Town of Chino Valley

MEETING NOTICE
TOWN COUNCIL

REGULAR MEETING
Tuesday, April 8, 2014
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) Proclamation declaring April 9, 2014 as "Arizona Gives Day," sponsored by West Yavapai Guidance Clinic Foundation.

b) Presentation by Scott Freitag, Fire Chief, Chino Valley Fire District regarding current Fire District activities and partnerships with the Town.

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 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) Possible Town plans to annex areas west of Reed Road.

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 report by Town Manager Robert Smith regarding Town accomplishments, and current or upcoming projects.

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 March 5, 2014 study session minutes. (Jami Lewis, Town Clerk)

b) Consideration and possible action to approve the March 11, 2014 regular meeting minutes. (Jami Lewis, Town Clerk)

c) Consideration and possible action to approve the March 25, 2014 regular meeting minutes. (Jami Lewis, Town Clerk)

d) Consideration and possible action to accept the Declaration of Right-of-Way by the Town of Chino Valley, for the creation of public right-of-way along the alignment of Jerome Junction Road. (Ron Grittman, Public Works Director/Town Engineer)

7) 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.

8) ACTION ITEMS

a) Consideration and possible action to appoint new members to fill vacancies in the SR 89 Utility Project Citizen Committee. (Mayor Marley)

Recommended Action: Appoint new members to fill vacancies in the SR 89 Utility Project Citizen Committee.

b) Consideration and possible action to direct the SR 89 Utility Project Citizen Committee to review, comment on, and provide Council with a recommendation on a proposal for issuance of a general obligation (GO) bond for water and sewer infrastructure improvements subject to approval by the Chino Valley voters. (Ron Grittman, Public Works Director/Town Engineer)

Recommended Action: Direct the SR 89 Utility Project Citizen Committee to review, comment on, and provide Council with a recommendation on a proposal for the Town to issue a general obligation (GO) bond for water and sewer infrastructure improvements subject to approval by the Chino Valley voters.

c) Consideration and possible action to schedule and discuss the process for the Town Manager's annual performance review. (Mayor Marley; Vice-Mayor Croft)

Recommended Action: Schedule a date for the Town Manager's annual performance review.

9) ADJOURNMENT

Dated this 3rd day of April, 2014.

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 1-(800) 347-1695 (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/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

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

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

Meeting Date:	04/08/2014
Contact Person:	Jami Lewis, Town Clerk
	Phone: 928-636-2646 x-1208
Department:	Council
Item Type:	Presentation Only
Estimated length of Staff Presentation:	5 minutes
Physical location of item:	N/A

AGENDA ITEM TITLE:

Proclamation declaring April 9, 2014 as "Arizona Gives Day," sponsored by West Yavapai Guidance Clinic Foundation.

SITUATION & ANALYSIS:

Arizona Gives Day is a day for Arizonans to come together to make donations to as many nonprofits as possible in 24 hours. On April 9, 2014, from 12:00 am to 11:59 pm, supporters of Arizona nonprofits will go online, connect with causes they care about, and make tax-deductible donations. Supporters will search for participating nonprofits and simply click to donate. The donation stays local and helps our nonprofit community provide much needed services in the state of Arizona.

This event brings together all Arizona non-profits and provides an opportunity for our community to witness the hard work that is taking place to help are area become an even better place to live, work and play.

Attachments

Proclamation

Office of the Mayor

202 N. State Route 89
Chino Valley, AZ 86323
(928) 636-2646

PROCLAMATION

Arizona Gives Day – April 9, 2014

***Whereas**, a joint effort must be made to leverage the collective energy of our $24 billion nonprofit community to build sound relationships with new donors and increase the engagement of individuals with the Chino Valley nonprofit community; expand the capacity of Chino Valley nonprofits to incorporate the fastest growing source of individual investors; increase online giving; relieve pressure on institutional investors (foundations and corporations) to be funders of first choice for so many nonprofits; generate media messages which help to educate the wider public about the value and contributions of community impact missions in our state; and*

***Whereas**, a pathway for community nonprofits to share their stories and connect with individuals throughout Chino Valley is a valuable asset to our community; and*

***Whereas**, every individual in Chino Valley should be contributing to support nonprofit organizations; and*

***Whereas**, contributions made to Chino Valley nonprofits help to rally volunteers, change lives, build leaders, allow citizens to build networks, fight for rights and champion community causes; and*

***Whereas**, the Town of Chino Valley nonprofits impact us all;*

***Now, Therefore**, I, Chris Marley, Mayor of the Town of Chino Valley, do hereby proclaim **April 9, 2014** as **Arizona Gives Day** in Chino Valley, Arizona, and urge all of our citizens to recognize this observance.*

***In Witness Whereof**, I have hereunto set my hand and caused the Seal of the Town of Chino Valley to be affixed this **8th** day of **April**, **2014**.*

Chris Marley, Mayor

ATTEST: Jami C. Lewis, Town Clerk

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

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

Meeting Date: 04/08/2014
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 March 5, 2014 study session minutes. (Jami Lewis, Town Clerk)

RECOMMENDED ACTION:

Approve the March 5, 2014 study session minutes.

Attachments

March 5, 2014 minutes

D R A F T

MINUTES OF THE STUDY SESSION
OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY

WEDNESDAY, MARCH 5, 2014
4:00 P.M.

The Town Council of the Town of Chino Valley, Arizona, met for a Study Session in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Wednesday, March 5, 2014.

Present:	Mayor Chris Marley; Vice-Mayor Darryl Croft; Councilmember Mike Best; Councilmember Linda Hatch; Councilmember Pat McKee; Councilmember Lon Turner; Councilmember Don Wojcik
Staff Present:	Town Manager Robert Smith; General Services Director Cecilia Watts; Finance Director Joe Duffy; Police Chief Chuck Wynn; Town Engineer/Public Works Director Ron Grittman; Planner Ruth Mayday; Town Clerk Assistant Liz Hart (recorder)

1) CALL TO ORDER; ROLL CALL

Mayor Marley called the meeting to order at 4:05 p.m.

2) Review, discussion, and revision of the Draft Strategic Plan. (Ruth Mayday, Planner)

Mayor Marley and Planner Ruth Mayday reported that:

- Council met twice with facilitator Lance Decker in 2013 to develop a Strategic Plan. The purpose of the Plan was to create a single unified document that represented the objectives and measurable results of Council, and prioritize those policies so that they can be implemented in a manner that best serves the community.
- Ms. Mayday reviewed Mr. Decker's notes to refine the Strengths, Weaknesses, Opportunities, Threats and Trends ("SWOTT"), Organizational Values, and Key Result Areas in the draft. Staff reviewed the objectives and provided feedback; Ms. Mayday used these comments to narrow the focus in some places and put like ideas together, and create a timeline of the Objectives and Action Plans attached to each Key Result Area ("KRA").
- The Mission Statement pertained to how the Town wanted to be perceived; the Vision Statement pertained to how the community saw itself; and the Organizational values pertained to how the government wanted to interact internally and externally.

Ms. Mayday previewed the charts depicting the KRAs, staff comments, KRAs sorted out by staff responsibility, and Council action needed. She then reviewed the KRAs with their associated objectives and action items. Each action item listed below is followed by the completion date proposed during the retreat and any Council discussion and/or direction.

KRA #1 Strong Fiscal Health

Objective #1 Revenue instrument for full funding of capital improvements, ongoing maintenance and annual operating programs – 12/31/17

- Action: Develop Council policy for contingency funds – 1/15/14

Discussion: Council met this objective in January 2014 by adopting a new contingency and reserve policy as part of the Town's financial policy.

- Action: Establish committee to discuss with State, the possibility of taxing medical marijuana – 8/31/14

Discussion: Councilmember Hatch and Mayor Marley intend to draft a letter for Council's consideration and possibly forming a committee to address the matter.

- Action: Set up funding programs for sustainable development – 6/30/14

Discussion: Include rainwater harvesting, housing development, sustainable buildings, etc.; item was dependent upon impact fee contract work with Pat Walker.
Council Direction: Include impact fees; possibly form committee; may need to modify codes; change completion date to June 2015.

- Action: Put resources aside for rainy day fund – 6/30/14

Discussion: Consider a fund separate from contingencies, reserves, and fund balance to set aside for another economic downturn; new financial policies were stronger than those before the downturn and included markers to indicate fiscal stress.
Council Direction: If further discussion was needed, take to Finance Subcommittee.

Objective #2 Create plan for holding bond election for infrastructure – 6/30/14

- Action: Calendar of legal deadlines for bond issues – 1/1/14

Discussion: Deadline was not met; staff has draft calendar; May 20 is drop-dead deadline for Council to decide if they want it on the November 2014 ballot.
Council Direction: Staff provide GANTT chart to Council.

- Action: Complete legal deadlines for election – 6/30/14

Discussion: Language will need to be crafted.
Council Direction: Staff provide GANTT chart to Council; change completion date to 5/20/14

- Action: Staff to prepare appropriate support information for the bond issuance – 6/30/14

Discussion: This item will need involvement from many; staff provided timelines for 2014 and 2015.
Council Direction: Staff provide GANTT chart to Council; Council to authorize staff to get on WIFA priority list; anticipating a November 2014 election date, change completion date to 5/20/14.

- Action: Following successful bond election, issue contract and complete project – Not specified

Discussion: Council to decide whether or not to put item on ballot.

Objective #3 Resolve Town's outstanding legal issues – 6/30/14

- Action: Council agrees to work toward resolution of Cortez lawsuit – 1/15/14

Discussion: This had been ongoing and progress was being made.

