



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL

**STUDY SESSION
TUESDAY, MAY 21, 2019
5:00 P.M.**

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

AGENDA

- 1) CALL TO ORDER; ROLL CALL
- 2) Presentation and discussion regarding the Preliminary Budget for the Fiscal Year Ending June 30, 2020. (Joe Duffy, Finance Director)
- 3) Presentation and discussion regarding the Shooting Range Proposal by Nielsen Training and Consulting. (Chuck Wynn, Police Chief)
- 4) Presentation and discussion regarding Unified Development Ordinance Section 4.21: Sign Regulation. (Alex Lerma, Town Planner)
- 5) Presentation and discussion regarding administration of the Chino Valley Cemetery. (Vice-Mayor Miller)
- 6) ADJOURNMENT

Dated this 16th day of May, 2019.

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 Study Session

2)

Meeting Date: 05/21/2019
Contact Person: Joe Duffy, Finance Director
 Phone: 928-636-2646 x-1211
Department: Finance
Estimated length of Staff Presentation: 10 minutes
Physical location of item: N/A

Information

AGENDA ITEM TITLE:

Presentation and discussion regarding the Preliminary Budget for the Fiscal Year Ending June 30, 2020.
 (Joe Duffy, Finance Director)

SITUATION & ANALYSIS:

The Finance Director will provide a presentation on the preliminary budget for Fiscal Year Ending June 30, 2020, and obtain Council input.

Included in the budget is the Official Budget Forms required by the State of Arizona and the detailed Total Expenditure Summary by Department. The Total Expenditure Summary by Department summarizes the changes in the proposed budget compared to the current years budget.

Attachments

State Budget Forms
 Department Summary

OFFICIAL BUDGET FORMS

Town of Chino Valley

Fiscal Year 2020

Town of Chino Valley
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Fiscal Year 2020

Resolution for the Adoption of the Budget

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Schedule E—Expenditures/Expenses by Fund

Schedule F—Expenditures/Expenses by Department (as applicable)

Schedule G—Full-Time Employees and Personnel Compensation

Town of Chino Valley
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2020

Fiscal Year	S c h	FUNDS								Internal Service Funds	Total All Funds
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available				
2019	Adopted/Adjusted Budgeted Expenditures/Expenses*	10,146,800	5,245,200	849,100	2,949,000	0	5,335,100	0	24,525,200		
2019	Actual Expenditures/Expenses**	9,595,700	4,771,900	849,100	1,504,400	0	2,403,900	0	19,125,000		
2020	Fund Balance/Net Position at July 1***	7,492,701	1,038,503	455,694	1,450,059		12,872,869		23,309,826		
2020	Primary Property Tax Levy	1,500,000							1,500,000		
2020	Secondary Property Tax Levy								0		
2020	Estimated Revenues Other than Property Taxes	10,105,700	4,929,000	0	5,278,000		5,882,000		26,194,700		
2020	Other Financing Sources	0	0	0	0	0	0	0	0		
2020	Other Financing (Uses)	0	0	0	0	0	0	0	0		
2020	Interfund Transfers In	400,000	100,000	891,000	1,500,000	0	0	0	2,891,000		
2020	Interfund Transfers (Out)	1,600,000	0	0	1,291,000	0	0	0	2,891,000		
2020	Reduction for Amounts Not Available:										
LESS:	Amounts for Future Debt Retirement:								0		
									0		
									0		
									0		
2020	Total Financial Resources Available	17,898,401	6,067,503	1,346,694	6,937,059		18,754,869	0	51,004,526		
2020	Budgeted Expenditures/Expenses	11,009,400	6,860,000	891,300	4,416,000	0	5,800,100	0	28,976,800		

EXPENDITURE LIMITATION COMPARISON

1. Budgeted expenditures/expenses
2. Add/subtract: estimated net reconciling items
3. Budgeted expenditures/expenses adjusted for reconciling items
4. Less: estimated exclusions
5. Amount subject to the expenditure limitation
6. EEC expenditure limitation

	2019	2020
1.	\$ 24,525,200	\$ 28,976,800
2.		
3.	24,525,200	28,976,800
4.		
5.	\$ 24,525,200	\$ 28,976,800
6.	\$	\$

☐ x The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

Town of Chino Valley
Tax Levy and Tax Rate Information
Fiscal Year 2020

	<u>2019</u>	<u>2020</u>
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ <u> </u>	\$ <u>1,500,000</u>
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ <u> </u>	
3. Property tax levy amounts		
A. Primary property taxes	\$ <u> </u>	\$ <u>1,500,000</u>
B. Secondary property taxes	\$ <u> </u>	\$ <u> </u>
C. Total property tax levy amounts	\$ <u> </u>	\$ <u>1,500,000</u>
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ <u> </u>	
(2) Prior years' levies	\$ <u> </u>	
(3) Total primary property taxes	\$ <u> </u>	
B. Secondary property taxes		
(1) Current year's levy	\$ <u> </u>	
(2) Prior years' levies	\$ <u> </u>	
(3) Total secondary property taxes	\$ <u> </u>	
C. Total property taxes collected	\$ <u> </u>	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	<u> </u>	<u> </u>
(2) Secondary property tax rate	<u> </u>	<u> </u>
(3) Total city/town tax rate	<u> </u>	<u> </u>
B. Special assessment district tax rates		
Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating <u>3</u> special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

Town of Chino Valley
Revenues Other Than Property Taxes
Fiscal Year 2020

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
GENERAL FUND			
Local taxes			
Sales Taxes	\$ 4,611,000	\$ 5,239,792	5,148,000
Franchise Taxes	121,500	127,435	128,000
Licenses and permits			
Building Permits	350,000	285,277	350,000
Business Licenses	60,000	62,166	63,000
Plan Check Fees	150,000	117,911	140,000
Other Licenses and Permits	19,000	15,908	17,500
Intergovernmental			
State Shared Sales Tax	1,117,000	1,104,555	1,230,000
State Shared Income Tax	1,381,000	1,417,468	1,549,200
Vehicle License Tax	784,000	821,699	862,000
Yavapai County Library Funds	102,000	100,066	102,000
Police Dept Grants	7,500	10,120	7,500
Senior Nutrition Grant	75,000	86,086	86,000
Charges for services			
Engineering Fees	5,000	19,262	5,000
Senior Nutrition Program Fees	17,000	10,395	10,000
Facility Use Fees	20,000	25,075	24,500
Police Report Fees	3,500	4,656	4,500
Aquatic Center Fees	73,500	76,232	77,000
Other Charges for Services	10,000	28,237	11,500
Fines and forfeits			
Animal Control Fees	30,000	33,084	30,000
Library Fines	3,500	2,864	3,500
Court Fines and Forfeitures	150,000	138,761	140,000
Interest on investments			
Interest	30,000	116,483	115,000
Contributions			
Sponsorships			
Senior Center Thrift Store	1,500	468	1,500
Miscellaneous			
Other Revenues			
Total General Fund	\$ 9,122,000	\$ 9,844,000	\$ 10,105,700

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Chino Valley
Revenues Other Than Property Taxes
Fiscal Year 2020

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund			
Highway User Revenue	\$ 899,000	\$ 1,012,000	1,010,000
Interest	1,500	9,195	5,000
Miscellaneous	2,000	5,605	2,000
	\$ 902,500	\$ 1,026,800	\$ 1,017,000
 CDBG Grants	 \$ 325,000	 \$	 \$ 325,000
	\$ 325,000	\$	\$ 325,000
 Miscellaneous Grants	 \$ 3,500,000	 \$ 3,500,000	 3,500,000
	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000
 Special Revenue Fund-Court	 \$ 14,900	 \$ 28,700	 28,000
Special Revenue Fund-PD	55,000	25,000	55,000
Lighting Improvement Districts #1, #2, #3	4,000	4,000	4,000
	\$ 73,900	\$ 57,700	\$ 87,000
 Total Special Revenue Funds	 \$ 4,801,400	 \$ 4,584,500	 \$ 4,929,000
CAPITAL PROJECTS FUNDS			
Impact Fee Funds	\$	\$	
Capital Improvements Fund	4,621,900	2,202,800	5,264,000
Replacement Fund	11,000	118,401	14,000
	\$ 4,632,900	\$ 2,321,201	\$ 5,278,000
 Total Capital Projects Funds	 \$ 4,632,900	 \$ 2,321,201	 \$ 5,278,000
ENTERPRISE FUNDS			
Water Enterprise Fund	\$ 2,665,600	\$ 749,900	2,974,000
Sewer Enterprise Fund	2,365,000	2,106,000	2,908,000
	\$ 5,030,600	\$ 2,855,900	\$ 5,882,000
 Total Enterprise Funds	 \$ 5,030,600	 \$ 2,855,900	 \$ 5,882,000
 TOTAL ALL FUNDS	 \$ 23,586,900	 \$ 19,605,601	 \$ 26,194,700

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Chino Valley
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2020

