1. Town Council Study Session - Agenda
   
   Documents:
   
   2019_11_19_CC__SS_AG.PDF

2. Town Council Study Session - Packet
   
   Documents:
   
   2019_11_19_CC__SS_AG_PK.PDF
AGENDA

1) CALL TO ORDER; ROLL CALL

2) Consideration and discussion regarding Temporary Sign Code Changes. (Joshua Cook, Development Services Director)

3) Consideration and discussion regarding establishing an RV Park at Old Home Manor. (Maggie Tidaback, Economic Development Project Manager)

4) Consideration and possible discussion regarding hiring Mountain Mojo Group to build a Discover Chino Valley 4 page website, a tourism logo and brand kit, public relations services, and photography and video services. (Maggie Tidaback, Economic Development Project Manager)

5) Consideration and discussion regarding a Chino Valley Water Reclamation Facility Septage Receiving Study Amendment. (Frank Marbury, Public Works Director/Town Engineer)

6) ADJOURNMENT

Dated this 14th day of November, 2019.

By: Jami C. Lewis, Town Clerk

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

Supporting documentation and staff reports furnished to the Council with this agenda are available for review on the Town website at http://www.chinoaz.net/agendacenter, and in the Public Library and Town Clerk’s Office.
CERTIFICATION OF POSTING

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

Date: ____________________  Time: ____________________  By: ____________________

Jami C. Lewis, Town Clerk
Town of Chino Valley

MEETING NOTICE
TOWN COUNCIL

STUDY SESSION
TUESDAY, NOVEMBER 19, 2019
6:00 P.M.

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

AGENDA

1) CALL TO ORDER; ROLL CALL

2) p.3 Consideration and discussion regarding Temporary Sign Code Changes. (Joshua Cook, Development Services Director)

3) p.13 Consideration and discussion regarding establishing an RV Park at Old Home Manor. (Maggie Tidaback, Economic Development Project Manager)

4) p.15 Consideration and possible discussion regarding hiring Mountain Mojo Group to build a Discover Chino Valley 4 page website, a tourism logo and brand kit, public relations services, and photography and video services. (Maggie Tidaback, Economic Development Project Manager)

5) p.17 Consideration and discussion regarding a Chino Valley Water Reclamation Facility Septage Receiving Study Amendment. (Frank Marbury, Public Works Director/Town Engineer)

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Date:___________________      Time:_________________      By:____________________________________

Jami C. Lewis, Town Clerk
AGENDA ITEM TITLE:
Consideration and discussion regarding Temporary Sign Code Changes. (Joshua Cook, Development Services Director)

SITUATION & ANALYSIS:
See Staff’s Submitted Memorandum

Attachments
Temporary Sign Update
Proposed Temporary Sign Changes Memorandum
DEFINITIONS

2.1 MEANINGS OF WORDS AND TERMS

SIGN, A-FRAME. A portable, stand-alone sign comprised of two separate panels or faces joined at the top and spread apart at the bottom to form a base upon which the sign stands.

SIGN, AUXILIARY. An A-Frame Sign or a Feather Sign used to supplement a use’s permanent signage.

SIGN, BANNER. A temporary sign of fabric, plastic, paper or other light, pliable material that is not enclosed in a rigid frame.

SIGN, FEATHER. A portable, stand-alone sign consisting of vertical pole onto which is attached a sign made of fabric, plastic or other light, pliable material.

SIGN, PENNANT OR STREAMER. Any piece of lightweight plastic, fabric or other material suspended from a pole, rope, wire, or string, displayed in series and capable of movement in the wind.

SIGN, PERMANENT. A sign that is intended to be, and is so constructed as to be, of lasting and enduring condition, such that it may be displayed for an indefinite or long-lasting period of time while remaining unchanged in character, condition (beyond normal wear) and position.

SIGN, SPECIAL EVENT (PROMOTIONAL). Any signs used for temporary, promotional purposes for uses that have already installed permanent signs. Temporary signs installed prior to permanent signage shall not be considered special event signs.

