



TOWN COUNCIL AGENDA PACKET

REGULAR MEETING

**Tuesday, October 25, 2011
6:00 p.m.**

**Council Chambers – South Campus
202 N. State Route 89**



Town of Chino Valley

MEETING NOTICE

TOWN COUNCIL

REGULAR MEETING
TUESDAY, OCTOBER 25, 2011
6:00 P.M.

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

AGENDA

- 1) **CALL TO ORDER, INVOCATION; PLEDGE OF ALLEGIANCE; ROLL CALL**
- 2) **INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS**
 - 2a) Introduction of newly-appointed members to the Municipal Property Corporation, Parks and Recreation Advisory Board, and Senior Center Advisory Board.
 - 2b) Presentation by Pam Pearsall, Yavapai County Assessor, regarding new legislation related to primary occupancy.
- 3a) **CALL TO THE PUBLIC**

Call to the Public is an opportunity for the public to address the Council concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to speaker remarks.
- 3b) **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.
- 4) **CURRENT EVENT SUMMARIES AND REPORTS**

This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events, or ask a staff member to provide the same. Presentation on information requested by the Mayor and Council will be made and questions answered. No action will be taken.

 - 4a) Report by Shannon Gansz, Recreation Manager, regarding Recreation Department operations.

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.

- 5) Approve the Financial Report for two months ending August 31, 2011 for fiscal year 2011/2012. (Vera Smith, Finance Director)
- 6) Consideration and possible action to approve James Hancock and Michael Murphy as the pool of arbiters to fulfill the requirement of Town of Chino Valley Personnel Policy dated September 12, 2002, Policy No. 815 "Binding Arbitration," Revised April 2, 2003, Section III(B). (Cecilia Watts, General Services Director)

Recommended Action: Accept Consent Agenda items 5 and 6.

ACTION ITEMS

- 7a) PUBLIC HEARING regarding application from Heidi Husk for a new Series 12 (Restaurant) Liquor License for CD's Cattle Co., located at 1150 N. Highway 89 in Chino Valley. (Jami Lewis, Town Clerk)
- 7b) Consideration and possible action to approve application from Heidi Husk for new Series 12 (Restaurant) Liquor License for CD's Cattle Co. (Jami Lewis, Town Clerk)

Recommended Actions:

- (a) Hold Public Hearing.
 - (b) Approve application for a new Series 12 Liquor License transfer for CD's Cattle Co.
- 8) Discussion and possible action relative to authorizing staff to: (a) solicit professional assistance from Ostrander Consultants, Inc. to draft a Section 5311 Grant Application for State Fiscal Year 2012/2013 should Council elect to proceed with applying for the said grant; (b) proceed with hiring part-time staff to manage operations and administrative functions of the Town's Transit Program; (c) implement Ostrander Consultants, Inc. recommended service modifications to migrate from a "Flexi-route" program to a "Dial-a-Ride" service; and (d) explore other service delivery models for possible implementation on July 1, 2012. The current ADOT Fiscal Year (FY) 2011/2012 5311 grant budget includes funding for two types of positions whose functions are: (a) to administer and operate the transit system, and (b) to provide dispatch services and other routine operational tasks. The funding made available in the FY 2011/2012 grant is as follows: \$10,500 for a part time Transit Program Administrator and \$13,500 for a part time Transit Clerk whose duties would include providing dispatch services for the program. The positions in question have a local match requirement which will be met by drawing funds from the Town's LTAF II account as well as a small amount being drawn from the Town's general fund. (Michael Scannell, Town Manager)

Recommended Actions:

- (a) Authorize staff to engage Amy Ostrander of Ostrander Consulting to prepare a grant application for ADOT's 5311 Program for the federal fiscal year beginning October 1, 2012, said application being due to ADOT no later than December 2,

2011; and authorize Mayor Marley to sign and transmit the grant application to ADOT upon its completion.

- (b) Authorize the Human Resources Department to recruit and establish a list of qualified applicants for subsequent hire for the position of Transit Clerk and Transit Administrator. In addition, grant the Town Manager the discretion to merge the two positions in question if he believes that doing so would be in the best interest of the program and provided that said merger of the positions comports with the ADOT 5311 grant guidelines.
 - (c) Direct that staff work with the Transit Advisory Committee on the goal of transitioning the transit program to a Dial-a Ride Model of service delivery and to implement said change as soon as is practicable.
 - (d) Direct the Town Manager and or his designee to transition the governance model for the Town's transit program to a Not for Profit model and to endeavor to achieve said objective no later than June 30, 2012.
- 9) Consideration and possible action to amend Town of Chino Valley Personnel Policy, dated September 2002, Policy No. 700 "Vacations" to increase employee vacation leave bank accrual limits from 240 hours to 320 hours, effective immediately. Upon an employee's termination of employment, there is an additional fiscal impact relating to the unused accrual balance. The impact is usually somewhat offset by the timing gap between when a position is terminated and when it becomes filled. If approved, the difference in the maximum payout upon termination could potentially increase by 80 hours. (Cecilia Watts, General Services Director)
- 10) Consideration and possible action to adopt Resolution No. 11-972, establishing a Mayor's Ad Hoc Water Stewardship Committee. (Jami Lewis, Town Clerk)
- Recommended Action: Adopt Resolution No. 11-972, establishing a Mayor's Ad Hoc Water Stewardship Committee, and direct staff to begin recruitment process to fill the four (4) public positions.
- 11) Consideration and possible action to adopt Resolution No. 11-973, establishing a Mayor's Ad Hoc Flood Control Committee. (Jami Lewis, Town Clerk)
- Recommended Action: Adopt Resolution No. 11-973, establishing a Mayor's Ad Hoc Flood Control Committee, and direct staff to begin recruitment process to fill the three (3) public positions.
- 12) Consideration and possible action to adopt Resolution No. 11-974, establishing a Mayor's Ad Hoc Alternative Energy Committee. (Jami Lewis, Town Clerk)
- Recommended Action: Adopt Resolution No. 11-974, establishing a Mayor's Ad Hoc Alternative Energy Committee, and direct staff to begin recruitment process to fill the three (3) public positions.
- 13) Consideration and possible action to rescind and/or appoint an applicant to the Board of Adjustment and appoint an applicant to the Planning and Zoning Commission. (Jami Lewis, Town Clerk)
- Recommended Action: To be determined per Council discussion.

EXECUTIVE SESSION

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

- 14a)** Council may vote to hold an Executive Session pursuant to A.R.S. §38-431.03(A)(3) and (A)(4) to obtain legal advice and consider its position and instruct its attorneys regarding negotiations and a potential agreement between the Town and Sun Edison LLC regarding the dedication and improvement of certain road(s) and/or other considerations between the Town and Sun Edison. (Tom Kack, Town Attorney)
- 14b)** Consideration and possible action with regard to approving an agreement or accommodation with Sun Edison, LLC regarding roads, access, clarifications, corrections, and development issues.

Recommended Action: To be determined per Council discussion.

- 15)** Council may vote to hold an executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) and (A)(7) to obtain legal advice from its attorneys and designated representatives and to consider its position and instruct its attorneys, or other designated representatives, regarding Yavapai County's request to purchase property for a Waste Transfer Station on Town Property to be located in or about "Old Home Manner." (Chris Marley, Mayor)

16) ADJOURNMENT

Dated this 20th day of October, 2011.

By: *Jami C. Lewis, Town Clerk*

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley Town Hall, Chino Valley Post Office, and Chino Valley Aquatic Center in accordance with the statement filed by the Town Council with the Town Clerk.

Date: _____ Time: _____ By: _____
Jami C. Lewis, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 5

☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: October 25, 2011 TIME: 6:00 pm

SUBMITTING DEPARTMENT: FINANCE

CONTACT PERSON: VERA SMITH PHONE: 636-2646 x173

☐ Presentation Only ☐ Report Only ☒ Consent Estimated Length of Staff Presentation: _____ min.
☐ Action-Presentation ☐ Action ☐ Executive

ITEM LOCATION:

PROPOSED AGENDA ITEM:

Approve the Financial Report for two months ending August 31, 2011 for fiscal year 2011/2012.

FISCAL IMPACT? No If Yes, Budget Code: _____ Available: _____

FUNDING:

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

Financial Report



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 5

SITUATION AND ANALYSIS:

RECOMMENDED MOTION:

Move to approve the Financial Report for two months ending August 31, 2011 for fiscal year 2011/2012.

ATTACHMENTS:

Financial Report

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

_____ Author	_____ Department Head	<u style="color: blue;">Vera J. Smith</u> Finance
_____ Other:	_____ Other:	_____ Legal
_____ Other:	_____ Other:	<u style="color: blue;">Michael K. Scannell</u> Town Manager/Designee

Town of Chino Valley, Arizona

Financial Report

PRESENTED TO THE TOWN COUNCIL

October 25, 2011

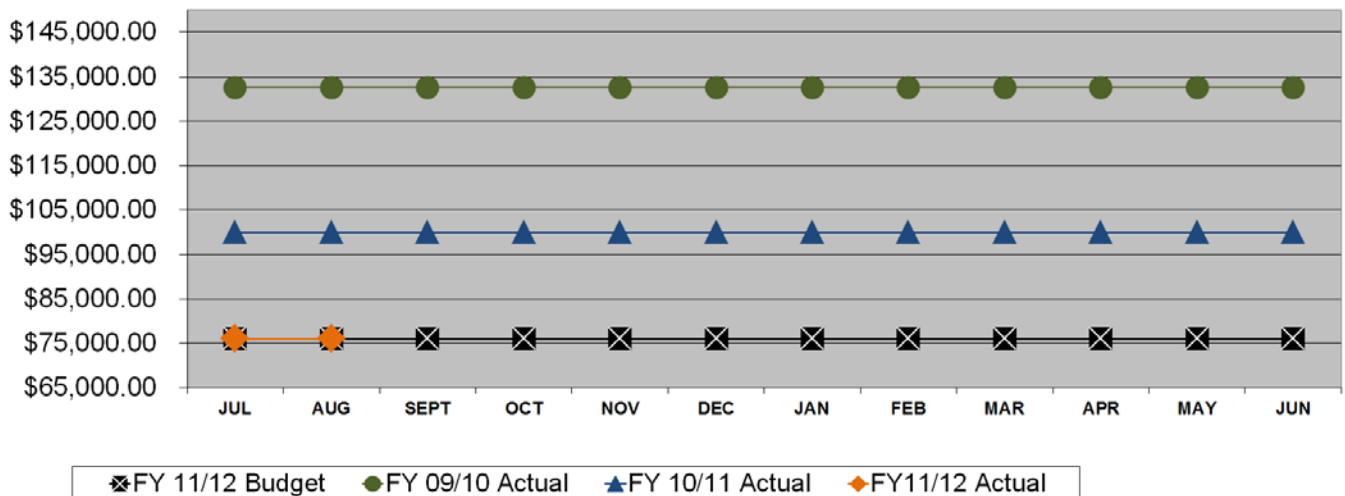
COVERING THE FINANCIAL ACTIVITIES OF THE TOWN GOVERNMENT
FROM JULY 1, 2011 TO AUGUST 31, 2011 FISCAL YEAR 2011/2012