FUND	OTHER FINANCING 2020		INTERFUND TRANSFERS 2020	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
Capital Improvement Fund	\$	\$	400,000	\$
General Fund				1,600,000
Total General Fund	\$	\$	400,000	\$ 1,600,000
SPECIAL REVENUE FUNDS				
HURF Fund			100,000	
Total Special Revenue Funds	\$	\$	100,000	\$
DEBT SERVICE FUNDS				
Capital Improvement Fund	\$	\$	891,000	\$
Total Debt Service Funds	\$	\$	891,000	\$
CAPITAL PROJECTS FUNDS				
Capital Improvement Fund	\$	\$	1,500,000	\$ 1,291,000
Road Impact Fee Fund				
Total Capital Projects Funds	\$	\$	1,500,000	\$ 1,291,000
ENTERPRISE FUNDS				
Water Enterprise	\$	\$		\$
Total Enterprise Funds	\$	\$		\$
TOTAL ALL FUNDS	\$	\$	2,891,000	\$ 2,891,000

**Town of Chino Valley
Expenditures/Expenses by Fund
Fiscal Year 2020**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
GENERAL FUND				
Prosecutor	\$ 119,800	\$	\$ 117,600	\$ 126,200
Town Clerk	247,600		220,000	214,000
Town Manager	383,500		361,300	418,100
Human Resources	252,200		253,300	258,200
Magistrate Court	275,900		277,800	287,300
Finance	372,600		391,400	455,600
Mgmt Info Systems	275,900		264,800	307,300
Mayor & Council	50,200		45,800	51,200
Planning	207,200		202,800	211,300
Building Inspection	193,600		194,300	198,400
Police	3,423,000		3,376,600	3,531,700
Animal Control	124,800		114,800	158,100
Recreation	132,900		111,500	137,300
Library	350,700		332,800	375,200
Senior Center	303,300		297,300	354,600
Parks	491,600		509,000	618,800
Aquatic Center	235,700		233,900	251,600
Facilities Maintenance	508,500		384,200	772,400
Fleet Maintenance	279,100		282,700	345,700
Engineering	373,300		350,000	438,300
Customer Service	295,400		250,300	260,100
Non-Departmental	775,000		631,000	738,000
Contingency	475,000		392,500	500,000
Total General Fund	\$ 10,146,800	\$	\$ 9,595,700	\$ 11,009,400
SPECIAL REVENUE FUNDS				
Highway User Revenue Fund	\$ 1,322,700	\$	\$ 1,198,700	1,417,500
Road Property Tax Fund				1,500,000
CDBG Grant	325,000			325,000
Miscellaneous Grants Fund	3,500,000		3,500,000	3,500,000
Special Revenue Fund -- Court	38,500		14,200	58,500
Special Revenue Fund -- PD	55,000		55,000	55,000
Lighting Improvement Districts	4,000		4,000	4,000
Total Special Revenue Funds	\$ 5,245,200	\$	\$ 4,771,900	\$ 6,860,000
DEBT SERVICE FUNDS				
Debt Service Fund	\$ 849,100	\$	\$ 849,100	\$ 891,300
Total Debt Service Funds	\$ 849,100	\$	\$ 849,100	\$ 891,300
CAPITAL PROJECTS FUNDS				
Capital Improvements Fund	\$ 2,889,000	\$	\$ 932,000	\$ 4,356,000
Impact Fees Funds			510,600	
Asset Replacement Fund	60,000		61,800	60,000
Total Capital Projects Funds	\$ 2,949,000	\$	\$ 1,504,400	\$ 4,416,000
ENTERPRISE FUNDS				
Water Enterprise Fund	\$ 2,897,400	\$	\$ 674,200	\$ 2,914,200
Sewer Enterprise Fund	2,437,700		1,729,700	2,885,900
Total Enterprise Funds	\$ 5,335,100	\$	\$ 2,403,900	\$ 5,800,100
TOTAL ALL FUNDS	\$ 24,525,200	\$	\$ 19,125,000	\$ 28,976,800

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Town of Chino Valley
Expenditures/Expenses by Department
Fiscal Year 2020

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
Prosecutor				
General Fund	\$ 119,800	\$	\$ 117,600	\$ 126,200
Department Total	\$ 119,800	\$	\$ 117,600	\$ 126,200
Town Clerk				
General Fund	\$ 247,600	\$	\$ 220,000	\$ 214,000
Department Total	\$ 247,600	\$	\$ 220,000	\$ 214,000
Town Manager				
General Fund	\$ 383,500	\$	\$ 361,300	\$ 418,100
Department Total	\$ 383,500	\$	\$ 361,300	\$ 418,100
Human Resources				
General Fund	\$ 252,200	\$	\$ 253,300	\$ 258,200
Department Total	\$ 252,200	\$	\$ 253,300	\$ 258,200
Municipal Court				
General Fund	275,900		277,800	287,300
Special Revenue Fund	\$ 38,500	\$	\$ 14,200	\$ 58,500
Department Total	\$ 314,400	\$	\$ 292,000	\$ 345,800
Finance				
General Fund	\$ 372,600	\$	\$ 391,400	\$ 455,600
Department Total	\$ 372,600	\$	\$ 391,400	\$ 455,600
Mgmt Info Systems				
General Fund	\$ 275,900	\$	\$ 264,800	\$ 307,300
Department Total	\$ 275,900	\$	\$ 264,800	\$ 307,300
Mayor and Council				
General Fund	\$ 50,200		45,800	51,200
Department Total	\$ 50,200	\$	\$ 45,800	\$ 51,200
Planning				
General Fund	\$ 207,200	\$	\$ 202,800	\$ 211,300
Department Total	\$ 207,200	\$	\$ 202,800	\$ 211,300
Building Inspection				
General Fund	\$ 193,600		194,300	198,400
Department Total	\$ 193,600	\$	\$ 194,300	\$ 198,400
Police				
General Fund	3,423,000		3,376,600	3,531,700
Special Revenue Fund	55,000		55,000	55,000
Department Total	\$ 3,478,000	\$	\$ 3,431,600	\$ 3,586,700
Animal Control				
General Fund	\$ 124,800		114,800	158,100
Department Total	\$ 124,800	\$	\$ 114,800	\$ 158,100
Recreation				
General Fund	\$ 132,900	\$	\$ 111,500	\$ 137,300
Department Total	\$ 132,900	\$	\$ 111,500	\$ 137,300

Town of Chino Valley
Expenditures/Expenses by Department
Fiscal Year 2020

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
Library				
General Fund	\$ 350,700	\$	\$ 332,800	\$ 375,200
Department Total	\$ 350,700	\$	\$ 332,800	\$ 375,200
Senior Center				
General Fund	\$ 303,300	\$	\$ 297,300	\$ 354,600
Department Total	\$ 303,300	\$	\$ 297,300	\$ 354,600
Parks Maintenance				
General Fund	\$ 491,600	\$	\$ 509,000	\$ 618,800
Department Total	\$ 491,600	\$	\$ 509,000	\$ 618,800
Aquatics Center				
General Fund	\$ 235,700	\$	\$ 233,900	\$ 251,600
Department Total	\$ 235,700	\$	\$ 233,900	\$ 251,600
Facilities Maintenance				
General Fund	\$ 508,500	\$	\$ 384,200	\$ 772,400
Department Total	\$ 508,500	\$	\$ 384,200	\$ 772,400
Fleet Maintenance				
General Fund	\$ 279,100	\$	\$ 282,700	\$ 345,700
Department Total	\$ 279,100	\$	\$ 282,700	\$ 345,700
Engineering				
General Fund	\$ 373,300	\$	\$ 350,000	\$ 438,300
Department Total	\$ 373,300	\$	\$ 350,000	\$ 438,300
Customer Service				
General Fund	\$ 295,400	\$	\$ 250,300	\$ 260,100
Department Total	\$ 295,400	\$	\$ 250,300	\$ 260,100
Non-Departmental				
General Fund	\$ 1,250,000	\$	\$ 1,023,500	\$ 1,238,000
Debt Service Fund	849,100		849,100	891,300
Capital Improvement Fund	2,889,000		1,442,600	4,356,000
Grant Fund	3,500,000		3,500,000	3,500,000
CDBG Grant	325,000			325,000
Asset Replacement Fund	60,000		61,800	60,000
Department Total	\$ 8,873,100	\$	\$ 6,877,000	\$ 10,370,300
Water Utilities				
Water Enterprise Fund	\$ 2,897,400	\$	\$ 674,200	\$ 2,914,200
Department Total	\$ 2,897,400	\$	\$ 674,200	\$ 2,914,200
Sewer Utilities				
Sewer Enterprise Fund	\$ 2,437,700	\$	\$ 1,729,700	\$ 2,885,900
Department Total	\$ 2,437,700	\$	\$ 1,729,700	\$ 2,885,900
Roads				
HURF	\$ 1,322,700	\$	\$ 1,198,700	\$ 1,417,500
Roads Property Tax				\$ 1,500,000
Department Total	\$ 1,322,700	\$	\$ 1,198,700	\$ 2,917,500
Street Lighting Improvement District				
SLID Fund	\$ 4,000	\$	\$ 4,000	\$ 4,000
Department Total	\$ 4,000	\$	\$ 4,000	\$ 4,000
TOTAL ALL DEPARTMENTS	\$ 24,525,200	\$	\$ 19,125,000	\$ 28,976,800

Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Town of Chino Valley
Full-Time Employees and Personnel Compensation
Fiscal Year 2020

