



CITY COUNCIL AGENDA

CITY COUNCIL CHAMBERS . 11465 WEST CIVIC CENTER DRIVE . AVONDALE, AZ 85323

WORK SESSION
December 5, 2016
6:00 PM

CALL TO ORDER BY MAYOR

1 ROLL CALL BY THE CITY CLERK

2. **FY 2018 BUDGET KICKOFF AND PRELIMINARY REVENUE PROJECTIONS**

City Council will receive an update regarding the City's different funds, revenue and expenditure sources, economic conditions, and give a preliminary estimate of available funds for FY 2018. For information, discussion and direction.

3 ADJOURNMENT

Respectfully submitted,

A handwritten signature in black ink that reads 'Carmen Martinez'.

Carmen Martinez
City Clerk

Council Members of the City of Avondale will attend either in person or by telephone conference call.

Los miembros del Concejo de la Ciudad de Avondale participaran ya sea en persona o por medio de llamada telefonica.

Individuals with special accessibility needs, including sight or hearing impaired, large print, or interpreter, should contact the City Clerk at 623-333-1200 or TDD 623-333-0010 at least two business days prior to the Council Meeting.

Personas con necesidades especiales de accesibilidad, incluyendo personas con impedimentos de vista u oido, o con necesidad de impresion grande o interprete, deben comunicarse con la Secretaria de la Ciudad at 623-333-1200 o TDD 623-333-0010 cuando menos dos dias habiles antes de la junta del Concejo.

Notice is hereby given that pursuant to A.R.S. 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council may be audio and/or video recorded and, as a result, proceedings in which children are present may be subject to such recording. Parents, in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.

De acuerdo con la ley A.R.S. 1-602.A.9, y sujeto a ciertas excepciones legales, se da aviso que los padres tienen derecho a dar su consentimiento antes de que el Estado o cualquier otra entidad política haga grabaciones de video o audio de un menor de edad. Las juntas del Concejo de la Ciudad pueden ser grabadas y por consecuencia, existe la posibilidad de que si hay menores de edad presentes estos aparezcan en estos videos o grabaciones de audio. Los padres pueden ejercitar su derecho si presentan su consentimiento por escrito a la Secretaria de la Ciudad, o pueden asegurarse que los niños no estén presentes durante la grabación de la junta. Si hay algún menor de edad presente durante la grabación, la Ciudad dará por entendido que los padres han renunciado sus derechos de acuerdo a la ley contenida A.R.S. 1-602.A.9.



CITY COUNCIL AGENDA

SUBJECT:

FY 2018 Budget Kickoff and Preliminary
Revenue Projections

MEETING DATE:

12/5/2016

TO: Mayor and Council

FROM: Abbe Yacoben, Finance and Budget Director (623) 333-2011

THROUGH: David Fitzhugh, City Manager

PURPOSE:

Staff will brief the City Council on the City's different funds, revenue and expenditure sources, economic conditions, and give a preliminary estimate of available funds for FY 2018.

BACKGROUND:

Each year before the annual strategic visioning session, staff presents current year projections in addition to preliminary revenue projections for the upcoming fiscal year. This is to give the Council an idea of the magnitude of the funding available for during the upcoming visioning session on December 12, 2016.

DISCUSSION:

As mentioned above, staff presents an annual budget kickoff presentation. This year's presentation will include information for the new Councilmembers such as a fund accounting overview, and a bit more detail on the City's funds. The presentation will include information on the economy as it relates to revenue projections in addition to upcoming items that will impact the FY 2018 budgeting process.

BUDGET IMPACT:

There is no budgetary impact at this time; this report is for informational purposes only.



CITY COUNCIL AGENDA

CITY COUNCIL CHAMBERS . 11465 WEST CIVIC CENTER DRIVE . AVONDALE, AZ 85323

REGULAR MEETING
December 5, 2016
7:00 PM

CALL TO ORDER BY MAYOR
PLEDGE OF ALLEGIANCE
MOMENT OF REFLECTION

1 ROLL CALL AND STATEMENT OF PARTICIPATION BY THE CITY CLERK

2 UNSCHEDULED PUBLIC APPEARANCES

(Limit three minutes per person. Please state your name.)

