

DUE TO THE COVID-19 PANDEMIC AND FOLLOWING THE GOVERNOR'S PHASED REOPENING PLAN, THIS MEETING WILL BE HELD VIA ZOOM. PLEASE REFER TO PAGE 5 FOR PARTICIPATION INSTRUCTIONS.



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL

**REGULAR MEETING
TUESDAY, MAY 26, 2020
6:00 P.M.**

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

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

AGENDA

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE; ROLL CALL**
- 2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS**
 - a.** Update regarding Yavapai College, presented by Rodney Jenkins, Vice-President of Community Relations and Student Development, and Richard Hernandez, Director of Regional Economic Development Center (REDC) and Small Business Development Center (SBDC).

- 3. CALL TO THE PUBLIC**

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.

- 4. RESPONSE TO THE PUBLIC**

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

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. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

- a. Status reports by Mayor and Council regarding current events.
- b. Status report by Town Manager Cecilia Grittmann regarding Town accomplishments, and current or upcoming projects.
- c. Status report by Development Services Director Joshua Cook regarding Development Services activities.
- d. Report by Development Services Director Josh Cook regarding the updated schedule for Town discussions on lot splits.

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. **p.7** Consideration and possible action to revise and renew Tow Company Services Agreements with ACT Towing, Custom Towing, and Tri-City Towing, effective July 1, 2020, through June 30, 2021. (Chuck Wynn, Police Chief)
- b. **p.17** Consideration and possible action to adopt Resolution No. 2020-1165, adopting the Fiscal Year 2021 Pension Funding Policy for the Town of Chino Valley Public Safety Personnel Retirement System. (Joe Duffy, Finance Director)
- c. **p.27** Consideration and possible action to adopt Resolution No. 2020-1160, approving the proposed statements and estimates of expenses of the Town of Chino Valley Street Lighting Improvement Districts for fiscal year 2020/2021, and setting a date for the public hearing on the proposed statements and estimates for June 23, 2020. (Joe Duffy, Finance Director)
- d. **p.33** Consideration and possible action to approve the May 12, 2020, regular meeting minutes. (Jami Lewis, Town Clerk)

7. ACTION ITEMS

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive session.

- a. **p.41** Consideration and possible action to approve funding for Yavapai Regional Transit for FY 2020/2021 in the amount of \$ _____ (per Council discussion). (Cecilia Grittmann, Town Manager)

Recommended Action: Approve funding for Yavapai Regional Transit for FY 2020/2021 in the amount of \$ _____.

- b. **p.45** Consideration and possible action regarding the Memorandum of Understanding between the Town of Chino Valley and the Chino Valley Police Officers Association. (Laura Kyriakakis, Human Resources Director)

Recommended Action: Accept staff recommendation regarding the Memorandum of Understanding between the Town of Chino Valley and the Chino Valley Police Officers Association.

- c. **p.55** Consideration and possible action to adopt Resolution No. 2020-1159, approving a Tentative Budget for the fiscal year 2020/2021 and proposed expenditure limitation for the same year, in the amount of \$24,407,900 and setting a public hearing date of June 23, 2020, on the tentative budget and adoption of the final budget. (Joe Duffy, Finance Director)

Recommended Action: Adopt Resolution No. 2020-1159, approving a Tentative Budget and proposed expenditure limitation for FY 2020/2021, in the amount of \$24,407,900 and setting June 23, 2020, as the date for the public hearing on the tentative budget and for adoption of the final budget for FY 2020/2021.

- d. **p.73** Consideration and possible action to adopt Resolution No. 2020-1167, approving an Intergovernmental Agreement (IGA) with the State of Arizona (State) authorizing the contribution of \$125,000 toward the construction costs for improvements along Road 1 North in conjunction with the construction of a new traffic signal and road widening. (Frank Marbury, Public Works Director/Town Engineer)

Recommended Action: Adopt Resolution No. 2020-1167, approving an IGA with the State authorizing the contribution of \$125,000 toward the construction costs for improvements along Road 1 North in conjunction with the construction of a new traffic signal and road widening.

- e. **p.85** Consideration and possible action to approve the Cooperative Purchasing Agreement with Construction Product Marketing, LLC to survey and clean the Town's wastewater collection system in the amount of \$72,520. (Frank Marbury, Public Works Director/Town Engineer)

Recommended Action: Approve the Cooperative Purchasing Agreement with Construction Product Marketing, LLC to survey and clean the Town's entire wastewater collection system for the amount of \$72,520.

- f. **p.89** Consideration and possible action to award contract to J. Co. Contracting, LLC for construction of the Road 3 North Flood Control Project in the amount of \$93,396.50. (Frank Marbury, Public Works Director/Town Engineer)

Recommended Action: Award contract to J. Co. Contracting, LLC for construction of the Road 3 North Flood Control Project in the amount of \$93,396.50.

8. ADJOURNMENT

**EXECUTIVE SESSION
TUESDAY, MAY 26, 2020
6:30 P.M.**

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

AGENDA

1. An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation with the Town Attorney regarding utility franchise agreements (UniSource Energy Services; Chino Meadows II Water Company). (Andrew McGuire, Town Attorney)

Dated this 21st day of May, 2020.

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

MAY 26, 2020, COUNCIL MEETING COVID-19 ATTENDANCE PROCEDURE

The Chino Valley Town Council is committed to social distancing to slow the potential spread of COVID-19 Coronavirus or other communicable diseases, as well as continue to abide by the Open Meeting Laws.

Meeting Attendance Options

Video and telephonic attendance options for public only meetings are as follows:

1. Watch/listen on Cable Television Channel 57
2. Watch/listen by joining the Zoom Webinar on the internet using your computer or mobile device (instructions below)
3. Listen only by dialing in by phone to the Zoom Webinar (instructions below)

Call to the Public Participation

Submit your comments via email to clerks@chinoaz.net or drop off your typed or hand-written note in the Utility Payment Drop Box outside the Town Hall lobby, 202 N. State Route 89, *no later than* Tuesday, May 26 at 12:00 noon.

Remote Attendance

Join Zoom Webinar:

<https://us02web.zoom.us/j/82678795891> (click on link or copy and paste into internet browser)

- Enter name and email address in pop up window
- Select option to dial in by phone (below) or using computer audio

Dial in using cell phone or landline:

iPhone one-tap :

US: +16699009128,,82678795891# or +12532158782,,82678795891#

Telephone:

US: 1 669 900 9128; 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 826 7879 5891

International numbers available: <http://us02web.zoom.us/j/82678795891>

To 'raise your hand' to speak:

- Enter *9
- When you hear the prompt "you are unmuted," state your name clearly (spell it if unusual) and town/city of residency.

THIS PAGE INTENTIONALLY LEFT BLANK



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6. a.

Meeting Date: 05/26/2020
Contact Person: Chuck Wynn, Police Chief
 Phone: 928-636-2646 x-1258
Department: Police
Item Type: Consent
Estimated length of staff presentation: None
Physical location of item: n/a

AGENDA ITEM TITLE:

Consideration and possible action to revise and renew Tow Company Services Agreements with ACT Towing, Custom Towing, and Tri-City Towing, effective July 1, 2020, through June 30, 2021. (Chuck Wynn, Police Chief)

RECOMMENDED ACTION:

Approve renewal of Tow Company Services Agreements with ACT Towing, Custom Towing, and Tri-City Towing, effective July 1, 2020, through June 30, 2021.

SITUATION AND ANALYSIS:

Renewal of Towing Contracts. No substantial changes have been made to the contracts.

Other Pertinent Documents Available Upon Request:

The following Tow Company Services Agreements may be viewed online at www.chinoaz.net/agendacenter with the May 26, 2020 Council meeting documents:

- Appendix 6a-A. Act Towing Services Agreement
- Appendix 6a-B. Custom Towing Services Agreement
- Appendix 6a-C. Tri-City Towing Services Agreement

Fiscal Impact

Fiscal Impact?: No

If Yes, Budget Code:

Available:

Funding Source:

Attachments

Scope and fee

SCOPE OF WORK

Prior to Contractor being placed on the rotational tow list, CVPD must inspect and approve all of Contractor's equipment and facilities that will be used in providing the Services. Contractor shall notify the CVPD in writing prior to any change or substitution of the equipment or facilities. If prior notice is not possible due to an emergency situation, written notice within 10 days of any change is required. The Town has designated Randy Chapman as the "Town Representative," but the Town may designate a different person to serve in that role upon 24 hours' notice to the Contractor. All communications to the Town regarding this Agreement shall be through the Town Representative.

1. Requests for Services.

- 1.1 Contractor must be able to respond to requests for Services 24 hours per day, 365 days per year.
- 1.2 Contractor shall provide the Services when and as requested by the Town.
- 1.3 When called by the CVPD, Contractor shall dispatch its own truck; Contractor may not substitute another company to perform the Services.
- 1.4 Contractor shall tow the requested vehicle regardless of its condition or value.
- 1.5 Response time to the designated site shall not be more than 25 minutes, on average, from the receipt of the request from CVPD. Appropriate staffing shall be in place to accommodate this response time 24 hours each day. Average response time will be determined by adding up all of Contractor's recent consecutive response times (up to 15) and dividing by the number of responses.
- 1.6 Failure to respond to a request for Services within 25 minutes may result in: (A) suspension of Contractor from the rotational list; (B) Contractor being placed at the bottom of the rotational list; or (C) cancellation of this Agreement, at the discretion of Town. Extenuating circumstances for delays including, but not limited to, bad weather, severe traffic backup due to crash or additional accidents may be taken into consideration by the Town in its decision to take any action as a result of Contractor's failure to respond within 25 minutes.
- 1.7 Each call to Contractor shall constitute one turn on the rotational list. After each call, Contractor shall be placed at the bottom of the rotation. Contractor shall forfeit its turn and be moved to the bottom of the list if: (A) Contractor fails to answer its telephone, (B) Contractor is unable to respond or provide the Services, or (C) the call is cancelled due to excessive response time. If Contractor arrives more than 30 minutes from the time of the call (per Yavapai County Sheriff's Office "YCSO" record keeping), at the officer's discretion the Contractor may be required to forfeit its turn and be replaced by the next tow company on rotation.

2. Equipment.

- 2.1 Contractor shall have, at a minimum, the following vehicles available at all times, at least one of which is classified as a medium or heavy-duty wrecker:
- A. One power-operated wrecker.
 - B. One rollback wrecker.
- 2.2 All towing vehicles shall:
- A. Have Contractor's name painted on both the driver and passenger sides of the vehicle in lettering at least three inches in height and shall display the current Arizona Department of Public Safety inspection seal.
 - B. Have proper equipment that complies with ARIZ. REV. STAT. § 28-1108 in order to prevent damage to towed vehicles. This equipment includes, but is not limited to: dollies, chains, slings, and bumpers.
 - C. Have the necessary equipment to clean accident scenes including, but not limited to, brooms, shovels and sand or an appropriate absorbent material to be used when sand does not adequately absorb spilled liquids/material.
 - D. Have a functioning two-way radio system with 24-hour dispatching.
 - E. Have the rates posted for all Services.

3. Storage Facilities.

- 3.1 Storage facilities must be located within the corporate limits of the Town of Chino Valley and meet all zoning requirements.
- 3.2 Each facility must be on record with the CVPD and either owned or leased for use by the Contractor. Proof of ownership or lessee status must be provided.
- 3.3 Contractor shall have a staff member on-site at its storage facility to assist customers during business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m., except for the following holidays:
- A. New Year's Day
 - B. Memorial Day
 - C. Independence Day
 - D. Labor Day
 - E. Thanksgiving Day
 - F. Christmas Day

- 3.4 Contractor shall have a telephone number prominently posted at its storage facility for after-hours release of vehicles. The after-hours telephone number shall be answered and responded to at all times so that vehicles may be released after regular business hours, if necessary. Contractor shall maintain with CVPD an emergency phone number to facilitate the release of a vehicle.
- 3.5 Vehicles shall be taken directly to the Contractor's storage facility unless the tow driver is advised otherwise by the CVPD or the vehicle's owner/driver.
- 3.6 The storage facility shall not be located within a wrecking yard that is in the business of dismantling vehicles.
- 3.7 Contractor shall provide a fenced storage area with a secure fence at least six feet in height plus outwardly slanted three-strand (or greater) barbed or razor wire that complies with the requirements of the Chino Valley Town Code and Unified Development Ordinance.
- 3.8 The storage area shall be lit with at least 7.4 lumen light output level of electrical light for each square foot of storage area.
- 3.9 The storage facility shall have a controlled access point and be locked when unattended. Contractor shall be responsible for the safekeeping of vehicles stored and for the items and personal property in the stored vehicles. Vehicles cannot be stored at any location other than those on record with the CVPD.
- 3.10 Vehicles shall not be removed from the initial storage yard for a period of 10 calendar days unless requested by the owner or authorized agent. If, after a period of 10 calendar days, instructions have not been received from an owner or authorized agency, Contractor may remove the vehicle to an alternate storage lot outside the Town boundaries that meets the security requirements listed in this Section. Removal to an alternate lot may not result in any additional charge to the vehicle owner.
- 3.11 A person whose vehicle is stored/impounded for reasons other than evidentiary purposes shall have the right to remove any personal property, perishables, or valuables prior to the release or payment of impound fees (excluding items attached to the vehicle; e.g., stereo equipment, etc.). All storage fees shall be assessed against the vehicle/owner and not against personal property.
- 3.12 Upon reasonable notice, Contractor shall permit inspection of the storage facilities by any member of the CVPD during business hours.

4. Personnel.

- 4.1 Contractor shall have sufficient qualified personnel available for the operation of its vehicles at all times.

- 4.2 All drivers must have a current State of Arizona driver's license, with proper class, endorsements and medical qualifications.
- 4.3 Contractor's personnel (and owners) may not solicit or suggest a repair facility to the owner/driver of a damaged vehicle.
- 4.4 All drivers shall operate the vehicle used for towing in a safe and prudent manner and obey all laws and ordinances at all times.
- 4.5 Drivers shall wear safety vests any time they are in a roadway, including while hooking up vehicles to be towed and when cleaning debris from the scene.
- 4.6 Contractor shall be fully responsible for its drivers' actions.
- 4.7 While performing Services under this Agreement, Contractor's personnel shall refrain from acts of misconduct including, but not limited to, the following:
 - A. Rude or discourteous behavior, including profane and vulgar language.
 - B. Any act of sexual harassment or sexual impropriety.
 - C. Indication of alcohol and/or drug use or appearing at the scene with an alcohol odor emitting from the employee's breath. In such case, the employee shall submit to a preliminary alcohol screening test upon demand of the Town Representative.
 - D. Lack of service, selective service, or refusal to provide service which the employee(s) is capable of performing.
- 5. Information to be Provided by Contractor to Person Responsible for the Towed Vehicle.
 - 5.1 Contractor's business card, which shall contain the following information:
 - A. Contractor's name, address and telephone number.
 - B. Hours of operation.
 - C. Telephone number for after-hours release of vehicles.
 - 5.2 A brochure listing the rates, terms of this Agreement and clear instructions for retrieval of the vehicle.
- 6. Storage/Release of Vehicles.
 - 6.1 When instructed by a Chino Valley Police officer to tow a vehicle pursuant to ARIZ. REV. STAT. § 28-3511, Contractor shall deliver the vehicle to the Town's

storage yard located at 1950 Voss Drive, Chino Valley, Arizona (the “Yard”). (See Paragraph 10 for additional requirements related to vehicles towed pursuant to ARIZ. REV. STAT. § 28-3511).