Prepared by the Town of Chino Valley Finance Department

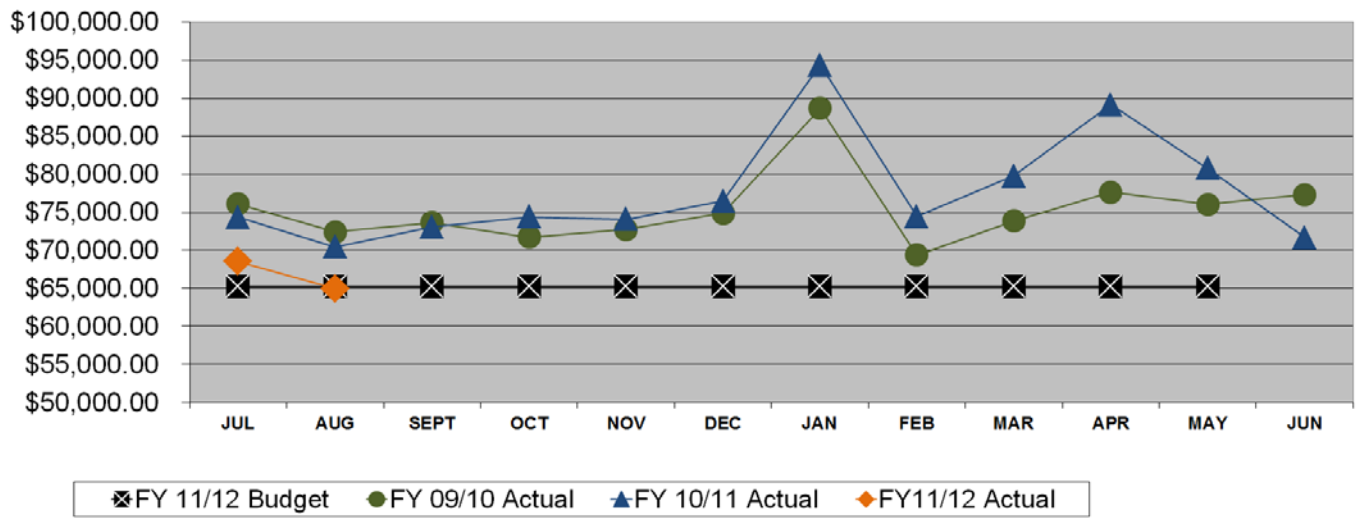
This Financial Report presents the unaudited financial information for the two months ending August 31, 2011 -- 16.67% of the year has occurred.

General Fund actual revenues have exceeded actual expenditures by \$1,369 at August 31, 2011. We are off to a good start in the General Fund, but it's far too early in the fiscal year to reach any conclusions in regards to how actuals will compare to budgets for the remainder of the fiscal year. Please keep in mind that it's very possible that actual expenditures will exceed actual revenues during FY2011/2012 due to the large carryover of \$563,219 in the FY2011/2012 budget. This is to be expected when one-time sources are utilized to bridge the gap between budget expenditures and budgeted revenues.

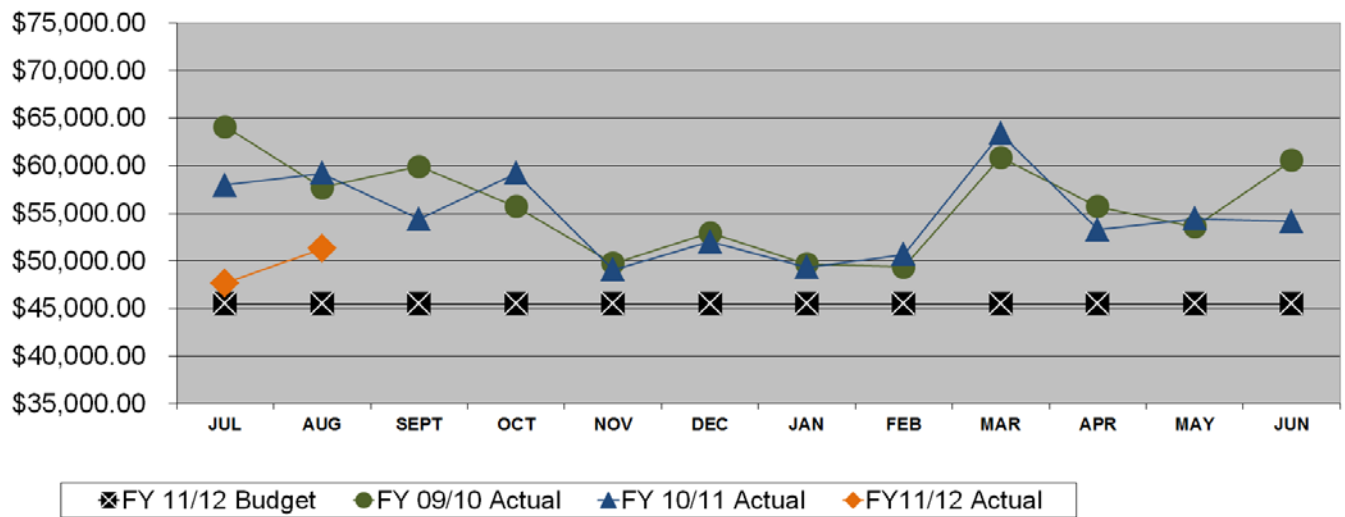
STATE SHARED INCOME TAX REVENUES COMPARISON



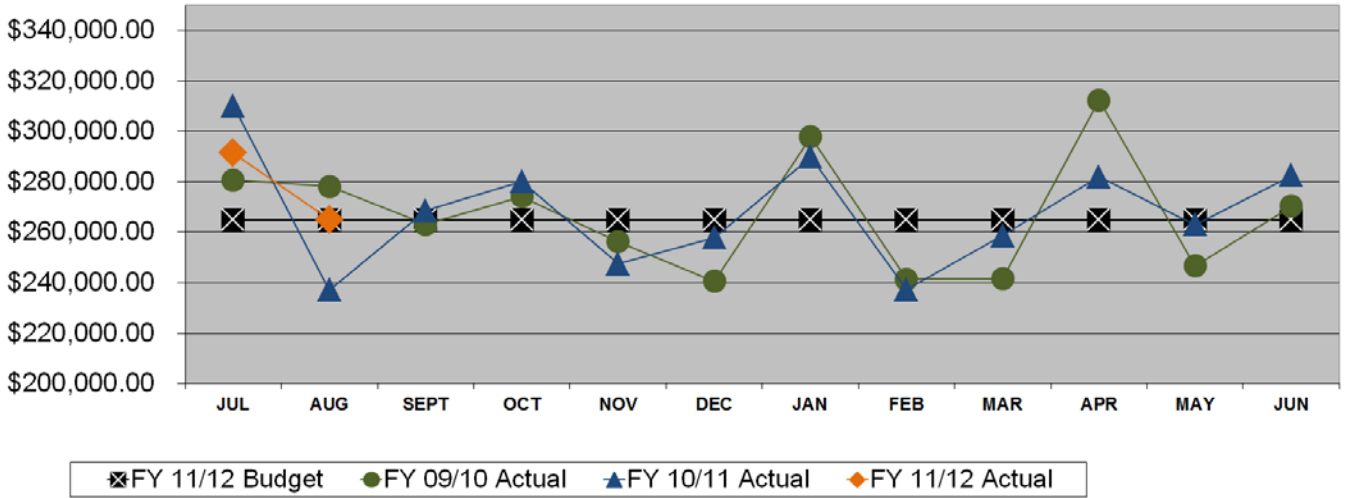
STATE SHARED SALES TAX REVENUES COMPARISON