FUND	Full-Time Equivalent (FTE) 2020	Employee Salaries and Hourly Costs 2020	Retirement Costs 2020	Healthcare Costs 2020	Other Benefit Costs 2020	Total Estimated Personnel Compensation 2020
GENERAL FUND	85.0	\$ 4,908,699	\$ 938,843	\$ 825,038	\$ 464,820	= 7,137,400
SPECIAL REVENUE FUNDS						
Highway User Revenue	7.0	\$ 312,317	\$ 37,821	\$ 51,661	\$ 47,601	= 449,400
Total Special Revenue Funds	7.0	\$ 312,317	\$ 37,821	\$ 51,661	\$ 47,601	= 449,400
ENTERPRISE FUNDS						
Water Enterprise Fund	2.5	\$ 147,062	\$ 17,809	\$ 22,318	\$ 15,411	= 202,600
Sewer Enterprise Fund	2.5	\$ 147,062	\$ 17,809	\$ 22,318	\$ 15,411	= 202,600
Total Enterprise Funds	5.0	\$ 294,124	\$ 35,618	\$ 44,636	\$ 30,822	= 405,200
TOTAL ALL FUNDS	97.0	\$ 5,515,140	\$ 1,012,282	\$ 921,335	\$ 543,243	= 7,992,000

Tentative and Preliminary

Town of Chino Valley							
Total Expenditure Summary by Department							
Description	2018-19 Adopted Budget	2018-19 Estimate	2019-20 Adopted Budget	Budget Change	% Change	Summary Budget Changes next Fiscal Year	Impact
GENERAL FUND							
41 PROSECUTOR	119,800	117,600	126,200	6,400	5%		
42 TOWN CLERK	247,600	220,000	214,000	(33,600)	-14%	Election Costs	(48,500)
43 TOWN MANAGER	383,500	361,300	418,100	34,600	9%	Professional Fees	9,000
44 HUMAN RESOURCES	252,200	253,300	258,200	6,000	2%		
45 MUNICIPAL COURT	275,900	277,800	287,300	11,400	4%		
46 FINANCE	372,600	391,400	455,600	83,000	22%	Added Utility Department Employee to Finance	58,500
47 MGMT INFORMATION	275,900	264,800	307,300	31,400	11%	Computer Hardware and Software	17,000
50 MAYOR AND COUNCIL	50,200	45,800	51,200	1,000	2%		
55 PLANNING	207,200	202,800	211,300	4,100	2%		
56 BUILDING INSPECTION	193,600	194,300	198,400	4,800	2%	Building Code Update	5,000
60 POLICE	3,423,000	3,376,600	3,531,700	108,700	3%	Salaries and Wages FTE + .5 Overhire	130,000
61 ANIMAL CONTROL	124,800	114,800	158,100	33,300	27%	Part Time to Full Time ACO	33,000
63 RECREATION	132,900	111,500	137,300	4,400	3%	Community Center Door / Furniture	10,000
64 LIBRARY	350,700	332,800	375,200	24,500	7%		

Tentative and Preliminary

Town of Chino Valley						
Total Expenditure Summary by Department						
Description	2018-19 Adopted Budget	2018-19 Estimate	2019-20 Adopted Budget	Budget Change	% Change	Summary Budget Changes next Fiscal Year
66 SENIOR CENTER	303,300	297,300	354,600	51,300	17%	Senior Center Floor
68 PARKS MAINTENANCE	491,600	509,000	618,800	127,200	26%	Utility Cart Mower Field 5 Electrical Gravel Community Center
69 AQUATICS CENTER	235,700	233,900	251,600	15,900	7%	Paint Pool Equipment
71 FACILITIES MAINTENANCE	508,500	384,200	772,400	263,900	52%	Old Home Manor Cleanup HVAC Replacement Program Parking Lot Maintenance Roofing Buildings Public Works Remodel/Flooring Town Facility Signage Memory Park Restrooms
73 FLEET MAINTENANCE	279,100	282,700	345,700	66,600	24%	Mechaninc Service Truck
74 ENGINEERING	373,300	350,000	438,300	65,000	17%	Water Resources Consultant Engineering Standards
75 CUSTOMER SERVICE	295,400	250,300	260,100	(35,300)	-12%	Utility Employee to Finance Clean Up Campaign
95 NON DEPARTMENTAL	1,325,000	1,098,500	2,838,000	1,513,000	114%	Outside Agency Funding Town 50 Year Celebration Additional Trasfer to HURF Transfer to Capital Improvement Fund Contengencies
TOTAL GENERAL FUND	10,221,800	9,670,699	12,609,399	2,387,599	23%	

Tentative and Preliminary

Town of Chino Valley							
Total Expenditure Summary by Department							
Description	2018-19 Adopted Budget	2018-19 Estimate	2019-20 Adopted Budget	Budget Change	% Change	Summary Budget Changes next Fiscal Year	Impact
HIGHWAY USER REVENUE FUND							
278 ROAD MAINTENANCE	1,322,700	1,198,700	1,417,500	94,800	7%	Water Truck	150,000
						Pot Hole Patcher and Equipment	110,000
						Traffic Counters	15,000
WATER ENTERPRISE FUND							
482 WATER UTILITY OPERATION	827,600	604,400	846,400	18,800	2%	Building	160,000
						Water Fill Station	57,000
495 WATER ENTERPRISE FUND EXP	2,069,800	69,800	2,067,800	(2,000)	0%	Water System Acquisition	2,000,000
TOTAL WATER ENTERPRISE FUND	2,897,400	674,200	2,914,200	16,800	1%		
CAPITAL IMPROVEMENT FUND							
590 MISC CAPITAL PROJECTS	4,138,000	2,181,000	5,650,000	1,512,000	37%	Capital Projects From General Fund	1,500,000
						1 North Signal	80,000
						Old Home Manor Master Plan	250,000
						Pave Jerome Junction	100,000
						CDBG Matching Funds	200,000
						Welcome to Chino Valley Sign	30,000
SEWER ENTERPRISE FUND							
683 SEWER	1,038,700	828,800	1,486,800	448,100	43%	Building	160,000
						Drying Bed Construction	120,000
						Belt Press	60,000
						Collection System Cleaning	75,000
						Headworks	200,000
695 CAP/DEBT CONTINGENCIES	1,399,000	900,900	1,399,100	100	0%	Sewer System Extension	500,000
	2,437,700	1,729,700	2,885,900	448,200	18%		

Tentative and Preliminary

Town of Chino Valley						
Total Expenditure Summary by Department						
Description	2018-19 Adopted Budget	2018-19 Estimate	2019-20 Adopted Budget	Budget Change	% Change	Summary Budget Changes next Fiscal Year
CDBG GRANT						
590 CDBG GRANT	325,000	-	325,000	-		Current Year Grant
GRANTS FUND						
7 GRANTS	3,500,000	3,500,000	3,500,000	-	0%	
DEBT SERVICE FUND						
8 DEBT SERVICE	849,100	849,100	891,300	42,200	5%	
SPECIAL REVENUE FUND COURT						
9 SPECIAL REV FUND	38,500	14,200	58,500	20,000	52%	
CAPITAL ASSET REPLACEMENT						
10 ASSET REPLACEMENT EXPENSE	60,000	61,800	60,000	-	0%	
IMPACT FEE FUNDS						
11 TOTAL IMPACT FEES	-	510,600	-	-		
SPECIAL REVENUE FUND PD						
16 VEHICLE IMPOUND EXPEND	55,000	55,000	55,000	-	0%	
LIGHTING IMPROVEMENT DISTRICTS						
40 CVSLID	4,000	4,000	4,000	-	0%	
ROAD PROPERTY TAX FUND						
50 ROAD IMPROVEMENTS			1,500,000	1,500,000		
TOTAL EXPENDITURES	25,849,200	20,449,000	31,870,800	6,021,599	23%	
Less Transfers	(1,324,000)	(1,324,000)	(2,894,000)	(1,570,000)		
TOTAL BUDGET	24,525,200	19,125,000	28,976,800	4,451,599		



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session

3)

Meeting Date: 05/21/2019

Contact Person: Chuck Wynn, Police Chief
Phone: 928-636-2646 x-1258

Department: Police

Estimated length 15 minutes

of Staff Presentation:

Physical location of item: Chino Valley Public Shooting Range, 3926 Shooting Range Road

Information

AGENDA ITEM TITLE:

Presentation and discussion regarding the Shooting Range Proposal by Nielsen Training and Consulting.
(Chuck Wynn, Police Chief)

Attachments

Nielsen Training Proposal



NIELSEN TRAINING AND CONSULTING

Nielsen Training and Consulting is a firearms, consulting and tactical training organization that provides expert skill development, training and consultation for the beginner to the professional firearm owner. At Nielsen Training and Consulting, we provide specialized training to Law Enforcement and Military personnel/units, as well as to law-abiding citizens. All our courses use real world scenarios and implement the most current proven tactics. Our goal is to be innovative and adaptive while providing our clients a positive learning atmosphere that promotes the highest quality of training and education with a strong emphasis on safety, which is our highest priority.

CONTACT

John Stankewicz COO
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928-308-3405
EMAIL:
John@Nielsentraining.com

Todd Nielsen CEO
PHONE:
4089-203-0119
EMAIL:
Todd@Nieslentraining.com

WEBSITE:
www.nielsentraining.com

CHINO VALLEY SHOOTING FACILITY

CECILIA GRITTMAN

TOWN MANAGER,

CHINO VALLEY, ARIZONA

Dear CECILIA GRITTMAN,

All of us at Nielsen Training & Consulting thank you for the opportunity to manage and run the Chino Valley Shooting Facility (CVSF). We believe we are uniquely suited to both manage the range operations as they previously existed and greatly expanding the properties use.