SIGN, TEMPORARY. Any sign, banner, pennant or streamer, valance, or advertising display constructed of light fabric, cloth, canvas, wall board, or other light materials, with or without frames, intended to be displayed for a limited period of time until a business’ permanent signage is installed.

4.21 SIGN REGULATIONS

4.21.2 PERMITS REQUIRED

A. Permit Required. Except as provided herein, it shall be unlawful for any person to construct, install, attach, place, paint, alter, relocate, or otherwise maintain any non-exempt sign in the Town without first obtaining a sign permit in conformance with this Sign Code.

B. Conflicts with other requirements. If provisions of this Sign Code are conflict with any other Town Code or Ordinance, the more restrictive requirement(s) shall apply. Signs maintained contrary to the provisions of this Sign Code are declared to be nuisances and may be abated as provided by law.

C. Fees. Sign permit fees shall be as adopted by the Council by resolution.
D. **Sign Permit Application.** No sign permit application shall be accepted if not submitted with full payment of all fees required. Application for a sign permit shall be made to the Development Services Department on forms provided by the Town and shall include at a minimum the following information:

1. Yavapai County Assessor's parcel number identifying the property where the sign will be located;
2. Street address, if any, legal description of the property, and dimensions thereof. If the parcel is not within a recorded subdivision, a metes and bounds legal description shall be submitted with the application;
3. Name, address and telephone number of the property owner and agent, if any;
4. Signature of applicant or agent;
5. Inventory of all existing signs on the property showing the type, dimensions, and location of each sign;
6. Fully dimensioned plans and elevations showing the dimensions, placement of copy, and location of each proposed sign in relation to the property line(s) and public right(s)-of-way;
7. Plans indicating the scope and structural detail of the work to be done, including all connections, supports, footings, and materials to be used;
8. Type, placement, and strength of illumination, if any and required information for an electrical permit for signage illumination;
9. Such other information as the Zoning Administrator may require for the purpose of determining whether the application complies with the Sign Code requirements;

E. **Sign Permit Review; Timeframes.**

1. Within ten business days of submission of an application for a sign permit, staff shall review the application for completeness. If the application is not complete, the applicant will be notified of the deficiency via email, telephone, or first class mail.
2. Within thirty business days of receipt of a complete application, Town staff shall review the application for compliance with the regulations set forth in this Code and in the Town Code, as applicable, and shall issue the permit or notify the applicant of deficiencies and the need for corrections.

F. **Temporary Sign Permits.** Temporary Signs with a limited duration of use, such as those provided in Section 4.21.6 shall obtain a temporary sign permit. The requirements and criteria for such signs are as follows:

1. Temporary sign permits shall be issued for no more than six months. The temporary sign shall be removed as soon as the business’ permanent sign is installed or six months, whichever occurs first.
2. The temporary sign permit shall not be renewable.
3. Temporary signs shall conform to all other requirements of this Code.
4. Special event (promotional) signs and auxiliary signs do not require temporary sign permits.

G. Exempt Signs. The following types of signs are exempt from the permitting requirements but shall comply with all other requirements and standards set forth in this Sign Code. No business shall have more than two (2) exempt signs and no more than two (2) exempt signs may be located on any residential lot, except as provided in the following table:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Number Permitted</th>
<th>Maximum Area and Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official notices authorized by a court, public body or public safety official</td>
<td></td>
<td>No limit</td>
<td>No limit</td>
</tr>
<tr>
<td>Government Signs</td>
<td>Wall or ground-mounted standard</td>
<td>No limit</td>
<td>No limit</td>
</tr>
<tr>
<td>Posters</td>
<td></td>
<td>No limit</td>
<td></td>
</tr>
<tr>
<td>A-Frame Signs</td>
<td></td>
<td>2 per frontage</td>
<td>12 Square feet total: See Table 4.21.6 for regulations</td>
</tr>
<tr>
<td>NON-COMMERCIAL DIRECTIONAL SIGNAGE</td>
<td>A-FRAME</td>
<td>THREE, FOR NO LONGER THAN 48 HOURS EACH WEEK</td>
<td>12 SQUARE FEET TOTAL</td>
</tr>
<tr>
<td>Signs located within structures in Commercial zoning districts</td>
<td>Window Signs</td>
<td>No limit</td>
<td></td>
</tr>
<tr>
<td>Signs on residentially zoned property</td>
<td>Wall, window, or ground-mounted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signs required to be relocated by the Town or other governmental agency</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.21.3 GENERAL SIGN REGULATIONS