3 CONSENT AGENDA

Items on the consent agenda are of a routine nature or have been previously studied by the City Council at a work session. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

a. APPROVAL OF MINUTES

1. Work Session of November 21, 2016
2. Regular Meeting of November 21, 2016
3. Special Meeting of November 28, 2016

b. BUDGET ADJUSTMENT FOR BUILDING MAINTENANCE

City Council will consider a request to approve a budget transfer in the amount of \$35,000 from the Recreation Fund to the Building Maintenance Fund for carpet replacement at City Hall. The Council will take appropriate action.

c. COOPERATIVE PURCHASE AGREEMENT - EPS GROUP, INC. FOR CIP STREET PROJECTS REVIEW

City Council will consider a request to approve a cooperative purchasing agreement with EPS Group, Inc. for their review of Avondale's Capital Improvement Program streets projects in the amount of \$58,710 and authorize the Mayor or City Manager and City Clerk to execute the appropriate documents. The Council will take appropriate action.

4 JOB ORDER CONTRACT PROCESS

City Council will discuss the Job Order Contract process as a procurement method for construction management and improvements such as electrical and lighting repairs and improvements, trail construction, vertical infrastructure construction and repair, etc. for various parks and recreation locations. For information and discussion, and possible direction.

5 INTERSTATE 10-FAIRWAY DRIVE TRAFFIC INTERCHANGE WALL FEATURES AND LANDFORM GRAPHICS

City Council will be asked to provide input regarding the abutment and retaining walls surface features and the landform graphics on the east and south slopes of a planned interchange at I-10 and Fairway Drive to be constructed by the Arizona Department of Transportation in 2023. For information, discussion and direction.

6 EXECUTIVE SESSION

The Council may hold an executive session pursuant to Ariz. Rev. Stat. § 38-431.03 (A)(4) for discussion or consultation with the City's Attorney in order to consider its position and instruct the City's Attorney regarding a (i) lease agreement for city-owned property and (ii) potential development agreement.

7 ADJOURNMENT

Respectfully submitted,



Carmen Martinez
City Clerk

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CITY COUNCIL AGENDA

SUBJECT:

Budget Adjustment for Building Maintenance

MEETING DATE:

12/5/2016

TO: Mayor and Council

FROM: Kirk Haines, Parks, Recreation and Libraries Director 623-333-2411

THROUGH: David Fitzhugh, City Manager

PURPOSE:

City Council is requested to approve a budget transfer in the amount of \$35,000 from the Recreation Fund to the Building Repair & Maintenance Fund for carpet replacement at City Hall.

BACKGROUND:

Each year a portion of the Building Maintenance budget is allocated for replacement of equipment and systems at or very near the end of their functional life. The City Hall carpet was identified as a priority for this current fiscal year and was placed in the Building Repair & Maintenance Fund as a multi-year program. Last fiscal year half of the first floor carpet was replaced. This year the remaining portions on the first floor including the service counter area and Mohave conference room were identified to be replaced.

Unanticipated costs to replace the heating, ventilation, air conditioning (HVAC) unit at the Western Avenue Police Sub-Station and a water heater at Police Headquarters necessitated replacement to keep the facilities operational. The emergency repairs created a shortfall in the Building Repair & Maintenance fund that is now making the carpet installation cost prohibitive this year.

A savings was realized in the Recreation Fund because the purchase price of the replacement parks and recreation registration software system came in under budget. The new software will meet all the requirements of the Parks, Recreation and Libraries Department, as well as compatibility with our Information and Technology Department and our financial and accounting systems. The budget savings has created an opportunity to transfer funds to building maintenance and keep the carpet replacement program on schedule for this year.