Nielsen Training Associates (NTA, LLC) was founded by Todd Nielsen in 2008. NTA, LLC then incorporated in 2016 and became Nielsen Training & Consulting, Inc. after Mr. Nielsen's and my own retirement from Law Enforcement. We currently provide professional firearms training across the United States and consulting work with corporations in the firearms and associated industries. Todd and I also had full time Law Enforcement careers and played major roles in running private businesses and involvement in non-profit organizations. Todd was Vice President of a major body armor manufacturer and is heavily involved with the Boy Scouts of America shooting program in Utah. I was the COO of a firearms parts manufacturer and NT&C is the sponsor of the Friends of the NRA event in Chino Valley. Additionally, I am a US Navy Veteran and a prior commander of two Veterans of Foreign Wars Posts in California and Prescott, Arizona.

Upon acceptance of this RFP, we will immediately bring the facility back to what the town had before, a safe shooting range open to the public during the week and on weekends and get the operation of the facility, "off the plate" of the town's personnel.

We plan to create a Non-Profit Organization, with a properly functioning Board of Directors, to be the entity that physically runs, maintains and improves the Chino Valley range facility. Use of a non-profit will enable grant writing for range improvements we have planned. Several professional grant writers have already been contacted and expressed interest in working with us. We all look forward to working with the Town of Chino Valley and improving our future.

Sincerely,

John Stankewicz and Todd Nielsen

B. PROPOSED ENTITIES CAPABILITIES: Provide a brief description of the proposing entities capabilities: Including the number and types of personnel who would provide services. Provide a list of relevant projects in which the proposing entity has had significant contribution with an emphasis on local experience. Include references and telephone numbers of individuals familiar with the proposing entity and capabilities. (two pages maximum)

References:

- Mike Kenny – CEO, KE Arms/M&B Manufacturing, Phoenix, AZ. – 602 400-7725
- Winston Pendleton – Friends of the NRA Coordinator, Arizona – 602 565-8916
- Jeff Quan – Owner Loaded and Safe Concealment, Gilbert, AZ. – 510 604-1622
- Cole Kynaston – Owner, Shadow Valley Weapons, Hereford, AZ. – 801 928-0126
- Mike Moyer – Owner, Moyer’s Heating & Cooling, Prescott Valley, AZ. - 928 237-0838
- Shawn Murray – Retired US Navy/DOD, Prescott, AZ. – 805 660-3200
- Kamran Pazdel – Sr. VP, Morgan Stanley, northern California - 408 859-6188
- Duane Smith – National Park Service, Grand Canyon, Arizona – 760 855-0885
- Andrew Van Dyke – Prior Service with Mr. Stankewicz, Arizona - 520 280-1492
- Gary Carpenter – Owner, Traditional Wood Interiors, Prescott, AZ. – 928 713-0661
- Glenn Ignacio – Retired USAF Pilot/NT&C Student – 650 245-3383
- Cory Nykoluk – Vice President, First Tactical, Modesto, CA. - 209 380-6281
- Joel Boswell – CEO Mechanics Hill Marketing, Robbins, NC. – 910 690-6650

Corporate Sponsors - These companies provide NT&C with their products and frequently provide discounts to our students/clients, most if not all would be present in the facilities retail store when proper indoor space is acquired.

Mean Gene Leather – www.meangeneleather.com

Loaded and Safe Concealment – www.lasconcealment.com

KE Arms www.kearms.com

First Tactical (apparel) – www.firsttactical.com

Black Rifle Coffee – www.blackriflecoffee.com

Peak Performance Ammunition – www.peakperformanceammo.com

B5 Systems – www.b5systems.com

Shadow Valley Weapons – www.shadowvalleyweapons.com

Culper Precision – www.culperprecision.com

L RK Mechanical – www.lrkmechanical.com

FireClean – www.cleanergun.com

Triumph Systems – www.triumph-systems.com

“Number and types of personnel who would provide services:”

Todd Nielsen – Corporate Founder, CEO and Master Instructor of Nielsen Training & Consulting – Overall leadership and management of the Chino Valley Shooting Facility turnover and co-coordinator of future development plans. Mr. Nielsen currently resides in Utah and travels throughout the country to conduct training. Upon obtaining a fixed training site, Mr. Nielsen’s priorities would shift to less cross-country travel and significant time at the Chino Valley facility. Mr. Nielsen is also an NRA Certified Chief Range Safety Officer.

John Stankewicz – Chief Operations Officer, Co-Owner and Master Instructor for Nielsen Training & Consulting. Mr. Stankewicz lives in Chino Valley approximately 3 minutes from the CVSF. Mr. Stankewicz would be the primary manager of the facility to include the current public shooting ranges, as well, as future shooting matches and training classes conducted by Nielsen Training & Consulting and other trainers throughout the country. Mr. Stankewicz is an NRA Certified Chief Range Safety Officer.

Regina Pecoraro – Firearms Instructor and Administrative Coordinator. Ms. Pecoraro serves Nielsen Training & Consulting as one of our professional firearms instructors and as the corporation's records keeper and travel coordinator. Ms. Pecoraro is an NRA Certified Chief Range Safety Officer. Ms. Pecoraro served in leadership positions with several veteran's organizations, including Veterans of Foreign Wars (VFW) Posts in California and Prescott, Arizona as a Service Officer. Ms. Pecoraro has assisted hundreds of veterans throughout the country with their Veterans Administration (VA) disability claims. Regina is an NRA Certified Chief Range Safety Officer.

Wayne Hawley – Firearms Instructor. Mr. Hawley has served as an Assistant Instructor/Instructor for Nielsen Training & Consulting in Arizona and around the country for the last four years. Mr. Hawley has worked at Ruger Firearms for approximately 9 years as a Lead Final Inspector. Mr. Hawley also has an extensive background in professional residential and commercial construction and landscaping. Mr. Hawley lives in Paulden, Arizona and will likely become a full-time employee of Nielsen Training & Consulting when an Arizona facility is obtained.

Woody Cannon – Consultant/Instructor/NRA Training Counselor – While Mr. Cannon resides in Utah, we have taken him on as our staff NRA Instructor and he will be available to travel to Chino Valley to instruct NRA Certification classes at the range and/or in the facilities classroom, as soon as we have that building installed.

Russell Phagan – Shooting Match Coordinator. Mr. Phagan has worked in the firearms industry since 2001 where he was introduced to action shooting sports. In 2004 Mr. Phagan the founders of "Trooper Class" that is now an equipment class/division at 3 Gun matches. Mr. Phagan resides in Phoenix, Arizona where he manages KE Arms, a manufacturer specializing in products for the firearms industry, including complete firearms and components. KE Arms produces firearms and components for competition shooting teams, Law Enforcement agencies, Military Units and the civilian market. All products are all made in USA, specifically in Arizona.

In addition to the staff listed above a minimum of one Range Safety Officer (RSO) will be present in every bay in use. During heavy use periods at least two RSO's will be active and present at the 50 yard pistol and 100 yard rifle public ranges.

Locally, Nielsen Training & Consulting has actively organized or participated in the following projects: National Night Out (previous three years), Friends of NRA Dinner, Benefit Shoot for two Chino Valley Officer's/families in need (October of 2016), Member, Chino Valley Chamber of Commerce, offering discounts to all local Law Enforcement including a standing offer of tuition free spots in all classes for Chino Valley Police Department, and their spouses.

SECTION C. STAFF QUALIFICATIONS (IN-HOUSE): General or specific experience, certifications, licenses and memberships in professional associations, societies or boards. Provide resumes of personnel who will serve in key positions including specific experience for each person. (five pages maximum)

Todd Nielsen – Corporate Founder, CEO, Director of Training Nielsen Training & Consulting:

- Overall leadership and management of the Chino Valley Shooting Facility turnover.
- Co-coordinator of future development plans for the Chino Valley facility.
- NRA Certified Chief Range Safety Officer.

Mr. Nielsen currently resides in Utah and travels throughout the country to conduct training and consulting work. Upon obtaining a fixed training site, such as the Chino Valley Shooting Facility, Mr. Nielsen's priorities would shift to less cross-country travel and significant time attending to and being at the Chino Valley facility.

Professional Summary:

Mr. Nielsen has a very diverse background that includes: Firearms and Tactical Training, Special Operations Law Enforcement careers, Stunt and technical advisory work on movie sets, Team Leadership, Management positions, Entrepreneurship, Building and designing products for tactical teams and procurement of items for those teams.

Core Qualifications:

Supervisory roles, Tactical Team Management, Management of over 90 personals for 3-day Breast Cancer walk, Crisis Negotiations, Procurement of equipment for a 90 person tactical team, Law Enforcement Team Leadership experience along with small team management, Developing and implementing training programs for a 1400 member police department.

