



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL

REGULAR MEETING
Tuesday, March 28, 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.** Proclamation declaring April 2017 as "Fair Housing Month," in Chino Valley, sponsored by Northern Arizona Council of Governments.
- b.** Presentation by Richard Heath, Executive Director, regarding the Northern Arizona University (NAU) campus in Prescott Valley.

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 Aquatic Center entry fees for multiple sessions.

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 Grittmann and/or Town staff members regarding Town accomplishments, and current or upcoming projects.
- c. Presentation by Finance Department regarding the Revenue Manual and revenue projections for the next fiscal year.

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.

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 Waiver of Four Year Notice and Pavement Quality Report for the abandonment of the Old State Route 89 right-of-way for continued public use to the Town of Chino Valley. (Michael Lopez, Public Works Director/Town Engineer)

Recommended Action: Approve the Waiver of Four Year Notice and Pavement Quality Report for the abandonment of the Old State Route 89 right-of-way for continued public use to the Town of Chino Valley.

- b. Consideration and possible action to approve Change Order No.1 to the Agreement for Professional Consulting Services with CivilTec Engineering, Inc. for additional services including Nationwide 404 permitting and Water of the US Jurisdictional Delineation for Santa Cruz Wash, development of bid alternates, and as-built record drawings in the amount not to exceed \$35,944.00. (Michael Lopez, Public Works Director/Town Engineer)

Recommended Action: Approve Change Order No. 1 to the Agreement for Professional Consulting Services with CivilTec Engineering, Inc. for additional services including Nationwide 404 permitting and Water of the US Jurisdictional Delineation for Santa Cruz Wash, development of bid alternates, and as-built record drawings in the amount not to exceed \$35,944.00.

- c. Authorize Mayor to sign a letter of support, on behalf of the Council, to Yavapai County for the Northern Connector road, which extends Center Street west of Reed Road to Williamson Valley Road. (Cecilia Grittmann, Interim Town Manager)

Recommended Action: Authorize Mayor to sign letter of support, on behalf of the Council, to Yavapai County for the Northern Connector road, which extends Center Street west of Reed Road to Williamson Valley Road.

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 in pending litigation or in settlement discussions conducted in order to avoid or resolve litigation in the matter of Town of Chino Valley v. Glenarm Land Company, Inc. (Mayor and Council)
- b. An executive session pursuant to A.R.S. & 38-431.03(A)(1) for discussion or consideration of employment, assignment, appointment, or salary of Interim Town Manager, Cecilia Grittmann. (Mayor and Council)

9. ACTION ITEMS RESUMED

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

- a. Consideration and possible action to authorize staff and the Town Attorney to take necessary actions to settle the eminent domain litigation of Town of Chino Valley, Arizona v. Glenarm Land Co., Inc. in an amount not to exceed \$50,000 plus statutory interest as applicable. (Mayor and Council)

Recommended Action: Authorize staff and the Town Attorney to take necessary actions to settle the eminent domain litigation of Town of Chino Valley, Arizona v. Glenarm Land Co., Inc. in an amount not to exceed \$50,000 plus statutory interest as applicable.

- b. Consideration and possible action to approve the Town Manager Contract for Cecilia Grittmann, effective _____ for a 2 year period ending June 30, 2019. (Mayor and Council)

Recommended Action: Approve the Town Manager Contract for Cecilia Grittmann, effective _____ for a 2 year period ending June 30, 2019.

10. ADJOURNMENT

Dated this 23rd day of March, 2016.

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

2.a.

Meeting Date: 03/28/2017
Contact Person: Ruth Mayday, Development Services Director
 Phone: 928-636-4427 x-1217
Department: Development Services
Estimated length 5 minutes
of Staff Presentation:
Physical location of item: NA

AGENDA ITEM TITLE:

Proclamation declaring April 2017 as "Fair Housing Month," in Chino Valley, sponsored by Northern Arizona Council of Governments.

SITUATION & ANALYSIS:

April is Fair Housing Month across the United States; issuing a proclamation memorializing the Town's commitment to Fair Housing demonstrates the Town's commitment to Fair Housing and meets the Community Development Block Grant (CDBG)'s requirements for affirmatively furthering fair housing.

Attachments

Proclamation



PROCLAMATION

FAIR HOUSING MONTH

APRIL 2017



Whereas, The National Fair Housing Law of 1986, as amended by the Fair Housing Amendments Act of 1988 prohibits discrimination in housing and declares it a national policy to provide within constitutional limits, for fair housing in the United States; and

Whereas, The principle of Fair Housing is not only national law and national policy but a fundamental human concept and entitlement for all Americans; and

Whereas, April has traditionally been designated as Fair Housing Month in the United States; and

Now, Therefore, I, Darryl Croft, Mayor of the Town of Chino Valley, do hereby proclaim April 2017 as Fair Housing Month in Chino Valley, Arizona, and do hereby urge all citizens of this community to comply with the letter and spirit of the Fair Housing Law.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the Town of Chino Valley to be affixed this 28th day of March 2017.

Darryl L. Croft, Mayor

ATTEST: Jami C. Lewis, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

2.b.

Meeting Date: 03/28/2017
Contact Person: Amy Lansa, Administrative Technician
Phone: 928-636-2646 x-1052
Department: Town Clerk
Estimated length 5 minutes
of Staff Presentation:
Physical location of item: N/A

AGENDA ITEM TITLE:

Presentation by Richard Heath, Executive Director, regarding the Northern Arizona University (NAU) campus in Prescott Valley.

SITUATION & ANALYSIS:

Mr. Heath has requested to provide an update on the current status of the NAU campus in Prescott Valley.

Attachments

No file(s) attached.

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

5.c.

Meeting Date: 03/28/2017
Contact Person: Joe Duffy, Finance Director
Phone: 928-636-2646 x-1211
Department: Finance
Estimated length 10 minutes
of Staff Presentation:
Physical location of item: NA

AGENDA ITEM TITLE:

Presentation by Finance Department regarding the Revenue Manual and revenue projections for the next fiscal year.

Attachments

No file(s) attached.

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7.a.

Meeting Date: 03/28/2017
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: 5 minutes
Physical location of item: Old Highway 89

AGENDA ITEM TITLE:

Consideration and possible action to approve the Waiver of Four Year Notice and Pavement Quality Report for the abandonment of the Old State Route 89 right-of-way for continued public use to the Town of Chino Valley. (Michael Lopez, Public Works Director/Town Engineer)

RECOMMENDED ACTION:

Approve the Waiver of Four Year Notice and Pavement Quality Report for the abandonment of the Old State Route 89 right-of-way for continued public use to the Town of Chino Valley.

SITUATION AND ANALYSIS:

Issue Statement

In January of 2016 the Town of Chino Valley's Public Works Department was contacted by the City of Prescott and SRP requesting a right-of-way permit to install a camera monitoring station adjacent to Sullivan Dam. Yavapai County GIS illustrated that the road right-of-way adjacent to the Dam was in the Town limits and associated with the State of Arizona right-of-way. Town staff began investigating the right-of-way ownership and discovered, with ADOT's assistance, that the 1997 IGA between ADOT and Yavapai County to abandon Old Highway 89 had not been filed and the right-of-way was still under the state's ownership.

The County and the Town are currently working with the State to prepare the IGA's which will abandon jurisdictional and maintenance responsibility from the State to the County and Town for the portions of work within their respective municipal limits. The Advanced Four Year Notice of Abandonment and pavement quality report is the first step in the this process.

Applicable "Policy"

Satisfaction of "Policy"

Summary of Issues and Staff Rationale

Findings of Fact

Fiscal Impact

Fiscal Impact?: no

If Yes, Budget Code:

Available:

Funding Source:

Attachments

ADOT-Waiver

Exhibit A-Old SR89

ADOT-Yav Co IGA - Old 89

OLD HIGHWAY 89

WAIVER OF FOUR-YEAR NOTICE AND PAVEMENT QUALITY REPORT

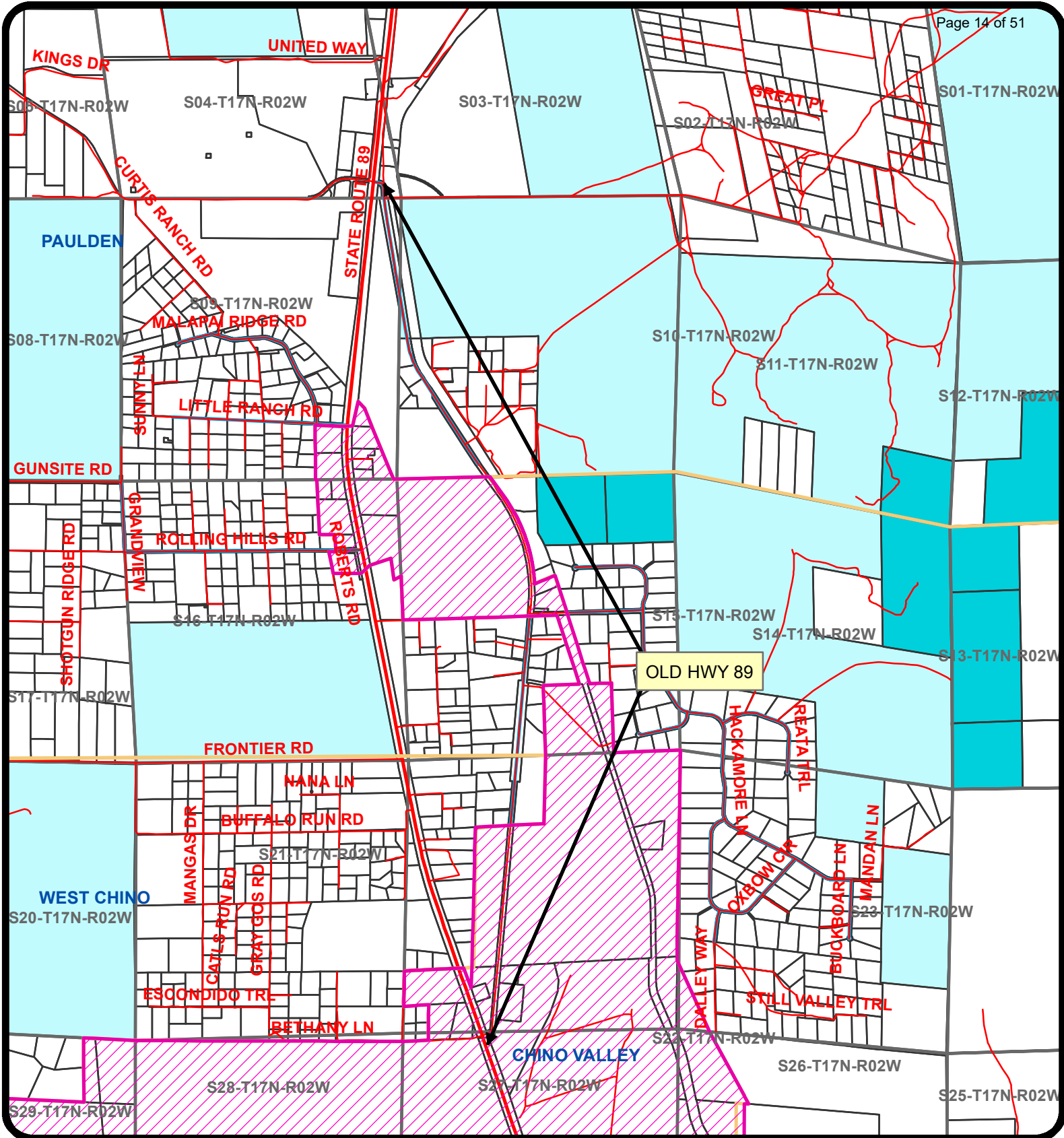
Town of Chino Valley
Town Council

Re: ADOT Project N.R.H. 61
Section: Old SR 89 South of Paulden
Location: Refer to Exhibit "A"

The Town of Chino Valley, Arizona, by and through its Town Council, hereby waives the advance four-year notice of abandonment and pavement quality report in accordance with Arizona Revised Statutes Section 28-7209, in order to more quickly allow ADOT to abandon the Old SR 89 right-of-way for continued public use to said Town where the Town's interest appears of record as approximated on the attached Exhibit.

Mayor Darryl Croft

Date



A. G. Contract No. KR96 2544TRN
ADOT ECS File No.: JPA 96-167
Project: F-025-2-518/H4479 01C
Section: Old SR-89 S. of Paulden

INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE STATE OF ARIZONA
AND
YAVAPAI COUNTY, ARIZONA

THIS AGREEMENT is entered into 7 APR 11, 1997,
pursuant to Arizona Revised Statutes, Sections 11-951 through 11-
954, as amended, between the STATE OF ARIZONA, acting by and
through its DEPARTMENT OF TRANSPORTATION (the "State") and
YAVAPAI COUNTY, ARIZONA, acting by and through its BOARD OF
SUPERVISORS (the "County").

I. RECITALS

1. The State is empowered by Arizona Revised Statutes Section 28-108 to enter into this agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this agreement and has delegated to the undersigned the authority to execute this agreement on behalf of the State.

2. The County is empowered by Arizona Revised Statutes Section 11-251 to enter into this agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this agreement and has authorized the undersigned to execute this agreement on behalf of the County.

3. As part of a previous State highway safety project the State realigned a portion of SR-89 south of Paulden, Arizona. The County and the State desire to improve the roadway, at an estimated cost of \$25,000.00, all at State expense, and transfer ownership of the roadway, structures and right-of-way east of the present SR-89 to the County, hereinafter referred to as the Project.

THEREFORE, in consideration of the mutual agreements expressed herein, it is agreed as follows:

NO. <u>21478</u>
FILED WITH SECRETARY OF STATE
Date Filed <u>04/07/97</u>
<u>Gene Lee Hull</u> Secretary of State
By <u>Vicky Shaenewald</u>

II. SCOPE OF WORK

1. The County will:

a. Provide design plans, specifications and such other documents required to accomplish the Project.

b. Accomplish the Project with County forces and equipment, or, call for bids and award one or more construction contracts for the Project. Administer same and make all payments to the contractor(s). Be responsible for any contractor claims for extra compensation due to delays or whatever reason.

c. Upon approval and by resolution of the State Transportation Board, accept jurisdiction and maintenance responsibility for the Project. Waive the four year advance notification requirements of Arizona Revised Statute 28-106.

1. The State will:

Upon receipt of an invoice, pay the County \$25,000.00 to accomplish the Project improvements. Upon completion of the Project improvements by the County and expenditure of the funds, and upon approval and by resolution of the State Transportation Board, abandon jurisdiction and maintenance responsibility for the roadway, generally as shown on exhibit A, which is attached hereto and made a part hereof, to the County.

III. MISCELLANEOUS PROVISIONS

1. This agreement shall remain in force and effect until completion of said Project and abandonment; provided, however, that this agreement, except any provisions herein for maintenance, which shall be perpetual, may be cancelled at any time prior to the award of a Project construction contract, upon thirty (30) days written notice to the other party.

2. This agreement shall become effective upon filing with the Secretary of State.

3. This agreement may be cancelled in accordance with Arizona Revised Statutes Section 38-511.

4. The provisions of Arizona Revised Statutes Section 35-214 are applicable to this contract.

5. In the event of any controversy which may arise out of this agreement, the parties hereto agree to abide by required arbitration as is set forth for public works contracts in Arizona Revised Statutes Section 12-1518.

Page 3

JPA 96-167

6. All notices or demands upon any party to this agreement shall be in writing and shall be delivered in person or sent by mail addressed as follows:

Arizona Department of Transportation
Joint Project Administration
205 South 17 Avenue, Mail Drop 616E
Phoenix, AZ 85007

Yavapai County
County Administrator
1015 Fair Street
Prescott, AZ 86301

7. Attached hereto and incorporated herein is the written determination of each party's legal counsel that the parties are authorized under the laws of this state to enter into this agreement and that the agreement is in proper form.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

YAVAPAI COUNTY, ARIZONA

STATE OF ARIZONA
Department of Transportation

By G. B. Brownlow
Gheral Brownlow, Chairman
Board of Supervisors

By E. D. Wright
Edward D. Wright
Deputy State Engineer

ATTEST

By Beverly Staddon
BEVERLY STADDON
Clerk of the Board

JPA 96-167

RESOLUTION

BE IT RESOLVED on this 28th day of October 1996, that I, the undersigned LARRY S. BONINE, as Director of the Arizona Department of Transportation, have determined that it is in the best interests of the State of Arizona that the Department of Transportation, acting by and through the Intermodal Transportation Division, to enter into an agreement with Yavapai County for the purpose of defining responsibilities for the construction of highway improvements to old US-89 South of Paulden and the turn-back thereof to the County.

Therefore, authorization is hereby granted to draft said agreement which, upon completion, shall be submitted to the Deputy State Engineer for approval and execution.


for LARRY S. BONINE
Director

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(Official Pages
834-841)

021897

OFFICE OF BOARD OF SUPERVISORS
YAVAPAI COUNTY, ARIZONA

MINUTES

Prescott, Arizona

February 18, 1997

Present: Gheral Brownlow, Chairman; Bill Feldmeier, Vice Chairman; Chip Davis, Member; Bev Staddon, Clerk.

ITEM NO. 1. Board members meet in parking lot of County Administration Building, Prescott, and travel to Yavapai County Cottonwood Annex, Cottonwood, Arizona.

ITEM NO. 2. Convene in Hearing Room, Yavapai County Cottonwood Annex, Cottonwood, Arizona.