- Action: Reach settlement with Cortez – 6/30/15

Discussion: Cortez will start scheduling rezoning activities; Attorneys were fixing date of execution on provisional settlement agreement and will sign and send agreement to the Town.

- Action: Concessionaire agreement with Prescott Sportsman's Club ("PSC") – 12/31/14

Discussion: Staff was putting agreement together and will send to PSC; dependent upon PSC.

- Action: Town Code and UDO compliant with A.R.S. – 12/31/14

Objective #4 – Resolve Town's budgetary and financial issues – 6/30/16

- Action: Initiate purchase of Prescott water system – Not specified
- Action: Extend Road 4 South to Peavine Trail – 6/2014
- Action: Cameron Ranch – 1/2014
- Action: Bright Star Development Agreement and water rights – 8/31/14
- Action: Purchase wastewater treatment plant from private owner – 12/31/14
- Action: Create a viable plan for gaining funding to provide water and sewer infrastructure – 12/31/15
- Action: Complete Loop Road project – 12/31/15

Discussion: These were all huge projects and all currently being worked on.

<u>KRA #2 Sustainable Economic and Community Development</u>

Objective #1 Complete Chino Valley Industrial and Commercial Development Plan – 6/30/16

- Action: Complete Chino Valley water/wastewater infrastructure plan – 6/30/16
- Action: General Plan ratification and adoption – 11/2014
- Action: Work on grant money for infrastructure – 4/30/14

Discussion: ACA certified site status was complete and ACA grant submitted; staff to submit EDA application next week; shooting range grant was pending.

- Action: Complete utility extensions to Old Home Manor – 3/31/15

Discussion: This was contingent upon the above-mentioned grants.

- Action: Begin to develop plan which focuses on attracting a well-rounded sustainable business environment rather than just businesses associated with gun club environment – 9/2014

Discussion: Staff had an estimate for the required planning work and was actively seeking assistance from the private sector; staff needed to know Council's urgency/priority on this.
Council Direction: Council will need to discuss and assign priorities in future meeting.

Mayor Marley called for a recess at 4:59 p.m. and reconvened the meeting at 5:22 p.m.

- Action: Develop the five-year economic development plan – 12/31/14
- Action: New supports in effect for local entrepreneurs and surveys to local entrepreneurs as to the type of support needed – 10/20/15

Discussion: Several actions under this were also under sustainable and community development.
Council Direction: Eliminate redundancies in chart.

- Action: Research and provide a list of cost-effective physical supports to encourage independent entrepreneurs in Chino Valley – 2/2014

Council Direction: Remove item.

- Action: Town Manager provides a viable financial plan to support independent entrepreneurs in Chino Valley outside of town facilities, such as broadband support at local coffee shops, and begins to provide regular six month reports to Council – 6/2014

Discussion: This item pertained to the Town providing technical support in the Business Center, such as computer use and WiFi, to allow business personnel to access information from entities other than the town; this was outside the town manager's job description; need to rephrase objective; Economic Development Subcommittee could take over some of this.
Council Direction: Check into getting WiFi in Business Center; add NACOG to list of services; Councilmember Hatch provide Town Manager with broadband information; Town Manager to report on new activities only with regard to the Business Center; remove item.

- Action: Town begins to research process of new types of sustainable business and what is needed to attract and support high-tech types of sustainable small businesses – 8/2014

Council Direction: Extend through September 2014.

- Action: Public Works submits to council the status of the work on the flood control plan and use of the money for the first two years – 2/28/14
- Action: Submit the next phase of the flood control plan to the County – 2/28/14
- Action: Public Works provides a new schedule for the next two years of the 5 year plan approved by the Flood Control District – 8/31/14
- Action: Public works completes the second two year flood control objectives and requests the final approval for the last year of the five year plan for town flood control – 3/2016

Discussion: Flood control was part of a healthy community, although not really part of economic development.

- Action: Begin a plan to work with lobbyists at the League and other organizations to encourage a state tax on medical marijuana growing facilities, with at least 50% of the funding going to the town hosting said facilities – 3/31/14

Discussion: This was already addressed in committee.
Council Direction: Remove item.

- Action: Establish a viable plan to work with the state on taxing medical Marijuana growing facilities – 7/31/14

Discussion: All Council could do was send a letter to the Town's representatives.
Council Direction: Remove this item.

- Action: Planning & Zoning fee study and update – staff-added item – 6/2014
- Action: Initiate housing rehab program now that the State was funding it – staff-added item – 3/2015

- Action: Prioritize the development – 1/2014

Objective #2 Complete Chino Valley water and wastewater infrastructure plan – 6/2016

- Action: Acquisition of Prescott water system – 3/1/14
- Action: SR 89 sewer bond issue – 11/2014
- Action: Alternative in case of bond failure – 3/31/14
- Action: Begin study of rainwater capture – 4/2014-11/2014

Discussion: Flood Control Committee identified sheet flooding areas for retention ponds, but until the State addressed credits to developers, the Town could not do this.
Council Direction: Change item to small-scale rainwater capture.

- Action: Make specific plan for water/sewer pipes available to the public – 12/31/14

Objective #3 Complete Chino Valley roads project infrastructure plan – 6/30/17

- Action: Complete Road 4 South to Peavine – 6/1/14
- Action: Complete Loop project – 12/1/16

Discussion: Action 1 was currently under construction, would be done in March, and was thus far $50,000 under budget.

KRA #3 Community Engagement and Communication

Objective #1 Certify partnership agreement for joint cooperation between Chino Valley leaders and Town partners, including people and organizations in education, health care, transit, and recreation – 6/30/14

- Action: Provide regular reports to Council highlighting organizational interaction with key community groups, leaders and the Town's partners – 1/1/15

Council Direction: Extend deadline to 2016.

- Action: Complete a series of meetings to discuss and craft a partnership agreement – 4/15/14
- Action: Develop specific goals and a timeline for collective action in advancing the Town's Strategic Plan – 5/1/14
- Action: Create a timeline for the goals to be established with each of these organizations individually and as a consortium – 12/31/14

Discussion: This was an important part of the Plan; it should be a function of Council, not the town manager; a business group that supported the community was needed to interface with Yavapai Community College and such a business group appeared to be starting; the business group needed to be on board before the bond election.
Council Direction: Discuss at a future meeting to form a committee or develop another mechanism to address this; change deadline to a start date of July 31, 2014.

Obj #2 Increase community support for the Town's direction, policy makers, and staff to no less than 75% as demonstrated by annual community surveys – 12/31/15

- Action: Address issues raised as part of or reflected in survey of all residents; determine level of customer service and what standards to establish for staff – 12/31/14

Discussion: Town needed to continue annual surveys; 75% was unrealistic.
Council Direction: Review in the future and revise language.

- Action: Coordinate staff schedules to maximize customer service – Not specified
- Action: Public Works provides an annual time schedule for roads maintenance – 6/30/14
- Action: Provide to Council regular reports on Town customer service – 3/31/14
- Action: Create a tracking system to report compliments and complaints from the Town's customers – Not specified
- Action: Create a system for considering and addressing suggestions, recommendations and complaints from the Town's customers – Not specified
- Action: Software implementation for Development Services – staff added item 10/30/14

Council Direction: Retain this item.

- Action: Move Public Works and Development Services to Community Center – staff added item – 9/30/14

Discussion: This was an ongoing discussion.

Ms. Mayday then reviewed items related to needed Council action, to determine if it was Council's intent for themselves or staff to carry out these activities. She also pointed out that she had created similar lists of action items for town manager, management staff, public works, development services, finance, and legal departments. Council discussed that while staff schedules were a management issue, Council would need to give input.

Town Manager Robert Smith then reviewed a similar chart that the Clerk had drafted that indicated seasonal and cyclical work that went through administration that Council could consider when proposing new work items. More details will come from finance and public works.

Council comments:

- All the starting and completion dates were guidelines and not set in stone, that should be reviewed and revised as other matters not in the Plan arose.
- Council will need more study sessions on this; if a councilmember saw an action item that needed to be addressed, they could forward that item to a regular meeting.
- As there was not enough staff to accomplish everything in the Plan, Council needed to prioritize first and second tier items for 2014 and get staff's feedback.
- Council needed to keep in mind that some of these programs, such as the Flood Control Program, were already ongoing and could not be put aside, while some will need to simmer for a couple years.

Council asked Ms. Mayday to provide copies of these chart to them, and to leave the charts on the walls while they were still working on the Plan.

3) ADJOURNMENT

MOVED by Councilmember Linda Hatch, seconded by Councilmember Pat McKee to adjourn the meeting at 6:13 p.m.

Vote: 7 - 0 PASSED

_____
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 Study Session of the Town Council of the Town of Chino Valley, Arizona held on the 5th day of March, 2014. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8th day of April, 2014.

_____
Jami C. Lewis, Town Clerk

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

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

Meeting Date: 04/08/2014
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 March 11, 2014 regular meeting minutes. (Jami Lewis, Town Clerk)

RECOMMENDED ACTION:

Approve the March 11, 2014 regular meeting minutes.

Attachments

March 11, 2014 minutes

D R A F T

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

TUESDAY, MARCH 11, 2014
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, March 11, 2014.