- 6.2 A vehicle towed pursuant to ARIZ. REV. STAT. § 28-3511 may be stored at the Contractor’s impound lot in accordance to Section 11 (Exceptions to Impounding at CVPD).
 - 6.3 It is Contractor’s sole responsibility to determine that the vehicle is being released to the actual owner/authorized agent and shall not release a vehicle until the owner/authorized agent has provided Contractor with a copy of the owner/authorized agent’s valid driver’s license, proof of insurance and current registration for the vehicle.
7. Site Cleanup. Contractor is responsible for cleaning up all debris at the scene of an accident, including all vehicle parts, broken glass, dirt, sand or any other matter left in the roadway as a result of an accident. Contractor is responsible for retention of and/or appropriate disposal of accident debris. **Failure to thoroughly clean up a roadway may result in the driver or company being issued a citation pursuant to ARIZ. REV. STAT. § 28-898(C) or charged with a class 3 misdemeanor pursuant to § 28-7056(A) and possible removal of Contractor from the rotational tow list.**
 8. Cancellation of Services Request. After Contractor has received a request for Services, CVPD may cancel the request at any time. If the cancellation is made prior to any portion of Contractor’s equipment being physically attached to the vehicle to be towed, Contractor shall not charge for the Service. If cancellation is made subsequent to any portion of the tow vehicle’s equipment being physically attached to the vehicle to be towed, Contractor may charge for the Service even if the vehicle is not towed.
 9. Records; Reports.
 - 9.1 Contractor shall maintain a record for one year on each vehicle towed at CVPD’s request. The record shall contain, at minimum, the following information:
 - A. Make, model and year of the vehicle.
 - B. License plate number and state of issue.
 - C. Vehicle identification number.
 - D. Date and time the vehicle was picked up.
 - E. Location where the vehicle was picked up.
 - F. Location where the vehicle was taken (and other storage location(s) as applicable).

- G. Date and time the vehicle was released.
 - H. Name and address of the individual to whom the vehicle was released.
- 9.2 If the vehicle is sold at auction, Contractor shall document, in writing, the date of auction, and the name and address of the person purchasing the vehicle at auction.
 - 9.3 Contractor shall maintain records of itemized tow and storage billing statements.
 - 9.4 Within 10 days after release of a vehicle, Contractor shall notify YCSO Dispatch via facsimile at 928-771-3260.
 - 9.5 Upon reasonable notice, Contractor shall permit inspection of the records (and vehicles) required by this Agreement during business hours as well as an audit of the records at its place of business.
 - 9.6 Contractor shall submit all reports required by ARIZ. REV. STAT. §§ 28-4801 through 28-4884 to the Arizona Department of Transportation.
10. Vehicles Towed Pursuant to ARIZ. REV. STAT. § 28-3511. ***The requirements set forth in this section apply only to vehicles towed pursuant to a request from a peace officer to remove and either immobilize or impound a vehicle pursuant to the provisions of ARIZ. REV. STAT. § 28-3511.***
- 10.1 Upon request from CVPD to tow a vehicle pursuant to ARIZ. REV. STAT. § 28-3511, Contractor shall tow, not drive, the vehicle to the Town's Yard. CVPD shall be liable for the vehicle and its contents while the vehicle is impounded at the Yard.
 - 10.2 Contractor shall submit a written invoice to CVPD at the time of delivery for each vehicle it tows to the Yard. CVPD shall retain the invoice and, if a hearing is held and the vehicle released, collect the towing fee from the vehicle owner. The Town shall notify Contractor of the release of the vehicle and shall remit Contractor's towing fee to Contractor within one month of collection.
 - 10.3 If a vehicle stored at the Yard is not released within 30 days of impoundment, the Town shall contact Contractor and Contractor shall tow the vehicle to Contractor's storage facility within one business day of such notice without charge to Town. If the owner subsequently contacts Contractor requesting release of the vehicle, Contractor shall advise the vehicle owner of the requirement for a hearing. If a hearing is held, the Town will collect its hearing fee and impound fees and notify Contractor that the vehicle is available for release. It is the responsibility of Contractor to collect its towing fee and any other impound fees incurred after removal from the Yard. The Town is not responsible and will not pay the towing fee for any vehicle that is not claimed by the owner and subsequently picked up by Contractor.

- 10.4 Failure to notify vehicle owner of the required hearing, prior to release of vehicle, will result in removal of the Contractor from rotational list for 30 calendar days. A second and subsequent violation of this will result in removal from the rotational list for at least one calendar year.
- 10.5 If Contractor obtains possession of any vehicle towed pursuant to ARIZ. REV. STAT. § 28-3511 (either through receipt of abandoned vehicle title or by virtue of the owner transferring title to Contractor), Contractor shall provide CVPD with the following information prior to disposing of the vehicle:
- A. A complete description of the vehicle.
 - B. VIN number.
 - C. Department Report Number.
 - D. A clear copy of the title (front and back).

Upon receipt of this information, CVPD shall prepare a letter authorizing Contractor to take possession of the vehicle and dispose of it in compliance with ARIZ. REV. STAT. § 28-3515.

11. Exceptions to Impounding Vehicles at CVPD, Pursuant to ARIZ. REV. STAT. § 28-3511.

- 11.1 If, after the initial tow or due to collision, a vehicle qualifies for impoundment under ARIZ. REV. STAT. § 28-3511, CVPD may, at its discretion, notify Contractor and order the vehicle to be held under all conditions pursuant to ARIZ. REV. STAT. § 28-3511 at Contractor's approved storage yard.
- 11.2 Any vehicle impounded at Contractor's yard pursuant to ARIZ. REV. STAT. § 28-3511 shall remain at the facility for 30 days, unless written authorization for release is obtained from CVPD.
- 11.3 The vehicle shall not be released until Contractor has received a release from CVPD except as outlined in Section 10.
- 11.4 Contractor shall store the vehicle in accordance with ARIZ. REV. STAT. § 28-3511 and shall only charge the fees outlined in this Agreement.

FEE SCHEDULE

(Subject to Change)

TYPE OF SERVICE	TASKS INCLUDED	FEE
Level 1 Service	Unlock Fuel delivery (customer pays for fuel) Tire change (up to 3/4 ton) Jump starts	\$55.00
Level 2 Tow*	Basic tow: Vehicle has keys. Wheels and tires are operable. Vehicle is under 9,000 lb. GVW.	\$95.00
Level 3 Tow*	Accident tow: No keys. Wheels and tires are inoperable. Winching is under 50 feet from tow truck access. Vehicle is under 9,000 lb. GVW.	\$185.00
Level 4 Tow	Vehicle is towed pursuant to A.R.S. § 28-3511. Vehicle is towed as requested by CVPD.	\$200.00
Large Vehicle Tows	9,001 – 16,000 lb. GVW. 16,001 – 26,000 lb. GVW. 26,001 – 80,000 lb. GVW.	\$95.00/hour port to port \$135.00/hour port to port \$175.00/hour port to port
Off-Road Recovery Rate/ Standby Rate***	After first 1/2 hour on scene or vehicle is greater than 50 feet from tow truck access; Vehicle is under 9,000 GVW.	\$95.00
Recovery, Large Vehicles	9,001 – 16,000 lb. GVW. 16,001 – 80,000 lb. GVW.	\$150.00/hour \$250.00/hour
Daily Storage	Regular tow after first full 24-hour period.	\$30.00
Daily Storage	Vehicles impounded pursuant to A.R.S. § 28-3511.	\$15.00
After Hours Gate Fee**		\$65.00
Cost Per Loaded Mile		\$4.50
Filing Fee		Not to exceed \$150.00
Fuel Surcharge	Rate will be recalculated based on EIA rates if diesel prices rise to \$4.50 per gallon or higher.	15% of total service bill

* Level 2 and 3 tows include towing the vehicle inside the boundaries of the Town of Chino Valley. When the vehicle owner or agent requests vehicle be towed to a location outside the Town limits, “Cost per loaded mile” may be charged from the Town limits to the requested destination.

** After Hours Gate Fee will be charged only when the owner or agent of a vehicle requests entrance to the impound facility after normal business hours. It will not be charged when a tow is performed outside normal business hours.

*** Off-road Recovery fee will be charged only when a vehicle has to be recovered more than 50 feet from tow truck access and will be charged at the rate commensurate with the vehicle’s registered GVW.

No other miscellaneous charges are allowed. These services shall be considered to be part of the towing fee and include, but are not limited to, such things as Snatch Block, Skates, no key, driveshaft removal, etc.

THIS PAGE INTENTIONALLY LEFT BLANK



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6. b.

Meeting Date: 05/26/2020
Contact Person: Joe Duffy, Finance Director
 Phone: 928-636-2646 x-1211
Department: Finance
Item Type: Consent
Estimated length of staff presentation: None
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to adopt the Fiscal Year 2021 Pension Funding Policy for the Town of Chino Valley Public Safety Personnel Retirement System.

RECOMMENDED ACTION:

Adopt Resolution No. 2020-1165, adopting the Fiscal Year 2021 Pension Funding Policy for the Town of Chino Valley Public Safety Personnel Retirement System.

SITUATION AND ANALYSIS:

During the 2018 Legislative Session HB2097 was approved and signed by the Governor. HB2097 requires all governing bodies participating in the Public Safety Personnel Retirement System (PSPRS) to establish a Pension Funding Policy and post the policy on the governing body's website.

The attached policy was prepared using the guide provided by the Arizona Leagues of Cities and Towns.

The Town's will continue to make the Annual Required Contribution (ARC) and will make additional payments after reviewing the 2021 unexpended contingency funds in the general fund at the end of each fiscal year and make an additional payment above the ARC with a portion of the unexpended contingency funds.

Fiscal Impact

Fiscal Impact?: Yes
If Yes, Budget Code: 01-95-5600
Available: \$300,000
Funding Source:
 Funds will be paid out of the General Fund Contingency Fund

Attachments

PSPRS Contingency Fund Summary 2020

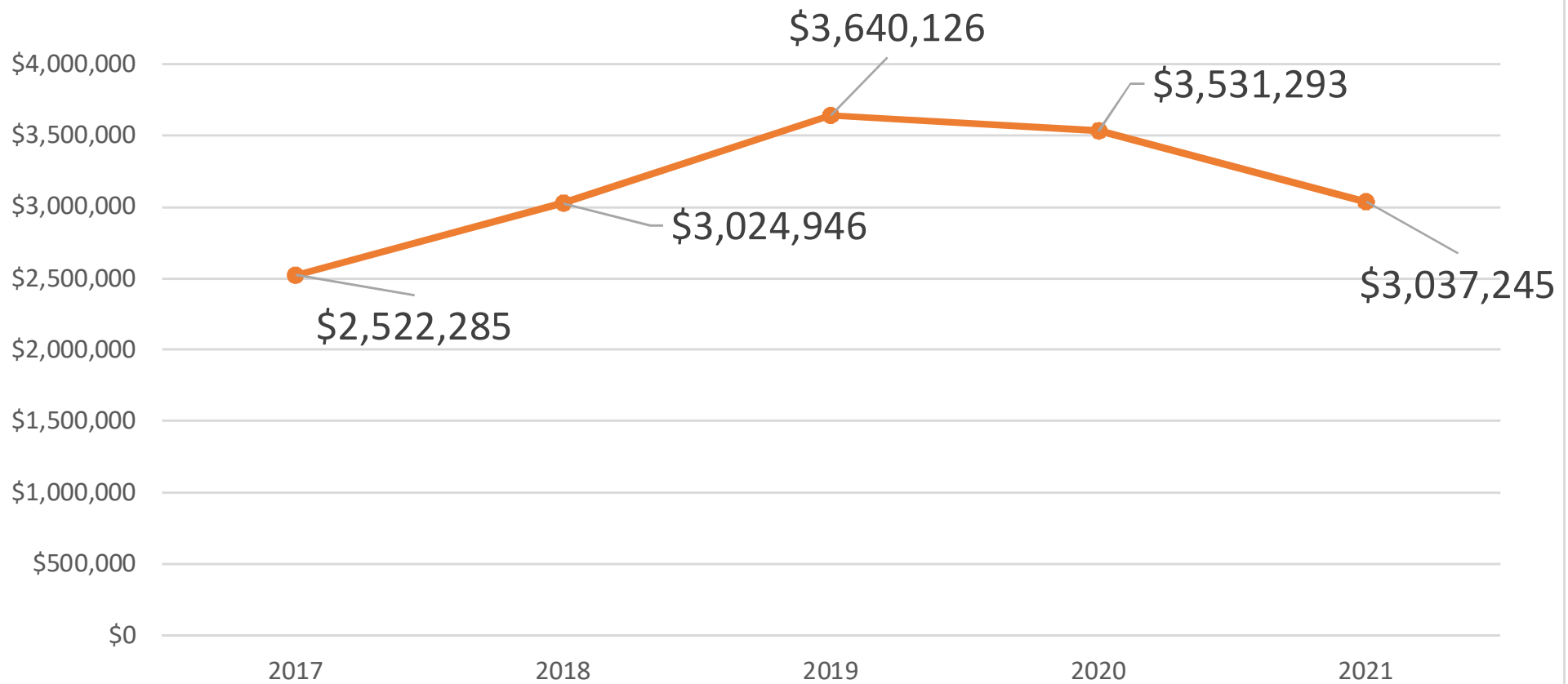
PSPRS Graph

PSPRS Review

RES 2020-1165

Town of Chino Valley				
Contingency Fund Summary				
Fiscal Year Ending June 30, 2020				
CONTINGENCIES		Budget	Projection	Balance
ANIMAL CONTROL BUILDING			10,000	
K9 VEHICLE NOT RECEIVED LAST FY			50,000	
TOWN SIGNAGE			33,846	
PARKS WATERING SYSTEM			39,605	
SENIOR CENTER ROOF			28,228	
PSPRS CONTRIBUTION			300,000	
		500,000	461,679	38,321

