

TOWN
Of
PARADISE VALLEY



**TOWN COUNCIL MEETING
6401 E. LINCOLN DRIVE
PARADISE VALLEY, ARIZONA 85253
MINUTES
Thursday, February 25, 2016**

1. CALL TO ORDER / ROLL CALL

Mayor Collins called to order the Town Council Meeting for Thursday, February 25, 2016 at 2:00 p.m. in the Town Hall Boardroom.

COUNCIL MEMBERS PRESENT

Mayor Michael Collins

Vice Mayor David Sherf

Council Member Jerry Bien-Willner

Council Member Paul Dembow

Council Member Mary Hamway

Council Member Mark Stanton

Council Member Maria Syms attended by telephone conference call

STAFF MEMBERS PRESENT

Town Manager Kevin Burke

Town Attorney Andrew M. Miller

Town Clerk Duncan Miller

Police Chief Peter Wingert

Community Development Director Eva Cutro

Director of Administration and Government Affairs Dawn Marie Buckland

Public Works Director / Town Engineer James P. Shano

Engineering Services Analyst Jeremy Knapp

2. STUDY SESSION ITEMS

16-059 Discussion of the Town's Procurement Code, Policies, and Procedures

Town Manager Kevin Burke stated that when he was hired, the procurement responsibilities were decentralized with each department conducting their own purchasing processes. With the Council's permission, a contract employee was hired to

review and recommend changes to current procurement policies and centralize and standardize the process.

Director of Administration and Government Affairs Dawn Marie Buckland presented the draft changes the procurement code and administrative policies.

The Council discussion focused on the expenditure threshold amounts that would trigger specific Council approval regardless of whether the item was budgeted.

The Council requested additional information on the following:

- Specific examples for why the current managerial expenditure authority of \$25,000 should be raised to \$50,000
- Possible require a Town Manager finding to justify the \$50,000 expenditure without Council approval, (i.e. the purchase was required during the Council's summer recess.)
- Ask the Town's financial auditors if there are best practices on procurement.
- Research and recommend remedies for violation procurement code – can the contract be void if the proper procurement process was not followed?
- Clarify that serial purchases with the same vendor cannot be used to violate the expenditure limits.

Mr. Burke stated that this item would be scheduled for another Study Session before it was scheduled for approval.

16-054 Discussion of APS District 30 Underground Conversion District

Public Works Director/Town Engineer James Shano and Engineering Services Analyst Jeremy Knapp reviewed the thirty year history of utility undergrounding in Paradise Valley. Mr. Knapp introduced Ron Gandara and Katie Pendergast representing APS.

Mr. Knapp stated that District 30 is the final undergrounding district in the APS service area. The district is challenging because it is located on the border with the City of Scottsdale. In fact, the "backbone service line is located in an alley in Scottsdale.

Mr. Knapp presented 3 options:

1. Underground only the lines in the Town
2. Underground the lines in the Town and the backbone
3. Underground the lines in the Town, the backbone, and the remnant lines in Scottsdale

He discussed the financial impacts of each option and the various cost-sharing opportunities with APS and residents in Paradise Valley and Scottsdale.

There was Council Consensus to direct staff to contact the residents in Paradise Valley and Scottsdale to gauge interest in option 2.

If 50% of all 43 lots commit to the project and contribute the aggregate total contribution necessary, the Town will proceed with the project. The Council also stated that if there is support for option 3 and the residents are willing to contribute more, the Town would consider funding the balance.

16-056 Discussion of Scottsdale Sewer IGA

Mr. Shano briefed the Town Council on the Town's wastewater utility infrastructure, the wastewater master plan, the current intergovernmental agreement with the City of Scottsdale approved in 1998, the proposed new intergovernmental agreement, and the financing needs for maintaining the system.

He explained that discussions regarding the proposed new IGA have been productive. He stated that the previous plan to "close the system" to more accurately measure the total amount of wastewater flows into Scottsdale's system would be unnecessary. The new IGA not only eliminate this need, but also would allow the Town to remove all 13 monitoring stations. Instead, the Town's flows will be measured every five years with portable metering. He stated that the City of Scottsdale will be responsible for routine maintenance of the system and training and inspections related to fats, oils and grease.

He stated that the Town will conduct a complete system assessment over the next five years. Based on the assessment, maintenance and replacement of infrastructure will be programmed into the CIP.

Finally, he stated that the Town will not be required to evaluate purchasing additional capacity until 90% capacity is reached. He said when the Town does reach 90% and it can be demonstrated that the Town is built out, it may not be required to purchase additional capacity.

16-055 Discussion of 2012-2014 Tax Code Amendments

Town Clerk Duncan Miller briefed the Town Council on the 2012-2014 Tax Code Amendments. He stated that the Town adopted the Model City Tax Code (MCTC) in 1987. State law requires the Town to adopt the amendments as presented. He summarized the 18 amendments. He noted that the financial impact on the Town from the new exemptions and definitional changes would be di Minimis.