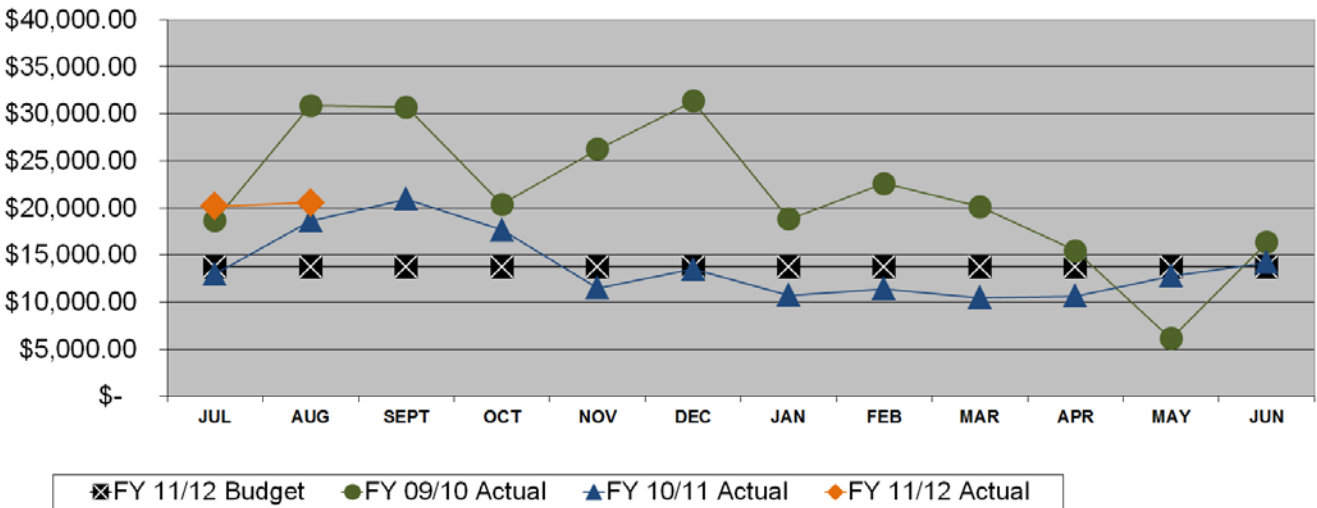
VEHICLE LICENSE TAX REVENUES COMPARISON



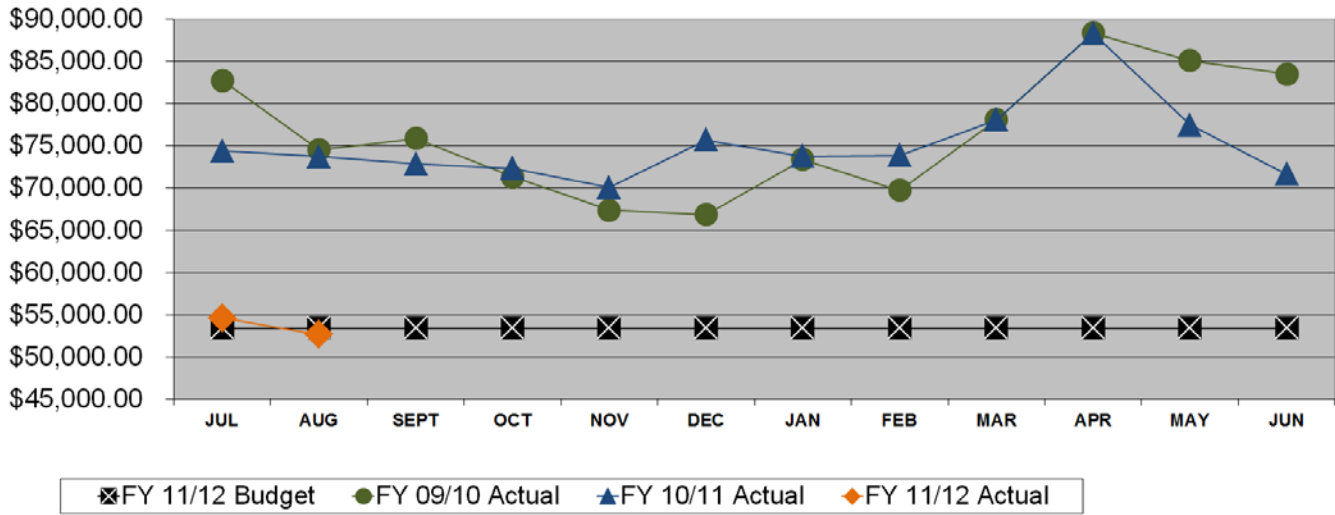
3% TOWN SALES TAX REVENUES COMPARISON



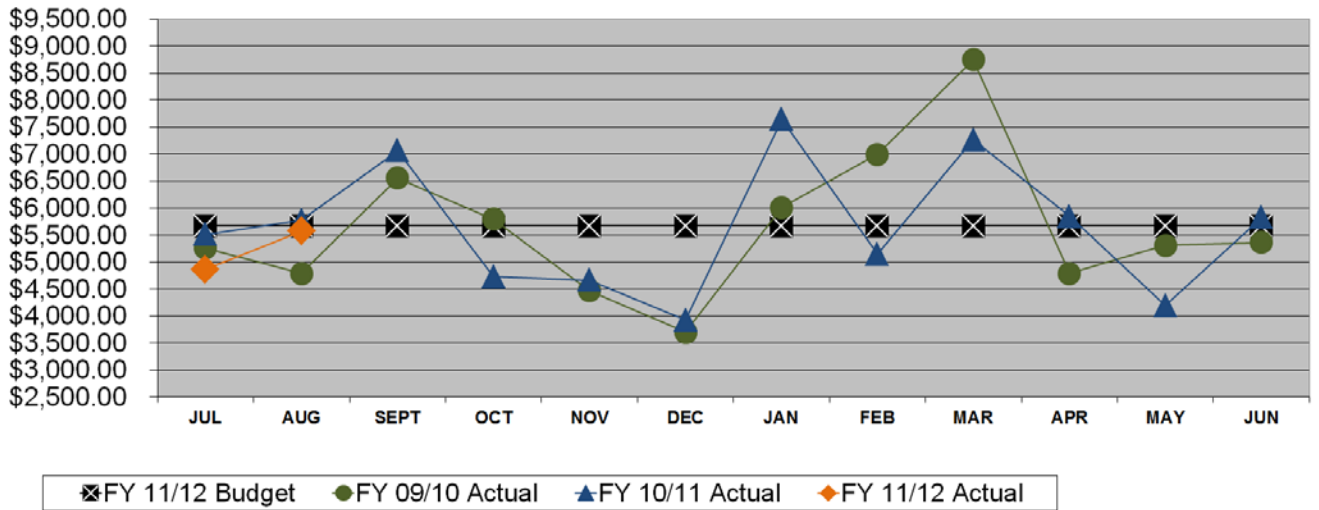
3% TOWN CONSTRUCTION SALES TAX REVENUES COMPARISON



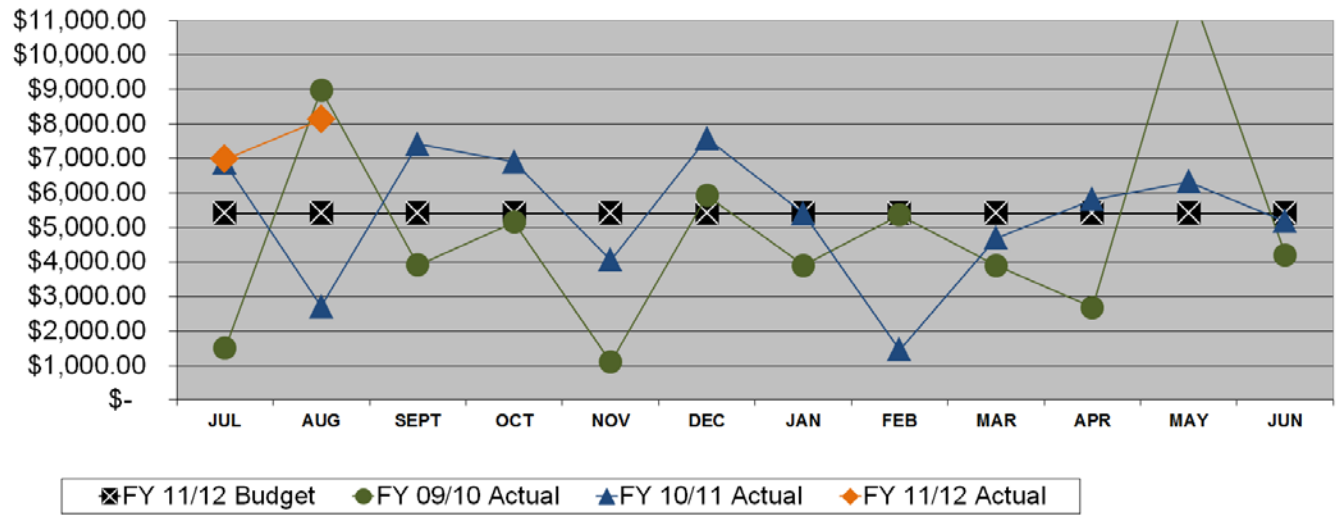
HIGHWAY USERS REVENUES COMPARISON



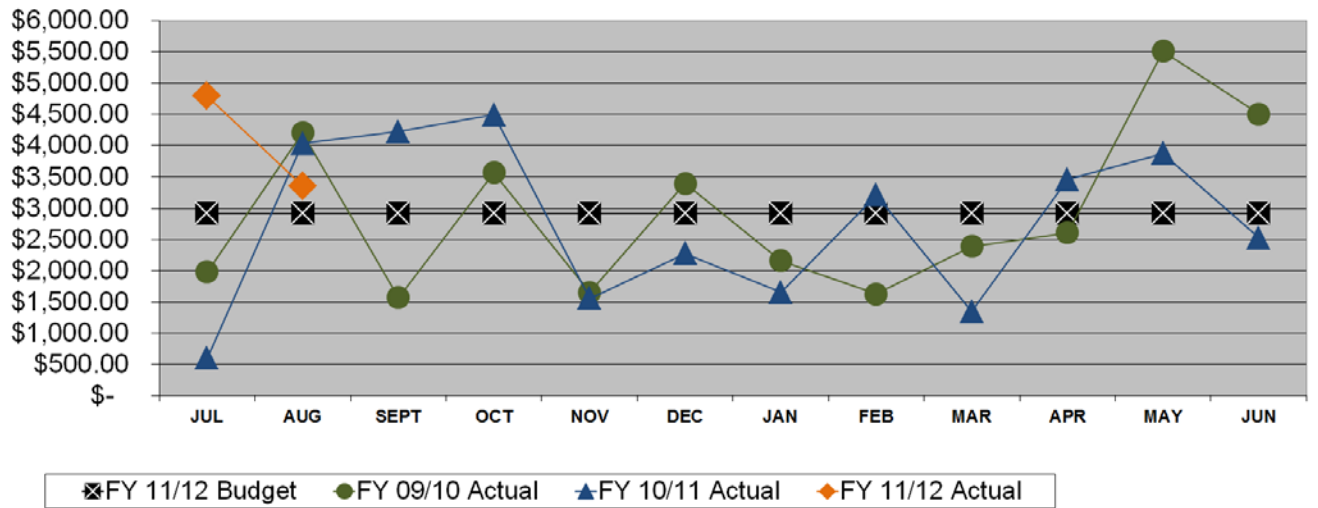
BUSINESS LICENSES REVENUES COMPARISON



BUILDING PERMITS REVENUES COMPARISON



PLAN CHECK FEES REVENUES COMPARISON



TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

GENERAL FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
FRANCHISE TAXES	143,500	3.43	4,925.17	5,328.99
TAX REVENUES	2,229,000	17.86	398,122.47	385,848.81
LICENSES & PERMITS REVENUES	179,200	19.31	34,596.98	27,464.22
INTERGOVERNMENTAL REVENUES	2,454,447	16.16	396,749.68	480,085.39
CHARGES FOR SERVICES	128,775	23.29	29,991.38	34,771.04
FINES AND FORFEITURES	182,450	12.69	23,157.57	14,750.40
OTHER REVENUES	9,850	43.23	4,258.38	4,396.00
CONTRIBUTIONS AND DONATIONS	17,500	11.98	2,097.00	1,589.25
INVESTMENT EARNINGS	590	8.52	50.29	67.55
OTHER SOURCES	1,136,097	11.06	125,650.80	116,634.83
TOTAL FUND REVENUES	6,481,409	15.73	1,019,599.72	1,070,936.48
<u>EXPENDITURES</u>				
LEGAL SERVICES	105,724	14.83	15,681.96	17,200.68
TOWN CLERK	212,378	10.86	23,060.94	20,088.85
TOWN MANAGER	265,954	13.42	35,694.68	34,394.01
HUMAN RESOURCES	49,941	11.41	5,700.23	14,894.36
MUNICIPAL COURT	274,589	11.52	31,626.13	33,723.08
FINANCE	238,640	13.41	32,003.90	26,963.03
MGMT INFORMATION SYSTEMS	115,926	10.46	12,131.33	12,646.95
GEOGRAPHICAL INFO SYSTEMS	66,455	12.44	8,268.32	8,475.03
MAYOR & COUNCIL	25,996	26.42	6,867.89	4,209.62
PLANNING	200,461	13.51	27,084.69	27,711.32
BUILDING INSPECTION	79,687	11.30	9,002.23	10,312.27
CODE ENFORCEMENT	51,562	13.30	6,860.24	7,051.40
DISPATCH	145,881	21.86	31,891.80	40,867.54
POLICE	2,126,702	14.19	301,707.56	301,707.55
ANIMAL CONTROL	69,399	12.19	8,457.18	8,201.12
RECREATION	71,553	12.51	8,952.74	18,085.18
LIBRARY	268,856	12.18	32,749.84	30,197.23
SENIOR CENTER	145,971	11.24	16,405.12	20,452.86
PARKS MAINTENANCE	347,872	20.14	70,071.88	81,762.59
AQUATICS CENTER	195,913	41.74	81,773.71	56,635.89
PUBLIC WORKS ADMINISTRATION	19,192	12.73	2,443.37	2,626.22
FACILITIES MAINTENANCE	277,126	16.20	44,902.17	28,044.04
FLEET MAINTENANCE	309,897	13.35	41,369.60	40,869.95
ENGINEERING	39,487	7.41	2,925.15	6,424.79
DEBT, CONTINGENCIES, TRANSFERS	776,247	20.69	160,597.57	99,630.01
TOTAL FUND EXPENDITURES	6,481,409	15.71	1,018,230.23	953,175.57
NET REVENUES OVER EXPENDITURES			1,369.49	117,760.91