A. The regulations, requirements, and provisions set forth in this Chapter shall apply to all signs erected, placed, or constructed within the Town.

B. All signs shall be structurally designed, constructed, erected, and maintained in conformance with all applicable Technical Codes and regulations.

C. Signs shall not be constructed or located in a manner that interferes with pedestrian or vehicular travel, obstructs free and clear vision of traffic, poses a hazard to either pedestrians or vehicles, or in such a manner to confuse, distract, or interfere with traffic and/or pedestrians.

D. Signs shall be located a minimum of six feet (6’) from property lines.
E. All signs and sign structures, conforming and non-conforming, shall be maintained in good order, repair, and appearance at all times so as not to constitute a danger or hazard to the public safety or create visual blight as determined by the Zoning Administrator or his/her designee.

F. All illuminated signs shall comply with Section 4.24 Outdoor Lighting including, but not limited to, Subsection 4.24.4 General Requirements, Subsection (P).

G. A non-commercial sign may be located in any location that a commercial sign is permitted and shall comply with the regulations set forth in this Chapter for that location.

H. Special event (promotional) signs and auxiliary signs shall be subject to the following:
   1. No special event (promotional) or auxiliary signage shall be allowed for any business until such time as the business obtains and installs, at a minimum, a wall-mounted permanent sign.
   2. An aggregate of up to two special event (promotional) signs or auxiliary signs are permitted in addition to the permanent signs allowed for a property. The number and size of the special event (promotional) signs or auxiliary signs are determined by the zoning of the property as shown in the table in Section 4.21.6, Temporary Signs and Auxiliary Signs. If the business wants to display a new special event (promotional) sign or auxiliary sign, then one or more of the existing signs on display must be taken down to ensure the total square footage requirements are maintained.
   3. Special event signs and auxiliary signs may be displayed year-round, so long as the signs remain in good repair.

4.21.5 SIGN STANDARDS

G. Aggregate Signage Limits.
   1. The total maximum aggregate signage shall not exceed two-hundred ninety-six square feet (296 sq. feet) for a single-tenant development.
   2. The total maximum aggregate signage shall not exceed three-hundred sixty square feet (360 sq. feet) for a multi-tenant development.
   3. Comprehensive Sign Packages may be approved by Planning and Zoning Commission and Town Council for multi-tenant developments with up to a 50% increase in total aggregate area.
   4. The provisions above shall apply unless such guidelines are addressed in an approved comprehensive sign package.
   5. Signage whose manner and placement has not been listed herein may be approved at the discretion of the Zoning Administrator or his/her designee.
   6. A-Frame signs shall be placed near the business entrance and not along the street front; provided such signs shall not obstruct pedestrian traffic.
   7. All temporary signs, special event (promotional) signs and auxiliary signs shall be placed (a) at a minimum five (5) feet from the property line on which the business is located and (b) outside the public rights-of-way.
4.21.6 **TEMPORARY SIGNS AND AUXILIARY SIGNS**