Present:	Mayor Chris Marley; Vice-Mayor Darryl Croft; Councilmember Mike Best; Councilmember Linda Hatch; Councilmember Pat McKee; Councilmember Lon Turner; Councilmember Don Wojcik
Staff Present:	Town Manager Robert Smith; General Services Director Cecilia Watts; Town Attorney Phyllis Smiley; Police Chief Chuck Wynn; Police Lieutenant Vince Schaan; Police Officer Daniel Beal; Town Engineer/Public Works Director Ron Grittman; Town Clerk Assistant Liz Hart (recorder)

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

Mayor Marley called the meeting to order at 6: 02 p.m.

Councilmember Linda Hatch attended the meeting via conference phone.

Vice-Mayor Croft gave the invocation and Mayor Marley led the Pledge of Allegiance.

2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

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 criticism.

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 had nothing to report.

a) Monetary obligations with regard to the Provisional Settlement Agreement with Cortez Enterprises.

Mayor Marley reported that:

- As part of the subject Provisional Settlement Agreement, the Town agreed to extend Road 4 South eastward to Cortez's property by July 31, 2014 and pay to Cortez a combination of cash and land by August 29, 2014.
- If the Road 4 South extension was done by June 1, 2014, there were three alternatives for the Town to pay: (i) $50,000 in cash and $250,000 in land; (ii) $25,000 in cash and $300,000 in land; or (iii) no cash and $350,000 in land.
- If the road was not done by June 1, 2014, three alternatives were: (i) $50,000 in cash and $300,000 in land; (ii) $25,000 in cash and $350,000 in land; or (iii) no cash and $400,000 in land.
- Other costs associated with the lawsuit related to attorney fees.

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 report by Town Manager Robert Smith regarding Town accomplishments, and current or upcoming projects.

Town Manager Robert Smith reported on the status of:

- Cortez Provisional Settlement Agreement.
- Road 4 South extension.
- Skate Park concepts and public meeting.

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 Agreement for Towing Services between the Town of Chino Valley and Tim's Towing. (Chuck Wynn, Police Chief)

Recommended Action: Approve Agreement for Towing Services between Town of Chino Valley and Tim's Towing.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Pat McKee to approve Agreement for Towing Services between Town of Chino Valley and Tim's Towing.

Vote: 7 - 0 PASSED

7) 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.

8) ACTION ITEMS

a) Consideration and possible action with regard to establishing guidelines for Council-Town Attorney interaction. (Mayor Marley)

Recommended Action: Approve guidelines for Council-Town Attorney interaction.

Mayor Marley requested that Council postpone this item, as he was still receiving information on it.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Pat McKee to postpone item 8a, guidelines for Council-Town Attorney interaction.

Vote: 7 - 0 PASSED

b) Consideration and possible action to adopt Resolution No. 14-1025, opposing the legalization of marijuana.

Recommended Action: Adopt Resolution No. 14-1025, opposing the legalization of marijuana.

Mayor Marley reported that:

- MATFORCE, the Yavapai County Substance Abuse Coalition, was the primary sponsor of a resolution opposing the legalization of recreational marijuana.
- MATFORCE had been in existence in Yavapai County since 2005, with the goal of reducing substance abuse in the county. The organization's membership consisted of law enforcement agencies, County Attorney's Office, medical professionals, substance abuse counselors, probation departments, politicians, concerned citizens, and many others.
- This resolution had been passed by approximately 30 Native American Tribal groups within Arizona, as well as four jurisdictions in Yavapai County.

Shelia Polk, Yavapai County Attorney, and Co-Chair of MATFORCE, added that:

- Members of the Marijuana Policy Project from Washington D.C. had targeted Arizona for placing a measure on the state's 2016 ballot to allow recreational marijuana use. A Colorado police chief had advised Yavapai County officials that they should start now to provide a united front against this, which might prevent the organization from making the attempt.
- As MATFORCE was concerned about the effects of marijuana on youth, increased use by youth, dramatic increases in addiction in states in which

recreational use was legalized, and increased demands upon law enforcement and child protective services associated with marijuana and other drug use, they were asking Yavapai County communities join in sponsoring this resolution to show that Yavapai County had a united front that will, hopefully, set the example for the rest of the state.

Public comment:

Starr Bennett, Paulden resident, opposed the resolution, citing a documentary that presented cases of children being helped by medical marijuana.

Laura Lee Nye, Prescott Valley Vice-Mayor and concerned grandmother, favored the action, citing problems in other states suffering from the drug pipeline to and from Colorado.

Council comments:

- Some questioned the effectiveness of the Resolution to inhibit illicit marijuana use.
- One cited his experience of negative effects from marijuana use in the military and workplace.
- The main issue was keeping the drug out of young peoples' hands while in school and letting them make their own decisions as adults.
- The Resolution afforded Yavapai County municipalities to take stand on the issue.
- The Resolution needed to indicate that it pertained only to recreational use.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Mike Best to adopt Resolution No. 14-1025, opposing the legalization of recreational marijuana.

Vote: 7 - 0 PASSED

c) Consideration and possible action to approve change order number 2 to contract with Economists.com an amount not to exceed $9,500.00 to prepare the additional financial analysis to look at the impacts of the Prescott Water Acquisition, Wastewater Treatment Plant Acquisition, and a capital improvement project on the existing and future utility rates. Funds to come from the Professional Services Line in the Water Enterprise Fund. (Ron Grittman, Public Works Director)

Recommended Action: Approve change order number 2 to contract with Economists.com an amount not to exceed $9,500.00 to prepare the additional financial analysis to look at the impacts of the Prescott Water Acquisition, Wastewater Treatment Plant Acquisition, and a capital improvement project on the existing and future utility rates.

Mr. Grittman reported that:

- On October 8, 2013, the Town entered into a professional services contract with Economists.com to perform an update on the valuation of the City of Prescott water system. Once the draft report was complete, Town staff and Economists.com concluded that some additional financial work was necessary to determine if the Town could forego future utility rate increases.
- The Town's current utilities rate plan adopted on February 12, 2013 called for rate increases to both water and sewer customers over the next five years. Two of

the five rate increases had been implemented, and had not been well received by the customer base. Walker Consulting and Economists.com had previously demonstrated that a nominal general obligation bond had the ability to allow the Town to forego the last two years of the rate increases.

- On February 20, 2014, staff asked Council for direction to have further financial analysis prepared to determine: (i) if the cost to acquire the Prescott water system and wastewater treatment plant, and extending water and sewer between Road 2 North and Road 3 North along SR 89, funded by a general obligation bond, will allow the Town to forego all three of the proposed water and sewer rate increases; (ii) the minimum number of new commercial water and sewer customers to allow the project to break even; and (iii) the effect of adding Wilhoit's 100 water customers on the proposed utility rates.
- This change order will allow for each of the proposed options to be analyzed and give Council sufficient information to assist in their future decisions, including the potential bond election. Details of the analyses will be presented during a study session on April 3, 2014.
- With this proposed change order, the complete cost of Economists.com's work will be just under $70,000. This change order will provide the last analysis needed for bonding decisions.

Council comments:

- Citizens who were enduring the rate increases had complained about the amount of money spent on this contract.
- As the associated projects were important to the town, it would be valuable to obtain as much information as possible before making a decision.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Lon Turner to approve change order number 2 to contract with Economists.com an amount not to exceed $9,500.00 to prepare the additional financial analysis to look at the impacts of the Prescott Water Acquisition, Wastewater Treatment Plant Acquisition, and a capital improvement project on the existing and future utility rates.

Vote: 7 - 0 PASSED

d) Consideration and possible action to award trucking services to Corbin, Inc. as the primary hauler and Fann Contracting as a secondary hauler, in accordance with the summary of bids. Funds to come from Public Works for road projects or other departments that may need trucking services. (Ron Grittman, Public Works Director/Town Engineer)

Recommended Action: Award trucking services to Corbin, Inc. as the primary hauler and Fann Contracting as a secondary hauler, in accordance with the summary of bids.

Mr. Grittman reported that:

- On February 13, 2014, staff opened two bids for trucking services to haul aggregates for the Town. Corbin, Inc. (C&R Trucking) submitted the low bid, followed by Fann Contracting, Inc.
- Typically this bid would be awarded to the single lowest responsible bidder, but because there were only two bidders, Fann requested that they be awarded as a secondary hauler, which would give the Town the flexibility to secure hauling services in the event that Corbin was unable to perform, although the likelihood of needing Fann's services was very low.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Mike Best to award trucking services to Corbin, Inc. as the primary hauler and Fann Contracting as a secondary hauler, in accordance with the summary of bids.

Vote: 7 - 0 PASSED

e) Consideration and possible action to approve the intergovernmental agreement between the Chino Valley Unified School District and Town of Chino Valley for the project management and construction of the adjacent ways project at Del Rio and Heritage Schools. Funds in the amount of $200,000 to come from Chino Valley School District Adjacent Ways Program. (Ron Grittman, Public Works Director/Town Engineer)

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

Mr. Grittman reported that:

- School districts collected Adjacent Ways moneys that could only be used for improving areas adjacent to schools. As the Chino Valley School District lacked personnel who could perform project and construction management, in 2010 they contracted with the Town for an Adjacent Ways project along Center Street.
- They proposed to do the same for proposed project, which would use Adjacent Ways funds to develop, engineer, and construct improvements to Road 1 West and Road 2 North to improve traffic flow at Del Rio and Heritage Schools.
- Once the School District and Town agreed upon the final improvements, the project will be bid and awarded through the Town for construction. Staff hoped to acquire $50,000 for engineering and $150,000 for construction. If the full amount was not available, staff will program the project to get a portion done each year until complete.