Town of Chino Valley PSPRS Unfunded Liability Tier 1 & 2



Town of Chino Valley							
PSPRS Summary Information Tiers 1 & 2 Pension Only							
	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	FY 2021 to FY 2020	
						Net Change	% Change
General Information							
Total Employer Contribution	25.79%	33.32%	34.82%	30.82%	30.27%	-0.55%	-1.78%
Percent Funded - Funding Status	63.10%	60.60%	55.50%	60.00%	68.40%	8.40%	14.00%
Total Value of Pension Obligation	\$6,843,735	\$7,684,130	\$8,177,973	\$8,832,241	\$9,014,855	\$182,614	2.07%
Value of Assets - Funding Value	\$4,321,450	\$4,659,184	\$4,537,847	\$5,300,948	\$5,977,610	\$676,662	12.76%
Total Unfunded Amount	\$2,522,285	\$3,024,946	\$3,640,126	\$3,531,293	\$3,037,245	-\$494,048	-13.99%
Total Covered Payroll (Estimated)	\$1,200,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,400,000	\$100,000	7.69%
Annual Employer Cost	\$309,480	\$433,160	\$449,255	\$444,294	\$379,050	-\$65,244	-14.68%
Tier 1 & 2 Pension Recap						# of Members	
Retirees and Beneficiaries	\$3,873,944	\$3,932,953	\$5,608,722	\$5,584,692	\$5,711,261	11	
Drop Members	\$500,489	\$608,298			\$0		
Vested Members	\$207,194	\$303,653	\$188,459	\$173,642	\$376,439	6	
Active Members	\$2,262,108	\$2,839,226	\$2,380,792	\$3,073,907	\$2,927,155	19	
Total Actuarial Present Value of Be	\$6,843,735	\$7,684,130	\$8,177,973	\$8,832,241	\$9,014,855	36	
Total Additional Contributions				\$300,000	\$300,000		
				6/30/2018	6/30/2019		
Estimated Annual Savings							
Estimated Employer Contribution with Additional Contribution				\$400,660	\$423,780		
Estimated Employer Contribution without Additional Contribution				\$452,660	\$487,480		
Estimated Annual Savings				\$52,000	\$63,700		

RESOLUTION NO. 2020-1165**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, YAVAPAI COUNTY, ARIZONA, ADOPTING A PENSION FUNDING POLICY.**

WHEREAS, the Fifty-Third Legislature, during the 2018 Second Regular Session, adopted House Bill 2097, which requires the Town of Chino Valley (the "Town") to annually adopt a pension funding policy for public safety employees participating in the Public Safety Personnel Retirement System ("PSPRS") who were hired before July 1, 2017; and

WHEREAS, the Mayor and Council of the Town of Chino Valley (the "Town Council") desires to adopt the required annual policy (the "Pension Funding Policy") and to determine the amount to be contributed for Fiscal Year 2019-20 beyond the Town's annual required contribution in order to continually reduce the amount of the Town's unfunded liability until the funding ratio of 100% is achieved; and

WHEREAS, at its regular meeting on May 26, 2020, the Town Council authorized using \$300,000 from the Town's General Fund Contingency Account for FY 2019-2020 to reduce the PSPRS unfunded liability amount consistent with the Pension Funding Policy.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Yavapai County, Arizona, as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The FY 2019-20 Pension Funding Policy is hereby adopted in substantially the form attached hereto as Exhibit A and incorporated herein by reference.

SECTION 3. Prior to the end of each fiscal year following adoption of this Resolution, the Town Manager and the Town Finance Director shall prepare a recommendation for action by the Town Council to: (i) approve the amount of the unfunded liability contribution for that year; and (ii) update and re-adopt the Pension Funding Policy to account for the annual additional contribution.

SECTION 4. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

[SIGNATURES ON FOLLOWING PAGE]

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 26th day of May, 2020.

Darryl L. Croft, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify the above foregoing Resolution No. 2020-1165 was duly passed by the Council of the Town of Chino Valley, Arizona, at a special meeting held on May 26, 2020, and that quorum was present thereat and that the vote thereon was ____ ayes and ____ nays and ____ abstentions. ____ Council members were absent or excused.

Jami C. Lewis, Town Clerk

EXHIBIT A
TO
RESOLUTION NO. 2020-1165
[FY 2019-20 Pension Funding Policy]
See following pages.

Town of Chino Valley Public Safety Personnel Retirement System Pension Funding Policy Fiscal Year 2019-20

The intent of this policy is to clearly communicate the Council's pension funding objectives and its commitment to our employees and the sound financial management of the Town and to comply with statutory requirements of ARIZ. REV. STAT. § 38-863.01, as amended.

Several terms are used throughout this policy:

Unfunded Actuarial Accrued Liability (UAAL) – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UAAL results from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

Annual Required Contribution (ARC) – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pension benefits earned by employees in the current year; and, amortization of UAAL – which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period of time referred to as the amortization period. The ARC is a percentage of the current payroll.

Funded Ratio – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

Intergenerational equity – Ensures that no generation is burdened by substantially more or less pension costs than past or future generations.

The Town's police employees who are regularly assigned hazardous duty participate in the Public Safety Personnel Retirement System (PSPRS).

Public Safety Personnel Retirement System (PSPRS)

PSPRS is administered as an agent multiple-employer pension plan. An agent multiple-employer plan has two main functions: 1) to commingle assets of all plans under its administration, thus achieving economy of scale for more cost efficient investments, and invest those assets for the benefit of all members under its administration and 2) serve as the statewide uniform administrator for the distribution of benefits.

Under an agent multiple-employer plan each agency participating in the plan has an individual trust fund reflecting that agencies' assets and liabilities. Under this plan all contributions are deposited to and distributions are made from that fund's assets, each fund

has its own funded ratio and contribution rate, and each fund has a unique annual actuarial valuation. The Town of Chino Valley has one trust fund for police employees.

Council formally accepts the assets, liabilities, and current funding ratio of the Town's PSPRS trust funds from the June 30, 2019, actuarial valuation, which are detailed below.

Trust Fund	Assets	Accrued Liability	Unfunded Actuarial Accrued Liability	Funded Ratio
Chino Valley Police	\$5,300,948	\$8,832,241	\$3,531,293	60.0%
Town of Chino Valley Totals	\$5,300,948	\$8,832,241	\$3,531,293	60.0%

PSPRS Funding Goal

Pensions that are less than fully funded place the cost of service provided in earlier periods (amortization of UAAL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and member intergenerational equity. Most funds in PSPRS are significantly underfunded and falling well short of the goal of intergenerational equity.

The Council's PSPRS funding ratio goal is 100% (fully funded) by June 30, 2036. Council established this goal for the following reasons:

- The PSPRS trust funds represent only the Town of Chino Valley's liability
- A fully funded pension is the best way to achieve taxpayer and member intergenerational equity

Council plans to take the following actions to achieve this goal:

- Maintain ARC payment from operating revenues – Council is committed to maintaining the full ARC payment (normal cost and UAAL amortization) from operating funds. The estimated combined ARC for FY20 is \$428,504 (page 4) and will be able to be paid from operating funds without diminishing Town services.
- Additional payments above the ARC
 - o Annually evaluate unexpended contingency funds in the general fund at the end of each fiscal year and make an additional payment above the ARC with a portion of the unexpended contingency funds.

Based on these actions the Council plans to achieve its goal of 100% funding by June 30, 2036, in accordance with the amortization timeline set forth by the PSPRS June 30, 2019, Actuarial Valuation.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6. c.

Meeting Date: 05/26/2020
Contact Person: Joe Duffy, Finance Director
 Phone: 928-636-2646 x-1211
Department: Finance
Item Type: Consent
Estimated length of staff presentation: None
Physical location of item: Bright Star Subdivision

AGENDA ITEM TITLE:

Consideration and possible action to adopt Resolution No. 2020-1160, approving the proposed statements and estimates of expenses of the Town of Chino Valley Street Lighting Improvement Districts for fiscal year 2020/2021.

RECOMMENDED ACTION:

Adopt Resolution No. 2020-1160, approving the proposed statements and estimates of expenses of the Town of Chino Valley Street Lighting Improvement Districts for fiscal year 2020/2021 and setting a date for the public hearing on the proposed statements and estimates for June 30, 2021.

SITUATION AND ANALYSIS:

Pursuant to Section 48-616, Arizona Revised Statutes, as amended; setting a date for public hearing on the proposed statements and estimates as approved; and providing for notice of the hearing and publication of the proposed statements and estimates of the expenses of the districts which shall be provided for by the levy and collection of ad valorem taxes on the assessed value of all the real and personal property in the districts.

Fiscal Impact

Fiscal Impact?: Yes

If Yes, Budget Code:

Available:

Funding Source:

Approval will create a levy to pay for street lighting within the CVSLID street lighting districts. The districts are accounted for in a separate fund by the Town.

Attachments

RES 2020-1160

RESOLUTION NO. 2020-1160

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, APPROVING THE PROPOSED STATEMENTS AND ESTIMATES OF REVENUES AND EXPENSES OF THE TOWN OF CHINO VALLEY STREET LIGHTING IMPROVEMENT DISTRICTS FOR FISCAL YEAR 2020/2021, PURSUANT TO SECTION 48-616, ARIZONA REVISED STATUTES, AS AMENDED; SETTING A DATE FOR PUBLIC HEARING ON THE PROPOSED STATEMENTS AND ESTIMATES AS APPROVED; AND PROVIDING FOR NOTICE OF THE HEARING AND PUBLICATION OF THE PROPOSED STATEMENTS AND ESTIMATES OF THE DISTRICTS WHICH SHALL BE PROVIDED FOR BY THE LEVY AND COLLECTION OF AD VALOREM TAXES ON THE ASSESSED VALUE OF ALL THE REAL AND PERSONAL PROPERTY IN THE DISTRICTS.

WHEREAS, the provisions of ARIZ. REV. STAT. § 48-616 require the Mayor and Council of the Town of Chino Valley (the "Town Council") to levy taxes upon all property in a municipal street lighting improvement district to pay the annual expenses of said districts; and

WHEREAS, the Town Council shall make annual statements and estimates of the expenses of the district, which shall be provided for by the levy and collection of ad valorem taxes upon the assessed value of all the real and personal property in the district, shall publish notice thereof, shall have hearings thereon and adopt said statements and estimates as provided in title 42, chapter 17, article 3, Arizona Revised Statutes; and

WHEREAS, the Town Council desires to approve said statements and estimates for Fiscal Year 2020/2021.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The proposed statement and estimates of expenses of the Town of Chino Valley Street Lighting Improvement Districts for Fiscal Year 2020/2021, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved.

SECTION 3. The Town Clerk is authorized and directed to: (i) make available the statement and estimates of expenses for inspection, not later than seven days after the date of this Resolution, at the Chino Valley Public Library, at the Chino Valley Town Hall and on the official Town Website; and (ii) publish in the official Town newspaper once per week for two consecutive weeks (a) the official statement and estimates of expenses and (b) a notice of the public hearing of the Town Council to hear taxpayers and make tax levies at designated times and places. The notice shall include the physical addresses of the Chino Valley Public Library and the Chino Valley Town Hall, and the website where the statement and estimates of expenses may be found.

SECTION 4. A public hearing and special meeting to approve the statement and estimates and final budgets of the Districts shall be set for June 23, 2020.

SECTION 5. This Resolution shall be effective from and after its passage and approval according to law.

SECTION 6. All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

SECTION 7. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 26th day of May, 2020.

Darryl L Croft, Mayor

ATTEST:

APPROVED AS TO FORM:

Jami C. Lewis, Town Clerk

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify the above foregoing Resolution No. 2020-1160 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on May 26, 2020, and that a quorum was present thereat and that the vote thereon was ___ ayes and ___ nays and ___ abstentions. ___ Council members were absent or excused.

Jami C. Lewis, Town Clerk

EXHIBIT A
TO
RESOLUTION 2020-1160

[Statement of Estimates and Expenses]

See following page.

EXHIBIT "A"

TOWN OF CHINO VALLEY, ARIZONA
Street Lighting Improvement Districts

Statement of Estimates and Expenses

Fiscal Year - 2020/2021

Co. No.	Dist. No.	Town ID No.	Town ID Name	A 2019/2020 Estimated Actual Expenses	B 2019/2020 Levy Request	C 2019/2020 Difference on Expenses vs. Levy	D 2020/2021 Projected Expenses	E 2020/2021 Levy Request
	13004	CVSLID 1	Chino Valley, Arizona, CVSLID #1 Lighting Improvement District	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
	13005	CVSLID 2	Chino Valley, Arizona, CVSLID #2 Lighting Improvement District	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
	13006	CVSLID 3A	Chino Valley, Arizona, CVSLID #3A Lighting Improvement District	\$ 1,100	\$ 1,000	\$ (100)	\$ 1,100	\$ 1,200

THIS PAGE INTENTIONALLY LEFT BLANK



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6. d.

Meeting Date: 05/26/2020

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 May 12, 2020, regular meeting minutes. (Jami Lewis, Town Clerk)

RECOMMENDED ACTION:

Approve the May 12, 2020, regular meeting minutes.

Attachments

05/12/2020 draft minutes

DRAFT

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

**TUESDAY, MAY 12, 2020
6:00 P.M.**

The Town Council of the Town of Chino Valley met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, May 12, 2020.

Present: Mayor Darryl Croft; Vice-Mayor Jack Miller (remotely); Councilmember Mike Best; Councilmember Cloyce Kelly; Councilmember Corey Mendoza; Councilmember Annie Perkins; Councilmember Lon Turner

Staff Present: Town Manager Cecilia Gritman; Town Attorney Andrew McGuire (remotely); Finance Director Joe Duffy; Public Works Director/Town Engineer Frank Marbury; Officer Bill Burns (Sergeant-at-Arms); IT Manager Spencer Guest (videographer); Deputy Town Clerk Erin Deskins (recorder)

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

Mayor Croft called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance.

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

- a) Presentation by Ron and Cheri Romley regarding funding for Yavapai Regional Transit. (Joe Duffy, Finance Director)

Mr. Duffy introduced Ron Romley to the Council, who desired to discuss a funding proposal for the current budget year.

Mr. Romely, founder and Chairman of the Yavapai Regional Transit (YRT) system, presented the following:

- YRT had become a big factor in the economics of the Town. Over the last 10 years, it had grown from ridership of 165 passengers to over 10,000, with 7,000 being from Town. Since the pandemic, ridership had dropped by 20%. Their fleet had grown from two nine-passenger buses to the current fleet of five 14-passenger buses.
- ADOT grants had grown from \$150,000 to \$1.4 million. YRT receives about \$0.70 to the dollar of grant money and must match 30%. The current match was \$200,000.
- As a non-profit, YRT relied on donations, tax credits, sponsorships, grants, volunteer hours and assistance from the county to meet the match. The previous year they received only three grants from the 75 submitted. They did not have sustainable funding to count on. YRT tried to keep as much of the spending dollars within the Town to help support local partners, having spent \$315,000 the previous year.
- A plan to establish a regional transit system would have devastated the local transit system routes and decreased money that would have been invested back into the Town. YRT

rejected the plan and pulled out, which released the Town's consideration of the funding obligation of \$39,000.