1. Approve minutes of meeting of February 3, 1997. County Administrator Jim Holst and Public Works Director Richard Straub participated in discussion. Approved by unanimous vote, as corrected, upon a motion by Supervisor Feldmeier, seconded by Supervisor Davis. Brief discussion about minute entries regarding the regional landfill site and the need for the City of Prescott to commit to relocating the site in conjunction with its plans for a Highway 69-89 connector road. Chairman Brownlow asked Mr. Holst to send a letter to the city.
2. Bids to purchase property pursuant to A.R.S. §42-472, all of which were held in abeyance February 3, 1997: All bids approved, upon a motion by Supervisor Davis, seconded by Supervisor Feldmeier. On the advice of Board Attorney/Assistant Administrator Dave Hunt, there was no call for other bids because such a call was made at the February 3, 1997, meeting, at which time there was no response.
 - a. Theresa Poh, 301-42-107, Lot 3484, Bridge Canyon Unit 17, \$361.65; 301-38-076, Lot 2141, Bridge Canyon Unit 10, \$373.18; 301-24-060, Lot 2384, Bridge Canyon Unit 12, \$981.57.
 - b. Dave Pardun, 301-37-152, Lot 2029, Bridge Canyon Unit 9, \$373.18; 301-45-060, Lot 4047, Bridge Canyon Unit 20, \$373.18; 301-36-220, Lot 1801, Bridge Canyon Unit 8, \$860.47.
 - c. Bill and Donna Cuff, 301-37-151, Lot 2028, Bridge Canyon Unit 9, \$686.30.
 - d. Kevin Workman, 301-37-085, Lot 1962, Bridge Canyon Unit 9, \$365; 301-48-244, Lot 5298, Bridge Canyon Unit 24, \$590; 301-43-078, Lot 2626, Bridge Canyon Unit 14, \$607.
3. Bids to purchase property pursuant to A.R.S. §42-472: Upon a motion by Supervisor Feldmeier, seconded by Supervisor Davis, the Board voted unanimously to approve both bids. There was no response to a call for other bids.
 - a. Kevin Workman, 301-19-149, Lot 449, Bridge Canyon Estates Unit 3, \$780.
 - b. Diane Barrer, 301-25-086, Lot 659, Bridge Canyon Estates Unit 4, \$760.
4. Consider approval of items appearing on Consent Agenda and on Consent Agenda for Special Districts. Items 1(a) and 9 under Consent Agenda, and Items 2(a) and 3(a),(b) and (c) under Consent Agenda for Special Districts pulled for discussion. All other items approved by unanimous vote, upon a motion by Supervisor Davis, seconded by Supervisor Feldmeier, and with no comment from the public.

ITEM NO. 3. Resolve into Board of Directors of Pine Valley Street Improvement District. Reference: Special district minutes.

1. Approve minutes of meeting of January 21, 1997.

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(Official Pages
834-841)

021897

2. Conduct public hearing upon objections received relating to the legality of the assessment or any of the previous proceedings.
 3. Pass upon all objections and modify assessment as appropriate.
 4. Consider adoption of resolution approving assessment.
- ITEM NO. 4. Resolve into Board of Supervisors. Public Works Director Richard Straub. All items presented by Mr. Straub.
1. Hearing: Consider establishing portion of Beaver Creek Road in the Lake Montezuma area as a County highway. Resolution No. 1039 Establishing a Portion of Beaver Creek Road as a County Highway was approved by unanimous vote, upon a motion by Supervisor Davis, seconded by Supervisor Feldmeier. No comments from the public.
 2. Discussion and possible adoption of revisions to Resolution 460 regarding minimum standards for the design and construction of all streets in Yavapai County. Planning & Building Director Mike Rozycki participated in discussion. Mr. Straub said that concerns of local engineers had been addressed, and that he would come back to the Board later with an amendment regarding turn lanes. Supervisor Davis referred to Section E(1)(A) regarding deviations from standards, requesting that the phrase "where time allows" be stricken from any amendments to the resolution. Upon a motion by Supervisor Davis, seconded by Supervisor Feldmeier, and with no comments from the public, the Board voted unanimously to approve Resolution No. 1036, Minimum Standards for the Design, All Construction, and Paving of All Streets and Alleys, and the Installation of Utilities Within Public and Private Rights of Way in Yavapai County, Arizona.
 3. Consider approval of intergovernmental agreement with ADOT to accept ownership of Highway 89 south of Paulden and improve roadway at state expense (\$25,000). Board Attorney/Assistant Administrator Dave Hunt participated in discussion. Mr. Straub said that this portion of (old) Highway had been abandoned to the County by the State of Arizona some 20 years ago, but that paperwork had never been completed and the County had never accepted the road. The \$25,000 contribution from ADOT will be used to repair the concrete handrail on the bridge over the Verde River, which is otherwise in good condition. There was brief discussion about ADOT's ability to abandon roads, thereby leaving the County liable for them. Upon a motion by Supervisor Feldmeier, seconded by Supervisor Davis, and with no comments from the public, the Board voted unanimously to approve this IGA.
 4. Request to extinguish by Board resolution an ingress/egress easement to the public on a portion of Sugarloaf Road (aka Chicken Ranch Road), Cornville area, and request to accept an ingress/egress easement for a portion of Sugarloaf Road into the County road system (not for maintenance). Verde Valley resident Esther Talbert participated in the discussion. After review of maps and clarification from Ms. Talbert regarding access to an adjacent parcel, Supervisor Davis moved to approve this request, including Resolution No. 1037, Sugarloaf Road, Easement Extinguishment. Supervisor Feldmeier seconded the motion after clarifying that the County was not being asked to maintain this road. Vote was unanimous. No comments from the public.
 5. Request to hire outside survey crews to assist with heavy workload, not to exceed \$10,000. Upon a motion by Supervisor Feldmeier, seconded by Supervisor Davis, the Board voted unanimously to approve this request following Mr. Straub's statement that additional crews were necessary in order to keep up with projects. No comments from the public.

NO
Construction
Maintenance

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(Official Pages
834-841)

021897

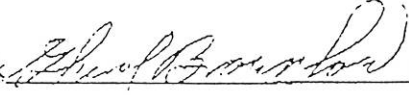
Granite Gdns SA	178.00	DV Rd Imp Dst #2	3480.00
Pres East San	901.88	Flood Control	80,460.99
Seligman San Di	42.20	Library Dist	6852.33
Capital Proj	40,339.50		

In addition, payroll was issued on February 18, 1997, for the pay period ending February 8, 1997, warrant numbers 25338006 through 25338015; 25338019 through 25338562, in the amount of \$328,862.89. Jury certificates were also issued, warrant numbers 828421 through 828579; 828583 through 828638.

An itemized list of the above-numbered claims is filed in the official record of the meeting of the Yavapai County Board of Supervisors' minute book 27.1

There being no further business to discuss, the meeting was adjourned.

ATTEST:

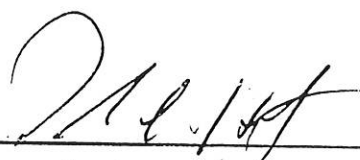
 Clerk  Chairman

JPA 96-167

APPROVAL OF THE YAVAPAI COUNTY ATTORNEY

I have reviewed the above referenced proposed intergovernmental agreement, between the DEPARTMENT OF TRANSPORTATION, HIGHWAYS DIVISION, and YAVAPAI COUNTY and declare this agreement to be in proper form and within the powers and authority granted to the County under the laws of the State of Arizona.

DATED this 18th day of February, 1997.



Dave Hunt
County Attorney



STATE OF ARIZONA

OFFICE OF THE ATTORNEY GENERAL

1275 WEST WASHINGTON, PHOENIX 85007-2926

TRN Main: (602) 542-1680

Direct: (602) 542-8837

Fax: (602) 542-3646

MAIN PHONE : 542-5025

TELECOPIER : 542-4085

GRANT WOODS
ATTORNEY GENERAL

INTERGOVERNMENTAL AGREEMENT
DETERMINATION

A.G. Contract No. KR96-2544TRN, an agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952, as amended, by the undersigned Assistant Attorney General who has determined that it is in the proper form and is within the powers and authority granted to the State of Arizona.

No opinion is expressed as to the authority of the remaining parties, other than the State or its agencies, to enter into said agreement.

DATED April 1, 1997.

GRANT WOODS
Attorney General

JAMES R. REDPATH
Assistant Attorney General
Transportation Section

**YAVAPAI COUNTY PUBLIC WORKS DEPARTMENT****OFFICE OF THE PUBLIC WORKS DIRECTOR****MEMORANDUM**

TO: The Honorable Board of Supervisors

FROM: Juanita Barnett, Contract/Budget Administrator

THROUGH: Richard Straub, Public Works Director

DATE: February 6, 1997

RE: IGA/ADOT - Highway 89/Paulden

JB
RS

Attached is the proposed IGA with ADOT regarding the transfer of ownership to Yavapai County of Highway 89 south of Paulden. The County and State wish to improve the roadway and the State has committed \$25,000 for that purpose. Randy Schurr has reviewed the IGA.

We respectfully request that the Board resolve to enter into this agreement and accept ownership of this roadway.

jb

YAVAPAI COUNTY BOARD OF SUPERVISORS

AGENDA ITEM FOR February 18, 1997, meeting

PLEASE SUBMIT TO BOS OFFICE NO LATER THAN 5:00 P.M. ON MONDAY BEFORE MEETING OR 5:00 P.M. THE PRECEDING THURSDAY IF MONDAY IS A HOLIDAY. ALL AGENDA ITEMS MUST BE ACCOMPANIED BY THIS FORM. USE ONE FORM FOR EACH ITEM.