Town Attorney Smiley pointed out that the IGA contained an ambiguity with regard to the term year and suggested changing the agreement term to a period of 15½ months commencing March 11, 2014.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Mike Best to approve the intergovernmental agreement between the Chino Valley Unified School District and Town of Chino Valley for the project management and construction of the adjacent ways project at Del Rio and Heritage Schools, with the amendment of the term period of 15-1/2 months commencing on March 11, 2014 and ending on June 30, 2015.

Vote: 7 - 0 PASSED

10) ADJOURNMENT

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Mike Best to adjourn the meeting at 7:21 p.m.

Vote: 7 - 0 PASSED

_____
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 25th day of March, 2014. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8th day of April, 2014.

_____
Jami C. Lewis, Town Clerk

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

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

Meeting Date: 04/08/2014
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 March 25, 2014 regular meeting minutes. (Jami Lewis, Town Clerk)

RECOMMENDED ACTION:

Approve the March 25, 2014 regular meeting minutes.

Attachments

March 25, 2014 minutes

D R A F T

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

TUESDAY, MARCH 25, 2014
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, March 25, 2014.

Present:	Mayor Chris Marley; Vice-Mayor Darryl Croft; Councilmember Mike Best; Councilmember Linda Hatch; Councilmember Lon Turner; Councilmember Don Wojcik
Absent:	Councilmember Pat McKee
Staff Present:	Town Manager Robert Smith; General Services Director Cecilia Watts; Town Attorney Phyllis Smiley; Finance Director Joe Duffy; Police Chief Chuck Wynn; Lieutenant Vince Schaan; Officer Jeff Pizzi; Town Engineer/Public Works Director Ron Grittman; Town Clerk Assistant Liz Hart; Town Clerk Jami Lewis (recorder)

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 declaring April 2014 as "Fair Housing Month," sponsored by the Southwest Fair Housing Council. (Mayor Marley)

Mayor Marley read the proclamation.

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 criticism.

Ruth Santo with Community Legal Services spoke about services the organization provided and upcoming fair housing presentations in Yavapai County.

Annie Lane asked about possible Town plans to annex areas west of Reed Road.

Tracie Schimikowsky, President/CEO, Chino Valley Area Chamber of Commerce, spoke about an upcoming open house and ribbon cutting for West Yavapai Guidance Clinic's outpatient office.

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 had nothing to report.

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 Hatch reported on the deadline for citizens to submit evaluations on the Town Magistrate.

Vice-Mayor Croft reported on the status of the Chamber's Citizens Academy.

Mayor Marley reported on the inaugural Old Home Manor Recreation Committee meeting and read the Monthly Mayor's Report, which pertained to smart growth and economic development in town.

a) Status report by Town Manager Robert Smith regarding Town accomplishments, and current or upcoming projects.

Mr. Smith reported on the status of:

- The EDA grant application.
- April 3 study session on infrastructure, utilities, finance, and bonding matters.
- Cable one conduit at Old Home Manor.
- Budget process.

b) Status report on the General Plan update with regards Council study session and public hearing. (Mayor Marley)

Mayor Marley reported that he had scheduled a study session on April 29, 2014 for Council to receive a comprehensive presentation of the draft General Plan before holding Council's formal public hearing.

c) Presentation of preliminary revenue projections for the Fiscal Year 2014/2015 budget. (Joe Duffy, Finance Director)

Mr. Duffy reported that he had drafted a Revenue Manual that included revenues over the last 10 fiscal years and projections for the next 10 fiscal years; this will be continually updated during budget season. Projections for the current and next fiscal year included:

- State shared revenues will increase 5% overall.
- Sales tax will decrease 4% overall.
- Total General Fund revenues were 11% over last year.
- Total Highway User Revenues were flat.
- Water Fund revenues had decreased, but buy-in fees had increased.
- Sewer Fund revenues had steady growth.
- Total Capital Improvement revenues will follow sales tax trends, and any construction activity will help the fund. The Town had 11 housing starts in the first quarter.

6) CONSENT AGENDA

All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

Council set down item 6b.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Mike Best to approve consent agenda items 6a and 6c.

Vote: 6 - 0 PASSED

a) Consideration and possible action to approve the February 20, 2014 study session minutes. (Jami Lewis, Town Clerk)

b) Consideration and possible action to approve the February 25, 2014 regular meeting minutes. (Jami Lewis, Town Clerk)

Council discussed a possible amendment.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Linda Hatch to approve consent agenda item 6b.

Vote: 6 - 0 PASSED

c) Consideration and possible action to approve the Utility Easement grant from the Town of Chino Valley to Arizona Public Service Company. (Chuck Wynn, Police Chief)

7) 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.

8) ACTION ITEMS

a) PUBLIC HEARING and consideration and possible action to adopt Ordinance No. 14-782 amending the Chino Valley Town Code Chapter 32 Finance and Revenue, Section 32-25 Tax Code, by repealing Section 32.25-477 Operating a Pipeline; amending Regulation 32.25-270.1 Proprietary Activities of Municipalities Are Not Considered Activities of a Governmental Entity, Subsection (b); and repealing Regulation 32.25-477.1 Operating a Pipeline; providing for repeal of conflicting ordinances; providing for severability; and establishing an effective date. (Joe Duffy, Finance Director)

Recommended Action:
(i) Hold a Public Hearing on the proposed changes to the Chino Valley Tax Code.
(ii) Approve Ordinance No. 14-782, amending the Chino Valley Tax Code as presented.

Mr. Duffy reported that:

- The Town's current Tax Code imposed a tax on the gross income from the business activity of operating a pipeline within the town. This code section was part of the "Green Sheets" section of the municipal tax code.
- As the League of Arizona Cities and Towns ("League") had been working with municipalities to eliminate many of the Green Sheet sections of the tax code, on November 12, 2013, the Town entered into an Intergovernmental Agreement with the City of Prescott providing for an alternate method of payment for operating a pipeline within the town and agreeing to eliminate the transaction privilege tax from the business activity of operating a pipeline within the town.
- The proposed changes were reviewed by the town attorney, Unified Audit Committee, and the League. Per requirements, staff posted a notice on the Town's website for 60 days and published a Notice of a Public Hearing.

Mayor Marley opened the public hearing. As no one from the public spoke, Mayor Marley closed the public hearing.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Mike Best to approve Ordinance No. 14-782, amending the Chino Valley Tax Code as presented.

Vote: 6 - 0 PASSED

b) Consideration and possible action to approve Resolution No. 14-1027, accepting funds from the Arizona Department of Housing for the Town of Chino Valley's four-year rotational Community Development Block Grant funding, and authorizing the Mayor to sign said application upon completion by NACOG and Town staff. (Cecilia Watts, General Services Director)

Recommended Action: Approve Resolution No. 14-1027, accepting funds from the Arizona Department of Housing for the Town of Chino Valley's four-year rotational Community Development Block Grant funding, and authorizing the Mayor to sign said application upon completion by NACOG and Town staff.

Ms. Watts reported that:

- The Town received Community Development Block Grant (CDGB) funding every four years from the U.S. Department of Housing through the Arizona Department of Housing (DOH). Staff anticipated that approximately $264,220 will be allocated to Chino Valley in FY 2014/2015.
- During two public hearings held on November 12, 2013 and January 14, 2014, the Public Works Department submitted a funding proposal for an asphalt paving project in the Chino Meadows V neighborhood. Staff estimated that 128 homes, serving approximately

301 persons, would benefit.

- A 2010 income survey of the Chino Meadows neighborhood indicated that over 65% of the neighborhood qualified as low to moderate income. Since this project will occur in the same neighborhood, staff will be able to use the 2010 survey for the CDBG project.
- DOH required that Council pass a resolution endorsing the project and granting authorization to the Mayor to sign the application upon completion.
- In addition, the Northern Arizona Council of Governments (NACOG) charged each grant recipient in its region an administrative fee. One of the services they offered for the fee, regardless of how much work they administered, was to prepare the application. They will be working with staff to prepare the program budget and application for submission to DOH.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Lon Turner to approve Resolution No. 14-1027, accepting funds from the Arizona Department of Housing for the Town of Chino Valley's four-year rotational Community Development Block Grant funding, and authorizing the Mayor to sign said application upon completion by NACOG and Town staff.

Vote: 6 - 0 PASSED

c) Consideration and possible action to forward presentation of two skate park concepts at a public meeting, date to be determined. (Ron Grittman, Public Works Director/Town Engineer)

Recommended Action: Forward the two skate park concepts for presentation at a public meeting.

Mr. Grittman reported that:

- In December 2013, the Town contracted with California Skate Parks (CSP) to develop construction plans for a skate park at the Community Center. CSP developed two concepts comparable in cost and level of difficulty. Staff was requesting that Council endorse and forward them for public comment.
- A public meeting was planned for late April with appropriate stakeholders to obtain comments on the proposed concepts. Stakeholders will include the Recreation Foundation, potential skate park users, AYSO, Chino Valley Little League, and other groups interested in the project.
- He anticipated that the design will be done by fiscal year end, then community participation for funding will be sought.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Linda Hatch to forward the skate park concepts to a public meeting.

Vote: 6 - 0 PASSED

d) Consideration and possible action to approve the Intergovernmental Agreement between the Arizona Department of Transportation and the Town of Chino Valley for the construction of a roundabout at the intersection of State Route 89 and Perkinsville Road. Funds in the amount of $300,000 to come from Highway User Revenue Funds. (Ron Grittman, Public Works Director/Town Engineer)

Recommended Action: Approve the Intergovernmental Agreement between the Arizona Department of Transportation and the Town of Chino Valley for the construction of a roundabout at the intersection of SR 89 and Perkinsville Road.