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

HIGHWAY USER REVENUE FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
RIGHT OF WAY PERMITS	1,500	15.70	235.50	160.00
DRIVEWAY PERMITS	250	36.00	90.00	60.00
INTEREST INCOME	11,800	1.31	154.51	586.55
HIGHWAY USERS REVENUE	641,023	16.73	107,270.89	148,081.06
COURT FINES -- HURF	500	10.06	50.32	.00
	<u>655,073</u>	<u>16.46</u>	<u>107,801.22</u>	<u>148,887.61</u>
<u>OTHER SOURCES</u>				
CARRYOVER	89,440	.00	.00	.00
	<u>89,440</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
<u>TOTAL OTHER SOURCES</u>				
	<u>89,440</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
<u>TOTAL FUND REVENUES</u>	<u>744,513</u>	<u>14.48</u>	<u>107,801.22</u>	<u>148,887.61</u>
<u>EXPENDITURES</u>				
PERSONNEL COSTS	458,658	12.27	56,263.46	55,255.10
OPERATING COSTS	223,625	12.20	27,291.05	53,894.70
CHIPSEALING/ARMORING	0	.00	.00	315,630.85
CONTINGENCIES	17,107	.00	.00	.00
RESERVE FUND	11,281	.00	.00	.00
ON-LINE AUCTION EXPENSES	2,000	3.93	78.58	.00
TFRS TO DEBT SERVICE FUND	31,842	16.67	5,306.98	5,306.98
	<u>744,513</u>	<u>11.95</u>	<u>88,940.07</u>	<u>430,087.63</u>
<u>TOTAL FUND EXPENDITURES</u>	<u>744,513</u>	<u>11.95</u>	<u>88,940.07</u>	<u>430,087.63</u>
<u>NET REVENUES OVER EXPENDITURES</u>			<u>18,861.15</u>	<u>(281,200.02)</u>

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

CDBG GRANTS

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
CDBG GRANTS	<u>371,473</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL REVENUES	<u>371,473</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
 TOTAL FUND REVENUES	 <u>371,473</u>	 <u>.00</u>	 <u>.00</u>	 <u>.00</u>
 <u>EXPENDITURES</u>				
OPERATING COSTS	<u>23,059</u>	<u>.00</u>	<u>.00</u>	(<u>3.36</u>)
CONSTRUCTION COSTS	<u>348,414</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
 TOTAL FUND EXPENDITURES	 <u>371,473</u>	 <u>.00</u>	 <u>.00</u>	 (<u>3.36</u>)
 NET REVENUES OVER EXPENDITURES			 <u>.00</u>	 <u>3.36</u>

**TOWN OF CHINO VALLEY FUND SUMMARY -- WATER ENTERPRISE FUND
FOR THE 2 MONTHS ENDING AUGUST 31, 2011**

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
REVENUES				
WATER SERVICE FEES	378,000	29.44	111,296.98	107,749.21
WATER SYSTEM BUY-IN FEES	5,000	.00	.00	.00
WTR SERVICE CONNECTION TAP FEE	800	.00	.00	.00
WATER METER FEES	2,000	.00	.00	.00
MISCELLANEOUS REVENUE	4,500	23.59	1,061.54	990.15
TOTAL REVENUES	390,300	28.79	112,358.52	108,739.36
OTHER SOURCES				
CARRYOVER	194,000	.00	.00	.00
TFRS FROM CAPITAL IMPROV. FUND	399,018	12.49	49,836.00	26,792.00
TOTAL OTHER SOURCES	593,018	8.40	49,836.00	26,792.00
TOTAL FUND REVENUES	983,318	16.49	162,194.52	135,531.36
EXPENDITURES				
WATER UTILITY OPERATIONS				
PERSONNEL COSTS	183,927	13.63	25,066.33	26,039.29
OPERATING COSTS	359,300	6.39	22,954.00	18,318.20
TOTAL WATER UTILITY OPERATIONS	543,227	8.84	48,020.33	44,357.49
WELLS	0	.00	.00	6,995.33
LEASE PURCHASE-CWMHP LOT	4,278	99.98	4,277.14	4,277.14
WATER METERS	5,000	15.11	755.34	236.58
COUNTRY WEST WELL REHAB	45,000	.00	.00	.00
CONTINGENCIES	27,550	.00	.00	.00
RESERVE FUND	27,550	.00	.00	.00
WATER RESOURCES DIVISION				
PERSONNEL COSTS	6,356	14.50	921.44	875.26
OPERATING COSTS	149,225	24.86	37,099.04	37,330.80
TOTAL WATER RESOURCES DIVISION	155,581	24.44	38,020.48	38,206.06
CONTINGENCIES	22,358	.00	.00	.00
RESERVE FUND	22,358	.00	.00	.00
ON-LINE AUCTION EXPENSES	0	.00	999.82	.00
CAMERON PROPERTY OBLIGATIONS	0	.00	.00	9,133.96
2010 BONDS -- INTEREST	30,386	20.07	6,098.86	.00
DE LAGE LANDEN PUBLIC FINANCE	30	69.63	20.89	2,885.64
RESERVE	100,000	.00	.00	.00

TOWN OF CHINO VALLEY FUND SUMMARY -- WATER ENTERPRISE FUND
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
TOTAL FUND EXPENDITURES	<u>983,318</u>	<u>9.99</u>	<u>98,192.86</u>	<u>106,092.20</u>
NET REVENUES OVER EXPENDITURES			<u>64,001.66</u>	<u>29,439.16</u>

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

CAPITAL IMPROVEMENT FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
1% TPT REVENUES-RETAIL/OTHER	1,050,000	17.64	185,258.23	180,431.95
1% CONSTRUCTION TPT REVENUES	55,000	24.71	13,593.13	10,546.24
1% BED TAX REVENUES	9,500	2.21	209.88	1,946.21
CTY DRAINAGE MASTER PLAN REV	0	.00	.00	19,792.20
CVUSD ADJACENT WAYS PROJECT	0	.00	.00	35,408.82
MISC CAPITAL PROJECTS REVENUES	2,000,000	.00	.00	.00
TOTAL REVENUES	3,114,500	6.39	199,061.24	248,125.42
<u>OTHER REVENUES</u>				
MISC POOL CONTRIBUTIONS	400	.00	.00	.00
INTEREST INCOME LGIP	750	13.89	104.14	143.36
INTEREST INCOME -- GADA LGIP	0	.00	.00	437.89
TOTAL OTHER REVENUES	1,150	9.06	104.14	581.25
<u>OTHER SOURCES</u>				
CARRYOVER	65,409	.00	.00	.00
TOTAL OTHER SOURCES	65,409	.00	.00	.00
TOTAL FUND REVENUES	3,181,059	6.26	199,165.38	248,706.67
<u>EXPENDITURES</u>				
MISC CAPITAL PROJECTS	2,000,000	.00	.00	.00
CVUSD ADJACENT WAYS PROJECT	0	.00	.00	87,557.36
EECBG EXPS (SOLAR PANELS PJT)	0	.00	.00	28.57
CTY DRAINAGE MASTER PLAN	0	.00	.00	19,792.20
GADA FINANCED IMPROVEMENTS	0	.00	.00	107,276.48
TFRS TO GENERAL FUND	516,278	24.34	125,650.80	116,634.83
TFRS TO WATER ENTERPRISE FUND	399,018	12.49	49,836.00	26,792.00
TFRS TO DEBT SERVICE FUND	265,763	26.11	69,398.23	.00
TOTAL FUND EXPENDITURES	3,181,059	7.70	244,885.03	358,081.44
NET REVENUES OVER EXPENDITURES			(45,719.65)	(109,374.77)

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

SEWER ENTERPRISE FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
SEWER SERVICE FEES	1,015,000	16.79	170,400.30	166,595.47
SEPTAGE RECOVERY FEES	52,000	11.08	5,762.07	11,741.13
SEWER SYSTEM BUY-IN FEES	36,000	9.07	3,266.43	4,462.11
CHINO MEADOWS SEWER HOOKUPS	90,000	18.35	16,515.65	15,380.47
ANNUAL PERMIT FEE-SEPTAGE	420	.00	.00	120.00
MISCELLANEOUS REVENUE	38,500	18.85	7,256.80	6,117.40
EECBG REVENUES (SOLAR PANELS)	250,000	.00	.00	.00
TOTAL REVENUES	<u>1,481,920</u>	<u>13.71</u>	<u>203,201.25</u>	<u>204,416.58</u>
<u>OTHER REVENUES</u>				
INVESTMENT EARNINGS	<u>45,000</u>	<u>12.70</u>	<u>5,714.62</u>	<u>6,405.38</u>
TOTAL OTHER REVENUES	<u>45,000</u>	<u>12.70</u>	<u>5,714.62</u>	<u>6,405.38</u>
<u>OTHER SOURCES</u>				
CARRYOVER	<u>1,163,271</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL OTHER SOURCES	<u>1,163,271</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL FUND REVENUES	<u>2,690,191</u>	<u>7.77</u>	<u>208,915.87</u>	<u>210,821.96</u>
<u>EXPENDITURES</u>				
PERSONNEL COSTS	221,612	11.11	24,616.41	25,564.92
OPERATING COSTS	1,662,171	5.90	98,050.42	59,391.22
EECBG EXPS (SOLAR PANELS PJT)	250,000	.00	.00	.00
WIFA CM LOAN PRINCIPAL	0	.00	.00	278,746.77
WIFA LOAN INTEREST/FEES	160,709	.00	.00	.00
USDA CM LOAN PRINCIPAL	0	.00	7,570.91	14,506.08
USDA CM LOAN INTEREST/FEES	175,257	16.82	29,472.10	30,081.92
CONTINGENCIES	110,221	.00	.00	.00
RESERVE FUND	110,221	.00	.00	.00
TOTAL FUND EXPENDITURES	<u>2,690,191</u>	<u>5.94</u>	<u>159,709.84</u>	<u>408,290.91</u>
NET REVENUES OVER EXPENDITURES			<u>49,206.03</u>	<u>(197,468.95)</u>

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

GRANTS FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
MISC GRANTS- POLICE DEPARTMENT	150,000	29.33	44,000.00	.00
PARKS & REC GRANTS	50,000	.00	.00	.00
MISC GRANTS - LIBRARY	25,000	.00	.00	.00
PLANNING GRANT REVENUE	25,000	.00	.00	.00
SEN CNTR SPECIAL GRANTS	25,000	.00	.00	.00
ADOT TRANSPORTATION GRANT REV	55,387	.66	363.00	.00
MISC PUBLIC WORKS GRANTS	25,000	.00	.00	.00
MISC GRANT COURT	25,000	.00	.00	350.00
TOTAL REVENUES	<u>380,387</u>	<u>11.66</u>	<u>44,363.00</u>	<u>350.00</u>
<u>OTHER REVENUES</u>				
INTEREST INCOME	<u>75</u>	<u>10.20</u>	<u>7.65</u>	<u>14.82</u>
TOTAL OTHER REVENUES	<u>75</u>	<u>10.20</u>	<u>7.65</u>	<u>14.82</u>
<u>OTHER SOURCES</u>				
CARRYOVER	117,332	.00	.00	.00
TFRS FROM GENERAL FUND	<u>6,666</u>	<u>12.45</u>	<u>829.97</u>	<u>.00</u>
TOTAL OTHER SOURCES	<u>123,998</u>	<u>.67</u>	<u>829.97</u>	<u>.00</u>
TOTAL FUND REVENUES	<u>504,460</u>	<u>8.96</u>	<u>45,200.62</u>	<u>364.82</u>
<u>EXPENDITURES</u>				
MUNICIPAL JUDGE	25,000	.00	.00	350.00
PLANNING	25,000	.00	.00	.00
POLICE	235,500	7.83	18,435.24	17,516.14
RECREATION	25,000	.00	.00	.00
LIBRARY	25,000	.00	.00	.00
TRANSIT PGM	88,215	3.19	2,812.12	506.03
SR CTR	25,000	.00	.00	.00
PARKS MAINTENANCE	30,745	.00	.00	100.00
PUBLIC WORKS ADMINISTRATION	<u>25,000</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL FUND EXPENDITURES	<u>504,460</u>	<u>4.21</u>	<u>21,247.36</u>	<u>18,472.17</u>
NET REVENUES OVER EXPENDITURES			<u>23,953.26</u>	<u>(18,107.35)</u>