He reported that there was a new MCTC tax classification for wastewater utility service. There was Council consensus to set the rate at 0%.

He said the tax code amendments would be scheduled for a vote on March 10, 2016.

Mayor Collins recessed the meeting at 4:00 p.m.

3. EXECUTIVE SESSION

16-060 The Town Council may go into executive session at one or more times during the meeting as needed to confer with the Town Attorney for legal advice regarding any of the agenda items listed on the agenda as authorized by A.R.S. §38-431.A.3.

This item was not discussed.

4. BREAK

5. RECONVENE FOR REGULAR MEETING

Mayor Collins reconvened the meeting at 4:05 p.m.

6. ROLL CALL

COUNCIL MEMBERS PRESENT

Mayor Michael Collins

Vice Mayor David Sherf

Council Member Jerry Bien-Willner

Council Member Paul Dembow

Council Member Mary Hamway

Council Member Mark Stanton

Council Member Maria Syms attended by telephone conference call

STAFF MEMBERS PRESENT

Town Manager Kevin Burke

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Police Chief Peter Wingert

Public Works Director / Town Engineer James P. Shano

Community Development Director Eva Cutro

Director of Administration and Government Affairs Dawn Marie Buckland

7. PLEDGE OF ALLEGIANCE*

Mayor Collins led the Pledge of Allegiance

8. PRESENTATIONS

There were no presentations.

9. CALL TO THE PUBLIC

There were no public comments.

10. CONSENT AGENDA

Mr. Burke summarized the items on the consent agenda.

16-062 Minutes of Town Council Meeting February 11, 2016

16-058 Receive and File the Police Department Strategic Plan

A motion was made by Council Member Hamway, seconded by Vice Mayor Sherf, to approve the Consent Agenda as submitted. The motion carried by the following vote:

Aye: 7 - Mayor Collins, Vice Mayor Dembow, Council Member Bien-Willner, Council Member Hamway, Council Member Sherf, Council Member Stanton, and Council Member Syms

11. PUBLIC HEARINGS

There were no public hearings.

12. ACTION ITEMS

16-063 Approval of Resolution 16-06 Creating a Joint Planning Team between the Town and the City of Scottsdale

Mayor Collins summarized the membership and scope of the proposed Joint Planning Team. He stated that the Council would be represented by a rotating member and that the group would meet on an as-needed basis.

There were no public comments.

A motion was made by Vice Mayor Sherf, seconded by Council Member Dembow, to approve Resolution 16-06; authorizing the creation of a joint planning team between the Town and the City of Scottsdale. The motion carried by the following vote:

Aye: 7 - Mayor Collins, Vice Mayor Sherf, Council Member Bien-Willner, Council Member Dembow, Council Member Hamway, Council Member Stanton, and Council Member Syms

13. REQUESTS FOR FUTURE AGENDA ITEMS

16-061 Consideration of Requests for Future Agenda Items

Mr. Burke summarized the future agenda topic list. He reminded the Council that the meeting on March 10 would start at 2:00 PM and focus on the Town Manager's recommended budget.

14. MAYOR / COUNCIL / MANAGER COMMENTS

Mr. Burke announced that one of the CIP projects is the installation of marquee street signs. He said two sign design types have been installed at the intersection of Invergordon Rd and Lincoln Drive. One sign is lighted and the other is not. Council Members and residents are encouraged to provide feedback on their preference.

Mayor Collins referenced a letter he received from the Clearwater Hills HOA requesting that the Town annex the area. The Mayor stated that this would be discussed on March 24.

Council Member Hamway thanked everyone who participated in the Public Safety Fair.

Vice Mayor Sherf updated the Council on the Planning Commission's efforts to study the following Quality of Life initiatives:

- Bicycle and Pedestrian Master Plan
- Design criteria for visually significant corridors
- Noise Ordinance –construction noise – leaf blowers
- Hillside Code
- Lighting Code
- Wall Code
- Sign Code for private properties
- Blight

15. ADJOURN

A motion was made by Council Member Hamway, seconded by Council Member Bien-Willner, to adjourn which passed by the following vote:

Aye: 7 - Mayor Collins, Vice Mayor Sherf, Council Member Bien-Willner, Council Member Hamway, Council Member Dembow, and Council Member Stanton, Council Member Syms

Mayor Collins adjourned the meeting at 4:25 p.m.

TOWN OF PARADISE VALLEY

SUBMITTED BY:

Duncan Miller, Town Clerk

STATE OF ARIZONA)
 :SS.
COUNTY OF MARICOPA)

CERTIFICATION

I, Duncan Miller, Town Clerk of the Town of Paradise Valley, Arizona hereby certify that the following is a full, true, and correct copy of the minutes of the regular meeting of the Paradise Valley Town Council held on Thursday, February 25, 2016

I further certify that said municipal corporation is duly organized and existing. The meeting was properly called and held and that a quorum was present.

Duncan Miller, Town Clerk