Please include the following, if applicable: Parcel number, location (e.g. West Sedona, northeast of Prescott, Cottonwood area), name of other party if agreement or contract, etc., and dollar amounts.

Department: Public Works

Item: Resolve to accept IGA with ADOT to accept ownership of HWY 89 south of Paulden and improve roadway at State expense (\$25,000).

Presenter: Richard Straub

Time Needed: 2 min.

Check here if for Consent Agenda:

Check here if Backup Material Attached: X

- FIVE COPIES OF ALL BACKUP MATERIAL MUST BE SUBMITTED -

COUNTY ADMINISTRATOR: _____

COMMENTS: _____

BOS ACTION

APPROVED ☒ DENIED ☐ CONTINUED ☐ DATE: 2/18/97

COPY OF THIS FORM TO: Finance

COMMENTS:



BEV STADDON, CLERK OF THE BOARD

Acct No. _____ Originator: Juanita Barnett Preparer: Juanita Barnett

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7.b.

Meeting Date: 03/28/2017
Contact Person: Michael Lopez, Public Works Director/Town Engineer
 Phone: 928-636-2646 x-1226
Department: Public Works
Item Type: Action Item
Estimated length 10 minutes
of staff presentation:
Physical location of item: Old Home Manor, Jerome Junction and Rodeo Drive

AGENDA ITEM TITLE:

Consideration and possible action to approve Change Order No.1 to the Agreement for Professional Consulting Services with CivilTec Engineering, Inc. for additional services including Nationwide 404 permitting and Water of the US Jurisdictional Delineation for Santa Cruz Wash, development of bid alternates, and as-built record drawings in the amount not to exceed \$35,944.00. (Michael Lopez, Public Works Director/Town Engineer)

RECOMMENDED ACTION:

Approve Change Order No. 1 to the Agreement for Professional Consulting Services with CivilTec Engineering, Inc. for additional services including Nationwide 404 permitting and Water of the US Jurisdictional Delineation for Santa Cruz Wash, development of bid alternates, and as-built record drawings in the amount not to exceed \$35,944.00.

SITUATION AND ANALYSIS:

Issue Statement

On March 8, 2016 Town Council approved the Agreement for Professional Consulting Services with CivilTec Engineering, Inc. for the preparation of construction plans and specifications for the Old Home Manor Industrial Park project. Not included in this agreement were the tasks for the Nationwide 404 permitting and Water of the US Jurisdictional Delineation for Santa Cruz Wash, development of bid alternates, and as-built record drawings for the entire project.

The Army Corps of Engineers rejected our argument that the Santa Cruz wash was non-jurisdictional. The Army Corps had previously claimed jurisdiction upstream of this project and therefore claimed jurisdictional authority over the entire project. This change order includes the work associated with obtaining on the use of a Nationwide 404 permit for this project in the amount of \$18,3969.00.

During the review of the 60% plans and engineer's estimate of probable costs, it was determined that the estimate for constructing this project far exceeded the available funds. Therefore, per the advice of our funding source, Economic Development Administration representative, we employed the use of deductive bid alternatives. This change order includes the cost associated with developing the deductive

bid alternatives for this project in the amount of \$9,492.00.

The process for which a LOMR is obtained includes the asbuilding of the associated drainage improvements. The original agreement included the cost for this work. It did not include the asbuilding of the water, sewer, and roadway improvements. This change order includes the cost associated with asbuilding all the improvements for the project in the amount of \$8,056.00.

The original agreement with CivilTec Inc. is \$196,105.00. This change order in an amount not to exceed \$35,944.00 will increase CivilTec's total compensation for this project to a not to exceed amount of \$232,049.00.

Fiscal Impact

Fiscal Impact?: YES

If Yes, Budget Code: 07-70-5413

Available: \$35,944

Funding Source:

The Town will budget the additional matching funds from the Capital Improvement Fund in FY 2017/2018 budget.

Attachments

Original Civiltec PSA-OHM
 CivilTEc Scope & Fee CO #1
 OHM-CivilTec PSA CO #1
 EDA-OHM Grant Summary

March 10, 2016

Town of Chino Valley
Attn: Mr. Michael Lopez, PE
Public Works Director
1982 Voss Drive
Chino Valley, AZ 86323

Subject: Professional Engineering and Surveying Services for the Extension of Road 4 North and Jerome Junction and Water and Sewer System Improvements near Gavin Court and the Peavine Trail.

Dear Mr. Lopez:

Civiltec Engineering, Inc. is pleased to provide you with the following Scope of Services for the aforementioned project.

Project Understanding

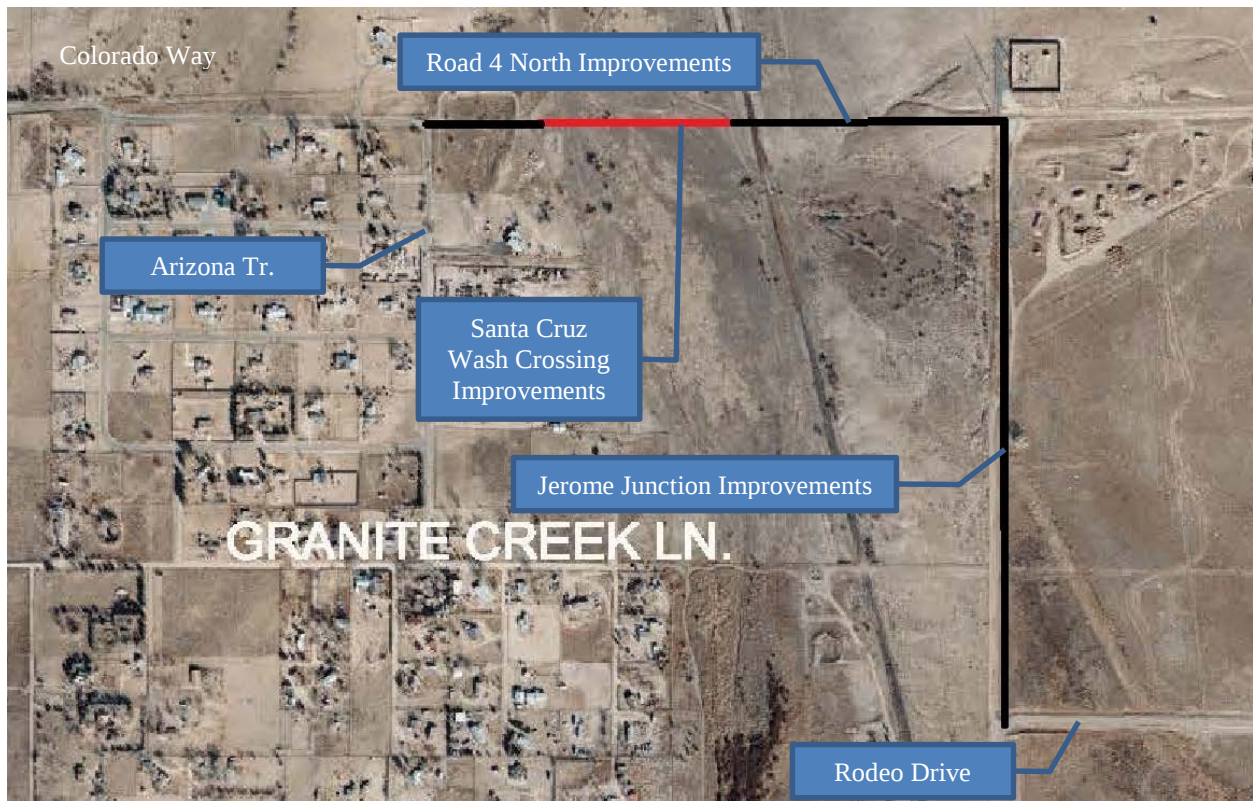
There are 4 major components to this project:

1. Roadway Improvements

Road 4 North will be extended from Arizona Trail to Jerome Junction (approximately 2,400 linear feet). Jerome Junction will be extended from Road 4 North to Rodeo Drive (approximately 2,500 linear feet).