- YRT was requesting a commitment of an annual consideration of \$35,000 per year from the Town's budget to help with the ADOT grant match. This would allow the routes to remain the same and possibly be expanded.

Town Manager Gritman related that this would be on the next agenda for Council consideration. The Town had never obligated themselves to the \$39,000 because Council had not considered it or committed to it.

3) **CALL TO THE PUBLIC**

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.

4) **RESPONSE TO THE PUBLIC**

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

- a) Request from B Organic Farm for a 150-day waiver from the prohibition of living in a travel trailer for farming purposes.

Mayor Croft reported that although Mr. Bonacquist references the vehicle as travel trailer, the ADOT title lists it as a park trailer. The Council has no authority through the Town Code or the UDO to grant such a waiver, nor does staff. As Mr. Bonicquista has an active case with the Code Enforcement division regarding this park trailer, he could not comment further on it at this time.

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. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

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

Mayor Croft reported on COVID-19:

- Yavapai Community Health Services reported that there were 221 active cases in the County, 20 recoveries, and four related deaths. There were eight active cases in the Town.
- The stay at home directive would expire on May 15.
- Non-essential retail businesses, barbershops and salons, dine in restaurants, and gyms could begin reopening but had to comply with the Governors and local health officials' guidelines which could include face masks, physical distancing, curbside delivery, and

hand sanitation, depending on the business.

- The Town was asking citizens and visitors to continue practicing physical distancing and wear protective clothing in public places to protect themselves and their neighbors.

Councilmember Perkins reported that she was proud of the community, and she was glad there was closure on the pandemic, and they could go back to living in a free society.

- b) Status report by Town Manager Cecilia Grittmann regarding Town accomplishments, and current or upcoming projects.

Town Manager Grittmann reported on:

- Departments starting to reopen; the Town being totally open by June 1; the Town's pool opening by June 12 per Council direction.
- A letter from Larry Holt regarding the 9/11 Memorial at the Shooting Range; 16 brick pavers sold; approximately \$4,000 in donations raised; a workday on May 16; getting bids for storyboards; and plans to hold a sunrise service on 9/11.
- The local Police and Sheriff's Department working on a possible double homicide.
- Phishing emails being sent to staff and Councilmembers and how to recognize one.

- c) Report by Finance Director Joe Duffy regarding current status of capital projects.

Finance Director Duffy reported on the [Finance] Subcommittee's review of current projects to see which could be stopped or delayed.

- The Memory Park Restrooms and the Wastewater Building projects already had signed contracts and progress on the projects made it too difficult to stall the projects. The fleet service truck had already been delivered. As the HURF water truck had been scheduled for manufacturing and was set to be delivered to the dealer, the Town should honor the contract. The Town's signage project had been started and most signs had been installed.
- The Town could wait on the 30% Police Building Design RFQ, which could be brought back to the Council in July. The Town had approximately \$4.3 million budgeted for the upcoming fiscal year projects and had put \$2.8 million on hold.

- d) Report by Public Works Director/Town Engineer regarding the status of the Memory Park bathrooms project.

Public Works Director Marbury reported on the following:

- The Contractor was scheduled to start on June 1 and the Town had to have the site ready. Substantial completion was set for September 15 but the contractor would do what they could to have completion by September 1 to accommodate the 50 Anniversary celebrations. Delivery schedules and weather might affect their ability to make the September 1 date. The Utility Building had the same start date.
- The official completion date for the bathrooms including punch list was October 1 and the Utility Building was mid-December. The final completion date for the bathrooms was changed due to delays in the contract completion.
- Both foundations would be completed together for cost savings. He reviewed site prep work and utilities in more detail. An outside testing firm would provide foundation testing to the contractor.

Council comments:

- There was concern about doing the subgrade inhouse because that would release the contractor from any liability with the foundation. Mr. Marbury stated that they could ask the contractor for a change order with regard to surface compaction.
- They were disappointed with the completion date.
- Staff should consider adding deadlines and liquidated damages to future contracts.

6) CONSENT AGENDA

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

MOVED by Councilmember Annie Perkins, seconded by Councilmember Mike Best to approve consent agenda items (a) (b) and (c).

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller (remotely), Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

- a) Consideration and possible action to approve the Financial Report for the nine months ending March 31, 2020. (Joe Duffy, Finance Director)
- b) Consideration and possible action to approve the March 24, 2020, regular meeting minutes. (Jami Lewis, Town Clerk)
- c) Consideration and possible action to approve the April 28, 2020, regular meeting minutes. (Jami Lewis, Town Clerk)

7) ACTION ITEMS

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive session.

- a) Public Hearing and consideration and possible action to recommend approval of an application from Agent Paula Teer Wopolesey for a new Series 12 (Restaurant) Liquor License for Essence Kitchen, located at 1021 N Highway 89 #104, Chino Valley. (JoAnn Brookins, Customer Services Manager)

Recommended Action:

- (i) Hold Public Hearing.
- (ii) Recommend approval for a new Series 12 Liquor License for Essence Kitchen.

MOVED by Councilmember Cloyce Kelly, seconded by Councilmember Mike Best to open the public hearing.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller (remotely), Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

No one from the public spoke.

MOVED by Councilmember Mike Best, seconded by Councilmember Cloyce Kelly to close the public hearing.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller (remotely), Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

MOVED by Councilmember Mike Best, seconded by Councilmember Cloyce Kelly to recommend approval for a new Series 12 Liquor License for Essence Kitchen.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller (remotely), Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

- b) Public Hearing and consideration and possible action to recommend approval of an application from Annada Mysliwec for a new Series 12 (Restaurant) Liquor License for The HitchinPost BBQ located at 1120 South State Route 89, Ste A, Chino Valley. (JoAnn Brookins, Customer Services Manager)

Recommended Action:

- (i) Hold Public Hearing.
- (ii) Recommend approval for a new Series 12 Liquor License for HitchinPost BBQ.

MOVED by Councilmember Cloyce Kelly, seconded by Councilmember Annie Perkins to open the public hearing.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller (remotely), Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

No one from the public spoke.

MOVED by Councilmember Mike Best, seconded by Mayor Darryl Croft to close the public hearing.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller (remotely), Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

MOVED by Councilmember Annie Perkins, seconded by Councilmember Mike Best to recommend approval for a new Series 12 Liquor License for The Hitchin Post BBQ.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller (remotely), Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

- c) Presentation and discussion regarding the Preliminary Budget for the Fiscal Year Ending June 30, 2021. (Joe Duffy, Finance Director)

Finance Director Duffy presented the Preliminary Budget. Key points were:

- *Overview:* The budget packet included a full expenditure summary that compared fiscal years 2019/2020 and 2020/2021. The total General Fund budget was down 12% but that did not include the \$2 million transfer, which brought the total budget up. Some positions had been moved around, but no new full-time positions were added. Capital projects had been reduced by each department and other items put on hold.
- *Overall:* The previous year's budget was \$27,976,000. This year's \$24,407,900 reduced budget did not include a \$2 million transfer to the capital improvement fund.
- *Fund Balance:* Last year's fund balance was about \$350,000 better than projected. Due to the recent halt on spending, cash spent had been reduced significantly, and the current fiscal year would end better than expected.
- *HURF:* He recommended transferring \$500,000 to the HURF fund. Not knowing the reduction to the HURF revenues, he projected \$1 million for road construction. As most road work would not begin until the spring of 2021, the Town would know then how much funding would be available.
- *Capital Improvement Fund:* He removed the \$2 million transfer in from the general fund for next FY. Of the \$2 million transferred in to FY 19/20, half million had been spent and half million was allocated, leaving a \$457,000 balance.
- *Enterprise Funds:* The water fund was still in the black. The Sewer fund projected a planned loss of \$297,000, which was due to capital improvements and next year he projected a \$475,700 loss for sewer extensions that may or may not happen. Current capital projects would be funded partially from WIFA reserve funds, and the rest from available Town funds.
- *Budget Steps:* He reviewed the meeting schedule to review and pass the budget.

Council and Mr. Duffy discussed the following:

- *Projected revenues:* Several projects in the budget were on hold, rather than eliminated. If revenues came in higher than projected, the Town would have the capacity to complete those projects.
- *Previous discussion about reducing overall budget to fund \$1.6 million road maintenance plan:* There was not a lot of discretionary money in the general fund. 69% was payroll; \$500,000 capital; and the rest was service and supplies. If they cut payroll, that will

reduce services. He recommended using the excess \$500,000 fund balance for roads. If more came in, they could look at adding more. Without the pandemic, he might have had more.

- *Personnel:* Staff was freezing hiring for open positions and deferring merit increases until January 1, 2021, and holding back on everything we can.
- *COVID-19 and revenues:* Staff thought the local revenues—grocery store and chain restaurants—would not have suffered too much, but local restaurants and construction industry might have. His biggest concern was State Share Revenues and HURF funds due to business, tourism, and travel shutdowns. HURF had a 14% decrease this month.
- *Low interest loan for Police Department building:* The Town could still apply for this.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller (remotely), Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

8) ADJOURNMENT

MOVED by Councilmember Lon Turner, seconded by Councilmember Cloyce Kelly to adjourn the meeting at 7:01 p.m.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller (remotely), Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

Darryl L. Croft, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the _____ day of _____, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2020.

Jami C. Lewis, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7. a.

Meeting Date: 05/26/2020
Contact Person: Cecilia Grittman, Town Manager
Department: Town Manager
Item Type: Action
Estimated length of staff presentation: 5 minutes
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to approve funding for Yavapai Regional Transit for FY 20/21 in the amount of \$_____. (Per Council Discussion). (Cecilia Grittman, Town Manager)

RECOMMENDED ACTION:

Approve funding for Yavapai Regional Transit for FY 2020/2021 in the amount of \$_____.

SITUATION AND ANALYSIS:

Ron Romley, Chairman of the Board of Yavapai Regional Transit, made a presentation to the Town of Chino Valley Town Council on 5/12/2020 and requested funding for FY 20/21. Mr. Romley's request on behalf of YRT was for \$35,000.

Yavapai Regional Transit operates primarily in the Chino Valley area, and receives the majority of its funding from the Federal 5311 Rural Grant program. This grant program requires a 30% match, and YRT is requesting from the Town a portion of the 30% match. The request of \$35,000 is only a portion of the 30% match which is approximately \$124,000.

The Quad Cities area has been working on a Transit Implementation Plan (TIP) through CYMPO. The proposal through this plan offered a similar level of funding yet also reduced the service to Chino Valley residents than what is currently being offered. Yavapai Regional Transit withdrew from that plan so that they could maintain more flexibility in scheduling the Chino Valley routes.

The Town has not participated financially with Yavapai Regional Transit, except through programs such as the Paulden Plunge, in over five years.

Council may decide to fund anywhere from \$0 - \$35,000 that is being requested, per Council discussion.

Fiscal Impact

Fiscal Impact?: Y

If Yes, Budget Code:

Available:
Funding Source:

Attachments

YRT 2020



Yavapai Regional Transit, Inc.
 P.O.BOX 1157
 Chino Valley, Arizona 86323
 (928) 458-5885 Office
 (928) 636-3602 Dispatcher
 Yavapairegionaltransit.com
 A 501c (3) corporation

Mayor Darryl Croft
 202 N. State Route 89
 Chino Valley AZ.86323

April 20, 2020

Dear Mayor Croft

Yavapai Regional Transit (YRT) has been in operation serving the citizens of Chino Valley for the past 10 years. We are a 501c (3) non-profit. Our original vision for the town was to provide a means for Chino citizens to travel around the town, along with the Tri-city area when needed services were unavailable in Chino. We developed partnerships to support as many local businesses as we could through-out the years. YRT has grown over the years to where we currently transport between 10 to 15,000 passengers per year. Ironically 70% of our passengers live in Chino Valley. YRT has provided a service to the Chino residents that no other business in the Tri-City area has. We have steadfastly supported our local businesses. For example, last year we spent approximately \$60,000 at Bob's C.A.R. for bus maintenance, Pacific Pride for fuel \$33,000, Rent \$18,000, Tom's Print Shop \$4,700, CV Auto Spa bus washing \$6,200, Drivers Salaries \$187,000. The list of local vendors goes on. The monies that YRT spent within the Town of Chino Valley last year was approximately \$315,000.

As a recipient of a Federal 5311 Rural Grant program, YRT is required to pay a match for the money we use of about 30%. Last year's grant was approx. \$414,000, the 30% match equates to \$124,000. As a non Profit, this match money comes from donations, Tax Credits, Sponsorships, Grants, Yavapai County, Including Volunteer hours, but nothing sustainable. Last year we applied for 75 grants and won 3. YRT has a difficult time for future planning, not knowing if we will get a grant to keep us solvent.

The Town agreed to commit \$39,000/year, to the Transit Implementation Plan which puts a bus system in Prescott, PV & Chino Valley. YRT withdrew from the plan, because the Chino Valley residents ended up with reduced bus service for our citizens. Most of the bus operations would go to Prescott and Prescott Valley. With YRT's withdrawal, the town's obligation of \$39,000 was eliminated.

YRT is respectfully requesting \$35,000 each year from the town's budget to help support our local system. Our ridership has proven that this is a much needed and utilized service with a primary focus on the residents of Chino Valley.

Thank you for your consideration. Should you have additional questions, contact me at 928-710-9392

Ron Romley, Chairman of the Board

THIS PAGE INTENTIONALLY LEFT BLANK



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7. b.

Meeting Date: 05/26/2020
Contact Person: Laura Kyriakakis, Human Resources Director
 Phone: 928-636-2646 x-1204
Department: Human Resources
Item Type: Action-Presentation
Estimated length of staff presentation: 15 minutes
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action regarding the Memorandum of Understanding between the Town of Chino Valley and the Chino Valley Police Officers Association.

RECOMMENDED ACTION:

Accept staff recommendation regarding the Memorandum of Understanding between the Town of Chino Valley and the Chino Valley Police Officers Association.

SITUATION AND ANALYSIS:

The Chino Valley's Police Officers Association (CVPOA) per Town Code, has the right to meet and confer with Town Management, and submit a proposal to same relating to wages, benefits, safety regulations, and other working conditions by January 15th of each year. The proposal has been received and the meet and confer process has occurred. Chino Valley Town Code, Chapter 33, §33.07(C)(5) states that on or before May 1st of each year, all areas of agreement, as well as those areas in dispute, shall be submitted by the Town Manager (or designee) to the Mayor and Council for consideration. The Mayor and Council may accept, reject, or modify the areas in the agreement. The Mayor and Council may also take whatever actions they feel appropriate with regard to those areas in dispute. Final action by the Mayor and Council shall constitute the memorandum of understanding for the following fiscal year.