Mr. Grittman reported that:

- Over the past several years, the Arizona Department of Transportation (ADOT) had been designing a roundabout for the intersection of State Route 89 and Perkinsville Road to enhance the intersection and reduce traffic issues at Road 1 East.
- ADOT resolved to do a roundabout when a traffic signal was deemed inappropriate due to the intersection's proximity to Road 3 North. In order to minimize the right-of-way impacts to existing businesses, the roundabout was designed as an ellipse. The construction plans were currently 95% complete.
- The Intergovernmental Agreement (IGA) called for the Town to contribute $300,000 and the Central Yavapai Metropolitan Planning Organization to contribute $190,000 toward the project. Current construction cost estimates for the roundabout were $1.8 million. The Town's contribution will come from Highway User Revenue Funds in Fiscal Year 2014/2015 prior to September 1, 2014.
- Construction was intended to begin shortly after the Road 4 North project began construction, as ADOT believed that some economies of scale could be realized if the Road 4 North contractor was able to move from one project directly into the other.

Town Attorney Smiley advised that the word "city" should be amended to "town" in para. 7 of the IGA.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Mike Best to approve the Intergovernmental Agreement between the Arizona Department of Transportation and the Town of Chino Valley for the construction of a roundabout at the intersection of SR 89 and Perkinsville Road, with the corrective action.

Vote: 6 - 0 PASSED

e) Consideration and possible action to approve contracts for trucking services with Corbin, Inc. as the primary hauler and Fann Contracting as a secondary hauler, in accordance with the summary of bids. Funds to come from Public Works for road projects or other departments that may need trucking services. (Ron Grittman, Public Works Director/Town Engineer)

Recommended Action: Approve contracts for trucking services with Corbin, Inc. as the primary hauler and Fann Contracting as a secondary hauler, in accordance with the summary of bids.

Mr. Grittman reported that on March 11, 2014, Council approved a bid award for trucking services to Corbin, Inc. as the primary hauler and Fann Contracting as a secondary hauler. Town Attorney Smiley clarified that although the two contracts for these services were ready for signature on March 11, she refused to sign them as the agenda item title did not specify their approval.

Ms. Smiley also asked Council about a matter of procedure with regard to such boilerplate contracts. She requested that councilmembers let her know via email which option(s) they preferred: the full contract in the agenda packet, a printed copy in the Council's reading file, or electronic version sent via email and/or placed on the web.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Lon Turner to approve contracts for trucking services with Corbin, Inc. as the primary hauler and Fann Contracting as a secondary hauler, in accordance with the summary of bids.

Vote: 6 - 0 PASSED

f) Consideration and possible action to award bid and approve contract with Cactus Transport, Inc. for supply of oil and a distributor truck for the 2014 Chip Seal Program, in accordance with the summary of bid. Funds to come from Highway User Revenue Funds. (Ron Grittman, Public Works Director/Town Engineer)

Recommended Action: Award bid and approve contract with Cactus Transport, Inc. for supply of oil and a distributor truck for the 2014 Chip Seal Program

Mr. Grittman reported that:

- The 2013 chip seal program had been developed using Yavapai County bids for both oil supply and distributor truck from two different vendors. However, after the project was done, the chips did not adhere to the supplied oil on Road 1 North, Road 1 East, and Road 3 North.
- Arizona Petroleum Industry professionals visited the sites and found that the oil used was not at a sufficient temperature and the distributor truck was placing the oil too far ahead of the chip spreader.
- Staff believed that the best remedy to these issues for the 2014 chip seal program was to: (i) bid for a different oil; (ii) require that the oil provider provide their own distributor truck; (iii) revise the current construction practices to no longer allow single chip seals; (iv) require that the minimum chip seal surface be a double chip; and (v) place a fog seal over the final surface. This will allow for better control over the oil's application so the chip seal material will bind properly.
- Staff proposed one more chip seal program this fiscal year to re-surface Road 3 South east of Road 1 East and Granada Estates in May/June 2014. This work will be within the budget limits that Council approved on September 10, 2013.
- At the bid opening on March 6, 2014, staff received bids from Cactus Transport and Sunland, with Cactus as the low bidder. Fann Contracting submitted a bid for the distributor and was being considered nonresponsive due to lack of a bid for oil. If there was extra money upon the project's completion, staff will repair one of 2013 roads and finish others in the next fiscal year. This bid could be renewed up to five years.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Lon Turner to award bid and approve contract with Cactus Transport, Inc. for supply of oil and a distributor truck for the 2014 Chip Seal Program.

Vote: 6 - 0 PASSED

g) Consideration and possible action to appoint applicants to fill vacancies on various public bodies. (Jami Lewis, Town Clerk)

Recommended Action: Appoint applicants to the Board of Adjustment, Industrial Development Authority, Parks and Recreation Advisory Board, and Senior Center Advisory Board as recommended by the Council Appointments Subcommittee.

Mrs. Lewis reported that Council's Appointments Subcommittee met on March 11, 2014 to review applications for several public bodies. They were recommending that Council appoint the following persons, which will eliminate vacancies in these public bodies.

- Board of Adjustment: Appoint Beverly Duffy to term ending July 31, 2015 and Gary Warren to term ending July 31, 2016;
- Industrial Development Authority: Appoint Beverly Duffy to term ending June 30, 2019;
- Parks and Recreation Advisory Board: Appoint George Cooper to term ending June 30, 2014 and Donna Armstrong to term ending June 30, 2015;
- Senior Center Advisory Board: Appoint Kathy Farber to term ending June 30, 2014.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Lon Turner to appoint applicants to the Board of Adjustment, Industrial Development Authority, Parks and Recreation Advisory Board, and Senior Center Advisory Board as recommended by the Council Appointments Subcommittee.

Vote: 6 - 0 PASSED

h) Consideration and possible action to direct staff to place the Town of Chino Valley on WIFA's competitive funding list. (Robert Smith, Town Manager)

Recommended Action: Direct staff to place the Town of Chino Valley on WIFA's competitive funding list.

Mr. Smith reported that:

- At some point in the future, Council may determine to access bond monies to finance certain infrastructure enhancements or acquisitions, or settlement of legal agreements related to the same.
- Should Council wish to access funds from the Water Infrastructure Finance Authority (WIFA) for such purposes, and should the public approve a bond measure, the Town must first request to be placed on WIFA's competitive funding list. Placement on the list does not commit the Town to borrowing funds from WIFA, but does ensure that should the Town choose to do so, the opportunity and funding would be present when needed.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Mike Best to direct staff to place the Town of Chino Valley on WIFA's competitive funding list.

Vote: 6 - 0 PASSED

9) ADJOURNMENT

_____
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 25th day of March, 2014. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8th day of April, 2014.

_____
Jami C. Lewis, Town Clerk

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TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

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

Meeting Date:	04/08/2014
Contact Person:	Ron Grittman, Town Engineer
	Phone: 928-636-2646 x-1223
Department:	Public Works
Item Type:	Consent
Estimated length of staff presentation:	None
Physical location of item:	Old Home Manor

AGENDA ITEM TITLE:

Consideration and possible action to approve the Declaration of Right-of-Way by the Town of Chino Valley, for the creation of public right-of-way along the alignment of Jerome Junction Road.

RECOMMENDED ACTION:

Move to approve the Declaration of Right-of-Way by the Town of Chino Valley, for the creation of public right-of-way along the alignment of Jerome Junction Road.

SITUATION AND ANALYSIS:

Issue Statement

Currently Jerome Junction Road is not designated as public right-of-way ("ROW"). The roadway, like many of Chino Valley roadways, is simply a surfaced access way on property owned by the Town. Because Jerome Junction Road is not designated as public ROW some properties, such as those along Gavin Court, are technically land locked. The declaration by the Town of Jerome Junction Road as public ROW will remedy this issue. The use of the roadway will not change. The declaration is a formality to memorialized the current use.

Applicable Policy

- N/A

Satisfaction of Policy

- N/A

Satisfaction of Policy Summary of Issues and Staff Rationale

Through working on the proposed solar project north of Old Home Manor, the Town received a request for access from the developer of the solar project across the western property boundary of Old Home Manor. It became apparent to Staff that there are public access issues. Several private access easements exist between the Town and adjacent property owners to Old Home Manor, however, nothing exists to allow public access across the property.

The declaration of the western 50’ as public ROW for Jerome Junction Road will remedy any access issues and make any private access easements moot. In addition, through the rezoning request for the adjacent solar project, the Town required the applicant to construct a new roadway within this public ROW between Rodeo Drive and the northwest corner of the Old Home Manor property. This declaration of ROW will allow the contractor to work within public ROW.

Findings of Fact

- All Public thoroughfares or access ways in the Town of Chino Valley should be "Rights of Way"

Currently, Jerome Junction Road is not a ROW and should be as it provides public access to land-locked privately held parcels to the north, as well as access to Old Home Manor.

Since the Town owns the Jerome Junction road parcel, declaration of the lands by the Town as a Town Right of Way is a ministerial act that requires Council Approval to 'accept' the declaration and clarify that the land included in the Declaration is to be used only as right-of-way.

Fiscal Impact

Fiscal Impact?: None

If Yes, Budget Code:

Available:

Funding Source:

Attachments

Declaration of Right of Way

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

Exempt under A.R.S. § 11-1134(A)(2)

DECLARATION OF RIGHT-OF-WAY

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

IN WITNESS WHEREOF, this instrument is executed this _____day of _____, 20__.