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

DEBT SERVICE FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
TFRS FROM GENERAL FUND	59,528	16.67	9,924.60	14,506.20
TFRS FROM CAPITAL IMPROVEMENTS	265,763	26.11	69,398.23	.00
TFRS FROM IMPACT FEES	0	.00	.00	4,581.60
TFRS FROM HIGHWAY USER FUND	31,842	16.67	5,306.98	5,306.98
TFRS FROM CAPITAL REPLAC FUND	80,000	.00	.00	.00
TOTAL REVENUES	<u>437,133</u>	<u>19.36</u>	<u>84,629.81</u>	<u>24,394.78</u>
 TOTAL FUND REVENUES	 <u>437,133</u>	 <u>19.36</u>	 <u>84,629.81</u>	 <u>24,394.78</u>
 <u>EXPENDITURES</u>				
SUNTRUST LEASING-VEHICLES	0	.00	.00	9,163.20
BANC AMERICA PUBLIC CAPITAL	88,869	16.67	14,811.58	14,811.58
DEBT SVC 2010 BONDS INTEREST	345,763	20.07	69,398.23	.00
FISCAL AGENT FEES	2,501	16.79	420.00	420.00
TOTAL FUND EXPENDITURES	<u>437,133</u>	<u>19.36</u>	<u>84,629.81</u>	<u>24,394.78</u>
 NET REVENUES OVER EXPENDITURES			<u>.00</u>	<u>.00</u>

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

SPECIAL REVENUE FUND-COURT

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>FEE REVENUES</u>				
COURT IMPROVEMENT FEES	18,000	11.88	2,138.60	1,319.87
COURT COLLECTION FEES	10,000	10.41	1,041.15	1,499.87
INTEREST INCOME	0	.00	.00	31.57
TOTAL FEE REVENUES	28,000	11.36	3,179.75	2,851.31
<u>OTHER REVENUES</u>				
INTEREST INCOME-LGIP	155	5.23	8.10	.00
TOTAL OTHER REVENUES	155	5.23	8.10	.00
<u>FEE REVENUES</u>				
CARRYOVER	80,000	.00	.00	.00
TOTAL FEE REVENUES	80,000	.00	.00	.00
TOTAL FUND REVENUES	108,155	2.95	3,187.85	2,851.31
<u>EXPENDITURES</u>				
PERSONNEL COSTS	0	.00	1,523.39	.00
OPERATING COSTS	46,077	.64	294.11	.00
CAPITAL EXPENDITURES	62,078	4.23	2,625.00	6,718.56
TOTAL FUND EXPENDITURES	108,155	4.11	4,442.50	6,718.56
NET REVENUES OVER EXPENDITURES			(1,254.65)	(3,867.25)

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

CAPITAL ASSET REPLACEMENT FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>TAX REVENUES</u>				
SALES TAX AUDIT REVENUES	39,600	.00	.00	.00
TOTAL TAX REVENUES	39,600	.00	.00	.00
<u>OTHER REVENUES</u>				
AMRRP DIVIDEND	42,386	101.06	42,836.00	34,506.00
INTEREST INCOME-LGIP	250	8.29	20.73	52.16
TOTAL OTHER REVENUES	42,636	100.52	42,856.73	34,558.16
<u>TAX REVENUES</u>				
CARRYOVER	76,000	.00	.00	.00
TOTAL TAX REVENUES	76,000	.00	.00	.00
TOTAL FUND REVENUES	158,236	27.08	42,856.73	34,558.16
<u>EXPENDITURES</u>				
OPERATING COSTS	13,200	13.06	1,724.25	3,036.63
DEBT SERVICE/OTHER	145,036	.00	.00	.00
TOTAL FUND EXPENDITURES	158,236	1.09	1,724.25	3,036.63
NET REVENUES OVER EXPENDITURES			41,132.48	31,521.53

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

POLICE IMPACT FEE FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
POLICE IMPACT FEES-RESIDENTIAL	5,454	5.56	303.00	.00
INTEREST INCOME POOL	180	5.14	9.26	32.53
	<u>5,634</u>	<u>5.54</u>	<u>312.26</u>	<u>32.53</u>
TOTAL REVENUES				
<u>OTHER SOURCES</u>				
CARRYOVER	126,000	.00	.00	.00
	<u>126,000</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL OTHER SOURCES				
	<u>131,634</u>	<u>.24</u>	<u>312.26</u>	<u>32.53</u>
TOTAL FUND REVENUES				
<u>EXPENDITURES</u>				
CAPITAL EXPENDITURES	131,634	3.58	4,706.35	.00
DEBT SERVICE/OTHER	0	.00	.00	4,581.60
	<u>131,634</u>	<u>3.58</u>	<u>4,706.35</u>	<u>4,581.60</u>
TOTAL FUND EXPENDITURES				
NET REVENUES OVER EXPENDITURES			(4,394.09)	(4,549.07)

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

LIBRARY IMPACT FEE FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
LIBRARY IMPACT FEES-RESID	2,664	5.56	148.00	.00
INTEREST INCOME POOL	150	5.69	8.54	27.83
TOTAL REVENUES	<u>2,814</u>	<u>5.56</u>	<u>156.54</u>	<u>27.83</u>
<u>REVENUES</u>				
CARRYOVER	<u>125,000</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL REVENUES	<u>125,000</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL FUND REVENUES	<u>127,814</u>	<u>.12</u>	<u>156.54</u>	<u>27.83</u>
<u>EXPENDITURES</u>				
CAPITAL EXPENDITURES	<u>127,814</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL FUND EXPENDITURES	<u>127,814</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
NET REVENUES OVER EXPENDITURES			<u>156.54</u>	<u>27.83</u>

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

PARKS/REC IMPACT FEE FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
PARKS/REC IMPACT FEES-RESID	9,828	5.56	546.00	.00
INTEREST INCOME POOL	150	5.56	8.34	28.30
TOTAL REVENUES	<u>9,978</u>	<u>5.56</u>	<u>554.34</u>	<u>28.30</u>
<u>REVENUES</u>				
CARRYOVER	122,000	.00	.00	.00
TOTAL REVENUES	<u>122,000</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL FUND REVENUES	<u>131,978</u>	<u>.42</u>	<u>554.34</u>	<u>28.30</u>
<u>EXPENDITURES</u>				
CAPITAL EXPENDITURES	131,978	.00	.00	.00
TOTAL FUND EXPENDITURES	<u>131,978</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
NET REVENUES OVER EXPENDITURES			<u>554.34</u>	<u>28.30</u>

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

GENL GOVT IMPACT FEE FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
GENL GOV IMPACT FEES-RESID	2,790	5.56	155.00	.00
INTEREST INCOME POOL	50	10.60	5.30	46.75
TOTAL REVENUES	<u>2,840</u>	<u>5.64</u>	<u>160.30</u>	<u>46.75</u>
<u>REVENUES</u>				
CARRYOVER	<u>40,000</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL REVENUES	<u>40,000</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL FUND REVENUES	<u>42,840</u>	<u>.37</u>	<u>160.30</u>	<u>46.75</u>
<u>EXPENDITURES</u>				
CAPITAL EXPENDITURES	<u>42,840</u>	<u>5.81</u>	<u>2,487.81</u>	<u>7,639.11</u>
TOTAL FUND EXPENDITURES	<u>42,840</u>	<u>5.81</u>	<u>2,487.81</u>	<u>7,639.11</u>
NET REVENUES OVER EXPENDITURES			<u>(2,327.51)</u>	<u>(7,592.36)</u>

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

ROADS IMPACT FEE FUND

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>REVENUES</u>				
ROADS IMPACT FEES-RESIDENTIAL	54,504	5.56	3,028.00	.00
INTEREST INCOME POOL	2,500	5.74	143.38	450.57
	<u>57,004</u>	<u>5.56</u>	<u>3,171.38</u>	<u>450.57</u>
TOTAL REVENUES				
	<u>57,004</u>	<u>5.56</u>	<u>3,171.38</u>	<u>450.57</u>
<u>REVENUES</u>				
CARRYOVER	377,996	.00	.00	.00
	<u>377,996</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL REVENUES				
	<u>377,996</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL FUND REVENUES				
	<u>435,000</u>	<u>.73</u>	<u>3,171.38</u>	<u>450.57</u>
<u>EXPENDITURES</u>				
CAPITAL EXPENDITURES	435,000	1.15	5,000.00	27,107.50
	<u>435,000</u>	<u>1.15</u>	<u>5,000.00</u>	<u>27,107.50</u>
TOTAL FUND EXPENDITURES				
	<u>435,000</u>	<u>1.15</u>	<u>5,000.00</u>	<u>27,107.50</u>
NET REVENUES OVER EXPENDITURES			(1,828.62)	(26,656.93)
			<u>(1,828.62)</u>	<u>(26,656.93)</u>

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

SPECIAL REVENUE FUND -- PD

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>OTHER REVENUES</u>				
INTEREST INCOME - LGIP	<u>5</u>	<u>1.20</u>	<u>.06</u>	<u>.05</u>
TOTAL OTHER REVENUES	<u>5</u>	<u>1.20</u>	<u>.06</u>	<u>.05</u>
 <u>FEE REVENUES</u>				
VEHICLE IMPOUND FEE REVENUE	<u>56,595</u>	<u>1.86</u>	<u>1,050.00</u>	<u>3,000.00</u>
TOTAL FEE REVENUES	<u>56,595</u>	<u>1.86</u>	<u>1,050.00</u>	<u>3,000.00</u>
 TOTAL FUND REVENUES	<u>56,600</u>	<u>1.86</u>	<u>1,050.06</u>	<u>3,000.05</u>
 <u>EXPENDITURES</u>				
DEBT SERVICE/OTHER	<u>56,600</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
 TOTAL FUND EXPENDITURES	<u>56,600</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
 NET REVENUES OVER EXPENDITURES			<u><u>1,050.06</u></u>	<u><u>3,000.05</u></u>

TOWN OF CHINO VALLEY
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2011

LIGHTING IMPROVEMENT DISTRICTS

	<u>FY 11/12 BUDGET</u>	<u>FY 11/12 %</u>	<u>FY 11/12 YTD ACTUAL</u>	<u>FY 10/11 YTD ACTUAL</u>
<u>SECONDARY PROPERTY TAX REVS</u>				
CVSLID #1 TAX REVENUES	2,031	.00	.00	.00
CVSLID #2 TAX REVENUES	1,050	.00	.00	.00
CVSLID #3A TAX REVENUES	951	.00	.00	.00
	<u>4,032</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL SECONDARY PROPERTY TAX REVS				
	<u>4,032</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
TOTAL FUND REVENUES				
	<u>4,032</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
<u>EXPENDITURES</u>				
CVSLID #1 UTILITIES-ELECTRIC	1,862	8.36	155.63	154.52
CVSLID #2 UTILITIES-ELECTRIC	957	8.36	79.97	79.48
CVSLID #3A UTILITIES-ELECTRIC	869	8.36	72.62	72.12
RESERVE	344	.00	.00	.00
	<u>4,032</u>	<u>7.64</u>	<u>308.22</u>	<u>306.12</u>
TOTAL FUND EXPENDITURES				
	<u>4,032</u>	<u>7.64</u>	<u>308.22</u>	<u>306.12</u>
NET REVENUES OVER EXPENDITURES			(308.22)	(306.12)



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 6

☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: 10/25/2011 TIME: 6:00 p.m.