The proposal submitted for this year had four areas for consideration. Town Management feels it can honor one administrative change, that will have no fiscal impact as well as conduct additional research for possible future administrative changes on a Town-wide employee level, as outlined below. Attached to this Agenda Item is an analysis showing the CVPOA requests and Management's final response after conducting a meet and confer.

- Item (1) Multi-year tiered pay range adjustment for the positions of Sergeant and Lieutenant. No salary adjustments will be made.
- Item (2) Reevaluate stand-by pay on a town-wide level.
- Item (3) Research cost and training time required to provide certification for bi-lingual court-recognized interpreters. Conduct a cost benefit analysis for Phlebotomist and DRE specialty pay.

No MOU Amendment is required for the above recommendations.

Fiscal Impact

Fiscal Impact?: No

If Yes, Budget Code:

Available:

Funding Source:

Attachments

CVPOA Letter 2020.03



Human Resources
1020 Palomino Rd.
Chino Valley, AZ 86323

928-636-2646

928-636-9129

humanresources@chinoaz.net
www.chinoaz.net

March 18, 2020

Dave McNally, Vice President
Chino Valley Police Officers' Association
P.O. Box 5181
Chino Valley, AZ 86323

RE: Chino Valley Police Officers' Association (CVPOA) Memorandum of Understanding (MOU) Proposal

Dear Dave,

We are in receipt of the letter from the CVPOA, dated January 28, 2020, which was received on February 5, 2020. The requested MOU changes that were outlined in the letter on behalf of the CVPOA, and corresponding responses from the Town of Chino Valley, are outlined below:

1. Separation in pay between rank of Officer to Sergeant:

Currently the police department promotion policy is stated as: starting sergeant pay, which is currently \$62,125, or a 5% pay increase, **whichever is greater**. In recent promotions, there has arisen issues with this policy.

As an example: A sergeant who started at starting sergeant pay and has received 7.5% in raises (approximately two (2) years of service in the position) will be making \$66,784. An officer, who is currently topped out at \$63,867, is promoted to sergeant. Per the current policy, the officer would be paid 5% more, which is \$67,228. This would place the new sergeant in a higher pay category than the seasoned sergeant. This is obviously unfair to the seasoned sergeant.

CVPOA is proposing starting sergeant pay be raised to \$69,045. This would create a separation of 7.5% between topped out officer and starting sergeant pay. This would also eliminate the current policy of starting sergeant pay or 5%. All sergeants promoted in the future would start at the starting sergeant salary, no matter their previous salary. CVPOA also requests the entire sergeant "pay scale" be adjusted the 7.5% to include topped out sergeant, so as not to induce compression in the pay category.

RESPONSE 1: *In fiscal year 2018/2019, the Town of Chino Valley updated its Salary Scale based upon the results of an updated Compensation and Classification study. The study was conducted to ensure the Town is competitive with other local entities in the region, to assess internal compression and finally to ensure the Town neither lags nor leads its regional competitors but rather competes with them.*

In FY19/20, the Town of Chino Valley rolled out the results of the study and also rolled out an Open Salary Pay Plan consisting of a Minimum, Midpoint, and Maximum range (27% range), within each pay grade. This pay plan supports the Town Council's philosophy of Pay for Performance.



Human Resources
1020 Palomino Rd.
Chino Valley, AZ 86323

928-636-2646

928-636-9129

humanresources@chinoaz.net
www.chinoaz.net

Below is a comparison of salary ranges for the Town of Chino Valley Police Department to other public entities in the region.

Position	Town of Chino Valley	Town of Chino Valley 21/22 Projection with Range Adjustments described below and 2% COLA	City of Prescott	Town of Prescott Valley	Yavapai County
<i>Cadet</i>	\$44,151-\$7,930	\$45,038-\$61,135	\$43,243	\$46,488	\$44,028-\$66,207
<i>Police Officer</i>	\$48,677-\$63,867	\$49,655-\$65,151	\$47,570-\$66,602	\$53,893-\$75,421	\$48,540-\$72,993
<i>Sergeant</i>	\$62,125-\$81,513	\$69,870-\$91,674	\$62,421-\$87,402	\$63,463-\$88,837	\$59,001-\$88,723
<i>Lieutenant</i>	\$75,514-\$99,080	\$82,424-\$108,147	\$81,910-\$114,670	\$82,430-\$113,963	\$71,716-\$107,844

There is currently a 27% spread between the Town's minimum pay range for Police Officers and Sergeants. However, there is a 2.50% overlap between the maximum pay of Police Officers and minimum pay for Sergeants which should be adjusted to prevent potential issues as stated in the MOU Request. I recommend a tiered pay range adjustment for the Sergeant and Lieutenant positions, as follows:

- *2020/2021 - Move the Sergeant pay range up one pay range (5%), which will increase the spread from the Police Officer maximum pay and Sergeant minimum pay by 2.14%.*
- *2021/2022 – Move the Sergeant pay range up another pay range (5%), which will increase the spread between the Police Officer maximum pay and Sergeant minimum pay by 7.24%. This final range adjustment will ensure overlap pay does not occur between the Police Officer's pay range and Sergeant's pay range.*
- *2021/2022 – Move the Lieutenant pay range up one pay range (5%) to minimize overlap pay between the Sergeant's pay range and Lieutenant's pay range.*

Since the current pay range for the position of Sergeant is competitive with other regional entities, and may exceed other entity ranges in the future, I do not recommend any adjustments to the existing Sergeant's pay. With these recommended changes, there is one Sergeant that will fall below the minimum salary range (Green Circle Rate). However, the pay rate differential will be reduced and eliminated over a period of time, through merit increases. This Sergeant's pay as well as the other Sergeant's pay can be evaluated on an annual basis for internal compression and continued competitive pay within the region. If future adjustments to pay are needed for internal compression, they can be rolled out through one-time or tiered adjustments, based upon future budget allowances.

2. On call pay:

Currently, detectives on standby/on call receive \$1.00 for each hour while they are on call. If the detective is not called out, this is 128 hours of on call pay per week. If a detective is called out, this amount of hours is reduced by the time the detective is working. This is currently non-comparative to other law enforcement agencies.



Human Resources
1020 Palomino Rd.
Chino Valley, AZ 86323

928-636-2646

928-636-9129

humanresources@chinoaz.net
www.chinoaz.net

Prescott Police Department:

One (1) hour of paid overtime Monday through Friday, regardless of being called out to work.

Two (2) hours of paid overtime for Saturday and Sunday, regardless of being called out to work.

The cost would vary depending on the Detective's current overtime pay.

Prescott Valley Police Department:

\$25.00 standby pay on days they work, regardless of being called out to work.

\$50.00 standby pay on days they are off, regardless of being called out to work.

This equates to \$250.00 per week of standby pay.

Yavapai County Sheriff's Office:

Currently detectives receive no compensation for standby pay. There is talk, within their agency, of a possible stipend to compensate this. However, detectives receive a 10% pay increase when assigned as a detective, versus our current 5%.

CVPOA is proposing a flat pay of \$250.00 per (7-day) week for standby pay, regardless of being called out to work.

RESPONSE 2: *The Stand-by Compensation Policy, for the Town of Chino Valley, which was approved by the Town Council on June 14, 2016, is \$1.00 for every standby hour excluding regularly scheduled shifts and call out pay. During regularly scheduled work hours, an employee shall receive applicable earning pay and if called out, they will receive a minimum of two hours of overtime. And if the call out is for more than two hours, the employee is paid for the actual time of the call out, at a rate of time and a half. Even though the employee's stand-by pay is reduced by \$1 for any hours they are called out, as stated in the MOU request, employees receive a minimum of two hours overtime pay, at time and a half, even if they do not work two hours. That would equate to minimum call out pay of \$75.78 using the current average Police Officer's pay of \$25.26/hr. Stand-by and call out pay for a Town of Chino Valley Officer, who has one call-out, of two or less hours per week, equates to \$201.78.*

NOTE: *The Prescott Police Department Standby Pay was confirmed through the City of Prescott Human Resources Department. Below is clarification to the information provided by the CVPOA.*

"Non-exempt, Detectives are on a rotating schedule of "1 day on-call per week".

Stand-by pay is being re-evaluated on a town-wide level. Once the evaluation is complete, changes to the stand-by pay will be recommended to Town Council for consideration.

We do not recommend a change in policy, to Town Council, at this time.



Human Resources
1020 Palomino Rd.
Chino Valley, AZ 86323

928-636-2646

928-636-9129

humanresources@chinoaz.net
www.chinoaz.net

3. Specialty Pay:

Currently Chino Valley Police does not offer incentives for the specialty positions of Motorcycle Officer, K9 Officer, Drug Recognition Expert (DRE), Phlebotomist, or Bi-Lingual pay. This is not consistent with surrounding agencies. These positions require officers to maintain certifications and consistent training to maintain.

CVPOA proposes the following:

Motor Cycle Officer and K9 Officer receive a 2% pay increase during the time the officer is assigned to the position. DRE, Phlebotomist, and Bi-Lingual translation would receive a minimum three (3) hour overtime if the officer is called out to perform the duty. If the duty is performed during the officer's normal working hours, there would be no additional compensation. Bi-lingual pay would require an officer to become court qualified as a translator prior to receiving the pay.

RESPONSE 3: *The Town of Chino Valley does offer an incentive for Motor Officers and K9 Officers. The Third Amendment to the MOU, which went into effective 7/1/2015, states the following:*

C. A Group member assigned to the Canine Detail shall be allowed one (1) hour of paid time per scheduled work day to care for his police dog at his residence. The Police Department will determine when and how the hours will be scheduled. HOURS SPENT FOR CARE OF THE POLICE DOG SHALL BE CONSIDERED AND COMPENSATED AS "HOURS WORKED".

D. A Group member assigned as a solo motor officer shall be allowed two (2) hours of paid time per work week for the care and maintenance of the department issued motorcycle. The Police Department will determine when and how the hours will be scheduled. HOURS SPENT FOR CARE AND MAINTENANCE OF THE MOTORCYCLE SHALL BE CONSIDERED AND COMPENSATED AS "HOURS WORKED".

At this time both K9 and Motor Officer is a Field Training Officer (FTO). FTO status provides officers with a 5% pay increase and when they have a trainee they cannot use the hours described above to tend to their motorcycle or K9. In lieu of the time described above being paid during regular hours, officers are paid overtime for the hours needed to wash their motor bike or train/bond with their dog.

Currently, if an officer is called out to perform DRE, Phlebotomy or bi-lingual pay, they receive a minimum of two hours of overtime. And if the call out is for more than two hours the employee is paid for the actual time of the call out, at a rate of time and a half. Per policy #605 of the Employee Handbook, in the event of a non-exempt employee being called out on other than regular work hours there will be a minimum of two (2) hours overtime paid.

Currently the Town pays for the training and courses required to obtain proper certification and continuing education for Motor Officers, K9 handling, Drug Recognition Experts and Phlebotomists.



Human Resources
1020 Palomino Rd.
Chino Valley, AZ 86323

928-636-2646

928-636-9129

humanresources@chinoaz.net
www.chinoaz.net

The Town is open to looking into court certifications for bi-lingual court-recognized interpreters, once we know what is required for the certification. We are also open to conducting a cost-benefit analysis on specialty pay for Drug Recognition Experts and Phlebotomists.

4. Insurance Costs:

CVPOA proposes any future raise in insurance cost be absorbed by the Town so we, as employees, are not feeling as though their wages suffer so they can provide their family with health insurance. We also request that in the fiscal budget of 2020-2021 the Town of Chino Valley employ their own insurance broker to determine if it is beneficial for the Town of Chino Valley to stay within the Yavapai Combined Trust, or if there is a better option for the employees. This was discussed last year; however, it was never followed up on.

Cost of healthcare benefit is another issue that cost the police department employees. CVPOA understands that other agencies are larger and are able to obtain better insurance options, however we want the Town of Chino Valley to find the **best insurance available** for all of their employees at a comparable cost.

The City of Prescott Valley, Cottonwood, and Sedona are all comparable cities that currently are not part of YCT as their insurance provider.

RESPONSE 4:

INSURANCE COSTS RESPONSE: *Yavapai Combined Trust set their new rates for Health Insurance premiums at their March 2020 meeting. Although health insurance premiums rose between 5% - 7% for large employers, the Trust agreed to fund part of the increase from their healthy reserves, and voted on a 3% increase to health insurance premiums. Dental, Vision and Life insurance coverage will have no increases. The Town will continue to pay 100% of the employee health, dental, vision, and life premium. The Town will continue to fund 25% - 30% of the premium for dependent coverage. For employees carrying family medical coverage, the monthly increases will be \$19/month for the Premier Plan, \$10/month for the High Deductible Health and \$3/month for the Basic Plus Plan; the Basic Plus Plan is the most elected family coverage plan within the Town. In total, the Town feels it offers a fairly rich and competitive benefit package.*

BROKER RESPONSE: *The Yavapai Combined Trust (YCT) is a self-funded employee benefit trust whose members consist of Yavapai County, City of Prescott, Yavapai College, and the Town of Chino Valley. The YCT was formed in 1992 and the Town of Chino Valley joined in 2001. By joining the YCT, the Town has the ability to obtain coverage quotes through a group that is approximately 13 times larger than itself, and gives us a more competitive position when negotiating contracts. It also allows us to dilute the risk of higher claims costs of the less healthy through relatively lower claims costs of the healthy.*

As part of its fiduciary responsibility and best practices associated with competitive pricing, providing comprehensive services to employees and assurance of adherence to the most current legal and regulatory requirements, the YCT put out a Broker Request for Proposal (RFP) this past fiscal year. We



Human Resources
1020 Palomino Rd.
Chino Valley, AZ 86323

928-636-2646

928-636-9129

humanresources@chinoaz.net
www.chinoaz.net

invited proposals from qualified firms to provide consulting and brokerage services for benefits programs. 11 companies submitted proposals, which were narrowed down to the top eight finalist. The top eight finalists were further narrowed down to the top four finalists, by the HR Directors of the Town of Chino Valley, City of Prescott, Yavapai County and Yavapai College. The top-four finalist were interviewed by a panel consisting of eight YCT Board members. The Board met on March 5th, 2020 and unanimously voted in a new broker for the YCT.

Effective 7/1/2020 the new broker for YCT will be the Hayes Group. The decision was based upon a number of RFP deliverables to include overall professional service, experience in the state of Arizona, local representation, strategic planning, scope of services, market awareness, and their ability to transform our data into smart innovative and creative solutions that fit our needs instead of relying solely on typical benchmarking. The Board's decision was also based upon the broker's experience working with public entities in the State of AZ and nationally, their financial health, and their ability to become an extension of the staff. In addition, the decision was based upon the broker's ability to support benefits administration challenges of managing rising benefit costs as well as monitoring precise actuarial alignment of rates and contribution structures that can maximize the financial performance of plan offerings.