DISCUSSION:

Based on the policies and principles adopted by City Council for sound financial management, the requested transfer requires City Council action to transfer between funds or functions. In this circumstance, the transfer is between two functions, from **101-8125** (Culture and Recreation Services) to **101-5420** (General Government).

This transfer does not impact the current budget appropriation and simply moves funds from one function to another because of a savings realized in the purchase of park and recreation registration software.

BUDGET IMPACT:

There is no budget impact from this requested budget transfer. It is simply moving appropriated funds from one function to another for the intent of replacing carpet in the building maintenance program.

RECOMMENDATION:

Staff requests that City Council approve a \$35,000 transfer from the Recreation Fund (101-8125) to the Building Repair and Maintenance Fund (101-5420) for 1st floor carpet replacement.



CITY COUNCIL AGENDA

SUBJECT:

Cooperative Purchase Agreement - EPS Group, Inc. for CIP Street Projects Review

MEETING DATE:

12/5/2016

TO: Mayor and Council**FROM:** Tracy Stevens, Development and Engineering Services Director**THROUGH:** David Fitzhugh, City Manager**PURPOSE:**

Staff is requesting that the City Council approve a cooperative purchasing agreement with EPS Group, Inc. for their review of Avondale's Capital Improvement Program (CIP) streets projects in the amount of \$58,710 and authorize the Mayor or City Manager and City Clerk to execute the appropriate documents.

BACKGROUND:

The City of Avondale wishes to conduct a comprehensive review and evaluation of the current CIP street projects in preparation for the 2017 Infrastructure Improvement Plan for the Development Impact Fee study in compliance with A.R.S. 9-463), and the update to the City's Transportation Plan. The Consultant, EPS Group, Inc. will conduct a comprehensive review of the City's CIP street projects and provide recommendations for updating project scope, priority, schedule, and total costs for each project in the 10-year CIP program.

DISCUSSION:

This Cooperative Purchasing Agreement is based on a Professional Services Agreement between the City of Tolleson and EPS Group, Inc. dated July 1, 2015 and extended by letter dated May 9, 2016, to provide professional engineering and surveying services. Cooperative purchasing language in the PSA between Tolleson and EPS Group permits the City of Avondale to utilize the procurement agreement.

The City of Avondale will utilize EPS Group's services to conduct a comprehensive review and evaluation of the 10-year street Capital Improvement Program projects. While the CIP is updated annually based upon identified infrastructure needs many of the projects have been part of the CIP for numerous years, and the needs and assumptions for each project should be revisited and updated to reflect current conditions and the City's vision for the future. Staff intends to work with EPS Group, Inc. to provide historical background and project assumptions, so that the consultant may re-visit and update project scope, timing, right-of-way needs, utility coordination, funding sources, schedule and regulatory requirements for each project. The consultant will evaluate Avondale's current construction cost model and update it as needed to include current cost trends. Each project will be prioritized based on a rating criteria developed with and approved by City staff.

Each project's scope will be reviewed and evaluated to confirm the proposed improvements and how they meet the transportation needs of all transportation modes (vehicles, heavy trucks, bicycle, pedestrian and transit users).

The consultant will also need to work closely with the consultant chosen for the Transportation Plan Update, as well as to assess each project for its potential to benefit future development, and determine what elements are development related and eligible for impact fees. The updated project information and costs will be used in the Infrastructure Improvement Plan, to be prepared in September, 2017.

Proposed Schedule:

Draft CIP Review and Evaluation Report - July 30, 2017

Final CIP Review and Evaluation Report - September 15, 2017

BUDGET IMPACT:

Funding in the amount of \$200,000.00 for the Transportation Plan Update and 10-Year Street CIP Analysis project was allocated as a supplemental item in FY17 in the Engineering Division Operating Budget, line item 101-5900-00-6180, Other Professional Services. The Transportation Plan Update and consultant selected will be brought forward for council consideration in January.