TOWN OF CHINO VALLEY

_____
By
Its

ACKNOWLEDGEMENT

STATE OF ARIZONA)
) ss.
County of Yavapai)

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

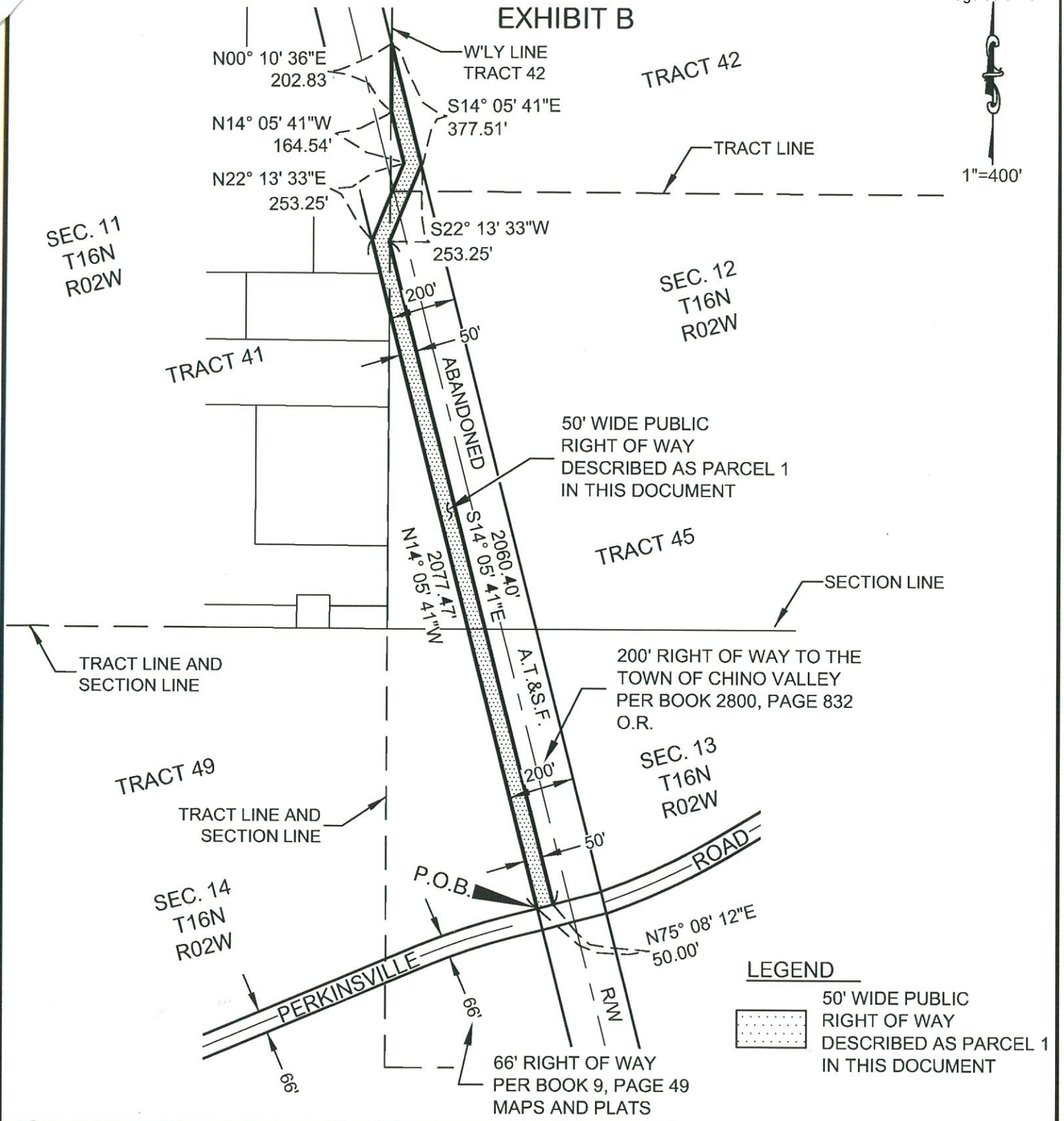
IN WITNESS WHEREOF, I hereunto set my hand and official seal.

_____
Notary public

My Commission Expires:

_____

EXHIBIT B



REGISTERED LAND SURVEYOR
CERTIFICATE NO.
51524
KENNETH R.
DAVIDSON
DATE SIGNED 02-17-14
ARIZONA U.S.A.

EXPIRES 09/30/2016

CIVILTEC
engineering inc.
Monrovia • Prescott • Peoria
2050 N. Willow Ck. Rd
Prescott, AZ 86301
Phone: 928.771.2376
Fax: 928.771.2377
Web: www.civiltec.com

CHINO VALLEY, ARIZONA

EXHIBIT B
PARCEL 1
JEROME JUNCTION

DE: KRD	CH: RHS	DR: KRD	JOB # 2014703
P: X:\2013\2013722 - Karcic Legal Description - Chino Valley\DWG D: Parcel 1 Exhibit.dwg DA: Feb 18 , 2014			SHEET 1 OF 1

EXHIBIT A

LEGAL DESCRIPTION

PARCEL 1

February 17, 2014

THOSE PORTIONS OF TRACTS 41, 42, AND 45 WITHIN SECTIONS 11, 12, AND 13 OF TOWNSHIP 16 NORTH, RANGE 2 WEST, GILA AND SALT RIVER BASE AND MERIDIAN, AS SHOWN ON MAP OFFICIALLY FILED ON 9-8-1916 IN THE OFFICE OF THE U.S. SURVEY GENERAL, MORE PARTICULARLY DESCRIBED AS FOLLOWS...

BEGINNING AT THE INTERSECTION OF THE WEST LINE OF THE ABANDONED ATCHISON TOPEKA SANTA FE RAILROAD RIGHT OF WAY (200 FEET WIDE) AS DESCRIBED IN DEED TO THE TOWN OF CHINO VALLEY RECORDED IN BOOK 2800, PAGE 832 OF OFFICIAL RECORDS IN THE OFFICE OF THE RECORDER OF YAVAPAI COUNTY, STATE OF ARIZONA WITH THE NORTHERLY RIGHT OF WAY LINE OF PERKINSVILLE ROAD (66 FEET WIDE) AS SHOWN ON RIGHT OF WAY MAP RECORDED IN BOOK 9, PAGE 49 OF MAPS AND PLATS IN SAID OFFICE;

THENCE N14°05'41"W ALONG SAID WESTERLY LINE, A DISTANCE OF 2077.47 FEET;

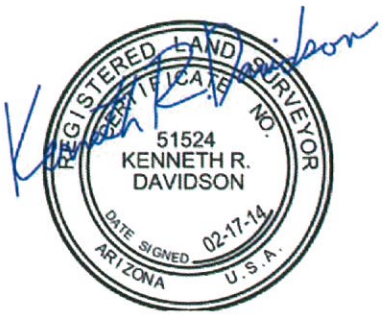
THENCE N22°13'33"E A DISTANCE OF 253.25 FEET TO A LINE WHICH IS PARALLEL WITH AND DISTANT 50.00 FEET WESTERLY (MEASURED AT RIGHT ANGLES) FROM THE EASTERLY LINE OF SAID ABANDONED RAILROAD RIGHT OF WAY;

THENCE N14°05'41"W ALONG SAID PARALLEL LINE A DISTANCE OF 164.54 FEET TO THE WEST LINE OF SAID TRACT 42;

THENCE N00°10'36"E ALONG SAID WEST LINE A DISTANCE OF 202.83 FEET TO A POINT ON SAID EASTERLY LINE OF SAID ABANDONED RAILROAD RIGHT OF WAY;

THENCE S14°05'41"E ALONG SAID EASTERLY LINE A DISTANCE OF 377.51 FEET TO A LINE WHICH IS PARALLEL WITH AND DISTANT 50.00 FEET SOUTHEASTERLY (MEASURED AT RIGHT ANGLES) FROM SAID LAST MENTIONED COURSE HAVING A BEARING OF N22°13'33"E AND A DISTANCE OF 253.25 FEET;

THENCE S22°13'33"W ALONG SAID PARALLEL LINE A DISTANCE OF 253.25 FEET TO A LINE WHICH IS PARALLEL WITH AND DISTANT 50.00 FEET EASTERLY (MEASURED AT RIGHT ANGLES) FROM SAID WESTERLY LINE OF SAID ABANDONED RAILROAD RIGHT OF WAY;