2. Santa Cruz Wash Crossing

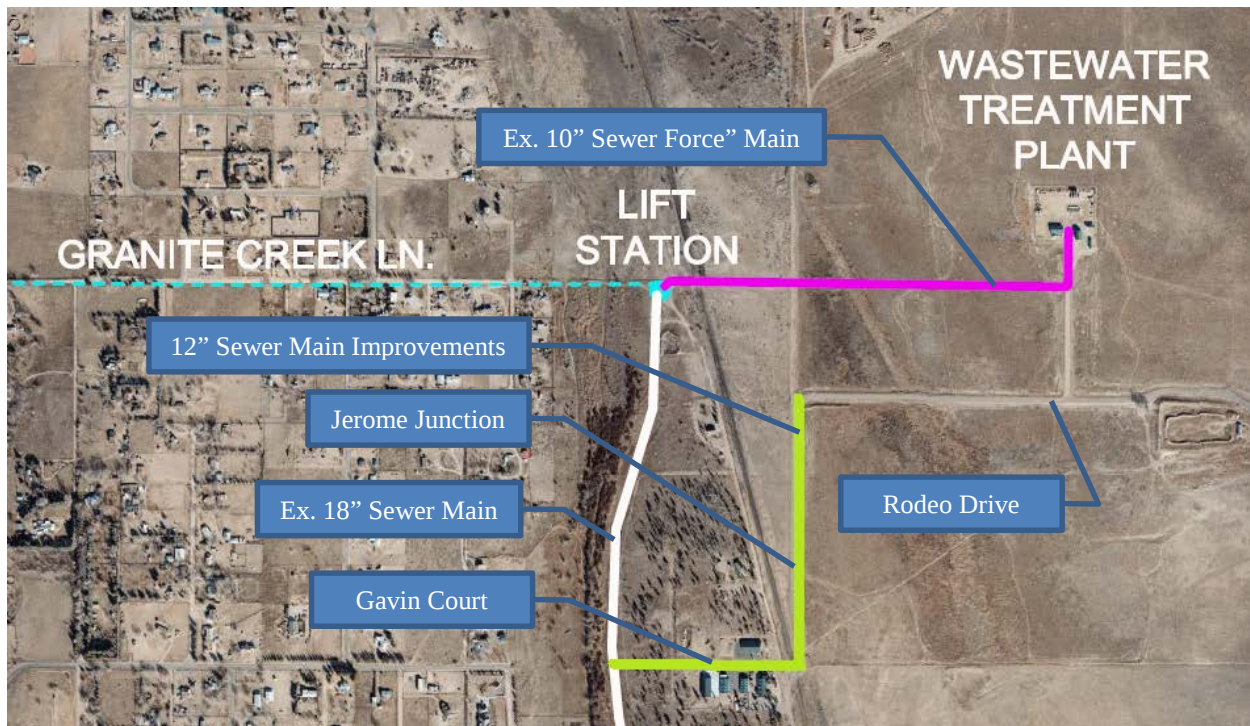
Santa Cruz Wash will cross Road 4 North between Arizona Trail and the Peavine Trail. A new 100 year event drainage structure (concrete box culverts) will be constructed at this location. A CLOMR/LOMR will be completed for the new crossing.



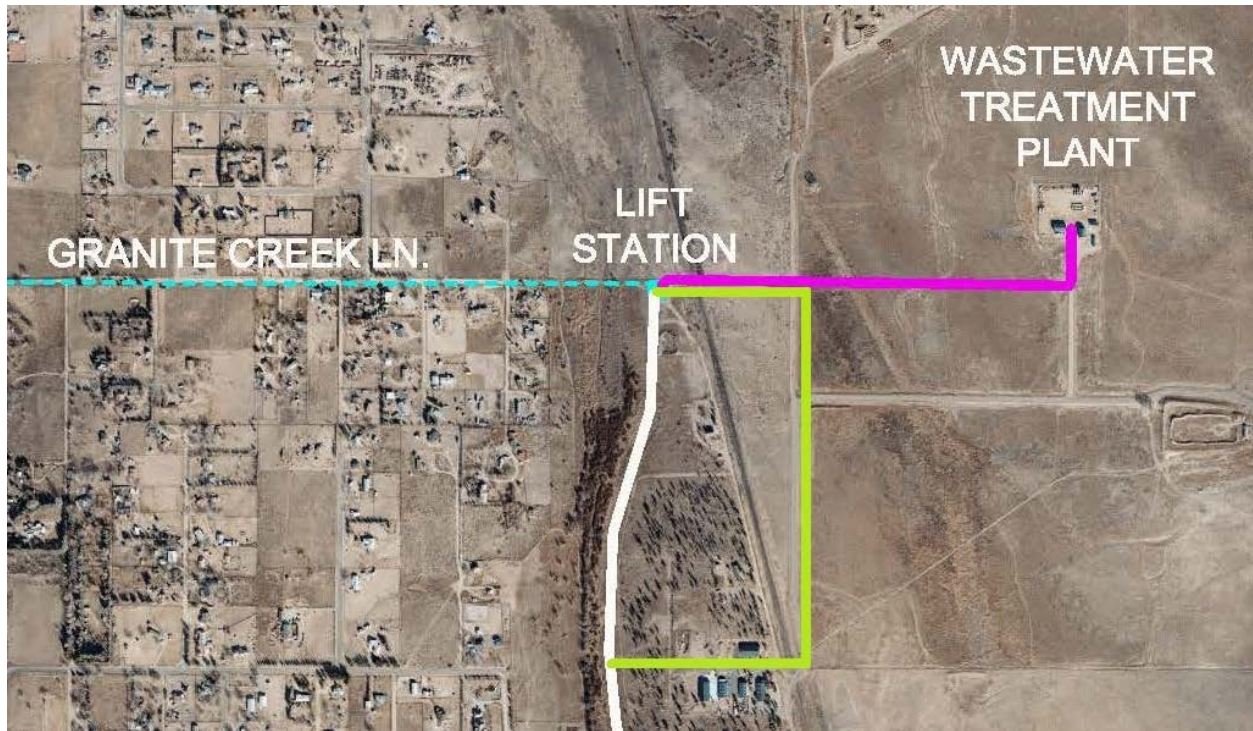
3. Sewer Main Improvements

A new 12" sewer main line will be constructed in the vicinity of Gavin Court and Rodeo Drive. There are 2 options for the sewer main line in this area.

Option 1; a new 12" sewer main line will be constructed from the existing 18" main line along Santa Cruz Wash, along Gavin Court to Jerome Junction (approximately 1,100 linear feet). A new 12" sewer main line will also be constructed along Jerome Junction from Gavin Court to Rodeo Drive (approximately 1,400 linear feet). In this option, the slope of the sewer main will be opposite of the existing ground slope for the majority of this alignment. The ground elevation at Rodeo Drive and Jerome Junction is approximately 4592. Assuming the line is 10 feet deep, the invert will be approximately 4582. We will need about 1,900 LF of line between Rodeo and the high point in the street about midway along Gavin. The minimum slope for a 12" line is 0.2% ($1,900 \times 0.002 = 3.8$ feet, say 4). The high point on Gavin is at about 4605. So, the sewer will be approximately 27 feet deep at the high point ($4582 - 4 = 4578 \dots 4605 - 4578 = 27$ feet. The existing ground at the 18" line tie in point is approximately 4566. Assuming the sewer is about 10 feet deep at this location (4556), we should be able to tie into the existing line. The distance between the high point in Gavin and the existing 18" line is approximately 600 LF.