RECOMMENDATION:

Staff is requesting that City Council approve a Cooperative Purchase Agreement with EPS Group, Inc. for their review of Avondale's CIP streets projects in the amount of \$58,710 and authorize the Mayor or City Manager and City Clerk to execute the appropriate documents.

ATTACHMENTS:

Description

[CPA - EPS](#)

CPA – EPS GROUP, INC.

DUE TO ITS SIZE, THIS DOCUMENT
HAS BEEN POSTED SEPARATELY

PLEASE CLICK ON THE LINK BELOW TO VIEW

<http://www.avondale.org/DocumentCenter/View/39481>



CITY COUNCIL AGENDA

SUBJECT:

Job Order Contract Process

MEETING DATE:

12/5/2016

TO: Mayor and Council

FROM: Kirk Haines, Parks, Recreation & Libraries Director 623-333-2411

THROUGH: David Fitzhugh, City Manager

PURPOSE:

Staff will discuss the Job Order Contract (JOC) procurement process. The proposed JOC is a procurement method for construction management and improvements. Examples of proposed improvements includes vertical infrastructure repair and replacement (restrooms and picnic shelters), electrical and lighting repairs and improvements, flatwork and trail construction, and general park construction activities.

BACKGROUND:

Staff is seeking to repair and replace park and recreation assets in an effective and efficient manner. There are several procurement methods that can be used to achieve similar results. Each of the various methods have their advantages and disadvantages. The most common method that has been used over the years is to design, bid, and then build a project or improvement based on the lowest responsive bid. Other procurement methods include design-build projects, which allows for general contractors to control the design and construction process. Another method is construction management at risk in which the City would manage the services of a design firm and construction contractor under separate agreements and bring the two parties together to construct a project. Another procurement process, Job Order Contracting, has not been used by the City of Avondale, although it has been used by other local jurisdictions.

Staff is currently working toward executing the Job Order Contract (JOC) procurement method. This method is used to recruit and select contractors based on their performance and ability to deliver a quality project for a fair price. A benefit to using this method is to speed up the construction time frame, especially for smaller projects that may require renovation or repair of existing infrastructure and park assets. Once the JOC is in place with one or more firms, the construction process can proceed more quickly than individual bid processes for each construction project.

Construction firms respond to the solicitation for Request for Qualifications (RFQ). The RFQ contains a scope of services which identifies potential repairs, alterations and new construction. Firms are then evaluated based on their competencies, qualifications and past performance on similar work. After evaluation of the responses, one or more qualified firms are selected. The City then enters into agreements with selected firms with a maximum expenditure ceiling. Once these firms are identified and placed under contract, they can be used to perform

specific work based on the city's approved budget. A JOC agreement with selected firms will be brought to the City Council at a future meeting.

DISCUSSION:

Job orders are created from various park and recreation projects that are funded in the Capital Improvement Program. A JOC parent agreement would be awarded through a procurement process, and the agreement would be for one year, with four one-year extensions, provided that the contractors are performing up to the City's expectations. Once the parent agreement is approved by Council, staff will initiate work through the issuance of Job Orders for specific projects. not to exceed the individual agreement maximum amount.

Size of projects will range between \$5,000 and \$1,000,000, however, most projects will average between \$75,000 and \$250,000. Work is not guaranteed to any of the JOC contractors and they would understand the work may vary from year-to-year based on available funding and City Council approval of projects through the department's operating budget or Capital Improvement Program (CIP).

Staff has identified a number of projects in the current CIP that benefit from the utilization of the JOC process and would like to proceed with the implementation of this contracting method.

In the current 2017 Fiscal Year CIP, City Council approved the following projects:

- funding to repair erosion problems at Festival Fields
- restroom renovation at Donnie Hale Park
- perimeter walkway lighting and playground replacement at Las Ligas Park
- curb installation along the walkway at Crystal Gardens

A JOC solicitation and request for qualifications was released on September 21, 2016. A non-mandatory pre-submittal conference was conducted on September 28 and all submittals were due October 20, 2016. Seven proposals were received by the deadline date and three of the four proposals were deemed non-responsive due to a variety of infractions in their proposal and the four proposals were reviewed.

