budget Code:** 08-95-5583
**Available:** $105,000

**Funding Source:**

Funds to come from Debt Service Fund Capital Expenditures line for vehicles/equipment purchases.

## Attachments

Bill of Sale

**RONALD R. WAGNER & CO., LP**
2443 HWY. 473 / P.O. BOX 354
KENDALIA, TEXAS 78027
aaprrw@gvtc.com
(830) 336-2810 OFFICE (830) 336-2820 FAX

February 28, 2013

# BILL OF SALE

To: Rick Delahuerta
rdelahuerta@chinoaz.net

For the purchase of one :

2008 Bearcat BC-2002 Self Propelled Chip Spreader
Vin: 1B9BC16278A173001

Delivered to Chino, Arizona

***Delivery is included in price if delivery is prior to March 31, 2013. Additional delivery charges will be incurred if delivery is after that date.

***Payment due prior to delivery of vehicle

**Total Purchase Price** **$105,000.00**

Wire Transfer Instruction:
Ronald R. Wagner & Co., LP
International Bank of Commerce
aba #114902528
Account #16535-01