<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Zoning District</th>
<th>Maximum Area</th>
<th>Maximum Height</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner,</td>
<td>CL, CH, I, Public, Institutional</td>
<td></td>
<td></td>
<td>On-site only. Shall not be located above the roof of any <strong>building</strong>. Shall be maintained in good repair.</td>
</tr>
<tr>
<td>Pennant,</td>
<td>Facility</td>
<td>48 sq. ft. aggregate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Streamer,</td>
<td>MR-1, MHP-4</td>
<td></td>
<td>24 sq. ft.</td>
<td>On-site only. Shall not be located above the roof of any <strong>building</strong>. Shall be maintained in good repair.</td>
</tr>
<tr>
<td>Feather</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-Frame</td>
<td>CL, CH, I, Public or Institutional</td>
<td></td>
<td></td>
<td>May be made of wood, vinyl, metal, or other similar non-pliable material. Shall be on-site only. Up to two per frontage. One (1) not to exceed 6 sq. ft. total per parcel. Shall be maintained in good repair. Anything attached to the A-Frame Sign (i.e. streamers, balloons, etc.) shall count against the total square footage allowed.</td>
</tr>
</tbody>
</table>

4.21.7 **PROHIBITED SIGNS**

A. Any **sign** not specifically listed as permitted by this Chapter is prohibited, including, but not limited to the following:

1. **Off-site commercial signs**.

2. **Vehicle signs** or **signs** mounted, attached, or painted on trailers, boats, or motor vehicles primarily or consistently parked, stored, or displayed in a manner intended to attract the attention of the **public**.

3. **Signs** attached to any utility pole, or **structure**, streetlight, traffic signal, tree, fire hydrant, bridge, **park** bench or other location on **public** property.
4. **Signs** that are animated, inflatable, or audible, or rotate or have intermittent or flashing **illumination** or emit audible sound or visible matter; except time and/or temperature units.

5. **Signs** displayed in a manner or location that prevents free **ingress** and **egress** from a door, window or other exit.

(Ord. 17-819, passed 3-14-2017)

4.21.8 **NON-CONFORMING SIGNS**

A. A **non-conforming sign** may continue to be utilized in perpetuity only in the manner and to the extent that it existed prior to the effective date of this Chapter or any amendments thereto, the provision of this Sign Code that first caused the sign to become non-conforming.

B. A **non-conforming sign** may not be altered in any manner not in conformance with the **sign** regulations in the zoning district in which it is located that are in effect at the time of the alteration, except for reasonable repair and maintenance of the **sign** or to change the copy, provided that **such change** does not require structural alterations.

4.21.9 **VIOLATIONS; REMOVAL**

A. Notice of Violation: Notice of violation of this Chapter shall be provided by a Code Compliance Officer to the property owner, person in control, or authorized agent of the property. The time periods provided for correction of the violation shall be:

1. **Permanent Signs.** A ten calendar day written notice shall be provided.

2. **Temporary Signs.** A two calendar day written notice shall be provided.

3. **Portable Signs.**
   a. A two calendar day written notice shall be provided for **Portable Signs** other than those placed within the **right-of-way**.
   
   b. A written notice is not required for **Portable Signs** placed within the **right-of-way**.

B. Authority to Remove.

1. The Code Compliance Officer is authorized to require removal of any **sign** installed in violation of this Chapter. The Code Compliance Officer may remove or cause to be removed any **Temporary Sign** which is not removed by the owner.

2. The Building Official is authorized to remove or require the immediate removal or repair without written notice of any unsafe **sign** that creates an immediate hazard to persons or property.

C. Removal by **Town.** In the case of a **sign** code violation where the offending **sign** has been removed by the Code Compliance Officer, the notice provided pursuant to Section 4.21.9(A) shall state the reason for its removal.

D. Recovery of Costs. The costs of removal or repair of a **sign** by the **Town** shall be borne by the person who installed the **sign**, and, if unknown, the owner or lessee of the **sign** and of the property on which the **sign** is located. If the **Town** incurs costs in the removal of repair of a **sign**, the **Town** may bring an action in Municipal Court or Superior Court to recover its costs.
4.21.10 SUNSET PROVISION

The provisions of this Sign Code relating to (A) auxiliary signs being permitted by right in certain zoning categories and (B) auxiliary signs and special event (promotional) signs being allowed without the need for a temporary sign permit shall automatically terminate and shall be of no force and effect after July 1, 2022, unless, after meeting all of the public notice and hearing requirements set forth in State Law, the Town Council determines these provisions should remain in effect, as currently written or as may be modified.
November 14, 2019

MEMORANDUM

Subject RE: Proposed Temporary Signage Changes

Mayor, Councilmembers,

Staff met with the Council at the September Council Study Session. We discussed the existing language in the Unified Development Ordinance and the need to update what was written to clearly define what is allowed. The Mayor led the discussion based on a list of topics designed to help focus the group to certain aspects of the current code language.