The final assessment and rankings for each firm was compiled and there was no distinguishing separation in the scoring to eliminate any of the four firms from this process. It was determined that all four contractors excel in the JOC process and would provide exceptional projects to Avondale.

Staff proposes a JOC model where Council would approve parent JOC agreements in amounts not to exceed \$1,000,000 aggregate per agreement over the potential fiver (5) years of the agreements. Work would be assigned to one of the contractors and commence work on an approved project upon issuance of a Job Order specifying said work. Staff proposes to return to Council on December 19, 2016 to request approval of four (4) JOC agreements.

BUDGET IMPACT:

Based on City Council appropriated funds in the Capital Improvement Program, the amount and size of projects will vary each year.

City Council would be requested to consider approval of the JOC parent agreement with four different construction management contractors in an aggregate amount not to exceed \$1,000,000 for each company. As funding is appropriated in the CIP or operating budget, projects would be awarded to the various JOC contractors over a five year period of time (pending annual renewals).

RECOMMENDATION:

This is for information and discussion, and possible direction.



CITY COUNCIL AGENDA

SUBJECT:

Interstate 10-Fairway Drive Traffic Interchange
Wall Features and Landform Graphics

MEETING DATE:

12/5/2016

TO: Mayor and Council**FROM:** Tracy Stevens, Development and Engineering Services Director**THROUGH:** David Fitzhugh, City Manager**PURPOSE:**

The Arizona Department of Transportation (ADOT) will construct a traffic interchange at Interstate 10 and Fairway Drive in 2023 and is asking the City for input regarding the abutment and retaining walls surface features and the landform graphics on the east and south slopes of the interchange.

BACKGROUND:

ADOT completed the Final Design Concept Report for the I-10/Fairway Drive Traffic Interchange in September 2014. This interchange is expected to help alleviate traffic demand on the Dysart Road and the Avondale Boulevard freeway interchanges. A design consultant was selected by ADOT and should have the interchange design completed in May 2017. Construction funding for the interchange is currently scheduled for Fiscal Year 2023.

DISCUSSION:

ADOT has presented to the City three unique wall features: A Reed Pattern, Lizard Pattern, and a Hohokam Bird Pattern. The selected pattern will be constructed on the two bridge abutment walls and the north retaining wall facing the City's Friendship Park. Due to the retaining wall's overall length and the distance from Friendship Park, only the tallest section of the retaining wall will have the selected pattern constructed on it. The wall sections with no patterns on it will have the standard ADOT rustication surface pattern. ADOT is also proposing the landform graphics for the east slope of Fairway Drive and the south slope of the eastbound Interstate 10 on-ramp. The landforms will match the landforms ADOT will construct along the slopes facing I-10 traffic.

BUDGET IMPACT:

There is no budgetary impact at this time. For Council direction and input only.

RECOMMENDATION:

This item is presented for Council direction only.

ATTACHMENTS:**Description**

[Conceptual Plans and Patterns](#)

INTERSTATE 10 – FAIRWAY DRIVE TRAFFIC INTERCHANGE WALL FEATURES

DUE TO THEIR SIZE, THE FOLLOWING DOCUMENTS
HAVE BEEN POSTED SEPARATELY

PLEASE CLICK ON THE LINK BELOW TO VIEW

Fairway Drive Traffic Interchange Conceptual Plan

<http://www.avondale.org/DocumentCenter/View/39479>

Conceptual Landform Plan

<http://www.avondale.org/DocumentCenter/View/39478>

Retaining Wall Elevation

<http://www.avondale.org/DocumentCenter/View/39477>

Hohokam Bird Pattern

<http://www.avondale.org/DocumentCenter/View/39476>

Reed Pattern

<http://www.avondale.org/DocumentCenter/View/39475>

Lizard Pattern

<http://www.avondale.org/DocumentCenter/View/39474>