Experience:

- **Nielsen Training and Consulting** – Owner, Chief Executive Officer/Director of Training, San Jose, CA./Spanish Fork Utah - 2008 to Present: Instructing responsible civilians, Law Enforcement and Military personnel in basic, intermediate and advanced pistol, shotgun and rifle courses. As the founder or NTAC I have developed programs that have been tested and reliable to be effective ways for humans to learn and maintain the knowledge needed to survive stress related events and prevail in them. I have several of my students/clients come back and tell me that I saved their lives with what I taught them.
- **San Jose Police Department** - Officer – 1990-2015 I maintained a career that spanned many facets of law enforcement. I did Bicycle Patrol and Instructor, Narcotics, Prostitution, Field Training Officer, Critical Incident Team, Crowd Control (Team Leader) Fugitive Apprehension, Less Lethal Operations, Rapid Containment Teams, Critical Response Team, Specialist Program (Trainer and Team Leader for 17 years) and Human trafficking with Bay Area Joint Terrorism Task Force.
- **Gladiator Protective Products and Services** - 2013 to 2016: Vice President/ Products and Development. I designed body armor and training programs for law enforcement and

ems personnel to go into hostile environments and secure adversary's and injured persons.

- **Any Mountain LTD** – 1988-1994 Service manager of the Ski and Bicycle service area with 9-14 persons on my team depending on the season.

Professional Affiliations:

- California Narcotics Officer Association 1998-2016.
- National Tactical Officers Association. - 1998 to 2016.
- National Rifle Association Life Member
- Professional Association of Dive Instructors 2005-present Assistant Dive Instructor/Dive Master/Rescue Diver
- Utah Gun Owners Group
- Boy Scouts of America
- Young Men's Group Leader with the Church of Jesus Christ of Latter-Day Saints (14 and 15year old's) 2016-present

John Stankewicz – Chief Operations Officer, Co-Owner and Master Instructor for Nielsen Training & Consulting.

- Primary Manager of the facility including:
- Public Range management and Chief Range Safety Officer
- Range Safety Officer hiring, scheduling and training
- Future shooting matches/competitions in conjunction with the Match Coordinator
- Nielsen Training & Consulting Training classes
- Facilitate range rental agreements/contracts for other instructors from throughout the country.

Professional Summary:

A very diverse background that includes: Military, Business Management, Sales/Purchasing, Firearms Training and Law Enforcement careers.

Core Qualifications:

Account Management, Personnel Management of 10 to 100 employees, Contract Negotiations, Purchasing and Sales of Firearms Accessories, Military, Law Enforcement and civilian Team Leadership Experience.

Experience:

- **Nielsen Training and Consulting** – Co-Owner, Chief Operations Officer, Instructor – San Jose, CA./Chino Valley, AZ. - 2013 to Present: Instructing responsible civilians, Law Enforcement and Military personnel in basic, intermediate and advanced pistol, shotgun and rifle courses. As a Co-Owner and COO, John books and participates in firearms training nation-wide. John manages the company's social media, radio and print marketing campaigns.

- **Battlecomp Enterprises** - Chief Operations Officer – South San Francisco, CA. / Prescott, AR. - 2012 to 2015: Account Management, Product Development, Manufacturing Plant - coordination/management, Sales, Purchasing and Marketing. Liaison to Distributors, Dealers and Retail Customers.
- **South San Francisco Police Department** - 1999 to 2013: Police Association President, Patrol Officer, Motor Officer, Field Training Officer, Department's Chief Firearms Instructor, Active Shooter Instructor, Patrol Rifle Instructor (Created program), Armorer for Glock and AR15 platforms, Hostage Negotiator, Patrol Bicycle Instructor. Education: Criminal Justice – College of San Mateo (California), California POST Intermediate Police Academy – 2005, California POST Basic Police Academy - 1999
- **Charles Schwab & Company** – Manager - San Francisco, CA - 1997 to 1999: Directed up to 100 employees and an approximate 11 million dollar annual budget for the company's high speed print and mail operation and document delivery services.
- **Franklin Templeton Group** - Supervisor - Foster City, CA. - 1991 to 1997: Supervised from 5 to 25 employees in the high speed print and mail operation of the company. Analyzed, planned and implemented new projects including a complete move of the operation.
- **United States Navy** – Gunners Mate 3rd Class Petty Officer - 1986 to 1991: Gun Mount Leader, .50 Cal. Operator, small arms training, maintenance, and armorer. Missile Handling/Transportation and Stowage. Four Middle East Deployments (Persian Gulf, Desert Storm).

Professional Affiliations:

- Commander - Veterans of Foreign Wars Post 4103 - South San Francisco CA. - 2013 to 2015.
- Commander - Veterans of Foreign Wars Post 541 – Prescott, AZ. - 2016 to 2018.
- President - South San Francisco Police Association. - 2007 – 2011
- NRA Certified Basic Pistol Instructor, 2013 to Present.
- National Rifle Association
- Gun Owners of America

Mr. Stankewicz lives in Chino Valley approximately 3 minutes from the CVSF. Mr. Stankewicz is an NRA Certified Chief Range Safety Officer.

Regina Pecoraro – Firearms Instructor and Administrative Coordinator. Ms. Pecoraro serves Nielsen Training & Consulting as one of our professional firearms instructors and as the corporation's records keeper and travel coordinator. Ms. Pecoraro is combat veteran and has served in leadership positions with several veteran's organizations, including Veterans of Foreign Wars (VFW) Posts in California and most recently Prescott, Arizona as a Service Officer. Ms. Pecoraro, a disabled veteran herself, has assisted hundreds of veterans throughout the country with their Veterans Administration (VA) disability claims. Regina is an NRA Certified Chief Range Safety Officer and NRA Basic Pistol Instructor. Both John Stankewicz

and Regina Pecoraro will certify/re-certify Range Safety Officers as needed. Ms. Pecoraro resides in Chino Valley. Regina has her AA Degree from Skyline College in northern California.

Wayne Hawley – Nielsen Training & Consulting Firearms Instructor. Mr. Hawley has served as an Assistant Instructor/Instructor for Nielsen Training & Consulting in Arizona and around the country for the last four years. Mr. Hawley has worked at Ruger Firearms for approximately 9 years as a Lead Final Inspector. Mr. Hawley also has an extensive background in professional residential and commercial construction and landscaping. Mr. Hawley lives in Paulden, Arizona and will likely become a full-time employee of Nielsen Training & Consulting when an Arizona facility is obtained.

Sturm, Ruger & Co., Inc. 01/2011-Present

- Responsible for rapid, accurate assembly of a variety of pistols in various calibers.
- Advanced to function fire tech in 04/2011, responsible for proof testing and overall functionality of newly assembled pistols.
- Advanced to final inspector in 07/2013, responsible for final inspection for overall appearance and safety functionality of newly assembled and test-fired pistols.
- Advanced to lead final inspector 11/2016, responsible for oversight of a 4-man team in firing range.

Certifications:

- Distinguished Expert, Basic Pistol, Winchester Marksmanship Program. 2015
- Distinguished Expert, Defensive Pistol I, Winchester Marksmanship Program, 2015
- NRA Certified Basic Pistol Instructor, 2013 to Present.
- NRA Certified Defense in the Home Instructor, 2014 to Present.
- NRA Certified Range Safety Officer, 2013 to Present.
- Defensive Combat Pistol Seminar I, Static Defense Training Systems, 2015.
- Defensive Combat Pistol/Carbine Seminar II, Static Defense Training Systems, 2015.
- CCW permit holder (Arizona, Utah).

Russell Phagan: Shooting Match Coordinator. Mr. Phagan has worked in the firearms industry since 2001 and competing in 3 Gun and other action shooting sports since 2002, attending many of the major 3 Gun competitions around the country. In 2004 Mr. Phagan created the “Trooper Class” that is now a major event category in the competition shooting industry. Mr. Phagan resides in Phoenix, Arizona where he manages KE Arms, a manufacturer specializing in products for the firearms industry, including complete firearms and components. KE Arms produces firearms and components for competition shooting teams, Law Enforcement agencies, Military Units and the civilian market. All products are all made in USA, specifically in Arizona.

Woody Cannon: Consultant/Instructor/NRA Training Counselor – While Mr. Cannon resides in Utah, we have taken him on as our staff NRA Instructor and he will be available to travel to Chino Valley to instruct pre planned NRA Certification classes at the range and/or in the facilities classroom, as soon as we have that building installed. Mr. Cannon is highly sought after as an instructor for NRA Programs and helps to develop new programs for the NR. With his vast knowledge of the NRA he is an incredible asset to our team.

SECTION D. Describe the entity's ability to provide day to day management of the facility. Describe how the range will be operated. Detail the planned operating schedule, operating hours, and fee schedule. (three pages maximum)

The board of directors has proven itself in the daily operations of entrepreneurship. Todd Nielsen has owned Nielsen Training and Consulting for over 11 Years and was the VP a ballistic armor and other ballistic products company for over 2 years. Todd did all that while still working a full-time job as a special operations team police officer in Northern California. John Stankewicz is the Chief Operations Officer of Nielsen Training and Consulting and he was the Chief Operations Officer of a major firearms and part manufacturer and distributor. John also did this while being a full-time rangemaster for his police department in Northern California. John is also a Navy Veteran. Several board members are also veterans. As the two key board members we are very dedicated to the shooting sports and building new shooting enthusiasts. With our past proven history and our experience of being on and using ranges this will be an easy transition into a non-profit company.