The first order of business for the new broker is to answer the following questions and use key metrics and performance indicators that afford the Town and YCT the opportunity to understand how our plan is performing, how we compare to other companies, and identify specific problem areas, which warrant additional investigation.

- *How much are we paying for health care?*
- *How much are other companies paying?*
- *Which areas within our plan are most costly?*
- *How efficient is our plan design?*
- *How much does chronic disease cost?*

The broker will provide us with access to powerful statistics of underlying health care data. All the underlying data will be enhanced to include logical population groupings and descriptions which are critical for the development and application of Risk Pool Management through Health Plan Intelligence. We anticipate the above assessment to be completed in the 20/21 fiscal year and plan design changes to occur in the 21/22 fiscal year. The goal is to make any benefit enhancements or savings available to all Town employees and not one select group.

The time and cost involved to create, facilitate and coordinate the RFP was 112.75 hours in a five month period and \$9,217, which was absorbed by the Yavapai Combined Trust. Since the Town has already



Human Resources
1020 Palomino Rd.
Chino Valley, AZ 86323

928-636-2646

928-636-9129

humanresources@chinoaz.net

www.chinoaz.net

gone through a full broker/consultant RFP process, I do not recommend going through a second process at this time.

THIS PAGE INTENTIONALLY LEFT BLANK



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7. c.

Meeting Date: 05/26/2020
Contact Person: Joe Duffy, Finance Director
 Phone: 928-636-2646 x-1211
Department: Finance
Item Type: Action Item
Estimated length of staff presentation: 5 minutes
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to adopt Resolution No. 2020-1159, approving a Tentative Budget for the fiscal year 2020-2021 and proposed expenditure limitation for the same year, in the amount of \$24,407,900 and setting a public hearing date of June 23, 2020, on the tentative budget and adoption of the final budget. (Joe Duffy, Finance Director)

RECOMMENDED ACTION:

Adopt Resolution No. 2020-1159, approving a Tentative Budget and proposed expenditure limitation for FY 2020-2021, in the amount of \$24,407,900 and setting June 23, 2020, as the date for the public hearing on the tentative budget and for adoption of the final budget for FY 2020-2021.

SITUATION AND ANALYSIS:

At the Council Meeting on May 12, 2020, staff presented the tentative budget draft to Council for consideration for FY 2020-2021. The tentative budget establishes a limitation on expenditures for the proposed fiscal year.

The Resolution directs the Town Clerk to publish the Tentative Budget as required by law. To that end, the Tentative Budget will be published once a week for two consecutive weeks following the adoption of the Tentative Budget.

The Tentative Budget will be made available for public inspection at Town Hall, the library and is published on the town website.

The Resolution also sets a date for the public hearing on the tentative budget to be held on June 23, 2020 after which the final budget may be adopted.

Fiscal Impact

Fiscal Impact?: Yes

If Yes, Budget Code:

Available:

Funding Source:

Sets the Expenditure Limit for Fiscal Year 2020/2021

Attachments

RES 2020-1159

RESOLUTION NO. 2020-1159

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR 2020/2021; PROPOSING AN EXPENDITURE LIMITATION FOR THE SAME YEAR; AND SETTING A DATE FOR PUBLIC HEARING ON THE TENTATIVE BUDGET AND ADOPTION OF A FINAL BUDGET; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE AND APPROVAL ACCORDING TO THE LAW.

WHEREAS, pursuant to Article 9, Section 20(9) of the Arizona Constitution, and Arizona Revised Statutes ("A.R.S.") Section 41-563.03(C), (E) and (G), the qualified voters of the Town of Chino Valley (the "Town"), on August 30, 2016, approved Proposition 436, adopting an Alternative Expenditure Limitation for the Town; and

WHEREAS, Proposition 436 provided that, as part of the budget process, the Mayor and Common Council shall annually adopt an expenditure limitation to govern the budget, after public hearing; and

WHEREAS, in accordance with the provisions of A.R.S. Title 42, Chapter 17, Articles 1- 5, the Mayor and Council of the Town of Chino Valley (the "Town Council") shall make an estimate of the amounts required to meet the public expenditures/expenses for the ensuing year, an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property of the Town; and

WHEREAS, in accordance with said chapter of said title, the estimates required to meet the public expenditures/expenses for the ensuing year shall be published according to law and a public hearing shall be held at which any taxpayer may appear and be heard in favor of or against any of the proposed expenditures/expenses or tax levies; and

WHEREAS, the Town Council desires now to establish a tentative expenditure limitation and budget expenditures for Fiscal Year 2020-2021.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The tentative expenditure limitation to govern the Town of Chino Valley budget for Fiscal Year 2020/2021 is hereby proposed in an amount not to exceed \$24,407,900.

SECTION 3. The estimates of revenues and expenditures shown in the schedules attached hereto as Exhibit A and incorporated herein by reference are hereby adopted as the tentative budget of the Town of Chino Valley for Fiscal Year 2020/2021.

SECTION 4. The Town Clerk is authorized and directed to: (i) make available the tentative budget for inspection, not later than seven days after the date of this Resolution, at the Chino Valley Public Library, at the Chino Valley Town Hall and on the official Town Website; and (ii) publish in the official Town newspaper once per week for two consecutive weeks (a) the official tentative budget and (b) a notice of the public hearing of the Town Council to hear taxpayers and make tax levies at designated times and places. The notice shall include the physical addresses of the Chino Valley Public Library, and the Chino Valley Town Hall, and the website where the tentative budget may be found.

SECTION 5. A public hearing on the tentative budget shall be held on June 23, 2020, during the regularly-scheduled Town Council meeting.

SECTION 6. This Resolution shall be effective from and after its passage and approval according to law.

SECTION 7. All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

SECTION 8. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 26th day of May, 2020.

Darryl L. Croft, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify the above foregoing Resolution No. 2020-1159 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on May 26, 2020, and that quorum was present thereat and that the vote thereon was ____ ayes and ____ nays and ____ abstentions. ____ Council members were absent or excused.

Jami C. Lewis, Town Clerk

EXHIBIT A
TO
RESOLUTION NO. 2020-1159

[Statement of Estimates and Expenses]

See following pages

OFFICIAL BUDGET FORMS

Town of Chino Valley

Fiscal Year 2021

Town of Chino Valley
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2021

Fiscal Year	S c h		FUNDS								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds		
2020	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	1	11,009,400	5,360,000	891,300	4,916,000	0	5,800,100	0	27,976,800
2020	Actual Expenditures/Expenses**	E	2	10,689,750	1,826,300	904,100	2,271,600	0	3,326,300	0	19,018,050
2021	Fund Balance/Net Position at July 1***		3	7,861,217	987,083	457,683	1,378,550		12,421,930		23,106,463
2021	Primary Property Tax Levy	B	4	0							0
2021	Secondary Property Tax Levy	B	5								0
2021	Estimated Revenues Other than Property Taxes	C	6	10,640,500	4,573,300	0	4,031,000		3,139,000	0	22,383,800
2021	Other Financing Sources	D	7	0	0	0	0		0	0	0
2021	Other Financing (Uses)	D	8	0	0	0	0		0	0	0
2021	Interfund Transfers In	D	9	400,000	675,000	973,000	0		0	0	2,048,000
2021	Interfund Transfers (Out)	D	10	675,000	0	0	1,373,000		0	0	2,048,000
2021	Reduction for Amounts Not Available:		11								
LESS:											0
											0
											0
											0
											0
2021	Total Financial Resources Available		12	18,226,717	6,235,383	1,430,683	4,036,550	0	15,560,930	0	45,490,263
2021	Budgeted Expenditures/Expenses	E	13	10,865,500	5,287,500	973,000	3,700,000	0	3,581,900	0	24,407,900

1373000

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

	2020	2021
1	\$ 27,976,800	\$ 24,407,900
2		
3	27,976,800	24,407,900
4		
5	\$ 27,976,800	\$ 24,407,900
6	\$	\$

☐ 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 2021

	2020	2021
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ _____	\$ _____
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)	\$ _____	
3. Property tax levy amounts		
A. Primary property taxes	\$ _____	\$ _____
B. Secondary property taxes	\$ _____	\$ _____
C. Total property tax levy amounts	\$ _____	\$ _____
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ _____	
(2) Prior years' levies	\$ _____	
(3) Total primary property taxes	\$ _____	
B. Secondary property taxes		
(1) Current year's levy	\$ _____	
(2) Prior years' levies	\$ _____	
(3) Total secondary property taxes	\$ _____	
C. Total property taxes collected	\$ _____	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	_____	_____
(2) Secondary property tax rate	_____	_____
(3) Total city/town tax rate	_____	_____
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 2021

SOURCE OF REVENUES	ESTIMATED REVENUES 2020	ACTUAL REVENUES* 2020	ESTIMATED REVENUES 2021
GENERAL FUND			
Local taxes			
Sales Taxes	\$ 5,148,000	\$ 5,585,234	\$ 5,642,000
Franchise Taxes	128,000	128,797	129,000
Licenses and permits			
Building Permits	350,000	265,331	265,000
Business Licenses	63,000	57,573	57,500
Plan Check Fees	140,000	124,480	125,000
Other Licenses and Permits	17,500	19,946	16,500
Intergovernmental			
State Shared Sales Tax	1,230,000	1,259,361	1,275,000
State Shared Income Tax	1,549,200	1,552,200	1,600,000
Vehicle License Tax	862,000	880,635	890,000
Yavapai County Library Funds	102,000	97,900	98,000
Police Dept Grants	7,500	7,229	7,500
Senior Nutrition Grant	86,000	86,300	87,000
Charges for services			
Engineering Fees	5,000		
Senior Nutrition Program Fees	10,000	5,000	5,000
Facility Use Fees	24,500	16,592	19,000
Police Report Fees	4,500	4,974	5,000
Aquatic Center Fees	77,000	75,650	92,000
Other Charges for Services	11,500	31,825	26,000
Fines and forfeits			
Animal Control Fees	30,000	25,138	29,000
Library Fines	3,500	1,871	2,500
Court Fines and Forfeitures	140,000	108,220	148,000
Interest on investments			
Interest	115,000	121,585	121,000
Contributions			
Senior Center Thrift Store	1,500	500	500
Total General Fund	\$ 10,105,700	\$ 10,456,341	\$ 10,640,500

* 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 2021

SOURCE OF REVENUES	ESTIMATED REVENUES 2020	ACTUAL REVENUES* 2020	ESTIMATED REVENUES 2021
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund			
Highway User Revenue	\$ 1,010,000	\$ 1,259,983	\$ 1,020,000
Interest	5,000	7,742	5,000
Miscellaneous	2,000	12,852	6,000
	\$ 1,017,000	\$ 1,280,577	\$ 1,031,000
 CDBG Grants	 \$ 325,000	 \$ 318,600	 \$
	\$ 325,000	\$ 318,600	\$
 Miscellaneous Grants	 \$ 3,500,000	 \$	 \$ 3,500,000
	\$ 3,500,000	\$	\$ 3,500,000
 Special Revenue Fund-Court	 \$ 28,000	 \$ 32,286	 \$ 26,100
Special Revenue Fund-PD	55,000	10,075	12,000
Lighting Improvement Districts #1, #2, #3	4,000	4,000	4,200
	\$ 87,000	\$ 46,361	\$ 42,300
 Total Special Revenue Funds	 \$ 4,929,000	 \$ 1,645,538	 \$ 4,573,300
CAPITAL PROJECTS FUNDS			
Capital Improvements Fund	\$ 5,764,000	\$ 3,865,741	\$ 4,017,000
Replacement Fund	14,000	109,063	14,000
	\$ 5,778,000	\$ 3,974,804	\$ 4,031,000
 Total Capital Projects Funds	 \$ 5,778,000	 \$ 3,974,804	 \$ 4,031,000
ENTERPRISE FUNDS			
Water Enterprise Fund	\$ 2,974,000	\$ 872,333	\$ 784,000
Sewer Enterprise Fund	2,908,000	2,062,385	2,355,000
	\$ 5,882,000	\$ 2,934,718	\$ 3,139,000
 Total Enterprise Funds	 \$ 5,882,000	 \$ 2,934,718	 \$ 3,139,000
 TOTAL ALL FUNDS	 \$ 26,694,700	 \$ 19,011,401	 \$ 22,383,800

* 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 2021

FUND	OTHER FINANCING 2021		INTERFUND TRANSFERS 2021	
	SOURCES	(USES)	IN	(OUT)
GENERAL FUND				
Capital Improvement Fund	\$	\$	\$ 400,000	\$ 675,000
Total General Fund	\$	\$	\$ 400,000	\$ 675,000
SPECIAL REVENUE FUNDS				
HURF Fund	\$	\$	\$ 675,000	\$
Total Special Revenue Funds	\$	\$	\$ 675,000	\$
DEBT SERVICE FUNDS				
Capital Improvement Fund	\$	\$	\$ 973,000	\$
Total Debt Service Funds	\$	\$	\$ 973,000	\$
CAPITAL PROJECTS FUNDS				
Capital Improvement Fund	\$	\$	\$	\$ 1,373,000
Total Capital Projects Funds	\$	\$	\$	\$ 1,373,000
TOTAL ALL FUNDS	\$	\$	\$ 2,048,000	\$ 2,048,000