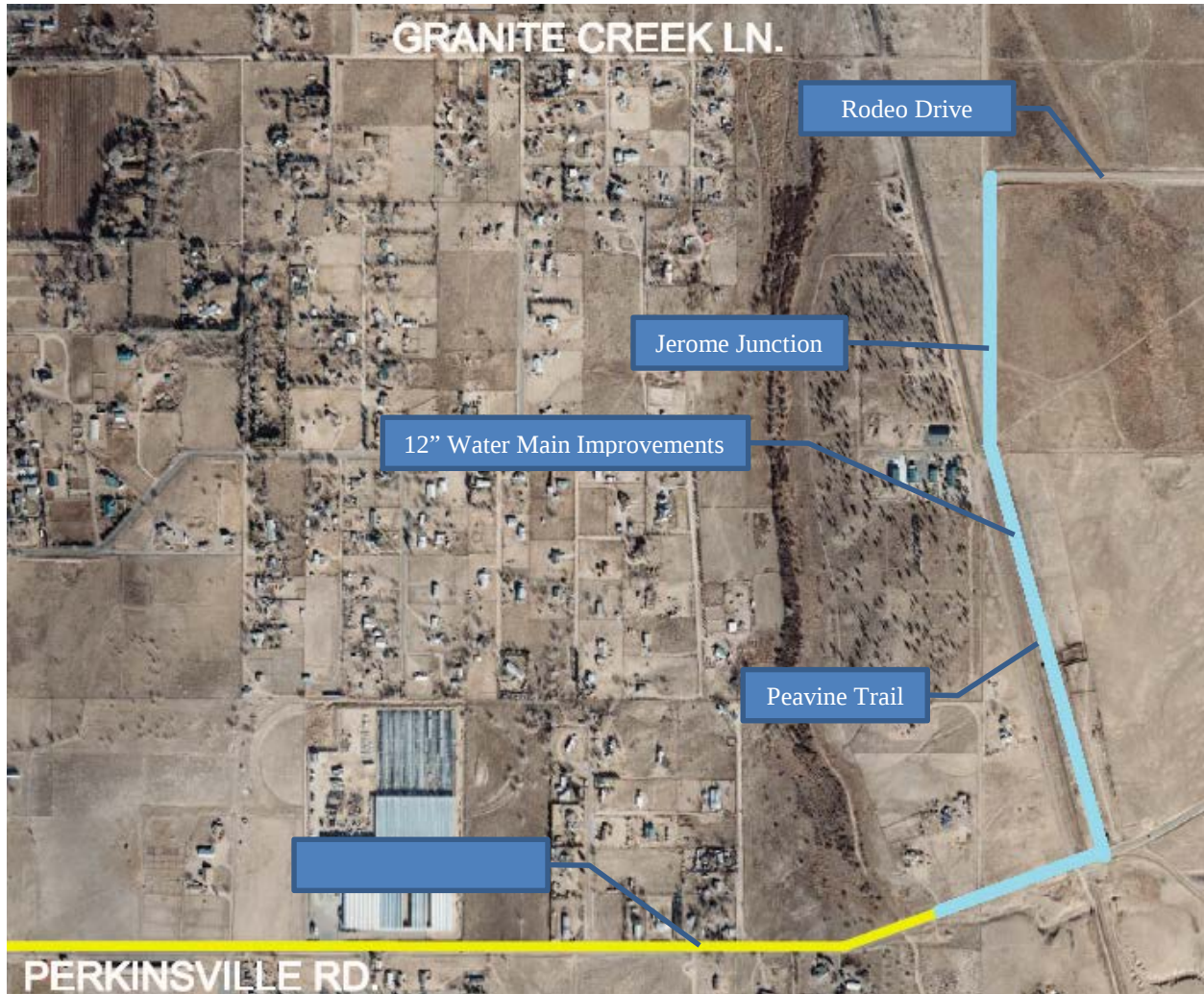


Option 2; A new 12" sewer main line will be constructed from the existing 18" main line in Santa Cruz Wash, along Gavin Court to Jerome Junction (approximately 1,100 linear feet). A new 12" sewer main line will also be constructed along Jerome Junction from Gavin Court to the existing 10" force main along Granite Creek Lane (approximately 2,100 linear feet), then paralleling the force main along Granite Creek Lane and tying into the existing 18" sewer main near the lift station (approximately 750 linear feet). This option eliminates the deep sewer along Gavin Court. The slope of the sewer main from the intersection of Gavin Court and Jerome Junction to the lift station will follow the existing ground slope.



4. Water Main Improvements

A new 12" water main line will be constructed from the end of the existing 12" main line at Perkinsville Road along the Peavine Trail to Jerome Junction (approximately 2,900 linear feet). A new 12" water main line will also be constructed along Jerome Junction from the Peavine Trail to Rodeo Drive (approximately 1,700 linear feet).



Scope of Services

Phase 1 – Design Services

Task 1 – Kickoff Meeting

Civiltec will schedule a Kickoff Meeting with the Town of Chino Valley to discuss the project. The meeting will be held at the Town's offices. We will review the project limits, approach, objectives, and schedule. Known environmental, geotechnical, land, and any other project constraints or concerns should be presented at this meeting. Up to 2 Civiltec staff members will attend this meeting.

Task 2 – Supplemental Design Field Survey

Civiltec will provide field survey along the proposed street, sewer, and water line alignments to supplement the existing topographic mapping and aerial imagery. We will detail relevant existing improvements within the project improvement areas.

Prior to the survey, we will call in a Blue Stake request in the project area. The survey will include all Blue Stake marking.

Task 3 – Base Map Preparation

All project plans will be developed using the Chino Valley 2009 aerial mapping and imagery. The existing mapping in this area is 1" = 100' with a 2' contour interval. The mapping will be supplemented with field survey.

Based on field survey, we will prepare a project base map showing existing utility locations, improvements, easements, and right of way.

Task 4 – Utility Research

This task will include the following research;

- Utility company facility maps for the project area
- As-built information for utilities
- GIS records of utility locations

Task 5 – Utility Company Coordination

Civiltec will provide utility coordination with each respective local utility company. We will coordinate utility relocations with the utility companies as necessary.

Task 6 – 60% Preliminary Construction Plans

Civiltec will prepare 60% Preliminary Construction Plans using AutoCAD Civil 3D Version 2014 format (plan and profile). The plans will be prepared at a horizontal scale of 1-inch = 40 feet (plan view) and a vertical scale of 1-inch = 4 feet (profile view). The 60% Preliminary Construction Plans will include the proposed road, water, and sewer alignments in plan and profile, title sheet, vicinity and location map, abbreviations, legend, utility contacts, survey control, easements, property lines, rights-of-way, typical sections, Santa Cruz Wash crossing preliminary details, and pertinent topographic survey data. The 60% Preliminary Construction Drawings will be provided to the Town of Chino Valley and the utility companies for review.

Task 7 – 60% Preliminary Special Provisions

Civiltec will prepare 60% Preliminary Special Provisions for the project. The Technical Specifications for the project will be the Maricopa Association of Governments (MAG) Specifications. Any modifications or revisions to these Technical Specifications will be reflected in the Preliminary Special Provisions. The 60% Preliminary Special Provisions will be provided to the Town of Chino Valley and the utility companies for review.

Task 8 – 60% Preliminary Cost Estimate

Civiltec will prepare a 60% Preliminary Construction Cost Estimate based on the 60% preliminary design. The cost estimate will be provided to Town of Chino Valley for review.

Task 9 – 60% Design Review Meeting

Civiltec will schedule a 60% Design Review Meeting with the Town of Chino Valley. The meeting will be held at the Town's offices. Up to 2 Civiltec staff members will attend this meeting. Civiltec will provide meeting minutes for this meeting.

Task 10 – Gavin Court ROW/Easement Services

Civiltec will provide legal descriptions and exhibits for either the modification of the existing ingress and egress/public utility easements along Gavin Court to include the Town of Chino Valley or the conversion of the existing ingress and egress/public utility easements along Gavin Court to Town of Chino Valley right-of-way. There are 8 existing properties associated with the easements.

Task 11 – 90% Pre Final Construction Plans

Civiltec will prepare 90% Pre Final Construction Plans. The 90% Pre Final Construction Plans will consider all 60% review comments and will include all

pre final horizontal and vertical design elements and project details. The 90% Pre Final Construction Plans will be provided to the Town of Chino Valley and the utility companies for review.

Task 12 – 90% Pre Final Special Provisions

Civiltec will prepare 90% Pre Final Special Provisions for the project. The Pre Final 90% Special Provisions will consider all 60% review comments and updates to the construction drawings from the 60% submittal. The 90% Pre Final Special Provisions will be provided to the Town of Chino Valley and the utility companies for review.

Task 13 – 90% Pre Final Cost Estimate

Civiltec will prepare a 90% Pre Final Construction Cost Estimate based on the 90% preliminary design. The cost estimate will be provided to the Town of Chino Valley for review.

Task 14 – 90% Pre Final Design Technical Memorandums

Civiltec will coordinate with the Town to obtain pertinent data and analyses to prepare 90% Pre Final Design Technical Memorandums for submittal to ADEQ for the approval to construct the water and sewer improvements. No hydraulic modeling will be required. All hydraulic data will be provided by the Town. The Preliminary Design Technical Memorandums will be provided to the Town of Chino Valley for review.

Task 15 – 90% Design Review Meeting

Civiltec will schedule a 90% Design Review Meeting with the Town of Chino Valley. The meeting will be held at Town's offices. Up to 2 Civiltec staff members will attend this meeting. Civiltec will provide meeting minutes for this meeting.

Task 16 – 100% Final Construction Plans

Civiltec will prepare 100% Final Construction Plans. The 100% Final Construction Plans will consider all 90% review comments and will include all final horizontal and vertical design elements and project details. The 100% Final Construction Plans will be provided to the Town of Chino Valley and Town of Chino Valley and the utility companies.

Task 17 – 100% Final Special Provisions

Civiltec will prepare 100% Final Special Provisions for the project. The Final 100% Special Provisions will consider all 90% review comments and updates to

the construction plans from the 90% submittal. The 100% Final Special Provisions will be provided to Town of Chino valley and the utility companies.

Task 18 – 100% Final Cost Estimate

Civiltec will prepare a 100% Final Cost Estimate based on the 100% final design. The cost estimate will be provided to Town of Chino Valley.

Task 19 – 100% Final Design Technical Memorandums

Civiltec will incorporate all comments from the 90% Pre Final Design Technical Memorandums review and prepare the 100% Final Design Technical Memorandums for submittal to ADEQ for the approval to construct the water and sewer improvements.

Task 20 – Permitting

Civiltec will provide permitting assistance to obtain all necessary permits for the construction of the project. It is anticipated that the following permits will be needed;

- *ADEQ Approval to Construct*, Civiltec will complete the applications and coordinate with ADEQ and the Town of Chino Valley to obtain the permits for the sewer and water improvements.
- *CLOMR*, Civiltec will complete the application, hydraulic modeling, and exhibits to obtain a CLOMR for the Santa Cruz Wash crossing

All fees associated with the CLOMR submittal and ADEQ submittal will be provided by the Town of Chino Valley.

