



TOWN COUNCIL AGENDA PACKET

REGULAR MEETING

**Tuesday, April 12, 2011
6:00 p.m.**

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

NOTICE OF THE REGULAR SESSION OF THE CHINO VALLEY TOWN COUNCIL

**APRIL 12, 2011
6:00 P.M.**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Chino Valley Town Council and to the general public that the Chino Valley Town Council will hold a Regular Meeting open to the public on **Tuesday, April 12, 2011** at **6:00 p.m.** in the Chino Valley Council Chambers located at 202 N. State Route 89, Chino Valley, Arizona. Members of the Town Council will attend either in person or by telephone conference call.

RULES FOR ADDRESSING THE COUNCIL – AMENDED MAY 13, 2010

It is the Council's desire to hear public comment on agenda items. Because it is important to maintain order during the meeting, please adhere to the following rules of order if you wish to speak:

- 1) Members of the public wishing to speak must be first recognized by the Chairman.
- 2) Please state your name and whether or not you are a Town resident in an audible tone for the record.
- 3) TIME LIMIT: 3 MINUTES PER PERSON.
- 4) Remarks shall be limited to the agenda item under consideration.
- 5) All remarks shall be directed to the Mayor and to any or all members of the Council.
- 6) A person wishing to make a presentation that exceeds the three-minute time limit should make such a request of the Town Clerk prior to the meeting.
- 7) Members of the public are expected to observe rules of propriety and decorum.
- 8) Speakers shall not discuss employee performance, employee evaluations, or employee health, family or personal matters.

The **Agenda** for the meeting is as follows:

- 1) **Call to Order, Invocation; Pledge of Allegiance; Roll Call.**
- 2) **Introductions, Presentations and Proclamations**
 - 2a) Proclamation declaring April 2011 as “**Substance Abuse Awareness Month**,” sponsored by MATForce and the Yavapai County Substance Abuse Coalition.
 - 2b) **Commendation** by Town Manager Michael Scannell recognizing Senior Building Inspector Dan Trout for receiving certification as a building official (CBO).

2c) Presentation of Certificates of **Election** and Certificates of Nomination to qualified candidates.

2d) **Chamber Update** by Ab Jackson, CEO, Chino Valley Area Chamber of Commerce.

3) **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. At the conclusion of an open call to the public, individual members of the Council may respond to those who have addressed the Council, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Council shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noticed for discussion and legal action.

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.

4) **Mayor/Council/Manager Report**

This item is for information only. Presentation on information requested by the Mayor and Town Council will be made and questions answered. No action will be taken.

Consent Agenda

All those items listed below may be enacted by one motion and approved as consent agenda items. Any item may be removed from the consent agenda and considered separately if a member of the Council so requests.

- 5) Discussion and possible approval of January 11, 2011 Regular Meeting **minutes**.
- 6) Discussion and possible approval of January 25, 2011 Regular Meeting **minutes**.
- 7) Discussion and possible acceptance of resignation of Albert Gonzales from the **Parks & Recreation Advisory Board**, effective March 17, 2011 and appoint Matthew Quay to fill the vacant position.
- 8) Discussion and possible adoption of **Resolution No. 11-957**, amending Resolution No. 09-905 to increase **Aquatic Center** daily use, programs, and facility rental fees.
- 9) Discussion and possible approval of **Change Order** Requests 1, 2 and 3 with **B's Contracting**, in the total amount of \$5,167.25, for the South Campus remodeling project. Funds to come from General Government Impact Fee Fund, to be disbursed from General Government Impact Fees Projects line item.

Staff recommended motion: Move to accept Consent Agenda items 5-9.

Action Items

- 10) *Continued from March 22, 2011:* Discussion and possible approval of a one-year Lease Agreement between the Chino Valley **Food Bank**, located at 1943 Voss Drive, and the Town of Chino Valley, for the period of April 1, 2011 to March 31, 2012.

Staff recommended motion: Move to approve a one-year lease agreement between the Town of Chino Valley and the Chino Valley Food Bank for a term beginning April 1, 2011 and ending on March 31, 2012.

- 11) Presentation by **BMA Architects** and discussion and possible action regarding the “Draft Master Plan” for the Town Complex, South Campus site located at 202 N. State Route 89, and including an adjacent parcel owned by the Chino Valley Fire District, addressed as 238 N. State Route 89.

Staff recommended motion: To be determined per Council discussion.

- 12) Discussion and possible acceptance of “Parks and Recreation Department Organizational Assessment” report prepared by **PW Consulting Services, LLC** (Paul Wenbert), dated April 6, 2011, and authorize the Town Manager to implement the recommendations made in the report.