**Town of Chino Valley
Expenditures/Expenses by Fund
Fiscal Year 2021**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2020	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2020	ACTUAL EXPENDITURES/ EXPENSES* 2020	BUDGETED EXPENDITURES/ EXPENSES 2021
GENERAL FUND				
Prosecutor	\$ 126,200	\$	\$ 123,800	\$ 127,800
Town Clerk	214,000		195,100	287,200
Town Manager	418,100		437,100	443,700
Human Resources	258,200		244,200	267,200
Magistrate Court	287,300		297,300	318,100
Finance	455,600		455,600	472,400
Mgmt Info Systems	307,300		300,650	314,300
Mayor & Council	51,200		40,300	51,200
Planning	211,300		207,500	260,800
Building Inspection	198,400		343,900	323,500
Police	3,531,700		3,515,600	3,449,700
Animal Control	158,100		140,600	166,600
Recreation	137,300		162,600	158,800
Library	375,200		349,500	385,300
Senior Center	354,600		369,800	333,200
Parks	618,800		607,000	580,700
Aquatic Center	251,600		217,100	293,700
Facilities Maintenance	772,400		687,400	508,100
Fleet Maintenance	345,700		288,900	277,400
Engineering	438,300		438,100	487,000
Customer Service	260,100		112,200	94,200
Non-Departmental	738,000		722,500	764,600
Contingency	500,000		433,000	500,000
Total General Fund	\$ 11,009,400	\$	\$ 10,689,750	\$ 10,865,500
SPECIAL REVENUE FUNDS				
Highway User Revenue Fund	\$ 1,417,500	\$	\$ 1,439,200	\$ 1,706,000
CDBG Grant	325,000		318,600	
Miscellaneous Grants Fund	3,500,000			3,500,000
Special Revenue Fund -- Court	58,500		58,500	43,500
Special Revenue Fund -- PD	55,000		6,000	34,000
Lighting Improvement Districts	4,000		4,000	4,000
Total Special Revenue Funds	\$ 5,360,000	\$	\$ 1,826,300	\$ 5,287,500
DEBT SERVICE FUNDS				
Debt Service Fund	\$ 891,300	\$	\$ 904,100	\$ 973,000
Total Debt Service Funds	\$ 891,300	\$	\$ 904,100	\$ 973,000
CAPITAL PROJECTS FUNDS				
Capital Improvements Fund	\$ 4,856,000	\$	\$ 2,248,800	\$ 3,550,000
Asset Replacement Fund	60,000		22,800	150,000
Total Capital Projects Funds	\$ 4,916,000	\$	\$ 2,271,600	\$ 3,700,000
ENTERPRISE FUNDS				
Water Enterprise Fund	\$ 2,914,200	\$	\$ 967,000	\$ 751,200
Sewer Enterprise Fund	2,885,900		2,359,300	2,830,700
Total Enterprise Funds	\$ 5,800,100	\$	\$ 3,326,300	\$ 3,581,900
TOTAL ALL FUNDS	\$ 27,976,800	\$	\$ 19,018,050	\$ 24,407,900

* 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 2021

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2020	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2020	ACTUAL EXPENDITURES/ EXPENSES* 2020	BUDGETED EXPENDITURES/ EXPENSES 2021
Prosecutor				
General Fund	\$ 126,200	\$	\$ 123,800	\$ 127,800
Department Total	\$ 126,200	\$	\$ 123,800	\$ 127,800
Town Clerk				
General Fund	\$ 214,000	\$	\$ 195,100	\$ 287,200
Department Total	\$ 214,000	\$	\$ 195,100	\$ 287,200
Town Manager				
General Fund	\$ 418,100	\$	\$ 437,100	\$ 443,700
Department Total	\$ 418,100	\$	\$ 437,100	\$ 443,700
Human Resources				
General Fund	\$ 258,200	\$	\$ 244,200	\$ 267,200
Department Total	\$ 258,200	\$	\$ 244,200	\$ 267,200
Municipal Court				
General Fund	287,300		297,300	318,100
Special Revenue Fund	\$ 58,500	\$	\$ 58,500	\$ 43,500
Department Total	\$ 345,800	\$	\$ 355,800	\$ 361,600
Finance				
General Fund	\$ 455,600	\$	\$ 455,600	\$ 472,400
Department Total	\$ 455,600	\$	\$ 455,600	\$ 472,400
Mgmt Info Systems				
General Fund	\$ 307,300	\$	\$ 300,650	\$ 314,300
Department Total	\$ 307,300	\$	\$ 300,650	\$ 314,300
Mayor and Council				
General Fund	\$ 51,200		40,300	51,200
Department Total	\$ 51,200	\$	\$ 40,300	\$ 51,200
Planning				
General Fund	\$ 211,300	\$	\$ 207,500	\$ 260,800
Department Total	\$ 211,300	\$	\$ 207,500	\$ 260,800
Building Inspection				
General Fund	\$ 198,400		343,900	323,500
Department Total	\$ 198,400	\$	\$ 343,900	\$ 323,500
Police				
General Fund	3,531,700		3,515,600	3,449,700
Special Revenue Fund	55,000		6,000	34,000
Department Total	\$ 3,586,700	\$	\$ 3,521,600	\$ 3,483,700
Animal Control				
General Fund	\$ 158,100		140,600	166,600
Department Total	\$ 158,100	\$	\$ 140,600	\$ 166,600

Town of Chino Valley
Expenditures/Expenses by Department
Fiscal Year 2021

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2020	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2020	ACTUAL EXPENDITURES/ EXPENSES* 2020	BUDGETED EXPENDITURES/ EXPENSES 2021
Recreation				
General Fund	\$ 137,300	\$	\$ 162,600	\$ 158,800
Department Total	\$ 137,300	\$	\$ 162,600	\$ 158,800
Library				
General Fund	\$ 375,200	\$	\$ 349,500	\$ 385,300
Department Total	\$ 375,200	\$	\$ 349,500	\$ 385,300
Senior Center				
General Fund	\$ 354,600	\$	\$ 369,800	\$ 333,200
Department Total	\$ 354,600	\$	\$ 369,800	\$ 333,200
Parks Maintenance				
General Fund	\$ 618,800	\$	\$ 607,000	\$ 580,700
Department Total	\$ 618,800	\$	\$ 607,000	\$ 580,700
Aquatics Center				
General Fund	\$ 251,600	\$	\$ 217,100	\$ 293,700
Department Total	\$ 251,600	\$	\$ 217,100	\$ 293,700
Facilities Maintenance				
General Fund	\$ 772,400	\$	\$ 687,400	\$ 508,100
Department Total	\$ 772,400	\$	\$ 687,400	\$ 508,100
Fleet Maintenance				
General Fund	\$ 345,700	\$	\$ 288,900	\$ 277,400
Department Total	\$ 345,700	\$	\$ 288,900	\$ 277,400
Engineering				
General Fund	\$ 438,300	\$	\$ 438,100	\$ 487,000
Department Total	\$ 438,300	\$	\$ 438,100	\$ 487,000
Customer Service				
General Fund	\$ 260,100	\$	\$ 112,200	\$ 94,200
Department Total	\$ 260,100	\$	\$ 112,200	\$ 94,200
Non-Departmental				
General Fund	\$ 1,238,000	\$	\$ 1,155,500	\$ 1,264,600
Debt Service Fund	891,300		904,100	973,000
Capital Improvement Fund	4,856,000		2,248,800	3,550,000
Grant Fund	3,500,000			3,500,000
CDBG Grant	325,000		318,600	
Asset Replacement Fund	60,000		22,800	150,000
Department Total	\$ 10,870,300	\$	\$ 4,649,800	\$ 9,437,600
Water Utilities				
Water Enterprise Fund	\$ 2,914,200	\$	\$ 967,000	\$ 751,200
Department Total	\$ 2,914,200	\$	\$ 967,000	\$ 751,200
Sewer Utilities				

Town of Chino Valley
Expenditures/Expenses by Department
Fiscal Year 2021

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES		EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED		ACTUAL EXPENDITURES/ EXPENSES*		BUDGETED EXPENDITURES/ EXPENSES	
	2020		2020		2020		2021	
Sewer Enterprise Fund	\$	2,885,900	\$		\$	2,359,300	\$	2,830,700
Department Total	\$	<u>2,885,900</u>	\$	<u></u>	\$	<u>2,359,300</u>	\$	<u>2,830,700</u>

Town of Chino Valley
Expenditures/Expenses by Department
Fiscal Year 2021

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2020	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2020	ACTUAL EXPENDITURES/ EXPENSES* 2020	BUDGETED EXPENDITURES/ EXPENSES 2021
Roads				
HURF	\$ 1,417,500	\$	\$ 1,439,200	\$ 1,706,000
Department Total	\$ 1,417,500	\$	\$ 1,439,200	\$ 1,706,000
Street Lighting Improvement District				
SLID Fund	\$ 4,000	\$	\$ 4,000	\$ 4,000
Department Total	\$ 4,000	\$	\$ 4,000	\$ 4,000
 TOTAL ALL DEPARTMENTS	 \$ 27,976,800	 \$	 \$ 19,018,050	 \$ 24,407,900

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 2021

FUND	Full-Time Equivalent (FTE)	Employee Salaries and Hourly Costs	Retirement Costs	Healthcare Costs	Other Benefit Costs	Total Estimated Personnel Compensation
	2021	2021	2021	2021	2021	2021
GENERAL FUND	86.0	\$ 5,070,797	\$ 903,159	\$ 909,870	\$ 468,474	\$ 7,352,300
SPECIAL REVENUE FUNDS						
Highway User Revenue	7.0	\$ 310,027	\$ 37,885	\$ 67,904	\$ 47,084	\$ 462,901
Total Special Revenue Funds	7.0	\$ 310,027	\$ 37,885	\$ 67,904	\$ 47,084	\$ 462,901
ENTERPRISE FUNDS						
Water Enterprise Fund	2.5	\$ 151,193	\$ 18,476	\$ 23,210	\$ 15,821	\$ 208,700
Sewer Enterprise Fund	2.5	\$ 151,193	\$ 18,476	\$ 23,210	\$ 15,821	\$ 208,700
Total Enterprise Funds	5.0	\$ 302,386	\$ 36,952	\$ 46,421	\$ 31,642	\$ 417,400
TOTAL ALL FUNDS	98.0	\$ 5,683,210	\$ 977,996	\$ 1,024,195	\$ 547,200	\$ 8,232,601

THIS PAGE INTENTIONALLY LEFT BLANK



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7. d.

Meeting Date: 05/26/2020
Contact Person: Frank Marbury, Public Works Director/Town Engineer
 Phone: 928-636-7140 x-1226
Department: Public Works
Item Type: Action
Estimated length of staff presentation: 5 minutes
Physical location of item: Road 1 North and SR-89

AGENDA ITEM TITLE:

Consideration and possible action to adopt Resolution No. 2020-1167, approving an Intergovernmental Agreement (IGA) with the State of Arizona (State) authorizing the contribution of \$125,000 toward the construction costs for improvements along Road 1 North in conjunction with the construction of a new traffic signal and road widening.

RECOMMENDED ACTION:

Adopt Resolution No. 2020-1167, approving an IGA with the State authorizing the contribution of \$125,000 toward the construction costs for improvements along Road 1 North in conjunction with the construction of a new traffic signal and road widening.

SITUATION AND ANALYSIS:

The State of Arizona (State) is seeking a \$125,000 contribution from the Town toward the construction of improvements on Road 1 North in regards to the traffic signal and road widening project at Road 1 North, along State Route 89. The Town had previously contributed \$75,000 for project design costs in 2017. The total project cost is currently estimated at \$1,300,000. After the project is completed, the State will invoice the Town, in a 50/50 split, for the difference between estimate and actual costs of the project in the Road 1 North right-of-way, if necessary.

As an alternative, should the Town not desire to contribute the \$125,000, road work on Road 1 North on the west side of State Route 89 would be eliminated from the scope of the project.

Fiscal Impact

Fiscal Impact?: Yes
If Yes, Budget Code: 05-90-5535

Available: \$125,000

Funding Source:

Funds will be paid from the Capital Improvement Fund.

Attachments

RES 2020-1167

RESOLUTION NO. 2020-1167**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF ARIZONA, RELATING TO THE CONSTRUCTION OF A NEW TRAFFIC SIGNAL AND ROADWAY WIDENING.**

BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona as follows:

SECTION 1. The Intergovernmental Agreement between the Town of Chino Valley (the "Town") and the State of Arizona, acting by and through its Department of Transportation relating to the construction of a new traffic signal and roadway widening at Road 1 North, along State Route (SR) 89 (the "Agreement") is hereby approved substantially in the form and substance attached hereto as Exhibit A and incorporated herein by this reference.

SECTION 2. The Town hereby designates the Arizona Department of Transportation as the Town's authorized agent for the purpose of the construction described in the Agreement.

SECTION 3. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to cause the execution of the Agreement and to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 26th day of May, 2020.

Darryl L. Croft, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify the above foregoing Resolution No. 2020-1167 was duly passed by the Council of the Town of Chino Valley, Arizona, at a meeting held on May 26, 2020, and that quorum was present thereat and that the vote thereon was ____ ayes and ____ nays and ____ abstentions. ____ Council members were absent or excused.

Jami C. Lewis, Town Clerk

EXHIBIT A
TO
RESOLUTION NO. 2020-1167

[Agreement]

See following page.

ADOT CAR No.: IGA 20-0007712-I
 AG Contract No.: P001 2020 XXXXXXX
 Project Location/Name: SR 89 @ Road 1
 North
 Type of Work: New Traffic Signal and
 Roadway Widening
 Federal-aid No.: 089-B(213)ST
 ADOT Project No.: HX247 01C
 TIP/STIP No.:
 CFDA No.: 20.205 - Highway Planning and
 Construction
 Budget Source Item No.: N/A

INTERGOVERNMENTAL AGREEMENT

BETWEEN
 THE STATE OF ARIZONA
 AND
 THE TOWN OF CHINO VALLEY

THIS AGREEMENT is entered into this date _____, pursuant to the Arizona Revised Statutes (“A.R.S.”) §§ 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the “State” or “ADOT”) and the TOWN OF CHINO VALLEY, acting by and through its MAYOR and TOWN COUNCIL (the “Town”). The State and the Town are collectively referred to as “Parties.”

I. RECITALS

1. The State is empowered by A.R.S. § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.
2. The Town is empowered by A.R.S. § 48-572 to enter into this Agreement and has by resolution, a copy of which is attached and made a part of, resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the Town.
3. The State will design, advertise, award and administer construction of a new traffic signal and roadway widening at Road 1 North, along State Route (SR) 89, (the “Project”), estimated at \$1,300,000.00. The State will obtain federal funds for construction costs associated with the Project. The Town will contribute \$125,000.00 toward the construction of the Project improvements along Road 1 North and be responsible for the maintenance of any improvements within the Town’s right-of-way.

THEREFORE, in consideration of the mutual terms expressed in this Agreement, it is agreed as follows:

II. SCOPE OF WORK

1. The Parties agree:
 - a. The Project will be performed, completed, accepted and paid for in accordance with the requirements of the Project plans and specifications.
2. The State will:
 - a. Execute this Agreement, and if the Project is approved by FHWA and funds for the Project are available, be the Town's designated agent for the Project.
 - b. After this Agreement is executed, invoice the Town for their contribution of \$125,000.00 toward the construction costs of the Project improvements along Road 1 North. After the Project has been completed, the State will invoice the Town, in a 50/50 split, for the difference between estimated and actual costs of the Project in Road 1 North right-of-way, if necessary.
 - c. Prepare and provide the design plans, specifications and other such documents and services required for the construction bidding and construction of the Project and incorporate comments from the Town as appropriate.
 - d. With FHWA authorization, proceed to administer construction: advertise, receive and open bids, award, and enter into a contract with the firm for the construction of the Project. Administer contract(s) for the Project and make all payments to the contractor(s).
 - e. Notify the Town of final inspection and acceptance of all the Project improvements, and not be responsible for maintenance of the Project improvements within the Town's right-of-way.
3. The Town will:
 - a. Designate the State as the Town's authorized agent for the Project.
 - b. Within 30 days of receipt of an invoice from the State, pay to the State the Town's contribution of \$125,000.00 toward the construction costs of the Project. Be responsible for and pay, in a 50/50 split with the State, total Project costs within Road 1 North right-of-way, that exceed the original estimate, within 30 days of receipt of an invoice.
 - c. Review the design documents required for construction of the Project and provide comments to the State as appropriate.
 - d. Not permit or allow any encroachments upon or private use of the public right-of-way, except those authorized by permit. In the event of any unauthorized encroachment or

IGA 20-0007712-I

improper use, the Town shall take all necessary steps to remove or prevent any such encroachment or use.