Civiltec will utilize the services of a geotechnical engineering sub consultant. This task includes providing up to ten (10) geotechnical borings, lab work, geotechnical calculations, structural section recommendations for the water and sewer mains, box culverts, pavement, base, subgrade treatment, and other possible subgrade enhancement measures for the street improvements, and report all conducted by our sub-consultant ETC, Inc.

Civiltec will provide personnel during geotechnical field operations to observe the subsurface explorations (Federal Requirement).

Task 22 – Progress Reports (Federal Requirement)

Civiltec will prepare monthly progress reports for submittal to the Town summarizing the status and progress of the scope of work along with any required schedule updates and justifications for such updates.

Phase 2 – Post Design Services

Task 1 – As-Builts for LOMR

Upon completion of the construction phase of the project, Civiltec will provide hardcopy and electronic as-built drawings based on field survey data obtained after construction. Electronic versions of the as-built drawings will be provided in both a PDF and CAD format.

Task 2 – Permitting

Civiltec will provide permitting assistance to obtain all necessary permits after the construction of the project. It is anticipated that the following permits will be needed;

- *ADEQ Approval of Construction*, Civiltec will complete the applications and coordinate with ADEQ and the Town of Chino Valley to obtain the permits for the sewer and water improvements.
- *LOMR*, Civiltec will complete the application, and exhibits to obtain a LOMR for the Santa Cruz Wash crossing based on the CLOMR

All fees associated with the LOMR submittal and ADEQ submittal will be provided by the Town of Chino Valley.

Task 3 – Bidding Services (Federal Requirement)

This task will include the following...

- ✓ Preparation of the project bid tabulation sheet.
- ✓ Attendance at the pre-bid meeting to answer questions relating to the project or contract documents.
- ✓ Issue project clarifications, and addenda as needed.
- ✓ Review contractor bids for compliance with project bid qualification requirements.
- ✓ Review and prepare the tabulation of all bids.
- ✓ Make a recommendation as to award of the contract.

Task 4 – Field Construction Services (Federal Requirement)

The Town of Chino Valley will provide full-time construction management and observations. Civiltec will supplement the Town with part-time construction management and observation services during the construction of the project. It is assumed that the construction duration of the project will be 20 weeks.

Civiltec's services may include...

- ✓ Assist Town in keeping the Contractor aware of the inspection and testing requirements and the effect of these on the project schedule to help avoid delays and misunderstandings.
- ✓ Notify the Town, when if it is observed that construction work is unsatisfactory, faulty or defective, or does not conform to the construction contract documents, or does not meet the requirements of inspections, or approvals required to be made, or has been damaged prior to final payment.
- ✓ Advise Town when it is believed that work should be corrected or rejected, or should be uncovered for special testing, inspection, or approval.
- ✓ Provide daily reports and photographs of all relevant construction inspections for days when on site.
- ✓ Provide measurements for project quantities per Town request.
- ✓ Attend weekly scheduled construction progress meetings and assist with the Contractor's understanding of each aspect of the work and discuss project progress and issues.
- ✓ Assist the Town as requested with monthly quantities reviews based on the degree of completion of the work.
- ✓ Perform on-site walk through with the Town Resident Engineer and Contractor personnel and assist in developing the "punch list" of deficiencies and incomplete work that needs to be corrected and finished for final acceptance and release of retention.
- ✓ Upon the Contractor's completion of all "punch list" items, perform on-site walk through with Town and Contractor personnel to conduct a final inspection to assist in ensuring and verifying that all punch list items are complete.

Civiltec's fixed fee for the project based on the above scope of services is \$196,105.00. A man hour breakdown per task is attached.

It is understood that the Town, EDA, the Comptroller General of the United States, the Inspector General of the Department of Commerce, or any of their duly authorized representatives shall have access to any documents, books, papers, and records of Civiltec which are directly pertinent to the specific grant program for this project for the purpose of making an audit, examination, excerpts, and transcriptions. Civiltec will maintain all project records for at least 3 years after the Town makes final payment to Civiltec and all pending matters are closed.

Thank you for the opportunity to work with the Town of Chino Valley. We are excited about this project and can begin work immediately.

Please contact me if you have any questions or concerns.

Sincerely,
CIVILTEC ENGINEERING, INC.

A handwritten signature in blue ink, appearing to read "Chris Dusza".

Chris Dusza, PE, CFM
Vice President

Chino Valley Rd. 4N, Jerome Junction, Water & Sewer Improvements											
Town of Chino Valley											
Man Hour and Fee Breakdown											
Date:	10-Mar-16										
	HOURS BY	HOURS BY	HOURS BY	HOURS BY	HOURS BY	HOURS BY	HOURS BY	HOURS BY	HOURS BY	HOURS BY	Subconsultant
	PIC	PM	PE	SE	D	DD	2MS	SLS	CO		TOTAL
RATE (AZ 2016)	\$ 188.00	\$ 155.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 165.00	\$ 120.00	\$ 105.00	Cost	COST
Phase 1 Design Services											
Task 1 - Kickoff Meeting	3	3									\$ 1,029.00
Task 2 - Supplemental Design Field Survey			4				40	6			\$ 7,880.00
Task 3 - Base Map Preparation	2	4	12			32		32			\$ 10,036.00
Task 4 - Utility Research		2				24					\$ 2,950.00
Task 5 - Utility Company Coordination		2	20			20					\$ 5,310.00
	16	32	90			90					\$ 30,468.00
Task 7 - 60% Preliminary Special Provisions	4	12	24								\$ 5,972.00
Task 8 - 60% Preliminary Cost Estimate	1	4	8								\$ 1,928.00
Task 9 - 60% Design Review Meeting	6	6									\$ 2,058.00
Task 10 - Gavin Court ROW/Easement Services	2	8						32			\$ 5,456.00
Task 11 - 90% Pre Final Construction Plans	16	24	64			64					\$ 22,728.00
Task 12 - 90% Pre Final Special Provisions	4	6	16								\$ 3,922.00
Task 13 - 90% Pre Final Cost Estimate	1	4	8								\$ 1,928.00
Task 14 - 90% Pre Final Design Technical Memorandum	4	8	24								\$ 5,352.00
Task 15 - 90% Design Review Meeting	6	6									\$ 2,058.00
Task 16 - 100% Final Construction Plans	8	20	40			40					\$ 14,604.00
Task 17 - 100% Final Special Provisions	1	4	12								\$ 2,488.00
Task 18 - 100% Final Cost Estimate	1	2	4								\$ 1,058.00
Task 19 - 100% Final Design Technical Memorandum	2	4	10								\$ 2,396.00
Task 20 - Permitting	20	24	104			32					\$ 25,560.00
Task 21 - Geotechnical Engineering Sub Consultant						16				\$9,000.00	\$ 10,760.00
Task 22 - Progress Reports		16									\$ 2,480.00
Task 2 - Post Design Services											
Task 1 - As-Builts for LOMR	1	4	8			12	8	2			\$ 4,808.00
Task 2 - Permitting	2	2	40			40					\$ 10,686.00
Task 3 - Bidding Services		10	16								\$ 3,790.00
Task 4 - Field Construction Services									80		\$ 8,400.00
HOURS	100	207	504	0	0	370	48	72	80	\$9,000.00	1381
BUDGET	\$ 18,800.00	\$ 32,085.00	\$ 70,560.00	\$ -	\$ -	\$ 40,700.00	\$ 7,920.00	\$ 8,640.00	\$ 8,400.00	\$9,000.00	\$ 196,105.00

March 9, 2017

Town of Chino Valley
Attn: Mr. Michael Lopez, P.E.
Public Works Director
1982 Voss Drive
Chino Valley, AZ 86323

Subject: Old Home Manor Contract Amendment #1 for Additional Services

Dear Mr. Lopez,

Civiltec Engineering, Inc. is requesting a contract amendment for professional engineering and surveying services. Additional services provided for the project that were not included in our original scope of services included the following;

- Waters of the US Jurisdictional Delineation for Santa Cruz Wash and associated tributaries, and Nationwide 404 Permit Pre-Construction Notification application, processing and permitting
- Development of Bid Alternates in the Plans, Special Provisions, and Cost Estimates
- Record Drawing survey and plan preparation for the entire project

Explanation of Additional Services

The US Army Corps of Engineers (COE) rejected the argument for non-jurisdiction over the project area. The COE has previously claimed jurisdiction on Santa Cruz Wash upstream of the project and therefore determined jurisdictional authority over the entire project area. Civiltec worked with the COE and impacted land owners to develop jurisdictional water delineations. We subsequently prepared the required Pre-Construction Notification (PCN), met with the COE numerous times, and processed the PCN through the COE to obtain concurrence on the use of a Nationwide 404 Permit for the project.

During the development of the project construction documents, construction cost estimates were more than the original estimates and potential construction funding. The federal funding partner required the use of deductive bid alternates to allow for construction of portions of the project with available funding if all construction bids exceeded available funding. This required Civiltec to develop multiple additional construction and bid documents.

Civiltec's post design services in our original scope included as-builts for the LOMR. These services will be expanded to include all project improvements (water and sewer system improvements, drainage improvements, and roadway improvements). A complete set of record drawings for the project will benefit future industrial park users.