Staff recommended motion: Move to approve the changes recommended by Mr. Wenbert of PW Consulting Services, LLC in his organizational assessment of the Parks and Recreation Department, dated April 6, 2011, and authorize the Town Manager to implement such changes.

- 13) Discussion and possible approval of Professional Services Agreement with Mr. Paul Wenbert of **PW Consulting Services, LLC** for an Organizational Assessment of the Development Services Department, for an amount not to exceed \$5,000 plus travel expenses not to exceed \$400. Funds to come from the Professional Services expenditure line in the Planning Department. A budget transfer will be required to facilitate this expenditure; therefore, staff recommends a transfer from the Non-Departmental Contingencies expenditure line.

Staff recommended motion: Move to approve Professional Services Agreement with PW Consulting Services, LLC, for an organizational assessment of the Development Services Department for an amount not to exceed \$5,000 plus travel expenses not to exceed \$400.

- 14) Discussion and possible approval of the reorganization of the **Administrative Offices** which entails re-classifying two positions, restructuring two positions, and developing a new organizational chart. This proposal offers a reduction with respect to the fiscal impact. It is proposed this reorganization should save the Town approximately \$52,000.00 in salaries and benefits.

Staff recommended motion: Move to approve the reorganization of the Administrative Offices which entails re-classifying two positions, restructuring two positions, and accepting the new organizational chart.

- 15) Discussion and possible action to provide direction and prioritization for personnel to fill the position of **Civil Engineer**. Funding levels are pursuant to Council direction with funds to come from HURF, Water and Sewer Enterprise Funds, and General Fund.

Staff recommended motion: Move to (a) approve the necessary funding to fill the civil engineer position as a full time employee and place a high priority on the completion of the capital improvement program; **OR** (b) approve the necessary funding to fill the civil engineer position as a part time employee and recognize that the implementation of the capital improvement program will be extended; **OR** (c) approve no funding and not filling the position of civil engineer and recognize that given the current budget limitations the Town will take on maintenance mode toward capital needs.

- 16) Discussion and possible adoption of **Resolution No. 11-956** supporting a "Finding in the Public Interest" to utilize proprietary **artistic services** in the construction of equine sculptures for the State Route 89 Sidewalk and Landscaping Enhancements. Funds to come from ADOT Transportation Enhancement Funds.

Staff recommended motion: Move to adopt Resolution No. 11-956 supporting a "Finding in the Public Interest" to utilize the proprietary artistic services of local artist Diana Simpson in the construction of equine sculptures for the SR 89 Sidewalk and Landscaping Enhancements.

- 17) Discussion and possible approval of the use of Town resources to provide **videotaping services** for the Candidate Forum sponsored by the Appaloosa Meadows Homeowners Association I to be held April 25, 2011.

Staff recommended motion: Move to approve the use of Town resources for filming of the Candidate Forum scheduled for April 25, 2011.

- 18) Discussion and possible approval of the February 3, 2011 Study Session **minutes**. (Absent: Vice-Mayor Romley and Councilmember Baker)

Staff recommended motion: Move to approve February 3, 2011 Study Session minutes.

- 19) Discussion and possible approval of the February 8, 2011 Regular Meeting **minutes**. (Absent: Vice-Mayor Romley)

Staff recommended motion: Move to approve February 8, 2011 Regular Meeting minutes.

20a) 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, consider its position and instruct its attorneys and/or staff regarding exchanging reimbursement of certain costs of drilling a new well for obligations that Granite Investment and Development has to improve the Highlands Ranch well and certain other items under the Development Agreement with Granite Investment & Development, LLC and as that agreement was since amended and clarified, and issues regarding reimbursement to Granite Investment & Development, LLC for water lines installed for the Town.

20b) Possible action regarding the above obligations relative to agreements between the Town of Chino Valley and **Granite Investment** and Development, LLC.

Staff recommended motion: To be determined per Council discussion.

21a) 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, consider its position and instruct its attorneys and/or staff regarding sewer connection/hookup fees and contract issues relative to the Chino Valley Sewer Plant and Fann Contracting, Inc.

21b) Possible action regarding sewer connection/hookup fees and contract issues relative to the Chino Valley Sewer Plant and **Fann Contracting**, Inc.

Staff recommended motion: To be determined per Council discussion.

22) Council may vote to hold an **executive session** pursuant to A.R.S. §38-431.03 (A)(4) to obtain legal advice, consider its position and instruct its attorneys or staff on issues regarding health insurance with Yavapai Combined Trust.