SUBMITTING DEPARTMENT: Town Manager's Office

CONTACT PERSON: Cecilia Watts PHONE: Ext 136

☐ Presentation Only ☐ Report Only ☒ Consent Estimated Length of Staff Presentation: _____ min.
☐ Action-Presentation ☐ Action ☐ Executive

ITEM LOCATION:

PROPOSED AGENDA ITEM:

Consideration and possible action to approve James Hancock and Michael Murphy as the pool of arbiters to fulfill the requirement of Town of Chino Valley Personnel Policy dated September 12, 2002, Policy No. 815 "Binding Arbitration," Revised April 2, 2003, Section III(B).

FISCAL IMPACT? No If Yes, Budget Code: _____ Available: \$ _____

FUNDING:

TYPE OF DOCUMENT(S) FOR CONSIDERATION:



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 6

SITUATION AND ANALYSIS:

The Town of Chino Valley Town Council adopted the Town's Personnel Policies in September 2002. Policy No. 815 "Binding Arbitration," Section III(B) "Request for Arbitration," states: "The pool of arbitrators will be reviewed by the Town Council on a yearly basis and may be changed if deemed necessary by instructions of the Council."

Staff has worked with the Town Attorneys and recommends the following arbitrators:

- Hancock Arbitration Mediation
James Hancock
1677 Coyote Road
Prescott, AZ 86303-5338
(928) 445-7424
- Murphy, Schmitt, Hathaway and Wilson
Michael Murphy
117 E Gurley Street, Third Floor
Prescott, AZ 86301
(928) 445-6860

If an employee files a grievance and is not satisfied with the disposition of his / her grievance, the employee has the right to further appeal. Binding Arbitration provides for the employee and the Town a final means of addressing differences in opinion or disagreements concerning grievances which still exist following the grievance and appeal process.

To staff's knowledge, the requirement of providing a list of arbiters to the Town Council has occurred only once, in September 2003. This agenda will fulfill the procedural requirement as well as position the Town to be prepared should an incident occur in which an arbitrator will need to be utilized.

RECOMMENDED MOTION:

Move to approve James Hancock and Michael Murphy as the pool of arbiters to fulfill the Town of Chino Valley Personnel Policy Manual requirement under Policy No. 815 Section III(B).

ATTACHMENTS:

Town of Chino Valley Personnel Policy Manual, adopted September 12, 2002, Policy No. 815 "Binding Arbitration," revised April 2, 2003.



**TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT**

Item No. 6

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

C Watts
Author

C Watts
Department Head

Vera J. Smith
Finance

Other:

Other:

Sharon Sargent-Flack
Legal

Other:

Other:

Michael K. Scannell
Town Manager/Designee

Policy No. 815
 Revised April 2, 2003
 Page 1 of 2

BINDING ARBITRATION

I. PURPOSE:

To provide employees and the Town with a final means of addressing differences in opinion or disagreements concerning grievances which still exist following the grievances and appeals process.

II. POLICY AND GUIDELINES:

The Town recognizes that in any organization, differences in opinion regarding the interpretation and application of policies, procedures and rules will invariably occur. Resolution of these differences in a prompt and fair manner will make the Town more productive and create a better work environment for employees. **Therefore, any regular employee who has been suspended without pay, involuntarily demoted, terminated, or has some other formal grievable action as defined in Policy No. 805 of the Town's Personnel Policy and Administrative Guideline Manual regarding grievances and appeals shall, as a condition of employment by the Town, resolve the issues, rights or claims in question using the binding arbitration procedure provided for herein, thereby waiving any rights or remedies afforded to him/her by statute to or in a judicial forum, provided that the policies and procedures prescribed in Policy No. 805 have been exhausted and a timely request for binding arbitration is made.**

III. PROCEDURE:

- A. Grievance Procedure. The grievance procedure must be exhausted and fully complied with before binding arbitration may be requested. The matters subject to binding arbitration are the same as those subject to the grievance and appeal process.
- B. Request for Arbitration. If either the employee or Town is dissatisfied with the results of the grievances and appeals process, the party must request binding arbitration, in writing addressed to and received by the Personnel Director, within twenty-one (21) calendar days from the date of the decision of the Appeal Committee. The arbitrator will be selected by the Personnel Director from a pool of arbitrators who have been pre-approved by the Town. The request for arbitration must summarize the issues and be signed by the party requesting arbitration.

Policy No. 815
Revised April 2, 2003
Page 2 of 2

The pool of arbitrators will be reviewed by the Town Council on a yearly basis and may be changed if deemed necessary by instructions of the Council.

- C. Arbitrator's Jurisdiction. The arbitrator shall have jurisdiction and authority to interpret the written Personnel Policies and Administrative Guidelines for the Town as they may apply to the employee's case. The arbitrator cannot rescind, amend, modify, alter or supplement existing policies, rules or procedures. The arbitrator will have the authorization to determine the scope of the hearings and the witnesses whom will be heard.
- D. Arbitrator's Decision. The arbitrator shall decide whether the Town's policies, procedures or rules were inappropriately applied or were applied in a discriminatory manner. The decision made by the arbitrator shall be in conformity with the policies, procedures and rules of the Town. The arbitrator's decision shall be final and binding on both the Town and the employee.
- E. Conduct of Hearing. The conduct of the hearing, and the evidence to be presented at the hearing, shall be in accordance with the procedures set forth in Rule 74 of the Arizona Rules of Civil Procedure.

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Item No. **7**

Liquor License Application

Item No. **7**

Author	Jami C. Lewis Department Head	Vera J. Smith Finance
Cmdr. Mark Garcia Other: Police	Patricia Clingman Other: Zoning	Sharon Sargent-Flack Legal
Other:	Other:	Michael K. Scannell Town Manager/Designee

Series 12 Restaurant License

This non-transferable, on-sale retail privileges liquor license allows the holder of a restaurant license to sell and serve all types spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food. Failure to meet the 40% food requirement may result in revocation of the license.

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 8

☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: October 25, 2011 TIME: 6:00 pm

SUBMITTING DEPARTMENT: Town Manager

CONTACT PERSON: Michael Scannell PHONE: 636-2646

☐ Presentation Only ☐ Report Only ☐ Consent Estimated
☒ Action-Presentation ☐ Action ☐ Executive Length of Staff
Presentation: 15 min.

ITEM LOCATION:

Chino Valley & Region

PROPOSED AGENDA ITEM:

Discussion and possible action relative to authorizing staff: (a) to solicit professional assistance from Ostrander Consultants, Inc. to draft a Section 5311 Grant Application for State Fiscal Year 2012-2013 should you elect to proceed with applying for the said grant; (b) to proceed with hiring part-time staff to manage operations and administrative functions of the Town's Transit Program; (c) to implement Ostrander Consultants, Inc. recommended service modifications to migrate from a "Flexi-route" program to a "Dial-a-Ride" service; (d) to explore other service delivery models for possible implementation 7/1/12.

FISCAL IMPACT? Yes If Yes, Budget Code: _____ Available: _____

FUNDING:

The current ADOT FY11/12 5311 grant budget includes funding for two types of positions whose functions are (a) to administer and operate the transit system and (b) to provide dispatch services and other routine operational tasks. The funding made available in the FY11/12 grant is as follows: \$10,500 for a part time Transit Program Administrator and \$13,500 for a part time Transit Clerk whose duties would include providing dispatch services for the program. The positions in question have a local match requirement which will be met by drawing funds from the Town's LTAF II account as well as a small amount being drawn from the Town's general fund.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 8

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

SITUATION AND ANALYSIS:

Issue 1:

ADOT's Section 5311 Grant application for the 12/13 Federal fiscal Year is due December 2, 2011. Should you elect to proceed with submitting a grant for the period in question, you will need to seek the services of an individual with knowledge of drafting grant proposals. Jason Kelly, the author of your two prior proposals, will not be available to assist with preparing the grant in question. As such, should you elect to proceed, we will need to engage someone forthwith. Ms. Amy Ostrander, she being a transit consultant who works extensively with ADOT, has indicated that she can be available to prepare the grant application. I have requested that ADOT fund the preparation of the grant application. I have received a formal communication from ADOT which seems to indicate that they will likely step forward to assist the Town and may well fund the grant writing expense. If ADOT does indeed fund the grant writing tasks, the Town's general fund will not shoulder any expense relative to preparing the grant application in question. I will be able to provide you with a definitive statement during the October 25th Town Council meeting relative to ADOT's thoughts relative to funding the tasks in question.

Issue 2:

Since July 2011 the Town's transit program has essentially been operated by volunteers, while administrative functions have been shared by part-time and full-time personnel. This current staffing configuration is insufficient to properly manage the Town's transit program. As such, it seems that the Town may want to consider hiring qualified staff including personnel to operate (dispatching, scheduling, cash intake) and administer (grant management and reimbursements, training, leadership) the program on a part-time basis. The current, approved grant includes sufficient funding to pay for these positions (See Attachment A – Transit Administrative Breakdown).

Issue 3:

Ostrander Consultants reviewed the Town's transit program in March and September 2011. During her original review, Ms. Ostrander recommended the transit program serve a minimum of 2.0 passenger trips per service hour by end of summer 2011; present ridership is 1.47 per hour (see Attachment B – Ridership Data). Ms. Ostrander is of the opinion that under the current program configuration, a Flexi-route service, the current ridership does not meet the recommended ridership levels and thus recommends that, if the Town is to continue offering transit services, the Town should reconfigure its program and move to a more customer-centric



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 8

operation known as a Dial-a-Ride (see Attachment C - Transit Advisory Committee meeting minutes). If you move to a Dial-a-Ride service delivery model, there is no assurance that ridership levels will increase to the levels that would support continued operations, however, the programs operating expenses should decline as a result of achieving a more efficient utilization of the transit systems rolling stock.