The Council requested comments from the community members in attendance. At the end, the Mayor asked the business owners in attendance to tell the Council how the issue should be solved. The business owners made several good recommendations.

Staff was asked to summarize what was said and what the Council had agreed upon for the changes based on the business owners recommended changes. They are as follows:

1. All businesses are required to install a permanent sign before any special event or promotional signage may be displayed.

2. A temporary sign is the sign installed while a business waits for their permanent sign to be installed. This requires a permit, may be displayed for up to six (6) months, and shall not be renewable.

3. All businesses, institutions that have installed a permanent sign are entitled to an amount of square footage based on the zoning of the property (CL, CH, and I = 48 square feet, all other zones = 24 square feet). This signage is called Auxiliary signage. Special event and promotional signage may be displayed as long as the total square footage does not exceed the allotted amount listed above.

4. Special event, promotional, and auxiliary signage shall not require a permit, but is allowed by right as long as the signage remains in good condition.

5. The provisions allowing the signage by right shall sunset in two years.

6. Provide definitions for all types of “new” signage.
Staff has attached a copy of the sign section of the ordinance with the proposed changes that satisfy the above bullet points as discussed and directed by Town Council.

Sincerely

Joshua Cook, AICP
Development Services Director
AGENDA ITEM TITLE:
Consideration and discussion regarding establishing an RV Park at Old Home Manor. (Maggie Tidaback, Economic Development Project Manager)

SITUATION & ANALYSIS:
The concept of an RV park at Old Home Manor has been discussed for several years. Discussion needs to occur with the current Council to move a proposed project forward.

Attachments
No file(s) attached.
AGENDA ITEM TITLE:
Consideration and possible discussion regarding hiring Mountain Mojo Group to build a Discover Chino Valley 4 page website, a tourism logo and brand kit, public relations services, and photography and video services. (Maggie Tidaback, Economic Development Project Manager)

SITUATION & ANALYSIS:
In 2018, tourism was Arizona's number one export industry. Business in general suffers when a town lacks tourism because we are not tapping into the 45 million annual tourists and $3.6 billion in annual tax revenue. Currently, Chino Valley is without a tourism website/PR push and many of our locals do not even know that we do have destinations in our town to visit. When a visitor goes into a restaurant (or any business) and asks what there is to do, our workforce should be aware of what there is to do. Otherwise, they say nothing and the visitor moves on to our neighbors to the north and south. The content of the website would include, and not limited to, tourist attractions, business directory (not just chamber members), a one stop shop for all known events in town and possibly more as we delve into the webpage.

The quotation for services is broken down by type. From the services on the list that I think we need to engage, the total cost is $12,300, which is a one time fee. Thereafter, to host the website it's $204/year paid $17/month annually. To purchase and install a SSL certificate is $169/annually.

Staff recommends that the Town award a contract to Mountain Mojo Group to build the website, tourism logo and brand kit, public relation services, and photography and video services in order to engage tourism to Chino Valley for the purposes of branding our town, bring visitors, engage our locals and create positive economic impact. There is a lot that our Town has to offer by ways of tourism, which is one of the largest economic drivers for the state of Arizona. Also, tourism is one of several ways to bring economic development to Town while keeping it rural.