23) Adjournment.

Dated this 6th day of April, 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.

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PROCLAMATION

Substance Abuse Awareness Month - April 2011



Whereas, substance abuse has far reaching effects upon the citizens of the Town of Chino Valley, impacting individuals, families, friends, adults, and children alike; and

Whereas, substance abuse is directly associated with crimes against persons and property, domestic violence, physical illness, child abuse, economic loss, destruction of families, driving while impaired, and drug-related vehicular collisions; and

Whereas, the resources and capacity of the courts and detention system, hospital emergency rooms, and providers of behavioral health services are severely stretched by the proliferation of methamphetamine, illegal drugs and abuse of other substances, such as prescription drugs within the Town of Chino Valley; and

Whereas, the Town of Chino Valley has united against illegal drugs, as well as prescription drug and alcohol abuse, in a collaborative partnership with MATForce, the Yavapai County Substance Abuse Coalition; and

Whereas, MATForce views substance abuse as a community problem that is best addressed through a variety of strategies that bring together education, prevention, treatment, and criminal justice resources in a coordinated, individualized approach; and

Whereas, MATForce has declared April 2011 as "Substance Abuse Awareness Month" to heighten public awareness of the dangers of substance abuse and of available treatment options;

Now, Therefore, I, Jim Bunker, Mayor of the Town of Chino Valley, do hereby proclaim *April 2011* as *Substance Abuse Awareness Month* in Chino Valley, Arizona, and urge all of our citizens to recognize this observance.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the Town of Chino Valley to be affixed this 12th day of April 2011.

Jim Bunker, Mayor

ATTEST: _____
Jami C. Lewis, Town Clerk



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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 2c

☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: April 12, 2011 TIME: 6:00 p.m.

SUBMITTING DEPARTMENT: Town Clerk

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

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

ITEM LOCATION:

PROPOSED AGENDA ITEM:

Presentation of Certificates of Election and Certificates of Nomination to qualified candidates.

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. 2c

SITUATION AND ANALYSIS:

On March 22, 2011, Council adopted Resolution No. 11-955, adopting the results of the March 8, 2011 Primary Election. Per A.R.S. §§ 9-821 and 16-645, after Council has adopted the election results, the Town Clerk issues Certificates of Election or Nomination.

Lon Turner (Council) received sufficient votes to be deemed elected and will receive a Certificate of Election. Jim Bunker and Chris Marley (Mayor), and Mike Best, James Conn, Darryl Croft, and Charlotte "Charlie" Marriott (Council), will receive Certificates of Nomination and be placed on the general election ballot to vie for the mayoral and 2 remaining Council seats.

RECOMMENDED MOTION:

ATTACHMENTS:

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

Author	<u>Jami C. Lewis</u> Department Head	Finance
Other:	Other:	Legal
Other:	Other:	<u>Michael K. Scannell</u> Town Manager/Designee



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

Item No. 5

SITUATION AND ANALYSIS:

RECOMMENDED MOTION:

Move to approve January 11, 2011 Regular Meeting minutes.

ATTACHMENTS:

January 11, 2011 Regular Meeting minutes

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

_____ Author	<u>Jami C. Lewis</u> _____ Department Head	_____ Finance
_____ Other:	_____ Other:	_____ Legal
_____ Other:	_____ Other:	<u>Michael K. Scannell</u> _____ Town Manager/Designee

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY**

**TUESDAY, JANUARY 11, 2011
6:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, January 11, 2011.

Mayor Bunker called the meeting to order at 6:01 p.m.

Council Present: Mayor Jim Bunker, Vice-Mayor Ron Romley, and Councilmembers Joel Baker, Dean Echols, Linda Hatch, Gloria Moore, and Carl Tenney.

Staff Present: Town Manager Michael Scannell, Management Assistant Cecilia Watts, Town Attorney Tom Kack, Finance Director Vera Smith, Police Commanders Mark Garcia and Chuck Wynn, Development Services Director Pat Clingman, Town Engineer/Public Works Director Ron Gritman, Community Services Director Jason Kelly, and Town Clerk Jami Lewis (recorder).

Councilmember Baker gave the invocation and led the pledge of allegiance.

2) Introductions, Presentations and Proclamations

- 2a)** Announcement by Ab Jackson, CEO, Chino Valley Area Chamber of Commerce, regarding the **Citizens Academy**.

Ab Jackson announced that the newly-established Citizens Academy had begun on January 10, and he spoke about the curriculum, attendees, and opening ceremonies.