We propose the hours of operation to be 6 days a week during the winter months (November 1 to March 1) and 7 days a week during the rest of the year. (summer hours). The hours of operation for the winter months would be 8 am to 5 pm Tuesday to Sunday. The summer months would be from 8 am to 6 pm. We would have a special one night a week that is open only to select club members that we would stay open until sunset during the summer months. We would also have guest instructors come in approximately once a month that would be allowed to shoot until 10 pm. All shooting must be completed by 10 pm but cleanup and maintenance can be completed after as long as a Range Safety Officer is available. If there is not an RSO available, then the course will not be able to go past the regular shooting hours.

The range can be closed because of inclement weather (Excessive rain that causes flooding on the range, or excessive snow to not allow safe movement around the range for example) but will open as soon as it safe to do so. There is the potential that, for a short time, we initially open the range from 8-5 Wednesday to Sunday until we can hire adequate amount of staff.

We will be working with local Chino Valley food and beverage distributors to bring food out to the range for the weekends and special events. For this we will designate a special area that will be accessible by all patrons of the range. For weekday and other times, we will work with vendors to supply vending machines for the patrons of the range. In turn we will work with the City of Chino Valley to locate the ideal spot and set electricity and cover for the machines and parking areas for the food vendors and the tables, tents and trash receptacles needed for the food vendors.

We will be hiring at least 1 Range Safety Officer for each active range during the hours of shooting. In busier times the ratio of 1 RSO to 12 Shooters will be maintained and followed for each public range pad. We will have a clerk to check in all shooters. We are researching Point of Sales systems to automate and electronically track as much as the paperwork as much as possible. We plan to hire at least 5 RSO's and 2 clerks to run the ranges. We plan to hire a

janitorial service to do deep cleaning of the facility buildings on a monthly basis, but daily cleaning will be done by the staff and RSO's.

Our plan is to work on an hourly rate of \$15 per shooter with a maximum of 3 shooters on a lane. Junior Shooters under the age of 18 will be a rate of \$10. The hourly rate will be adhered to when there are busy times but more laxed when the range is running at a slower pace. We want to encourage people to use this as a destination rather than just a turn over facility that just wants your money. We will encourage our staff to become friendly with all clients that shoot at the range and to call those that they come to know by their first names to make it a welcoming place for them to come shoot.

We propose to increase the prior 30 cents per shooter per day that was used by the prior entity, to \$1.00 per shooter per day. These funds would be used for the improvement of the land and would be in addition to the improvements that will be obtained through donations and grants that we and the town work to secure. These funds can be paid on a monthly basis or on a schedule that suits the Town of Chino Valley. We plan to pay our Clerks a wage of \$10.00/hour, Range Safety Officers \$11.00/hour and Chief Range Supervisors \$15.00/hour. All employees will meet E-Verify, OSHA and FLSA standards. We will also have selected volunteers that will help on the range. This could include but is not limited to students needing community service hours for school and other projects, those who need to fulfill community service hours, and those that just wish to support the range and the non-profit.

We plan to have a monthly 2-hour clinic after hours one specified weeknight a month to encourage continued training. (7-9pm for example) The cost of those clinics will be \$25 to the open public, \$15 dollars to Basic Subscription holders and free to the Premium Subscription holders.

We plan to do several types of subscriptions to also increase the family feel of shooting at the range. **Please note that our intentions are to set up the non-profit as being run by the Board ONLY. Club membership will not exist as it had in the past, "Subscriptions" will not include voting rights.** Each subscription will include the following:

1. Unlimited use of the public ranges
2. 1 target for each time they come to the range.
3. Advanced notice to sign up for training courses being held at by the facility.
4. 5% discount on items purchased at the upcoming pro-shop in the future.
5. *Premium subscriptions will also gain priority access to the after-hours shoots being held each month plus two extra targets at time of check in and a free soda or water for each premium subscription.*

Subscriptions Per Year

- Junior \$50 (under 18 years of age and all juniors must always be accompanied by parent or legal guardian while on the range)
- Collegiate \$100 (for those students 18 to 25 years of age and attending college. They must show valid college identification to be eligible for this program).

- Basic \$150 (one adult, 18 years or older)
Premium \$200 (one adult, 18 years or older)
- Family Subscriptions are for up to 6 immediate family members living in the same home.
Basic \$400
Premium \$800
- Month to month subscription
\$20 cancel anytime
- Draw from a holster certificate
\$50 initial fee (\$10 annual renewal)
We have seen with great success that several people wish to be able to draw from a holster or position of concealment. We have set up a program that in a 4 hours course of instruction we can certify people to draw from a holster and that program will only be \$50 annually with a renewal of \$10 for every year after that. All active duty local, county, state and federal law enforcement will be exempt from the program with showing of a valid identification card. All active duty law enforcement will be able to rent a public shooting lane for \$5 each day. This is designed to encourage all law enforcement to continue their training. Law enforcement that are active duty will also receive a discount on all in house courses.
- Those wishing to use a public range lane for an entire day can rent one for the cost of \$50 for the entire day.

We intend to build and rent action range pads to outside trainers. Each outside trainer will be required to show certificates of insurances, teaching credentials, and allow one spot for range staff to attend the training at the discretion of the non-profit board of directors. Full range pad rentals are as follows

Skeet range daily rental \$150/day
Archery Range daily rental \$100/day
25-yard Pistol range \$100
Cowboy action Pistol range \$125
50 Yard Multi-purpose \$175
200 Yard range \$175

Each range pad will include one target stand and backer for each student attending. Steel targets will be available for rental at an additional fee or provided on certain types of range bays.

Per standard NRA guidelines, Standard Operating Procedures (SOP's) will be developed. SOP's will include all range safety rules, hold harmless agreements and all range procedures. Range staff and Range Safety Officers will use the SOP's to guide them in the performance of their duties.

E. Describe the entities vision for future expansion and improvements to the facility. Describe each improvement in detail, the planned timing, financial investment required and the benefit to the facility. (Three pages maximum)

Classroom/Meeting room: A portable building will be acquired and used/rented as a classroom for visiting instructors, NRA classes, draw from the holster classes and other classes put on by the facility. The room will also serve as a meeting room for customers to gather for future events. We want all of our customers to be in a comfortable welcoming environment and have a place to meet/rest, out of the weather.

Retail Sales: Using our sources and current sponsors, we plan to offer sales of several items from the retail store. This would be another use of the meeting room or another structure may be needed/required. Our reputation within our industry has provided us with outstanding, high quality sponsorships. Our philosophy as a training company and especially being prior Law Enforcement, is that we will never use, endorse or sell a product we would not trust our own lives with. While there are many reputable sources for retail sales items, sales of the following items would be planned for:

- Ammunition – Peak Performance
- Targets – Action Targets
- Eye and ear protection - Walker's
- Coffee - Black Rifle
- Rifle compensators - Shadow Valley Weapons
- clothing and associated gear - First Tactical,
- Weapons cleaning products from Fire Clean and Pig Lube,
- Kydex holsters – Loaded and Safe Concealment,
- Leather holsters and associated gear – Mean Gene Leather goods
- KE Arms – Small parts and firearm accessories
- And of course, our own rifle parts line of triggers and selectors from Nielsen Training & Consulting

Many of these companies would be contacted not just for products to sell in the retail venue but, also as sponsors for the facility via donations of funds and equipment. Several have already shown interest in financial commitments at this time. Currently there is no proposed plan to establish an FFL for any firearms sales on the facility.

Range Bays:

- The existing 200 yard range bay needs to be completed and/or an analysis conducted to determine if there is room for longer bay going out to 600 or 800 yards. Long range "scoped" shooting is popular as a recreational sport of for rifle scope "sighting in" for hunters. Final decisions/recommendations on the layout of this bay can be presented to the town within the first three months of operation. We are aware that there are

"Grading and Drainage plans that exist from the Town of Chino Valley. We do however, believe that the design and future planning must, in some regards, "start fresh." Both the entity and the Town of Chino Valley must remain open minded to new ideas and be considerate to the fact that the developmental future of the Town as a whole, benefits us all.

- **Match Bays:** Shooting matches and competitions bring people and money into the community. A professional Match Coordinator, Russell Phagan will be brought in immediately to start the process of scheduling and promoting matches/competitions at the facility. A minimum of four separate bays are required to run a professional competition. The time table to commence new matches will be determined once appropriate bays are developed.
- **Training/Class bays:** When matches are not being held, the match bays will be available to rent for out of town or in town firearms training companies who have the proper credentials. The training bays would also be available to Law Enforcement agencies and other qualifying groups, Arizona Rangers for example. Currently, the existing ProForce Range, next to CVSF is often booked solid and can be difficult to obtain for training purposes. Our additional training bays can help alleviate some of those scheduling issues and potentially bring more people into the town on a consistent basis. There is no intention of taking business away from the town/Police Department in regards to the ProForce Range but, rather give Law Enforcement agencies, groups and trainers more alternatives. Other uses for the bays include: Monthly .22 Rimfire Junior Shooting events, archery practice and competitions, an Axe Throwing bay (Currently one of the most popular "new" sport activities in the country) and RSO development and training. With approval from the Town of Chino Valley, forming new range bays can start within 60 days of acquiring responsibility for the facility and will most likely continue for approximately 6 to 12 months. Use of heavy equipment and materials will be donated.
- **Shotgun specific bays:** We have partnered with a company out of Houston, Texas. "Briley" distributes, installs and helps design skeet, trap and shooting clay sports facilities throughout the United States. They are also a major distributor and help design Mattarelli equipment, the leader in the industry. Jason Menke of their pro team may be able to actually travel to the facility here in Chino Valley and help with the design process. The equipment is expensive and each clay throwing unit ranges in price from \$3,000 up to \$7,000 per unit before installation. This investment will need to be obtained via grants and/or revenue from the facility. The projected time table would be approximately two years in the future.
- We will be acquiring access to heavy earth moving equipment to form additional match/training bays and the equipment needed (several steel target set ups, wooden barricades etc.) to conduct safe, fun and economically profitable shooting matches. The cost of labor and equipment will be provided via donation to the non-profit we form. Work on the ranges and donation of equipment can begin within 60 days of acquiring