Issue 4:

The Town of Chino Valley is struggling with myriad demands and we are operating under inordinate financial pressures. While initiating a Transit Program was a laudable goal, in my considered opinion, the program was never properly staffed and the program has, since its inception, drawn staff resources away from the those activities that make up our normal service delivery system. In the past, I have recommended to you that the Transit Program should be transitioned to a Not for Profit governance model. I continue to advance that recommendation. More specifically, I am recommending that should we not achieve success in locating a Not for Profit to take over the program, you may want to consider terminating the delivery of transit services. Continuing to deliver transit services in the face of the limited ridership levels that we are experiencing could be construed as being not in the best interest of the Town of Chino Valley.

RECOMMENDED MOTIONS:

- (a) Move to Authorize staff to engage Amy Ostrander of Ostrander Consulting to prepare a grant application for ADOT's 5311 Program for the federal fiscal year beginning October 1, 2012, said application being due to ADOT no later than December 2, 2011; and authorize Mayor Marley to sign and transmit the grant application to ADOT upon its completion.
- (b) Move to authorize the Human Resources Department to recruit and establish a list of qualified applicants for subsequent hire for the position of Transit Clerk and Transit Administrator. In addition, grant the Town Manager the discretion to merge the two positions in question if he believes that doing so would be in the best interest of the program and provided that said merger of the positions comports with the ADOT 5311 grant guidelines.
- (c) Move to direct that staff work with the Transit Advisory Committee on the goal of transitioning the transit program to a Dial-a Ride Model of service delivery and to implement said change as soon as is practicable.
- (d) Move to direct the Town Manager and or his designee to transition the governance model for the Town's transit program to a Not for Profit model and to endeavor to achieve the said objective no later than June 30, 2012.

Administrative OverviewExhibit ATwo Budgeted Staff PositionsTransit Administrator

Current Budget: \$10,500 annually.

Estimate \$20/hour = 525 hours annually/44 hours monthly

Transit Administrator	Annual (525 hrs.)	Monthly (44 hrs.)	Weekly (11 hrs.)
Administrative Tasks	112	10	2.5
Prepare application	40		
Annual audit	16		
Review Regs/Manuals	16		
Training (5 days)	40		
Monthly Reimbursement	144	12	3
Data		8	
Complete Report		4	
Driver Oversight	96	8	2
Road Supervision/Training			
Marketing	72	6	1.5
Other/TAC Support	96	8	2

Transit Clerk

Current Budget: at \$13,500 annually.

18 hours weekly maximum for part-time/ +/- \$14.40/hour (Employer tax ?)

Transit Clerk	Annual (864 hrs.)	Monthly (72 hrs.)	Weekly (18 hrs.)
Administrative Tasks	96	8	2
Compile Volunteer Records			
Dispatch	288	24	6
Retrieve Voice Mail/Schedule Trip			4
Prepare Driver Manifest			2
Data collection	144	12	3
Complete Daily Ride/Miles/Etc.			2
Prepare monthly tally			1
Maintenance	96	8	2
Maintain Vehicle Log			
Marketing	144	12	3
Brochure Dist., Community Visits			
Other	96	8	2

Comparison: Administrative cost for transit administration by "Shared Position"

Benson Area Transit: \$23,000 annually

Includes Dispatch/Deviation requests, shared staffing by part-time Accountant in Finance Department

Bisbee Bus: \$12,200 annually

No Dispatch, shared staffing by Administrative Assistant in Community Development

Transit Advisory Committee: Specific Tasks Assigned to Volunteer Committees:

(TAC Meeting Minutes, September 6, 2011)

Administrative

Assist with Town, ADOT, Federal Transportation Administration compliance
Contract issues
Organizational issues (Non Profit? Staffing?)

Financial

Assist with billings to ADOT
Work on budget development
Identify sources of Local Match (LTAFII, Town General Fund)

Personnel

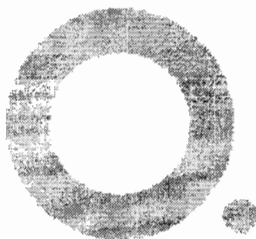
Maintain/recruit volunteer driver team
Assist with training volunteer driver team

Marketing

Advertising revenue
Local outreach
Ridership development

Given the current service level, four days/week, approximately 6 hours per day, it is the opinion of this consultant that the current administrative support (Transit Administrator and Clerk), supported by the active TAC and Volunteer Driver team is adequate to maintain safe, reliable service in compliance with FTA Section 5311 program requirements and ADOT administrative procedures.

September 23, 2011



OSTRANDER CONSULTING INC

Amy Ostrander

1250 Humboldt Unit 1401 Denver, CO 80218
Voice 720.855.7404 Fax 720.855.8984
E-mail aostranderconsulting@msn.com

EXHIBIT B – RIDERSHIP DATA

	<u>Total Passenger Trips</u>	<u>Passenger Trips per Operation Hour</u>
JUNE 2011	72	.84
JULY 2011	125	1.39
AUGUST 2011	172	1.51
SEPTEMBER 2011	141	1.47

Exhibit C

Chino Valley Transit

Transit Advisory Committee
Tuesday, September 20 9 am

Summary of Discussion Concerning Chino Valley Transit Service

For Attendees:

See TAC Meeting Minutes. Approximately 15 persons were in attendance including TAC members, Volunteer Drivers, Chino Valley Town Manager and Finance Department Representative.

Amy Ostrander, Ostrander Consulting Inc. had been asked to review the services provided by Chino Valley Transit and lead a discussion concerning alternative options for service and management.

To determine the current status and perceptions of the group, Amy asked those present to comment on current services. There was general agreement among the TAC and Volunteer Driver team that the service is operating well with several specific observations:

- Have had many marketing efforts, the most recent participation in the Territorial Day Parade.
- Comments that communication with residents is a continuing problem in Chino Valley.
- Core rider group is building.
- Many requests for Friday service.
- Extending service in Prescott to Gateway Mall on request.
- Brochure is out of date (doesn't include Gateway Mall, contacts not current, deviation area incorrect)
- When Transit Clerk left (in May/June) was down time due to phone transfer snafu.
- Down from 12 to 6 volunteer drivers. (enough to cover schedule)
- Previous Voucher Riders did not transition to CVT.
- Senior program is still active – includes Excursion Trips (i.e. Laughlin, Sedona) as well as weekly trip to Prescott for aqua exercise class. Little demand for noonday meal service.
- Ridership is not considered seasonal; however, shelters would be helpful in winter and for visibility.
- Discussion about service request for Charter School at Airport. Amy advised there are many compliance issues (school bus service, charter service, etc.) and recommended not pursuing until operations are stabilized.

Amy led discussion in the following areas with TAC comments summarized:

- Service has not reached target ridership agreed to in Three Year Plan.
Target: 36 rides/week 6 Month Average: 26 rides/week; (However, August was 42 rides/week.)
TAC Comments: Trending up; low months due to dispatch problems
- Presented the option of Dial-a-Ride/Demand Response. (included technical description and rural performance measures for background)
 - Current ridership is at “entry” level for demand response service.
 - Would minimize operating cost. (Estimate current service costs \$28 per day 81 miles/10 mpg = 8 gals fuel x \$3.50/gal = \$28/day.) Could probably reduce by 50% if not traveling “all the time.”
 - Would be less “wear and tear” on drivers/vehicles. Would need to remain “on duty” but would not be driving all the time.
 - May attract more mobility limited riders.*TAC Comments: No support from the group for this option. Seen as a step backwards.*
- Town Council has asked various program groups to consider transition to Non-Profit status.
 - While ADOT prefers to work with Town/County governments, a Non-Profit may receive funding from the Section 5311 program.
 - ADOT experience has been that Non-Profit often do not have adequate administration support for grant management.
 - Under any circumstance, Non-Profit could not be established by next grant cycle.*TAC Comments: Had impression Non-Profit would not be funded by ADOT. Would consider in future.*
- Providing Administrative Support for Chino Valley Transit
 - Funding is in place for two part-time positions. (Town policy limits part-time employees to @ 18 hours per week)
 - Transit Administrator, \$10,400 (currently Jason Kelly, in transition), Transit Clerk, \$13,500 (vacant since May/June. Primarily dispatch)
 - These positions have been filled erratically over the past several months.
 - Important to get filled ASAP for grant management and relief for volunteer Dispatcher.
 - Can go to Council for approval to fill positions on Oct. 11.
 - Amy asked to provide task description/estimate of time requirement
 - Need to confirm time commitment for Jason. Not sure if he is continuing part-time until Oct. 1 or Dec. 31*TAC Comments: Agreed this was critical to organization*
- ADOT Section 5311 Administrative Issues
October 2010 to September 2011
 - Need to advise ADOT of extension of service to Gateway Mall to be consistent with Contract/Scope. Understand Michael Scannell has done by email to Sam Chavez.
 - Need to confirm status of current (Oct. 2010 to Sept. 2011) grant
 - Unexpended capital (Vehicle, farebox, bike racks)

- Line Item Expenses: Specifically Transit Manager.
 - M. Scannell and/or Jason assigned to communicate with ADOT.
 - Need to finalize Substance Abuse Policy.
 - Need to get budget reimbursements finalized

October 2011 to September 2012

- Contract has been signed/returned to ADOT
- Same service level as prior year.

October 2012 to September 2013

- Need to have application in by Dec 2, 2011; app. six weeks earlier than previous years.
- General agreement help is needed completing in time.
- Anticipate that one last LTAFII grant award will maintain local match funds available at same level as current year.

Audit by ADOT

- At ADOT Workshop, Romleys' were advised that all agencies will be audited this year.
- Need assistance in making certain "all the pieces" are in place.

In closing Amy summarized:

- Current service is not providing the ridership that should be anticipated.
- Dial-a-Ride would be less costly and more consistent with apparent demand.
- Specific marketing actions to encourage ridership included:
 - Go directly to management office for manufactured housing/RV lots (i.e. County West property east of Safeway.
 - Go directly to management office for apartment housing such as Granite Creek.
 - Go directly to Senior Center to discuss route service to Noon Meals on Monday and Wednesday.
 - Consider having a "fare free" period (example: two weeks in November)

Specific requests for assistance included:

Complete Task Description for both part-time jobs.

Request approval from ADOT for assistance in:

"Pre-Audit" of administrative organization to verify Section 5311 compliance issues are addressed.

Assistance in completing Section 5311 Application by Dec. 2

Amy Ostrander

Ostrander Consulting, Inc.

720-855-7404

aostranderconsulting@msn.com

1250 Humboldt St., #1401 Denver, CO 80218



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 9

SITUATION AND ANALYSIS:

The Town endorses and believes that a healthy workplace requires employees to spend time away from the office and enjoy their free time. However, many employees, for various reasons, are accruing vacation leave at rates at which they may lose some of their earned vacation if not used by the end of this calendar year.

Chino Valley Personnel Policy No. 700 "Vacations," dated September 12, 2002, outlines vacation accrual rates and the maximum amount of vacation accrual. Policy No. 700, Section V(B) states :

"The maximum vacation accrual shall be 240 hours, calculated at December 31st of each year. An employee may accrue more than 240 vacation hours during the year, but he or she shall reduce the vacation accrual to no more than 240 hours by December 31st. Vacation hours accrued in excess of 240 at December 31st shall be eliminated from the books unless the employee has made prior arrangements with his or her supervisor to take such vacation hours within the next 6 months. The payroll department shall notify all employees of their accrued vacation hours as of September 30th of each year so that employees and supervisors may plan vacations to comply with the 240 hour December 31st maximum vacation accrual."