Attachments

No file(s) attached.
AGENDA ITEM TITLE:
Consideration and discussion regarding a Chino Valley Water Reclamation Facility Septage Receiving Study Amendment. (Frank Marbury, Public Works Director/Town Engineer)

SITUATION & ANALYSIS:
Kimley-Horn completed the initial Chino Valley Wastewater Treatment Plant Septage Receiving Study, dated December 15, 2016. The purpose of the study was to evaluate existing treatment and process capacities, as well as to provide recommendations for the potential acceptance of wet-hauled raw septage wastewater at the headworks of the Chino Valley facility.

On November 11, 2019, the Town requested a proposal from Kimley-Horn to update the previous study to include the number of septage loads the plant could handle with additional equipment/equalization basin, as well as a survey of local companies to gauge interest in septage receiving.

Kimley-Horn's proposal includes the following tasks with associated fees:

- Task 1 - Septage Receiving Study Update - $4,960.00
- Task 2 - Preliminary Equipment and EQ Sizing/Layout - $9,100.00
- Task 3 - Regional Wet Haul Industry Research & Evaluation - $8,450.00
- Task 4 - Budgetary Construction Cost Estimates - $4,520.00
- Estimated Expenses - $370.00

Total Lump Sum Fee - $27,400.00

Attachments
Kimley-Horn Proposal
November 11, 2019

Steve Sullivan  
Assistant Town Engineer  
Town of Chino Valley  
1982 Vos Drive, #201  
Chino Valley, Arizona 86323

Re:   Chino Valley Water Reclamation Facility  
Septage Receiving Study Amendment and Industry Research

Dear Mr. Sullivan:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this proposal to the Town of Chino Valley (“Town” or “Client”) to provide professional engineering services for the update and amendment of the Septage Receiving Study for the Chino Valley Water Reclamation Facility. Our project understanding, scope of services, schedule and fees are detailed below.

PROJECT UNDERSTANDING
Kimley-Horn completed the initial Chino Valley Wastewater Treatment Plant (WWTP) Septage Receiving Study, dated December 15, 2016. The purpose of the study was to evaluate existing treatment and process capacities, as well as to provide recommendations for the potential acceptance of wet-hauled raw septage wastewater at the headworks of the Chino Valley facility. Findings and recommendations were presented to the Town which included the following:

- Addition of an Equalization Basin
- Dedicated Septage Receiving Area and Storage
- Acceptance of Pre-Screened and Liquid-Stream Septage Only

The Town has requested an update to the previous study, preliminary sizing and layout(s) for the addition of mechanical screening and flow equalization, and estimated construction costs for defined improvements related to potential acceptance of wet-hauled septage at the existing WWTP. Additionally, the Town has requested regional evaluation of current septage hauling companies to gauge market interest in using the proposed septage receiving station.
SCOPE OF SERVICES

TASK 1 – SEPTAGE RECEIVING STUDY UPDATE

Kimley-Horn will update the previous Septage Receiving Study, dated December 16, 2016 to review previously recommended improvements, review current average day and peak day wastewater flow values from 2017 to present, and provide a cursory estimation of future anticipated inlet flows at the WWTP. Kimley-Horn will work closely with the staff at the Town to discuss recent operations and maintenance at the facility, improvements and changes to operations over the last three years, and any or persistent issues experience since the previous study was completed. Attention will be focused on existing blower capacities and trends in seasonal/diurnal influent patterns to evaluate if changes have occurred since the previous study was completed. In addition, preliminary discussions will be conducted to begin potential equipment selection related to the potential addition of screening and flow equalization to support a new Septage Receiving Station at the existing WWTP.

Deliverable: One (1) electronic .pdf copy of the Technical Memorandum providing summary update of the Septage Receiving Study, and three (3) hard copy prints. Presentation of findings to the Town of Chino Valley Staff is included as part of this Task.

TASK 2 – PRELIMINARY EQUIPMENT AND EQUALIZATION SIZING/LAYOUT

After review and update of the Septage Receiving Study, Kimley-Horn will begin selection of related mechanical equipment to support the addition of a new Septage Receiving Station at the WWTP. Anticipated equipment will include solids screening/removal and disposal, and equalization aeration and pumping equipment, along with anticipated electrical upgrades and improvements based on preliminary sizing and load requirements. Working closely with the Town staff, development of site plan exhibits will be completed to locate and orient the new equipment, site potential haul routes, and provide enough detail to develop future design and construction level drawings.