- e. Automatically grant to the State, by execution of this Agreement, its agents and/or contractors, without cost, the temporary right to enter Town rights-of-way, as required, to conduct any and all construction and preconstruction related activities for the Project, on, to and over said Town rights-of-way. This temporary right will expire with completion of the Project.
- f. Investigate and document utilities within the Project limits; submit findings to ADOT determining prior rights or no prior rights; approve an easement within the final right-of-way to re-establish the prior right location for those utilities with prior rights.
- g. After final inspection and acceptance of the Project is complete, assume maintenance responsibility of any Project improvements within the Town's right-of-way at its sole expense.

III. MISCELLANEOUS PROVISIONS

- 1. This Agreement shall become effective upon signing and dating of the Determination Letter by the State's Attorney General.
- 2. Any change or modification to the Project will only occur with the mutual written consent of both Parties.
- 3. The terms, conditions and provisions of this Agreement shall remain in full force and effect until completion of the Project and all related deposits and/or reimbursements are made. Any provisions for maintenance shall be perpetual, unless assumed by another competent entity.
- 4. This Agreement may be cancelled at any time up to 30 days before the award of the Project contract, so long as the cancelling Party provides at least 30 days' prior written notice to the other Party. It is understood and agreed that, in the event the Town terminates this Agreement, the Town shall be responsible for all costs incurred by the State up to the time of termination. It is further understood and agreed that in the event the Town terminates this Agreement, the State shall in no way be obligated to complete or maintain the Project.
- 5. The Town shall indemnify, defend, and hold harmless the State, any of its departments, agencies, officers or employees (collectively referred to in this paragraph as the "State") from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including reasonable attorneys' fees and/or litigation expenses (collectively referred to in this paragraph as the "Claims"), which may be brought or made against or incurred by the State on account of loss of or damage to any property or for injuries to or death of any person, to the extent caused by, arising out of, or contributed to, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of the Town, its employees, officers, directors, agents, representatives, or contractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement. The Town's obligations under this paragraph shall not extend to any Claims

to the extent caused by the negligence of the State, except the obligation does apply to any negligence of the Town which may be legally imputed to the State by virtue of the State's ownership or possession of land. The Town's obligations under this paragraph shall survive the termination of this Agreement.

6. The State shall include Section 107.13 of the 2008 version of the Arizona Department of Transportation Standard Specifications for Road and Bridge Construction, incorporated into this Agreement by reference, in the State's contract with any and all contractors, of which the Town shall be specifically named as a third-party beneficiary. This provision may not be amended without the approval of the Town.
7. Should the federal funding related to this Project be terminated or reduced by the federal government, or Congress rescinds, fails to renew, or otherwise reduces apportionments or obligation authority, the State shall in no way be obligated for funding or liable for any past, current or future expenses under this Agreement.
8. The cost of the Project under this Agreement includes indirect costs approved by the FHWA, as applicable.
9. The Parties warrant compliance with the Federal Funding Accountability and Transparency Act of 2006 and associated 2008 Amendments (the "Act"). Additionally, in a timely manner, the Town shall provide information that is requested by the State to enable the State to comply with the requirements of the Act, as may be applicable.
10. The Town acknowledges and will comply with Title VI of the Civil Rights Act Of 1964.
11. This Agreement shall be governed by and construed in accordance with Arizona laws.
12. This Agreement may be cancelled in accordance with A.R.S. § 38-511.
13. The Town shall retain all books, accounts, reports, files and other records relating to the Agreement for five years after completion of the Project. These documents shall be subject at all reasonable times to inspection and audit by the State. Such records shall be produced by the Town at the request of ADOT.
14. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable Federal regulations under the Act, including 28 CFR Parts 35 and 36. The Parties to this Agreement shall comply with Executive Order Number 2009-09 issued by the Governor of the State of Arizona and incorporated by reference regarding "Non-Discrimination."
15. Non-Availability of Funds: Every obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the fulfillment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments as a result of termination under this paragraph.

IGA 20-0007712-I

16. In the event of any controversy, which may arise out of this Agreement, the Parties agree to abide by arbitration as is set forth for public works contracts if required by A.R.S. § 12-1518.
17. The Parties shall comply with the applicable requirements of A.R.S. § 41-4401.
18. The Parties shall certify that all contractors comply with the applicable requirements of A.R.S. §35-393.01.
19. The Parties shall comply with all applicable laws, rules, regulations and ordinances, as may be amended.
20. All notices or demands upon any Party to this Agreement shall be in writing and shall be delivered electronically, in person, or sent by mail, addressed as follows:

For Agreement Administration:

Arizona Department of Transportation
 Joint Project Agreement Section
 205 S. 17th Avenue, Mail Drop 637E
 Phoenix, AZ 85007
JPABranch@azdot.gov

Town of Chino Valley
 Attn: Frank Marbury
 202 N. State Route 89
 Chino Valley, AZ 86323
 928.636.7140
fmarbury@chinoaz.net

For Project Administration:

Arizona Department of Transportation
 Project Management Group
 205 S. 17th Avenue, Mail Drop 614E
 602.712.7046
PMG@azdot.gov

Town of Chino Valley
 Attn: Frank Marbury
 202 N. State Route 89
 Chino Valley, AZ 86323
 928.636.7140
fmarbury@chinoaz.net

For Financial Administration:

Arizona Department of Transportation
 Project Management Group
 205 S. 17th Avenue, Mail Drop 614E
 Phoenix, AZ 85007
PMG@azdot.gov

Town of Chino Valley
 Attn: Frank Marbury
 202 N. State Route 89
 Chino Valley, AZ 86323
 928.636.7140
fmarbury@chinoaz.net

21. Any revisions to the names and addresses above may be updated administratively by either Party and shall be in writing.
22. In accordance with A.R.S. § 11-952 (D), attached and incorporated in this Agreement is the written determination of each Party's legal counsel that the Parties are authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form.

IGA 20-0007712-I

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

TOWN OF CHINO VALLEY

STATE OF ARIZONA

Department of Transportation

By _____
DARRYL L. CROFT
Mayor

By _____
STEVE BOSCHEN, PE
Division Director

ATTEST:

By _____
JAMILEWIS
Town Clerk

DRAFT

IGA 20-0007712-I**ATTORNEY APPROVAL FORM FOR THE TOWN OF CHINO VALLEY**

I have reviewed the above referenced Intergovernmental Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the TOWN OF CHINO VALLEY, an agreement among public agencies which, has been reviewed pursuant to Arizona Revised Statutes §§ 11-951 through 11-954 and declare this Agreement to be in proper form and within the powers and authority granted to the Town under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement.

Town Attorney

Date

THIS PAGE INTENTIONALLY LEFT BLANK



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7. e.

Meeting Date: 05/26/2020
Contact Person: Frank Marbury, Public Works Director/Town Engineer
 Phone: 928-636-7140 x-1226
Department: Public Works
Item Type: Consent
Estimated length of staff presentation: None
Physical location of item: Various Locations

AGENDA ITEM TITLE:

Consideration and possible action to approve the Cooperative Purchasing Agreement with Construction Product Marketing, LLC to survey and clean the Town's wastewater collection system in the amount of \$72,520.00. (Frank Marbury, Public Works Director/Town Engineer)

RECOMMENDED ACTION:

Approve the Cooperative Purchasing Agreement with Construction Product Marketing, LLC to survey and clean the Town's entire wastewater collection system for the amount of \$72,520.00.

SITUATION AND ANALYSIS:

The Town's wastewater collection system is over 15 years old and has never been cleaned. Using C.P.M. and the technology of Infosense SL - RAT will determine whether cleaning is required in specific sections of pipe, this would be a significant cost savings for the Town.

Other Pertinent Documents Available Upon Request:

Appendix 7e-A. The complete Cooperative Purchasing Agreement with Construction Product Marketing, LLC may be viewed online at www.chinoaz.net/agendacenter with the May 26, 2020, council meeting documents.

Fiscal Impact

Fiscal Impact?: Yes
If Yes, Budget Code: 06-83-5479
Available: 75,000
Funding Source:
 The Town Budgeted \$75,000 this fiscal year.

Attachments

Bid tab



CONSTRUCTION PRODUCT MARKETING

April 20, 2020

Mr. Michael Bovee
Utilities Manager
Town of Chino Valley
1982 Voss Drive
Chino Valley, AZ 86323

RE: Wastewater Collection System Assessment using Infosense SL-RAT

Mr. Bovee,

Construction Product Marketing, LLC (CPM) would like to thank you for the opportunity to submit a proposal for the condition assessment and cleaning of your wastewater collection system pipelines using our Infosense SL-RAT technology to perform a Leak Survey on your wastewater collection pipelines. It is understood that this work will include the assessment of 36 miles of gravity sewer pipelines that are 16 inch and smaller diameter, and have manholes approximately every 500 feet.

The SL-RAT technology (Attachment 1) uses acoustic technology to determine the condition of pipeline between two manholes. The data is then used to determine whether cleaning is required in specific sections of pipe, and is a significant cost saving technology for the Town of Chino Valley.

CPM will complete the SL-RAT data collection over a two week period with a two person crew that will be accessing every manhole in the system and perform the survey of the pipelines. In locations where heavy traffic is present, CPM will require Chino Valley utility staff to provide traffic control with their utility trucks; this will not be needed in residential areas or locations where the pipe is in non-traffic areas. After the survey is completed, the data will be used to identify sections that needs to be cleaned using a vactor truck, and then resurveyed using the SL-RAT equipment. CPM will also provide both of these services.

The deliverable for this survey will be a spreadsheet, google earth map, and report showing the results of the survey at each location. In locations where the pipe is found to have blockage or have a fair or poor score, CPM will have a vactor truck clean those sections of pipe and re-survey that section of pipe to ensure it is clean. For the cleaning of the pipe, CPM will need a water source from Chino Valley to fill the vactor truck tank, as well as a place to decant (dispose of wastewater) the vactor truck tanks after cleaning.



CONSTRUCTION PRODUCT MARKETING

The pricing options include the following, which is good for 3 months from this proposal date. This estimate is a not to exceed number and will be billed based on the quantity of pipe inspected and cleaned:

TASK	Unit Price	Quantity	COST
Leak Survey	\$0.25/foot	176,080 feet*	\$44,020.00
Pipe Cleaning	Cost Plus 25% Markup		\$28,500.00**
Total Cost			\$72,520.00

*14,000 feet has already been inspected in April 2020

**Not to exceed cost for cleaning

Thank you for the opportunity to provide this proposal to you for the assessment of your gravity collection system. CPM looks forward to completing this work for you before the end of your 19/20 budget cycle that closes on June 30, 2020. Please feel free to call me (602-228-5040) with any questions or comments.

Respectively yours,

Mike Ambroziak, P.E.
Managing Partner
Construction Product Marketing

THIS PAGE INTENTIONALLY LEFT BLANK



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7. f.

Meeting Date: 05/26/2020
Contact Person: Frank Marbury, Public Works Director/Town Engineer
 Phone: 928-636-7140 x-1226
Department: Public Works
Item Type: Action
Estimated length of staff presentation: 5 minutes
Physical location of item: Road 3 North / Gilson St.

AGENDA ITEM TITLE:

Consideration and possible action to award contract to J. Co. Contracting, LLC for the construction of the Road 3 North Flood Control Project in the amount of \$93,396.50. (Frank Marbury, Public Works Director/Town Engineer)

RECOMMENDED ACTION:

Award contract to J. Co. Contracting, LLC for the construction of the Road 3 North Flood Control Project in the amount of \$93,396.50.

SITUATION AND ANALYSIS:

The Road 3 North Flood Control Project will line two segments of the existing earthen drainage channel running through the Chino Lakes No. 2 and Appaloosa Meadows Ph. 2 subdivisions with shotcrete; said drainage channel segments are located between Road 3 North and approximately 450' north of Gilson St. The project will utilize Yavapai County Flood Control funding.

The project was advertised for competitive bid on April 7, 2020 and one sealed bid was received and opened on May 6, 2020 as follows:

J. Co. Contracting, LLC	\$93,396.50
Prescott, AZ	

Other Pertinent Documents Available Upon Request:

Appendix 7f-A. The complete Contract with J. Co. Contracting, LLC may be viewed online at www.chinoaz.net/agendacenter with the May 26, 2020, council meeting documents.

Fiscal Impact

Fiscal Impact?: Yes
If Yes, Budget Code: 05-90-5515

Available: 93,396.50

Funding Source:

Project will be paid for with Yavapai Drainage Funds.

Attachments

Bid tab

PRICE SHEET

ROAD 3 NORTH FLOOD CONTROL PROJECT

NOTE: All pricing blanks must be filled in. Incomplete or unfilled spaces in the Bid Price Sheet shall result in a determination that a Bid is non-responsive.

Item No.	Description of Materials and/or Services	Qty	Unit	Unit Price	Total Price
105.8	Construction Staking	1	LS	\$ 500.00	\$ 500.00
109.10	Mobilization/Demobilization	1	LS	\$ 500.00	\$ 500.00
109.11	Contract Allowance	1	LS	\$ 5,000.00	\$ 5,000.00
215.8A	Earthwork	1	LS	\$ 3,600	\$ 3,600
350.5A	Existing Fence Removal and Replacement	1,127	LF	\$ 7.50	\$ 8,452.50
350.5B	Existing Concrete Tile Removal	714	LF	\$ 6.00	\$ 4,284.00
401	Traffic Control	1	LS	\$ 500.00	\$ 500.00
912.5	Shotcrete Channel Lining	240	CY	\$ 294.00	\$ 70,560.00
TOTAL CONSTRUCTION COST*					\$ 83,396.50

ALL BIDS ARE PRESUMED TO INCLUDE ALL APPLICABLE TAXES. PLEASE BE ADVISED THAT REV. STAT. § 42-5075(P) APPLIES TO THE PROJECT CONTEMPLATED WITHIN THIS CONTRACT. CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT ALL WORK CONTEMPLATED BY THE PLANS FOR THE PROJECT IS BID ON THE PRICE SHEET.

Company Name: JCD CONTRACTING LLC

Date: 5/4/2020