F. Detail the entity's financial ability to operate the facility and make the planned improvements. (One page maximum)

Future expansion of the facility will come from four main sources:

1. Grants – Running the facility as a non-profit will open the door to several different grant avenues. Nielsen Training & Consulting has sponsored the “Friends of the NRA” Dinner for Chino valley since its inaugural event three years ago. At the end of each fiscal year and after all dinners state wide have been held, we participate in the grant review and approval process. 100's of thousands of dollars in grants are reviewed at the annual meeting. We firmly believe we the Chino Valley facility can be a benefactor of those grants. Additionally, National NRA grants are also available and generally consist of even higher dollar amounts. Both the “Friends of the NRA” and NRA National are aware of our efforts in obtaining the Chino Valley facility. As you are aware, Arizona Game and Fish are also sources for grants.
2. We have received a generous offer from the CEO of KE Arms/M&B Manufacturing. Mike Kenney has committed to approximately, \$60,000 to \$100,000 in total for labor, structures and equipment at the facility. Mr. Kenny has the heavy equipment needed to reform the range and with the approval of the town, several new shooting bays can be created without any cost to the Town of Chino Valley. Mr. Kenny is heavily involved in the manufacturing and fabrication businesses, nationwide. Located out of Phoenix, Arizona, KE Arms provides the rifles and several other items to Nielsen Training & Consulting's instructors. Mr. Kenney will also provide donations of steel targets for the range bays and metal overhangs and buildings in the future. Additionally, Mr. Kenny and KE Arms recently donated \$34,000 worth of patrol rifles to the Navajo Country Sherriff's Department, as well, as several other Law Enforcement organizations throughout the state of Arizona.
3. As a non-profit, we will be able to provide funds for future expansion from revenue generated from, the public range fees, match fees, subscription fees, and other retail sales occurring at the facility from our numerous corporate sponsorships. With a professional Match Coordinator assisting with the facility, “Professional” matches will be coming into Chino Valley, assisting the town's economy as well.
4. As a corporation, a working bank account in the amount of \$25,000 minimum, will be opened and maintained for facility expenses.

SECTION G. Detail how the organization will balance the needs of public shooting, match shooting and training classes (One page maximum).

This dynamic is very important to us. It is no secret that the economics and tax base of Chino Valley and surrounding areas of northern Arizona are changing. We, meaning the entity that assumes responsibility for the range facility and The Town of Chino Valley need to, "Tap into" new revenue and income that is currently moving into our state and local area.

However, we feel it is equally important to serve the local community and understand their economic life style as well. We have noticed the for the majority, major training sites and major well known "High end" trainers, do not often cater to or give back to the local communities they provide services in. Our facility SHALL provide a safe and affordable shooting and training environment for our local community. Our goal is to always have the pre-existing public shooting range open and available at a reasonable cost at all times, uninterrupted by outside trainers or matches.

Currently, prices for nationwide trainers and established training sites can cost significant money to the consumer in base tuition alone, not including equipment and travel expenses. We know of traveling trainers charging \$700 to \$1,000 for courses two to three days long. We know of fixed location sites that charge over \$2,000 for week long classes. We certainly desire to bring these types of trainers to the facility to rent our range bays. We know many of them personally from our own time in the industry: Chris Costa, Travis Haley, Dave Spaulding, Ken Hackathorn, Larry Vickers and several other well-known trainers are constantly looking for range locations to market their own classes. We look forward to reaching out to these instructors and letting them know they have a new range to teach from. Nielsen Training & Consulting, also hopes to benefit from convenient ranges to use for our own classes.

Matches/competitions will also bring "new money" into Chino Valley when they are held and when enough range bays are constructed. It is our hope that local shooters will see these matches and get involved themselves, equaling more business for all.

We plan on putting our full marketing force behind all activities at the facility. Our current radio advertisement on KPPV in Prescott will be updated to showcase the new facility upon approval of this proposal.

In conclusion, our goals are to re-open the public range and keep it open at an affordable price. Provide one, two and three day classes at affordable prices and with discounts to those who have membership/subscriptions to the public range. Rent the range bays to high end nationwide trainers to come and teach as well. We will strive to serve the needs of multiple economic levels and income brackets: **Bring locals back – Bring new residents in – Bring in new customers from outside the area.**



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session

4)

Meeting Date: 05/21/2019
Contact Person: Alex Lerma, Planner
 Phone: 928-626-4427 x-1295
Department: Development Services
Estimated length of Staff Presentation: 5 minutes
Physical location of item: N/A

Information

AGENDA ITEM TITLE:

Presentation and discussion regarding Unified Development Ordinance Section 4.21: Sign Regulation.
 (Alex Lerma, Town Planner)

SITUATION & ANALYSIS:

See attached Memo

Attachments

Municipal Sign Code
 Council Memo

MUNICIPAL REGULATIONS FOR TEMPORARY SIGNS				
Municipality	Definition / Notes	Issued Time	Sign Regulations / Enforcement	
Gilbert	Temporary Signs: A-Frame & T-Frame Signs, Banners, Flying banner, window sign	A-Frame & T-Frame Signs: No permit required Banner Sign: No more then 120 days per year in the aggregate Flying Banner: Only during hours when business is open	4 signs per parcel A-Frame & T-Frame Signs: 4 per business, Only during hours when business is no permit required. Banner Signs: 1 per business, Flying Banner: 4 per parcel or business Enforcement: Two-calendar-day written notice is provided and then removal of sign. Code Compliance may remove or cause to be removed any Temporary sign which is not removed by the owner.	
Litchfield Park	A-Frame Sign A temporary sign supported by its own frame in the shape of an “A” when in use, or an upside down “T”; also referred to as a “sandwich” or “tent” sign. “A-frame sign” does not include signs not visible from streets or public rights-of-way. Banner Any sign of lightweight fabric or similar material that is permanently or temporarily mounted to a pole or a building by a permanent or temporary frame at one or more edges. “Banner” includes pennants and streamers. “Banner” does not include national flags, state or municipal flags, or the official flag of any institution or business.	temporary signs may be issued or renewed by the zoning administrator or designee for a period not to exceed one year. Pam at Planning and Zoning department said temporary signs are issued for 30 days and can only be renewed once.	Temporary signs are only issued for such uses as: City, Church, Civic Organization Signs, Development, Contractor, and Subcontractor Signs Political Signs on private property Political Signs in ROW Yard Sale, Off-Premises Open House Directional Signage Real Estate Signs For Commercial property only issued for special events i.e. grand opening, special sale etc.. regulated as followed: Zoning administrator or designee may approve signs for special events on a temporary basis. The zoning administrator or designee has the authority to approve design standards including number of signs, size, height and setback. The temporary special use signs may be approved for a time frame of 30 days and under special circumstances may be renewable once for an additional 30 days. Enforcement: Two-calendar-day written notice is provided and then removal of sign.	
Flagstaff	portable signs (A-Frame or upright signs, feather or vertical banner,) temporary wall banners (May only be mounted on a building wall or on T-posts or stakes installed ≤ 6" from a wall on which the wall banner would be hung)	Wall Banner: 30 day per calendar year. May not be used for permanent sign. Portable signs: There is no limitation on the length of time that a portable sign may be displayed except for wall banners.	Portable signs on nonresidential property: no limitation of period of use. Max 24 sq. ft., per business, excluding the area of temporary window signs and wall banners signs. There is no limit on signs as long as it does not exceed max area. Temporary Wall banners: only permitted on nonresidential properties. Max area: 24 sq. ft., not included in the total sign area for all portable signs. Mounting height- max. 25 feet from grade to the top of the wall banner. Enforcement: Any wall banner installed or displayed without a wall banner sign permit is in violation of this division and will be grounds for the Director to issue a correction notice and/or to cause removal of the portable sign until appropriate permits are obtained.	