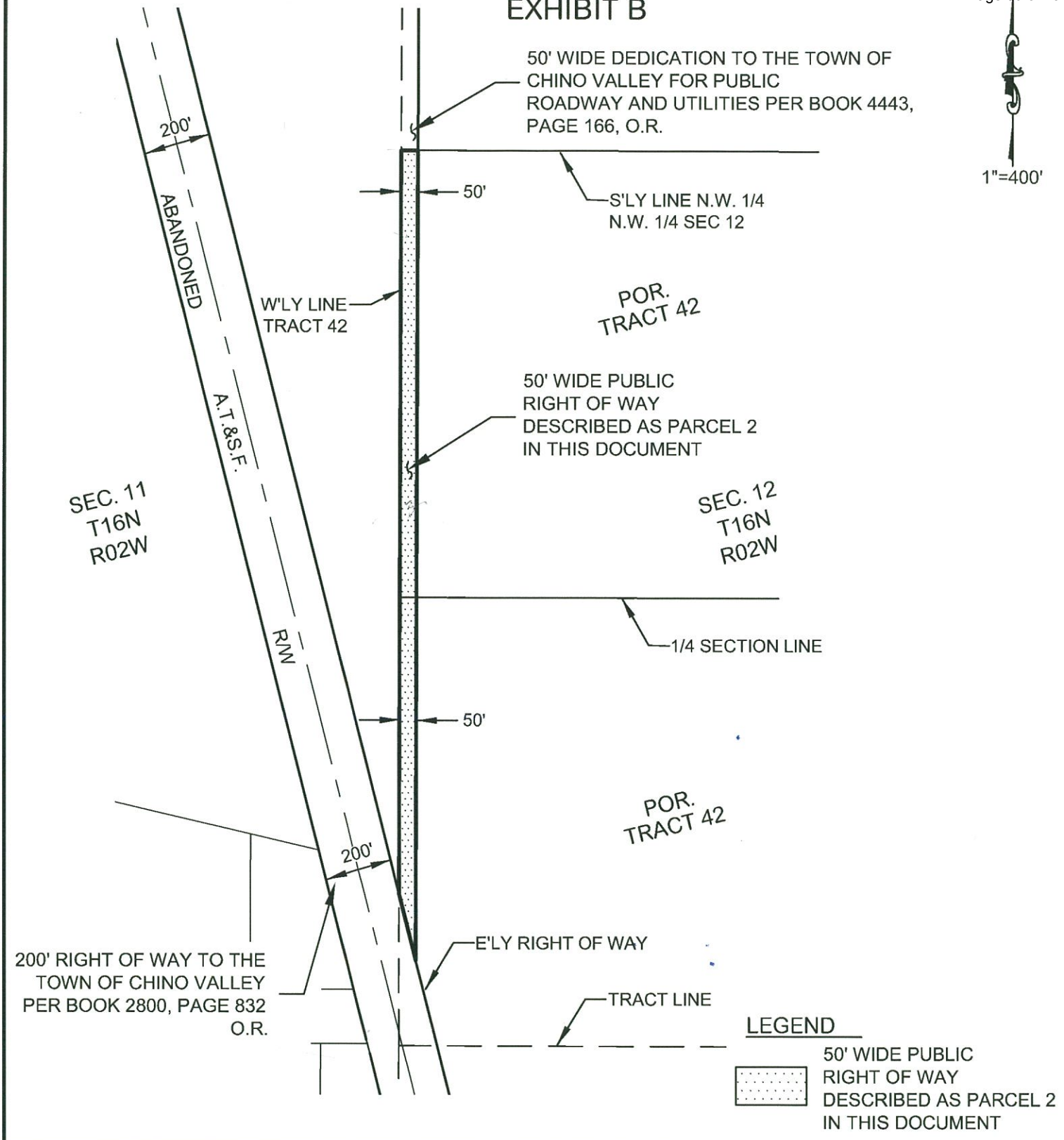
EXPIRES 09/30/2016

THENCE S14°05'41"E ALONG SAID PARALLEL LINE A DISTANCE OF 2060.40 FEET TO A POINT ON SAID NORTHERLY RIGHT OF WAY LINE OF SAID PERKINSVILLE ROAD;

THENCE S75°08'12"W ALONG SAID NORTHERLY LINE A DISTANCE OF 50.00 FEET TO THE **TRUE POINT OF BEGINNING.**

CONTAINING 129,661 SQUARE FEET OR 2.977 ACRES, MORE OR LESS

EXHIBIT B



REGISTERED LAND SURVEYOR
CERTIFICATE NO.
51524
KENNETH R. DAVIDSON
DATE SIGNED 02-17-14
ARIZONA U.S.A.

EXPIRES 09/30/2016

CIVILTEC engineering inc.
Monrovia • Prescott • Peoria
2050 N. Willow Ck. Rd
Prescott, AZ 86301
Phone: 928.771.2376
Fax: 928.771.2377
Web: www.civiltec.com

CHINO VALLEY, ARIZONA

EXHIBIT B
PARCEL 2
JEROME JUNCTION

DE: KRD	CH: RHS	DR: KRD	JOB # 2014703
P: X:\2013\2013722 - Karcic Legal Description - Chino Valley\DWG D: Parcel 2 Exhibit.dwg DA: Feb 18 , 2014			SHEET 1 OF 1

EXHIBIT A

LEGAL DESCRIPTION

PARCEL 2

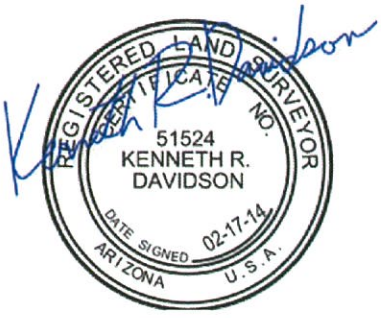
February 15, 2014

THE WESTERLY 50.00 FEET OF TRACT 42 WITHIN SECTION 12 OF TOWNSHIP 16 NORTH, RANGE 2 WEST, GILA AND SALT RIVER BASE AND MERIDIAN, AS SHOWN ON MAP OFFICIALLY FILED ON 9-8-1916 IN THE OFFICE OF THE U.S. SURVEY GENERAL.

EXCEPTING THEREFROM ANY PORTION LYING WITHIN THE ABANDONED ATCHISON TOPEKA AND SANTA FE RAILROAD RIGHT OF WAY AS DESCRIBED IN DEED TO THE TOWN OF CHINO VALLEY RECORDED IN BOOK 2800, PAGE 832 OF OFFICIAL RECORDS IN THE OFFICE OF YAVAPAI COUNTY.

AND ALSO EXCEPTING THEREFROM THAT CERTAIN DEDICATION OF PUBLIC ROADWAY DESCRIBED IN DEED TO THE TOWN OF CHINO VALLEY RECORDED IN BOOK 4443 PAGE 166 OF OFFICIAL RECORDS IN THE OFFICE OF THE RECORDER OF SAID COUNTY.

CONTAINING 115,221 SQUARE FEET OR 2.645 ACRES, MORE OR LESS



EXPIRES 09/30/2016

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

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

Meeting Date:	04/08/2014
Contact Person:	Jami Lewis, Town Clerk Phone: 928-636-2646 x-1208
Department:	Council
Item Type:	Action
Estimated length of staff presentation:	None
Physical location of item:	N/A

AGENDA ITEM TITLE:

Consideration and possible action to appoint new members to fill vacancies in the SR 89 Utility Project Citizen Committee.

RECOMMENDED ACTION:

Appoint new members to fill vacancies in the SR 89 Utility Project Citizen Committee.

SITUATION AND ANALYSIS:

See Attached

Fiscal Impact

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

Attachments

Situation & Analysis
SR 89 Committee Charter

Agenda Item Staff Report
SITUATION & ANALYSIS

Issue Statement

Brief narrative description of the issue at hand, including information about the problem or reason why Council involvement is required, why the item is now suitable for Council consideration and requires Council action for the item to move forward.

On April 9, 2013, Council was asked to consider establishing a citizen bond committee for the purpose of reviewing the SR 89 Utility Project, which pertained to proposed extensions of sewer and water to the highway for economic development and financial stability purposes, and bringing a recommendation to the Council regarding a potential bond election in November 2013.

Town Engineer Ron Grittman presented information prepared by Financial Consultant Pat Walker regarding the committee's selection process, responsibilities, and time commitment needed. At Council's Finance Subcommittee's request, Mr. Grittman recommended Karrie Blum and Paul Eguina for the committee, and Council asked Councilmember Wojcik to sit on the committee. Council then discussed each of them submitting two names to the town clerk for possible appointment on April 23, 2013.

On April 23, 2013, Council appointed seven citizens to the SR 89 Utility Project Citizen Committee ("SR 89 Committee"), as follows:

Appointee:	**Recommended By:**
Don Wojcik	Council
Bud Hanen	Mayor Marley
John Adams	Mayor Marley
Karrie Blum	Vice-Mayor Croft
Gary Warren	Vice-Mayor Croft
Paul Eguina	Councilmember Hatch
Art Castricone	Unknown

The committee met several times and issued a report of their findings and recommendations to Council on June 11, 2013. Since that time, staff, working with several consultants, revised the original SR 89 Project parameters and drafted new bonding recommendations. Staff and consultants will be presenting these revised concepts to Council on April 3, 2014. Staff also intends to discuss the possibility of re-activating the SR 89 Committee to have them review the revised project and bring an updated recommendation to Council.

Applicable "Policy"

Bulleted list, by section number and title, of the statue, code, plan, policy, goal, initiative, etc. relevant to the issue that must be satisfied in order to resolve the issue. A brief summary of the "policy" section(s) may be included if there are multiple issues or details that need to be covered.

- Strategic Plan: KRA #1 Strong Fiscal Health, Objective 2 Plan for bond election for infrastructure and Objective 4 Resolve Town's budgetary/financial issues

- Strategic Plan: KRA #2 Sustainable economic and community development, Objective #1 Complete Chino Valley industrial and commercial development plan, and Objective #2 Complete the Chino Valley water and wastewater infrastructure plan

Satisfaction of "Policy"

Bulleted list, by section number and title, of the above relevant "policies," with a narrative explaining how each of them were/will be met or satisfied.

- Council identified several actions within the above two Key Result Areas that pertain to the infrastructure and bonding related to this item.