Deliverable: One (1) electronic .pdf version and three (3) full size 24” x 36” and three (3) reduced size 11” x 17” plan sheet(s) of recommended site layout and associated details for use as follow-on design phase improvement plans. Equipment cut sheets and mechanical information will be provided. Drawing(s) will be estimated 10% phase completion.

TASK 3 – REGIONAL WET HAUL INDUSTRY RESEARCH & EVALUATION

As requested by Client, Kimley-Horn staff will conduct regional research and interview of local wet haul operators primarily within the quad-cities region and Yavapai County to determine interest in future use of a local Septage Receiving Station at the existing Chino Valley WWTP. In addition to review of existing operations and hauling routes, Kimley-Horn will document transit times and distances, average discharge/dumping costs, and number of hauls.
performed monthly, as applicable. In addition, review of currently Arizona Department of Environmental Quality (ADEQ) permitted hauling operators will be included as part of this research. A final matrix of area operators will be developed for review by the Town staff.

**TASK 4 – BUDGETARY CONSTRUCTION COST ESTIMATES**

Once equipment and layout options have been finalized and selected by the Town staff, estimated construction costs will be developed.

**Services Not Included and Assumptions**

Any other services, including but not limited to the following, are not included in this Agreement but can be added through a contract modification or by a cost-plus basis as outlined in Additional Services below:

- Additional submittals
- Data collection
- Survey
- Geotechnical investigation

**Additional Services**

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following: preliminary design, final design of proposed system, survey, value engineering, booster and tank design, well design, electrical engineering, and roadway reconstruction.

**Information Provided By Client**

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client’s consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following: record drawings, and history of site performance. Some of this information has already been provided to Kimley-Horn.

**Schedule**

We will provide our services as expeditiously as practicable with the goal of providing the preliminary update and equipment layout(s) within 2 months of Notice to Proceed (NTP) and the submittals within 4 months of NTP. This schedule can be modified based on the Town’s requirements, and interaction and close coordination with the wastewater operations staff will be required.
Fee and Expenses
Kimley-Horn will perform the services for the lump sum fee below. Individual task amounts are informational only. In addition to the lump sum fee, direct reimbursable expenses are included below. Any additional expenses incurred by Kimley-Horn during the project not listed below will be billed directly to the client at cost.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>Septage Receiving Study Update</td>
<td>$4,960.00</td>
</tr>
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<td>Preliminary Equipment and EQ Sizing/Layout</td>
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<td>Regional Wet Haul Industry Research &amp; Evaluation</td>
<td>$8,450.00</td>
</tr>
<tr>
<td>Task 4</td>
<td>Budgetary Construction Cost Estimates</td>
<td>$4,520.00</td>
</tr>
<tr>
<td>Estimated Expenses</td>
<td>$370.00</td>
<td></td>
</tr>
<tr>
<td>Total Lump Sum Fee</td>
<td>$27,400.00</td>
<td></td>
</tr>
</tbody>
</table>

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Reimbursable expenses will be invoiced based upon expenses incurred. Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Closure
We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

Ray Montoya, P.E.
Senior Project Manager
<table>
<thead>
<tr>
<th>Classification</th>
<th>Man-Hours</th>
<th>Hourly Rate*</th>
<th>Labor Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>0</td>
<td>$220.00</td>
<td>$</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>18</td>
<td>$200.00</td>
<td>$3,600</td>
</tr>
<tr>
<td>Senior Engineer</td>
<td>0</td>
<td>$185.00</td>
<td>$</td>
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<tr>
<td>Senior Professional</td>
<td>0</td>
<td>$180.00</td>
<td>$</td>
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<tr>
<td>Project Engineer</td>
<td>40</td>
<td>$150.00</td>
<td>$6,000</td>
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<tr>
<td>Designer</td>
<td>166</td>
<td>$105.00</td>
<td>$17,430</td>
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<tr>
<td>Admin Support I</td>
<td>0</td>
<td>$110.00</td>
<td>$</td>
</tr>
<tr>
<td>Admin Support II</td>
<td>0</td>
<td>$70.00</td>
<td>$</td>
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<tr>
<td>Total Man-Hours</td>
<td>224</td>
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<td>$27,030</td>
</tr>
</tbody>
</table>