Scope of Services

Phase 3 – Additional Services

Task 1 – JD and NWP 404 Permit Preparation and Processing	\$18,396.00
Task 2 – Bid Alternate Preparation	\$9,492.00
Task 3 – Record Drawings (all improvements)	\$8,056.00

Total fee for additional services:	\$35,944.00
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CONTRACT AMENDMENT #1 FEE

Civiltec Services	\$35,944.00
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REVISED TOTAL CONTRACT FEE

Original Contract	\$196,105.00
Contract Amendment #1	\$35,944.00
 Total	 \$232,049.00

Thank you for your consideration.

Sincerely,
CIVILTEC ENGINEERING, INC.



Chris Dusza, PE, CFM
Principal
PP15074.00-Old Home Manor Additional CM Services R3

Project Name: Old Home Manor
Client: Town of Chino Valley
Proposal Number: PP15074.00
Time and Fee Estimate
Date: 03/09/17

RATE SCHEDULE (AZ 2016)	HOURS									TOTAL COST
	PIC	PM	PE	SE	D	DD	2MS	SLS	CO	
	\$ 188.00	\$ 155.00	\$ 140.00	\$ 130.00	\$ 120.00	\$ 110.00	\$ 165.00	\$ 120.00	\$ 105.00	
Phase 3 - Additional Services										\$ 35,944.00
Task 1 - JD and NWP 404 Permit Preparation and Processing	12	36		44		44				\$ 18,396.00
Task 2 - Bid Alternate Preparation	4	12	24			32				\$ 9,492.00
Task 3 - Record Drawings (all improvements)	2	4	8			24	20			\$ 8,056.00
HOURS	18	52	32	44	0	100	20	0	0	266
BUDGET										\$ 35,944.00

Civiltec Principal

Chris Dusza 

Prepared By: CIVILTEC ENGINEERING, INC.

Page 1

**EXHIBIT E
CHANGE ORDER**

CHANGE ORDER NO.01

Distribution:	TOWN	[]
	CONSULTANT	[]
	OTHER	[]

PROJECT: Old Home Manor Industrial Park Improvements DATE: 3/28/17
 OWNER: Town of Chino Valley
 CONSULTANT: CivilTec Engineering Inc.
 AGREEMENT DATED: 3/22/16

CHANGES: The Agreement is changed as follows:
 Provide additional professional consulting services for the Town on Waters of the US Jurisdictional Delineation for Santa Cruz Wash and associated tributaries and Nationwide 404 Permit Pre-Construction Notification application, processing and permitting, Development of Bid Alternatives in the plans, Special Provisions, and Cost Estimates, Record Drawing and As-Builts Survey for the entire project.

Not valid until signed by both Town and Consultant.
 Signature of Consultant indicates acceptance.

The original compensation was \$196,105.00

Net change by previously authorized Change Orders \$0

The compensation prior to this Change Order was \$196,105.00

The compensation will be increased by this Change Order in the amount of
 \$35,944.00

The new compensation under the Agreement including this Change Order will be \$232,049.00

ACCEPTANCE STATUS:

 Consultant
 By _____

 Town of Chino Valley
 By _____

Date _____

Date _____

Town of Chino Valley
Old Home Manner EDA Grant Summary

Project Funding		Total Project Budget	Contracts Awarded	Total Project to Date	Contract Balance
EDA Federal Share EDA Funds		\$1,600,074			
Arizona Commerce Authority		\$250,000			
Arizona Public Service		\$75,000			
Town Budgeted Match Funds		\$122,750			
Total Project Funds Available		\$2,047,824	\$2,047,824	\$0	
Project Expenses	EDA Portion				
Engineering	\$180,000	\$196,000	\$196,105	\$180,611	15,494
Construction	\$1,700,000	\$1,853,639	\$1,853,639	\$100,971	1,752,668
ETC Assurance			\$34,005		34,005
Other/Advertising/Flood	\$10,000		\$10,976	\$10,976	
Contingencies	\$157,824				0
Change Order 1			\$35,944		
Total Project Expenses		\$2,047,824	\$2,049,639	\$292,557	\$1,802,167
Additional Town Match FY 17/18*		\$1,815	\$82,845		
The Towns Total Budgeted Match in FY 16/17 was \$137,000	Total Town Match		\$205,595		
	Budget FY 16/17		\$137,000		
	Budget FY 17/18		\$68,595		
	Total Town Match		\$205,595		

Note: Project must be complete by June 30, 2017 to receive Arizona Commerce Authority Funds

* The Town has sufficient funds available in the Capital Improvement Fund to cover the addition match.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7.c.

Meeting Date: 03/28/2017
Contact Person: Cecilia Grittmann, Acting Town Manager
Department: Town Manager
Estimated length 5 minutes
of Staff Presentation:
Physical location of item: West Center Street

AGENDA ITEM TITLE:

Authorize Mayor to sign a letter of support, on behalf of the Council, to Yavapai County for the Northern Connector road, which extends Center Street west of Reed Road to Williamson Valley Road. (Cecilia Grittmann, Interim Town Manager)

Recommended Action: Authorize Mayor to sign letter of support, on behalf of the Council, to Yavapai County for the Northern Connector road, which extends Center Street west of Reed Road to Williamson Valley Road.

SITUATION & ANALYSIS:

Yavapai District 4 Supervisor Craig Brown has asked the Town for a letter of support for the Northern Connector road, which would connect Center Street west to Williamson Valley Road. Construction of this project is more than 10 years out, and a funding source has not been identified. Center Street within the Town already runs west to the County line at Reed Road, so the new construction will be within County limits. The Town, however, may need to make some improvements to Center Street within its limits to handle the additional traffic should it continue west to Williamson Valley Road.

Those improvements and the costs associated with them have not been identified. This road, if built, would offer connectivity east/west between Chino Valley and Williamson Valley; currently the only connectivity is Outer Loop Road.

Attachments

Letter of Support



MAYOR DARRYL CROFT
202 N. State Route 89
Chino Valley, AZ 86323

(928) 379-3938
Fax: (928) 636-2144
dcroft@chinoaz.net

March 20, 2017

Bryon Jaspers,
Director of Public Works
Yavapai County
1100 Commerce Drive
Prescott, AZ 86305

Dear Mr. Jaspers,

On behalf of the Town Council of Chino Valley, please accept this letter as support to Yavapai County for pursuit of the long-range road improvement project, commonly called the Northern Connector Road. This proposed roadway will provide a valuable transportation link in Yavapai County, between Williamson Valley Road south of Nancy Drive and Reed Road in the area of Center Street, in the Town of Chino Valley.

Chino Valley offers opportunity for shopping, business opportunities and great schools. We welcome improved travel access into our town, as well as adding another route of travel out of Chino Valley. Our Town is seeing expansion of both residential and commercial development. Consideration of safety and well-being for our community is at the top of our priority list. This additional roadway would provide another route available for use in emergency situations, thus helping to further promote safety in our community. It would also provide another means for people to travel into or out of Chino Valley, for possibly further educational or employment opportunities. We believe not only the citizens of the Town of Chino Valley would benefit from this Connector Road, but the project would bring added convenience and benefit to those in the surrounding communities, Yavapai County as a whole, and beyond.

In conclusion, we fully support the efforts of Yavapai County as the County continues to pursue this Northern Connector Road project. Working toward improvement in the lives of each member of our community, will take all stakeholders working in partnership to effectively produce a positive outcome.

Sincerely,

Darryl Croft
Mayor, Town of Chino Valley

DC/lb



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

9.a.

Meeting Date: 03/28/2017
Contact Person: Phyllis Smiley, Town Attorney
Department: Council
Item Type: Action Item
Estimated length of staff presentation: None
Physical location of item: Proposed Road 1 East extension

AGENDA ITEM TITLE:

Consideration and possible action to authorize staff and the Town Attorney to take necessary actions to settle the eminent domain litigation of Town of Chino Valley, Arizona v. Glenarm Land Co., Inc. in an amount not to exceed \$50,000 plus statutory interest as applicable.

RECOMMENDED ACTION:

Move to authorize staff and the Town Attorney to take necessary actions to settle the eminent domain litigation of Town of Chino Valley, Arizona v. Glenarm Land Co., Inc. in an amount not to exceed \$50,000 plus statutory interest as applicable.

Fiscal Impact

Fiscal Impact?: Yes
If Yes, Budget Code:
Available:
Funding Source:

Attachments

No file(s) attached.

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

9.b.

Meeting Date: 03/28/2017
Contact Person: Phyllis Smiley, Town Attorney
Department: Council
Estimated length 10 minutes
of Staff Presentation:
Physical location of item: NA

AGENDA ITEM TITLE:

Consideration and possible action to approve the Town Manager Contract for Cecilia Grittman, effective _____ for a 2 year period ending June 30, 2019. (Mayor and Council)

Recommended Action: Approve the Town Manager Contract for Cecilia Grittman, effective _____ for a 2 year period ending June 30, 2019.

Attachments

No file(s) attached.