Summary of Issues and Staff Rationale

Narrative explaining the issue at hand and how/why the staff proposed solution(s) are best for the Town. This may include more than one resolution or solution/alternative for Council to consider.

In order for Council to fully vet the possibility of a bond election this November, staff recommends that Council consider re-activating the SR 89 Committee to review these revisions and bring back a revised recommendation to Council.

Currently, due to relocations and resignations, only three members of the committee remain: Gary Warren, Karrie Blum, and Bud Hanen. Thus, if Council desires to re-activate the committee, four new members will need to be appointed. Staff requests that councilmembers consider possible candidates and bring their names to this meeting for possible appointment.

Findings of Fact

Bulleted list of staff findings that support the determination that the proposed resolution is the best solution for the Town.

- Council desires to receive a sufficient amount of information before making a decision about infrastructure extensions and potential bonding.
- Having the SR 89 Committee review the revised project and bonding recommendations will provide Council with input from citizens as to whether or not the Town's citizens will support a bond measure.

Town of Chino Valley

PUBLIC BODY CHARTER

SR 89 UTILITY PROJECT CITIZEN COMMITTEE

COMMITTEE'S PURPOSE:	Review the Project, review the impact on citizens of various funding sources for the Project, and develop consensus (or majority vote) for recommendation to Council.
MEMBERSHIP:	7 Chino Valley citizens, appointed by the Council
QUORUM:	4 members
OFFICERS:	Chair, appointed by Committee
MEETING FREQUENCY:	One time weekly
MEETING DAY & TIME:	*To be determined by Committee-As needed*
MEETING LOCATION:	Council Chambers or Council Conference Room 202 N. State Route 89 or Fire Station, 3 North Rd.
STAFF LIAISON:	Ron Grittman, Town Engineer, Pat Walker Consultant
LIAISON'S RESPONSIBILITIES:	• Meeting agenda topics • Meeting packet, if applicable • Council agenda staff reports
TOWN CLERK'S OFFICE RESPONSIBILITIES:	• Final meeting agenda • Meeting minutes* **Minutes are not detailed. They will provide a general statement about the topic of discussion and any direction for action that the committee gives to its members, as well as specific actions to take back to Council. It might be helpful to assign a member to take notes of specific details, if desired. Audio recordings of meetings will be retained for 10 years.*
MEETING AGENDA HEADINGS:	*1) CALL TO ORDER* *2) ROLL CALL* *3) APPROVAL OF MINUTES* *4) OLD BUSINESS* *5) NEW BUSINESS* *6) ADJOURN*

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

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

Meeting Date:	04/08/2014
Contact Person:	Robert Smith, Town Manager
	Phone: 928-636-2646 x-1201
Department:	Town Manager
Item Type:	Action-Presentation
Estimated length of staff presentation:	5 minutes
Physical location of item:	N/A

AGENDA ITEM TITLE:

Consideration and possible action to direct the SR 89 Utility Project Citizen Committee to review, comment on, and provide Council with a recommendation on a proposal for issuance of a general obligation (GO) bond for water and sewer infrastructure improvements subject to approval by the Chino Valley voters.

RECOMMENDED ACTION:

Direct the SR 89 Utility Project Citizen Committee to review, comment on, and provide Council with a recommendation on a proposal for the Town to issue a general obligation (GO) bond for water and sewer infrastructure improvements subject to approval by the Chino Valley voters.

SITUATION AND ANALYSIS:

Last year, the Council appointed a 7 member committee to review and provide recommendations to the Council regarding the possible extension of water and sewer along Highway 89. At the June 11, 2013 Council meeting, the committee chairman, Gary Warren presented the committee recommendations. The original committee members were:

- Paul Eguina
- Art Castricone
- John Adams
- Bud Hanen
- Don Wojcik
- Karrie Blum
- Gary Warren, Chair

The committee recommendations were as follows:

- Unanimous decision by Committee to recommend to Council to bring the question about funding

of project from general obligation bonds to voters at bond election November 5, 2013.

- Majority of committee members (6 in favor, 1 opposed) to recommend to ask voters to fund $9.5 million of project from general obligation bonds
- Recommend to Council prioritization of areas in project presented by staff based on input from Committee members (4 in favor, 2 opposed, 1 abstained)
- The prioritization of areas to be constructed for the SR 89 project recommended by the Committee to Council is as follows:
    - Only extend transmission lines that are 12" and larger
    - Smaller distribution piping will be the responsibility of each individual property owner
    - Construct area 2 between Perkinsville Rd. and Road 2 north parallel to Highway 89 - $2.6 million
    - Construct area 3 between Road 2 North and Center St. parallel to Highway 89 - $2.8 million
    - Construct area 1a between Road 3 North and Perkinsville Rd. parallel to Highway 89 - $3.5 million
- The prioritization of areas to be constructed for the SR 89 project recommended by the Committee to Council is as follows (cont'd):
    - Expand the Wastewater treatment plant to 1 MGD - $4.6 million
    - Total project costs for areas 2, 3, 1A and plant expansion totals $13.5 million
    - Next area for prioritization will be area 4 between Center St. and Road 2 South parallel to Highway 89
- Two committee members were opposed to prioritization recommendation due to areas proposed
- One abstained due to outstanding concerns/questions
- Two items must be completed prior to August 12, 2013 bond election deadline for voter informational pamphlet:
    - Certainty that the wastewater treatment plant contract is negotiated
    - Certainty that the acquisition of Prescott Water Customers and system is negotiated
- If two recommendations not completed by August 12 deadline, Committee does not recommend Council to move forward with bond election
- If they are, Committee's recommendation to Council is to let the voters of Chino Valley decide their future by putting forth the question at the bond election on November 5, 2013

The highlighted area above clearly demonstrated that the committee wanted to see more progress on the issues relating to the WWTP and City of Prescott Water System Acquisition. Since this June 11, 2013 presentation significant progress has been made on the two issues that the committee raised. The City of Prescott Water System has been valued and initial efforts have begun on the formation of the agreement. In addition, values associated with the Fann Construction WWTP Agreement along with the Operation and Maintenance Agreement is within a reasonable range of costs.

Should the Council choose to follow its path from last year, it is reasonable to reconvene the Utilities Committee and seek a recommendation from this citizen group as to the next steps. Because time is of the essence, the Committee should be directed to review the Economist.com analysis and other relevant information and to provide recommendations to the Council related to the issuance of a general obligation bond for sewer and water system improvements no later than the May 13, 2014 regular Council meeting.

Fiscal Impact

Attachments

No file(s) attached.

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

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

Meeting Date:	04/08/2014
Contact Person:	Jami Lewis, Town Clerk Phone: 928-636-2646 x-1208
Department:	Council
Item Type:	Action
Estimated length of staff presentation:	None
Physical location of item:	N/A

AGENDA ITEM TITLE:

Consideration and possible action to schedule and discuss the process for the Town Manager's annual performance review.

RECOMMENDED ACTION:

Schedule a date for the Town Manager's annual performance review.

SITUATION AND ANALYSIS:

Council may discuss the process and select a date for the Town Manager's annual performance review. Attached is the form used for last year's review.

Fiscal Impact

Attachments

Evaluation form

TOWN OF CHINO VALLEY ARIZONA
Management Performance Appraisal Form

NAME: _____ JOB CLASSIFICATION: _____

DEPARTMENT: _____ DIVISION: _____

APPRAISAL PERIOD: From: _____ To: _____

Performance Ratings: (Unsatisfactory - 0) (Satisfactory - 1) (Above Satisfactory -2) (Not Rated -NR)

Performance Factors	Performance Rating	Comments
1. Job Knowledge - Current knowledge in the field of management of municipal government.		
2. Work Product - Work product is of high quality and quantity.		
3. Planning - Develops, organizes, and carries out plans to sustain and improve the organization.		
4. Communications - Communications are transmitted in a timely manner, in the correct format, and to the desired audience that easily understands the message. Listens attentively and acknowledges receipt of the message.		
5. Team Building - Is the team leader and is continually developing the skills and abilities of team members.		
6. Leadership - Models professionalism in dress and actions and motivates his/her subordinates and others to greater performance.		
7. Customer Service - Frequently interacts with citizens and interested business and non-profit organizations resulting in successful interventions and establishing positive relationships.		
8. Manager/Town Council Interactions - Communicates effectively with Town Council members, individually and at scheduled meeting, to inform and receive feedback.		
9. Financial Management - Develops budgets and establishes controls to monitor expenditures. Makes timely financial reports to the Council. Forecasts future financial needs and recommends methods for increasing revenues to meet these needs.		

TOWN OF CHINO VALLEY ARIZONA
Management Performance Appraisal Form

Performance Factors	Performance Rating	Comments
10. Economic Development - Establishes an economic development program to recruit business and industry. Trains staff and provides facilities in support of the economic development activities. Coordinates with Chamber of Commerce and other community leaders to facilitate the ED effort.		
11. Staffing -Ensures that the Town is properly staffed and that employee compensation and benefits are sufficient to retain employees within current financial constraints. Provides professional develop activities to increase staff productivity.		
12. Personal and Time Management - Devotes sufficient time to conduct the business and affairs of the Town. Efficiently manages the work load during office hours and attends meetings and other activities outside of regular work hours that benefit the Town. .		

Organizational Goals (Identify five (5) major goals for the appraisal period)

Goal	Level of Accomplishment
Goal #1:	
Goal #2:	
Goal #3:	
Goal #4:	
Goal #5:	

Appraiser: _____ Date: _____
Employee: _____ Date: _____
Appraiser and Employee may attach additional pages of constructive comments.