The Town has approximately 85 full-time equivalents (FTE). As of September 30, 2011, the Town has almost 45 people (53%) who could potentially accrue the maximum amount of vacation accruals and potentially lose some of their earned vacation. The reasons for this are:

- a) Since the furloughs became effective July 1, 2009, employees / departments have found it much more difficult to take time off, as the ability for someone else to back up your position when vacant has decreased;
- b) Many of our employees have been here over five years, and have begun accruing vacation leave at a higher rate (5.539 hours per pay period);
- c) When the Town dropped the Short Term Disability benefit two years ago, many employees desired to increase their leave time accruals (both vacation and sick leave) in order to give them a cushion if they needed to take an extended leave; and/or
- d) Employees may have less need to use their leave time since they have Fridays off and can often schedule meetings or other outside work activities on this day so as not to disrupt their work schedule.

Thus, it will prove challenging for departments to maintain adequate staffing levels and ensure that the employees receive time off by the end of this calendar year.

It is believed that the amount of vacation time the Town allows employees to accrue is too low. Different entities in our area offer the following:



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 9

- a) Yavapai County – hired on or before 12/31/02 may accrue up to 764 hours; hired on or after 1/1/2003 may accrue up to 400 hours of vacation.
- b) City of Prescott – 200 hours with less than 10 years of service, 240 hours with 10 or more years of service.
- c) Prescott Valley – Non-exempt employees with less than five years of service may accumulate up to a maximum of 304 hours, non-exempt with greater than five years of service may accumulate up to 400 hours. Exempt employees with less than five years of service may accrue up to 384 hours, and greater than five years of service may accumulate up to 480 hours. Prescott Valley utilizes a paid time off system in which all leave time is combined (both sick and vacation are one pool).

Town staff is recommending that vacation hours be allowed to accrue to a maximum of 320 hours annually. All other areas within Personnel Policy No. 700 would remain the same.

RECOMMENDED MOTION:

Move to amend the Town of Chino Valley Personnel Policy No. 700 “Vacations” to increase employee vacation leave bank accrual limits from 240 hours to 320 hours, effective immediately.

ATTACHMENTS:

Chino Valley Personnel Policy No. 700 “Vacations”

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

C Watts
Author

C Watts
Department Head

Vera J. Smith
Finance

Other: _____

Other: _____

Legal

Other: _____

Other: _____

Michael K. Scannell
Town Manager/Designee

VACATIONS**I. PURPOSE:**

To provide a traditional paid-time-off benefit that will provide a restful break in the yearly work routine and support the Town's goals to attract and retain quality employees.

II. SCOPE:

This policy applies to full-time and qualified part-time Town employees.

III. POLICY AND GUIDELINES:

The Town encourages and requires each employee to take an annual vacation entitlement as paid time off away from work. The Town does not provide vacation pay unless vacation time is actually taken as time off from work, or upon separation.

IV. ELIGIBILITY:

- A. An employee's entitlement to earn vacation is based on the employee's hire date.
- B. Newly hired employees do not accrue vacation entitlement until they successfully pass probation. However, at the completion of this probationary period, vacation accrual is retroactive to the date of hire.
- C. Vacation time is not earned during an unpaid leave of absence. Earning resumes upon return to active status.
- D. Unused vacation entitlement will be paid to employees upon separation provided they have successfully passed their probationary period. Pay will be computed based on the rate earned upon separation.
- E. The following schedule specifies the amount of vacation a regular full-time employee earns for a corresponding period of continuous service:

Policy No. 700
 September 12, 2002
 Page 2 of 2

Length of Service Completed	Hours per pay period	Equivalent days per year
Less than two years	3.077	10
Two to five years	4.615	15
Five to ten years	5.539	18
Over ten years	6.154	20

- F. Qualified part-time employees are entitled to one-half (1/2) of this benefit.
- V. SCHEDULING:
- A. Vacations may be taken by separate weeks, by days, or by half days. The Town prefers, however, that employees take one vacation period of at least five consecutive days annually.
- B. The maximum vacation accrual shall be 240 hours, calculated at December 31st of each year. An employee may accrue more than 240 vacation hours during the year, but he or she shall reduce the vacation accrual to no more than 240 hours by December 31st. Vacation hours accrued in excess of 240 at December 31st shall be eliminated from the books unless the employee has made prior arrangements with his or her supervisor to take such vacation hours within the next 6 months. The payroll department shall notify all employees of their accrued vacation hours as of September 30th of each year so that employees and supervisors may plan vacations to comply with the 240 hour December 31st maximum vacation accrual.
- C. If a Town-paid holiday falls during an employee's vacation, the holiday will not be counted as vacation taken.
- D. Each department head will maintain a department vacation schedule and approve the vacation time taken by each employee.
- E. Vacation periods must be scheduled and approved by the employee's supervisor before becoming effective.

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Item No. **10**

☐ Presentation Only
 ☐ Report Only
 ☐ Consent
 Estimated Length of Staff Presentation: _____ min.

☐ Action-Presentation
 ☒ Action
 ☐ Executive

Resolution

RESOLUTION NO. 11-972

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI, ARIZONA, ESTABLISHING A MAYOR'S AD HOC WATER STEWARDSHIP COMMITTEE

WHEREAS, the Mayor desires to establish a committee to research methods and opportunities for water conservation, aquifer recharge, and rain harvesting in order to preserve the Town's natural resources;

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

- 1) A Mayor's Ad Hoc Water Stewardship Committee is hereby established to research methods and opportunities for water conservation, aquifer recharge, and rain harvesting in order to preserve the Town's natural resources.
- 2) Results of the Committee's research will be reported to the Town Council.
- 3) The Committee will be comprised of the Mayor and four members of the community. The Mayor will be the Chair the Committee.
- 4) Committee meetings will be held once per month and Committee members will select a regular meeting day and time at their initial meeting.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 25th day of October, 2011.

Chris Marley, Mayor

ATTEST:

APPROVED AS TO FORM:

Jami C. Lewis, Town Clerk

Musgrove Drutz & Kack, PC
Town Attorney

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**TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT**

Item No. **11**☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: October 25, 2011 TIME: 6:00 p.m.

SUBMITTING DEPARTMENT: Mayor's Office

CONTACT PERSON: Jami C. Lewis PHONE: 636-2646, ext. 119

☐ Presentation Only
 ☐ Report Only
 ☐ Consent
 Estimated Length of Staff Presentation: _____ min.

☐ Action-Presentation
 ☒ Action
 ☐ Executive

ITEM LOCATION:

PROPOSED AGENDA ITEM:

Consideration and possible action to adopt Resolution No. 11-973, establishing a Mayor's Ad Hoc Flood Control Committee.

FISCAL IMPACT? No If Yes, Budget Code: _____ Available: \$ _____

FUNDING:

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

Resolution



**TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT**

Item No. 11

SITUATION AND ANALYSIS:

The Mayor desires to establish a committee to research methods of diversion, retention, and reuse of storm water in the Chino Valley area. Results of the Committee’s research will be reported to the Town Council. The Committee will be comprised of the Mayor, Councilmember Linda Hatch, and three members of the community, with the Mayor acting as Chair of the Committee. Committee meetings will be held once per month and Committee members will select a regular meeting day and time at their initial meeting.

RECOMMENDED MOTION:

Adopt Resolution No. 11-973, establishing a Mayor’s Ad Hoc Flood Control Committee, and direct staff to begin recruitment process to fill the three (3) public positions.

ATTACHMENTS:

Resolution No. 11-973

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

_____ Author	<u>Jami C. Lewis</u> Department Head	<u>Vera J. Smith</u> Finance
_____ Other:	<u>Mayor Marley</u> Other: Council	<u>Sharon Sargent-Flack</u> Legal
_____ Other:	_____ Other:	<u>Michael K. Scannell</u> Town Manager/Designee

RESOLUTION NO. 11-973

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI, ARIZONA, ESTABLISHING A MAYOR'S AD HOC FLOOD CONTROL COMMITTEE

WHEREAS, the Mayor desires to establish a committee to research methods of diversion, retention, and reuse of storm water in the Chino Valley area;

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

- 1) A Mayor's Ad Hoc Flood Control Committee is hereby established to research methods of diversion, retention, and reuse of storm water in the Chino Valley area.
- 2) Results of the Committee's research will be reported to the Town Council.
- 3) The Committee will be comprised of the Mayor, Councilmember Linda Hatch, and three members of the community. The Mayor will be the Chair of the Committee.
- 4) Committee meetings will be held once per month and Committee members will select a regular meeting day and time at their initial meeting.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 25th day of October, 2011.

Chris Marley, Mayor

ATTEST:

APPROVED AS TO FORM:

Jami C. Lewis, Town Clerk

Musgrove Drutz & Kack, PC
Town Attorney

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Item No. **12**

☐ Presentation Only
 ☐ Report Only
 ☐ Consent
 Estimated Length of Staff Presentation: _____ min.

☐ Action-Presentation
 ☒ Action
 ☐ Executive

Resolution

RESOLUTION NO. 11-974

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI, ARIZONA, ESTABLISHING A MAYOR'S AD HOC ALTERNATIVE ENERGY COMMITTEE

WHEREAS, the Mayor desires to establish a committee to research and encourage alternative energy usage in the Chino Valley area;

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

- 1) A Mayor's Ad Hoc Alternative Energy Committee is hereby established to research and encourage alternative energy usage in the Chino Valley area.
- 2) Results of the Committee's research will be reported to the Town Council.
- 3) The Committee will be comprised of the Mayor, Councilmember Linda Hatch, and three members of the community. The Mayor will be the Chair of the Committee.
- 4) Committee meetings will be held once per month and Committee members will select a regular meeting day and time at their initial meeting.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 25th day of October, 2011.

Chris Marley, Mayor

ATTEST:

APPROVED AS TO FORM:

Jami C. Lewis, Town Clerk

Musgrove Drutz & Kack, PC
Town Attorney

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**TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT**

Item No. 13

SITUATION AND ANALYSIS:

The Council Appointments Committee met on September 20, 2011 to review applications to fill positions on several public bodies and presented their recommendations to Council on October 11, 2011. At that meeting, Council voted 4-3 to refer the Committee's recommendation for the Planning and Zoning Commission back to the Committee for further review. As the person whom Council appointed to the Board of Adjustment on October 11 had also applied for the Planning and Zoning Commission, staff recommends that an option be available for Council to rescind its appointment to the Board of Adjustment and appoint someone new should that person be the selected appointee to the Planning and Zoning Commission.

The Appointments Committee has scheduled a meeting for October 25 to re-review the applications and will bring their recommendation to Council thereafter.

RECOMMENDED MOTION:

To be determined per Council discussion.

ATTACHMENTS:

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

_____ Author	<u>Jami C. Lewis</u> Department Head	<u>Vera J. Smith</u> Finance
_____ Other:	<u>Linda Hatch</u> Other: Appts Committee	<u>Sharon Sargent-Flack</u> Legal
_____ Other:	_____ Other:	<u>Michael K. Scannell</u> Town Manager/Designee