Municipality	Definition / Notes	Issued Time	Sign Regulations / Enforcement
Goodyear	Temporary sign: A sign that is not permanently affixed or attached to a building, structure, or the ground and that is intended to be used for limited periods of time. (Construction signs, Grand Opening and Special Promotions, Portable Signs, sales and lease signs)	Construction: one sign per business under construction . Removal after 10 days following issuance of Certificate of Occupancy. Grand Opening and Special Promotions: 30 consecutive days, no more than fourth times in any given calendar year. Only one flying banner sign is allowed on the property (only permitted during time period of August 1, 2007-Auguste 1, 2018.) Portable Signs: one sign per business, displayed only during daylight hours. Annual permit. Sales or Lease: one sign per street frontage for property. Shall be removed within 10 days following the sale or lease of the building or property.	Construction: 32 sf. Ft. and the max height 8 feet. Grand Opening and Special Promotions: For every 10,000 sq. ft. of building area of the business, 50 sq. ft. of temporary signage, not to exceed 500 sq. ft. Portable Signs: max copy area 6sq. ft. and max height 3 feet. Sales or Lease: For developed property, max copy area 32 sq. ft. and max height 8 feet. For undeveloped property, max copy area 96 sq. ft. and max height 12 feet. Enforcement: Court with jurisdiction, in its discretion, may issue a temporary restraining order, a preliminary injunction, or a permanent injunction upon such terms and conditions as will do justice and enforce this Ordinance.
Scottsdale	Temporary commercial signs defined as: On-premise Commercial Activity Post and Panel signs, On-Premise Portable Signs (A-Frame), Banners	On-premise Commercial Activity Post and Panel signs: Sign may be placed at beginning of the duration of activity. Duration of activity is time frame between any of the following: 1)Between approval of a Development Review Board application for project and expiration of application. 2) Between issuance of building permit and Certificate of Occupancy. 3) The active marketing of the lot for sale or lease and the completion of the active marketing of the lot for sale or lease. On-Premise Portable Sign: No time limit, must abide by regulations Banners: 1 per business, 35 calendar days, 1 per calendar year Feather Signs: Not allowed, only for special event	On-premise Commercial Activity Post and Panel signs: Depending on lot width abutting a street. < 1,200 feet, one sign. > 1,200 feet, 2 signs. One additional sign for each additional 600 feet of lot width above 1,200 feet; no more that a maximum of six (6) signs per street frontage. On-Premise Portable Sign: Max area 6 sq. ft., Max height 3 feet. One sign per abutting street frontage and Tenant suite. Banners: Max area 1 square foot per 1 linear foot of building wall, not to exceed 250 sq. ft. Max height: 36 feet. Must be placed on building facade or wall. Limited one per business or organization. Enforcement: Temporary signs: 48 hours after notice. Planner stated that they actually give the property owner 2 weeks before its removed.

Municipality	Definition / Notes	Issued Time	Sign Regulations / Enforcement
Chandler	Sign, temporary: Any sign, banner, pennant, or valance constructed of cloth, canvas, plastic, light fabric, cardboard, wallboard, plywood or other like materials, with or without frames, and that appears to be intended or is determined by the Zoning Administrator to be displayed for a limited period of time. Sign, temporary: Any sign not permanently embedded in the ground or not permanently affixed to a building or structure, which is not intended to be a long term permanent sign. Temporary signs include signs affixed to the ground by a temporary anchoring system such as, but not limited to, stakes or ballast, or footing for large temporary freestanding signs. Sign, temporary freestanding: A temporary sign that is made of a rigid and durable material that will withstand the elements, is supported by one (1) or more posts, uprights or poles and is braced in or upon the ground. Each temporary freestanding signs may be single-faced, double-faced, or V-shaped with an interior angle that is forty-five (45) degrees or less as provided for in Subsection 39- *Definition identify temporary signs as: A-frame, Air activated sign, feather sign, T-frame sign, yard sign.	* A-Frame or T-Frame signs: 1 sign per building within building envelope. Located only during business hours. *Air-activated signs: No more than thirty (30) cumulative days within each six (6) month period in a calendar year. *Banner: No more than thirty (30) cumulative days within each six (6) month period in a calendar year. Feather sign: No more than thirty (30) cumulative days within each six (6) month period in a calendar year. **Large temporary freestanding signs(17-160 sq. ft.): Shall be valid for 2 years and shall be renewable on an annual basis. ***Midsize temporary freestanding signs(7-16 sq. ft.): Shall be valid for 2 years and shall be renewable on an annual basis. * Do not require permit ** require permit after exceeding 32 sq. ft. and 8 feet in height *** require permit after exceeding 8 feet in height	Sign Regulations / Enforcement A-Frame or T-Frame signs: 1 sign per business, within building envelope. Air-activated signs: 2 signs, may be displayed concurrently Banner: 1 banner Feather sign: no more then 2 signs Large temporary freestanding signs(17-160 sq. ft.): 1 large temporary freestanding sign per street frontage. Midsize temporary freestanding signs(7-16 sq. ft.): 1 midsize free standing sign. Enforcement: violation> citation>Criminal Complaints
Prescott Valley	Temporary sign: Any sign (including A-shaped and V-shaped signs) which is designed for short-term use as regulated in this Article. Temporary signs are listed as: Banners and Pennants, Commercial, Signs located on Construction site, Inflatable objects, Signs in residential zones.	*Commercial: 1 per subdivision, 2 per master plan community site, if more than 1 street entrance or project is 50 acres or more, 2 per project. Banner: 6 times per year for a maximum of 4 consecutive days. A minimum of 14 days shall pass between each banner display. Banners are prohibited in residentially zoned distracts. Permit required. Inflatable Objects: 1 per business address. Permitted only twice (2) per year at three (3) days intervals. * Do not require permit	Commercial: 32 sq. ft./ 8ft high Sings located on Construction site: 32 sq. ft./ 8ft high Banner: 32 sq. ft./ 6ft high Inflatable Objects: 20 feet high max Endowment: Any person, entity or corporation which fails to maintain a sign, or builds, erects, paints, replaces, repairs, alters or otherwise places a sign in violation of the requirements of this Article is guilty of a class 3 misdemeanor. Except as otherwise provided herein, each day that a sign is illegally erected, constructed, reconstructed, altered or maintained shall not be considered a separate offense unless the violation constitutes an immediate threat to the health and safety of the general public, as determined by the zoning inspector.
Camp Verde	Temporary Sign: means any sign or advertising display intended to be viewed for a temporary period of time, ordinarily until the happening of a particular event	For Sale, Lease or Rent Sign: 10 days after close of escrow or lease Opening New Subdivision Sign: 1 year from installation or certificate of occupancy, whichever occurs first Garage Yard Sale: Duration of sale Banners, Flags and Pennants: No permit: 30 days or less, permit required for more than 30 days.	For Sale, Lease or Rent Sign: 7 sq. ft. max 32 sq. ft. Opening New Subdivision Sign: 32 sq. ft. to 100sq ft. per final plat Garage Yard Sale: 2 X 3' with Owner's written permission Banners, Flags and Pennants: 2 per business @ max 40 sq. ft.



MEMORANDUM

To: Town Council
From: Alex Lerma, Planner
Re: Temporary Signs
Date: May 21, 2019

Staff would like to provide the Town Council some general information regarding temporary signs. The intent of this Study Session item is to afford Staff and Council an advance review of the project prior to a future public hearing on the case. No recommendation on this item is requested at this time.

Section 4.21 of the Unified Development Ordinance was adopted by Council as Ordinance 17-819 on March 14, 2017 as Sign Regulations. Due to complaints that arose from enforcement of this section, staff believes that the sign regulations section of the zoning code needs to be revised for more clarity for both staff and local business owners.

Staff has done extensive research and gathered code information from other municipalities that have similar codes. The research focused solely on how other municipalities regulated temporary signs. For Council's convenience, staff has provided a spread sheet detailing these municipalities regulations towards temporary signs as far as what is considered a temporary sign, how long they are issued, how much square footage businesses are allowed and how they are enforced.

Comparing our sign code with the other municipalities, staff believes that a complete rewrite of the sign code will not be necessary. However, there are areas that need to be revised either with additional language or slight modifications to phrasing for clarity in interpretation.

The presentation made during the study session will focus on what our code requires versus other communities. Hopefully this will create some discussion for direction on how to handle any future changes.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session

5)

Meeting Date: 05/21/2019
Contact Person: Cecilia Gritman, Town Manager
Department: Town Manager
Estimated length of Staff Presentation: 15 minutes
Physical location of item: Chino Valley Cemetery, West Road 2 South

Information

AGENDA ITEM TITLE:

Presentation and discussion regarding administration of the Chino Valley Cemetery. (Vice-Mayor Miller)

Attachments

Background
 PowerPoint

Chino Valley Cemetery

What to Do???

History

- The original one acre parcel used as a local cemetery, was deeded to the Chino Valley Irrigation District to keep it as a tax free entity.
- People would bury their dead anywhere the wish with no oversight and no funds to run the cemetery

History

- For many years the 4-H club under the direction of Betty Wells and Ellen Ginn would use working in the Cemetery as service projects for their groups.
- Barb wire was the fence around the cemetery and cattle would often wander in and out as the pleased

History

- Ellen Ginn served as secretary to the Irrigation District from 1952-1975 and started keeping a record of those buried there. On her separation from the Irrigation District she asked if she could start a Cemetery Committee

History

- Cemetery Committee to accomplish the following:
- Oversee and make improvements
- Members would serve without pay
- Try to identify and mark all graves
- Plat the Property

History

- Plat the property to
 - Save space
 - Create a more uniform burial pattern
 - Raise funds by donation's
 - Get new fencing installed

History

- Permission was granted in January 1975. Along with Ellen Ginn on the committee was Renee Van Wormer, Edna “Posey” Bedford and Everett Brisendine

Rules

- Only Chino Valley Residents, past or present.
 - A stipulation set by the original owner
- No Charge except for opening and closing of graves, this money goes directly to the one digging the graves
- All affairs of the cemetery to be handled by the committee
- All donations made to be used for improvements and maintenance

More Land

- In 1984 enough donations were collected to purchase 1/3 acre to the east.

The oldest grave in the cemetery is dated 1922, a Mildred Gale

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