

RESOLUTION NO. 2024-1248

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, ESTABLISHING THE CAPITAL IMPROVEMENT PROGRAM CITIZEN'S ADVISORY COMMITTEE AND ADOPTING BYLAWS FOR ITS GOVERNANCE.

WHEREAS, a comprehensive capital improvement program ("CIP") that is reviewed and approved as part of the annual budget process of the Town of Chino Valley (the "Town") is needed to properly plan for and fund the Town's short- and long-term infrastructure needs; and

WHEREAS, to this end, the Mayor and Town Council of the Town of Chino Valley (the "Town Council") desire advice and recommendations from a knowledgeable and representative group of residents regarding infrastructure planning and funding activities in the Town; and

WHEREAS, the Town Council therefore seeks to establish the Capital Improvement Program Citizen's Advisory Committee to act in an advisory capacity regarding the Town's CIP during the Town's annual budget process.

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

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

SECTION 2. The Capital Improvement Program Citizen's Advisory Committee (the "Committee") is hereby established.

SECTION 3. The Committee's bylaws are hereby approved in substantially the form and substance attached hereto as Exhibit A and incorporated herein by reference.

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

(SIGNATURES FOLLOW)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 26th day of March 2024.

Jack W. Miller, Mayor

ATTEST:



Erin N. Deskins

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld P.L.C.

I hereby certify that the above foregoing Resolution No. 2024-1248 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on March 26, 2024, and that quorum was present thereat and that the vote thereon was 5 ayes and 1 nays and 0 abstentions. 1 Council members were absent or excused.

Erin N. Deskins

Erin N. Deskins, Town Clerk

**EXHIBIT A
TO
RESOLUTION 2024-1248**

[Capital Improvement Program Citizen's Advisory Committee Bylaws]

See following pages.

**TOWN OF CHINO VALLEY
CAPITAL IMPROVEMENT PROGRAM CITIZEN'S ADVISORY COMMITTEE**

BYLAWS

Section 1: Purpose

The mission of the Capital Improvement Program Citizens' Advisory Committee (CIPCAC) is to advise and make recommendations through staff to the Chino Valley Town Council during the Town's annual budget process. The Committee provides constituents the opportunity to participate in the development of the Town of Chino Valley Capital Improvement Program (CIP) in accordance with the Town values of safety, integrity, honesty, transparency, and communication.

Section 2: Organization and Responsibilities

- A. The responsibility of the Committee shall be to become familiar with and advise the Town Council, through staff, on the Town's annual Capital Improvement Program.
- B. The Committee's advice and recommendations shall take into consideration the infrastructure needs of all members of the Chino Valley community who rely on water, sewer, and street services, including residents, landowners, businesses, and visitors traveling to or through Chino Valley.
- C. The Committee shall provide input on capital improvement project needs, prioritizing short-term, mid-term, and long-term projects against available funding.

Section 3: Membership

- A. The Committee shall consist of no less than five and no more than seven members, appointed by the Town Council on the recommendation of the Council Appointments Subcommittee. Each member shall serve a term of two years, expiring June 30th. For the initial term, three out of five members shall serve a two-year term, and two out of five members shall serve a one-year term to allow for alternating years. Should the Committee consist of seven members, four out of seven members shall serve a two-year term, and three out of seven shall serve a one-year term. An appointment to fill a vacant seat where there is an unexpired term shall be for the remainder of the term of the vacant seat to which the member is appointed.
- B. A majority of the Committee shall constitute a quorum.
- C. Members of the Committee serve at the pleasure of the Council and may be removed with or without cause.
- D. Persons eligible to serve as Committee members shall reside, do business in, or have a purposeful connection to the area served by the Town's water, sewer, and streets infrastructure.
- E. Town employees are not eligible to serve as Committee members.
- F. Committee members shall be bound by the Town Code, Title III, Chapter 35 Code of Ethics, and by all other provisions of Federal, State, and local laws.

Section 4: Officers

- A. Officers of the Committee shall be a Chair and Vice-Chair
- B. The Committee shall elect the Chair and Vice-Chair at their first initial meeting and shall serve a one-year term or until the successor officers are duly elected. If an Officer position becomes vacant during the term, an election shall be conducted at the next Regular or Special Committee meeting to fill the position for the remainder of the term.
- C. In the absence or incapacity of the Chair, the Vice-Chair shall assume the duties of the Chair. In the absence or incapacity of both the Chair and Vic-Chair, the Staff Liaison shall call the meeting to order, and the Committee shall elect one of their members to serve as Acting Chair.

Section 5: Meetings of the Committee

The Committee shall meet annually during the budget creation process; the day, time, and place of such meeting(s) are to be set by Town Staff and communicated at least 36 hours in advance to committee members.

Section 6: Staff Liaison(s)

Staff Liaisons to the CIPCAC shall minimally be the Town Manager, the Finance Director, and the Public Works Director. The Town Manager shall designate a primary contact point for committee members for communicating meetings and agendas and for collating committee input for the Council.

Section 7: Resignations

- A. Committee member who wishes to resign shall submit the resignation in writing to the Town Manager's Office stating the effective date of the resignation.
- B. Upon receipt, the resignation shall immediately be forwarded to the Town Clerk, who will work with the Council Appointments Subcommittee to make a recommendation for Council action to appoint a new Committee member.