(* Includes overhead at 191.53% of labor and profit at 10% of labor and overhead.)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>$70</td>
</tr>
<tr>
<td>Reproductions</td>
<td>$300</td>
</tr>
<tr>
<td>Total Direct Expenses</td>
<td>$370</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Estimated Outside Services</td>
<td>$0</td>
</tr>
</tbody>
</table>

Direct Labor $27,030
Total Direct Expenses $370
Total Estimated Outside Services $0

**TOTAL ESTIMATED (NOT TO EXCEED) COST** $27,400
### Exhibition 2 - Derivation of Person-Hours

**Town of Chino Valley - Septage Receiving Update**

**November 11, 2019**

**CLASSIFICATION**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Principal</th>
<th>Senior Project Manager</th>
<th>Senior Engineer</th>
<th>Senior Professional</th>
<th>Project Engineer</th>
<th>Designer</th>
<th>Admin Support I</th>
<th>Admin Support II</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Chino Valley WWTP Septage Receiving Study</td>
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<tr>
<td>Task 1 Septage Receiving Study Update</td>
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<tr>
<td>Task 2 Preliminary Equipment and EQ Sizing and Layout</td>
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<tr>
<td>Task 3 Regional Wet Haul Industry Research &amp; Evaluation</td>
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<tr>
<td>Task 4 Budgetary Construction Cost Estimates</td>
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<tr>
<td>Total</td>
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<td></td>
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<td></td>
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</tbody>
</table>

**Exhibit 2 - Derivation of Person-Hours**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Manager</td>
<td>$220.00</td>
</tr>
<tr>
<td>Senior Project Engineer</td>
<td>$200.00</td>
</tr>
<tr>
<td>Senior Engineer</td>
<td>$185.00</td>
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<tr>
<td>Senior Professional</td>
<td>$180.00</td>
</tr>
<tr>
<td>Project Engineer</td>
<td>$150.00</td>
</tr>
<tr>
<td>Designer</td>
<td>$105.00</td>
</tr>
<tr>
<td>Admin Support I</td>
<td>$110.00</td>
</tr>
<tr>
<td>Admin Support II</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

Total: $27,030.00
### MILEAGE

<table>
<thead>
<tr>
<th>Location</th>
<th>No. of Trips</th>
<th>Miles</th>
<th>Total Miles</th>
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</thead>
<tbody>
<tr>
<td>Meetings</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Site Visit</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total Estimated Miles</strong></td>
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<td><strong>120</strong></td>
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</tbody>
</table>

**Total Cost at $0.58 per mile** $70

### REPRODUCTIONS

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plotting and sheet preparation</td>
<td>30</td>
<td>$10.00</td>
<td>$300</td>
</tr>
<tr>
<td>Photocopy (8 1/2&quot; x 11&quot;)</td>
<td>0</td>
<td>$0.05</td>
<td>$0</td>
</tr>
<tr>
<td>Photocopy (11&quot; x 17&quot;)</td>
<td>0</td>
<td>$0.15</td>
<td>$0</td>
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<tr>
<td>Displays (24&quot; x 36&quot;)</td>
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<td>$80.00</td>
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<tr>
<td>Mylars</td>
<td>0</td>
<td>$14.00</td>
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</tbody>
</table>

**Total Estimated Reproductions** $300

### TOTAL ESTIMATED DIRECT EXPENSES

$370

(Costs Rounded to the Nearest $1.00)