- 2b)** Presentation by Norm Freeman, Bob Posey, Jay Cook, and Anthony Chavez with the Arizona Game & Fish Commission to the Town of a \$50,000.00 grant for improvements to the Police Department's **shooting range**.

The above-mentioned parties spoke about the grant process and plans for the Police Department's shooting range improvement project and formally presented the \$50,000.00 check to the Town.

3) Call to the Public

No one from the public spoke.

4) Mayor/Council/Manager Report

Mayor Bunker reported on upcoming meetings: Open Night with the Mayor on January 12 and Mayor's Safe Yield Committee on January 20.

Councilmember Moore and Councilmember Echols reported on the Chamber of Commerce's Citizens Academy and the good information provided.

Consent Agenda

Council set down item 9.

- 5) Approve August 31, 2010 Regular Meeting **minutes**.
- 6) Approve September 9, 2010 Regular Meeting **minutes**.
- 7) Approve September 23, 2010 Regular Meeting **minutes**.
- 8) Authorize staff to dispose of various pieces of exercise equipment, free weights, tractor, and other miscellaneous items that are located on the **Cameron Property** at 24400 Troy Lane in Paulden through the Town of Chino Valley Surplus Auction website.

Vice-Mayor Romley MOVED, seconded by Councilmember Echols, to accept Consent Agenda items 5–8. The motion PASSED unanimously 7-0.

- 9) *Continued from November 9, 2011 2010:* Adopt **Resolution No. 10-942** declaring the “Unified Development Ordinance – Amendments Dated January 11, 2011” a public record, and adopt **Ordinance No. 10-738** relating to the following sections in the Chino Valley Unified Development Ordinance (**UDO**):
 1. Add subparagraphs incorporating regulations for Greenhouses;
 2. Amend Subsections 4.22.4: Parking Design Standards and 4.22.8: Determination of Required Spaces (Handicap Parking Spaces).

Vice-Mayor Romley pointed out an error in the above ‘continued from’ date.

Jim Klein, resident, asked if restaurants had been added to the Table of Permitted Uses in Section 4.3 Commercial Greenhouse Standards to favor activities of the Windmill House restaurant. Ms. Clingman explained that greenhouse growers had requested the change to accommodate a recent trend to allow a small space in the greenhouse to provide patrons with samples of baked goods created from greenhouse products, as well as possibly include a small coffee shop.

Councilmember Moore commented that she had attended some nice charity events in other locales that had been catered in greenhouses.

Vice-Mayor Romley MOVED, seconded by Councilmember Baker, to accept Consent Agenda item 9 as written. The motion PASSED unanimously 7-0.

Action Items

- 10) Presentation of Operational Review and Report on the **Water and Sewer Systems** by Ms. Gayle Whittle, CPA; and discussion and possible action relative to the report presented.

Acronym used in this item:

FY (Fiscal Year)

Finance Director Vera Smith and Michael Scannell reported that in September 2010, Council approved a professional services agreement with Dr. Whittle for an operational review of the Town's water and sewer systems, due to a troubling number of uncollected receipts and the need to improve the utility systems' financial performance.

Dr. Whittle told Council that she had 13 years of experience with Arizona municipal utilities, specializing in management, policy, and procedures. A summary of her report follows.

Background. The Town's wastewater treatment plant was constructed in 2003-2004 and when the Chino Meadows area was added to the sewer system a few years later, the Town went from 600 customers to 1,700. Currently there were approximately 1,170 sewer and 550 water customers.

Rate comparison. Based on a usage of 7,500 gallons per month, the Town's water bills were comparable with state averages and a little lower than those of Yavapai County, while its sewer bills were a little higher than state and county averages, creating some rate pressure for the Town's sewer customers.

Accounts receivables. Based on figures from September 27, 2010:

- The outstanding accounts receivable for all water and sewer accounts was \$183,549.58, a large amount of money for a community of this size. These balances were owed by 56% of the Town's customer base, with 43% owing more than \$100, another high percentage.
- The average delinquency of residential and commercial accounts was 2.4 months with an average delinquent amount of \$199.08.
- The outstanding balance on sewer only accounts was \$160,871.38, with 47% of these customers owing more than \$100 and 94.5% of sewer only balances being more than \$100.
- 156 closed accounts from FY 2008/2009 through September 2010 had total balances owing \$33,260.88.

5 significant problems and recommended solutions.

(1) The most significant issue facing the utility funds was that accounts receivable balances were increasing at a rapid rate. This was due to the economy and the number of foreclosures, and the fact that the Town's sewer system was new, with the customers having a new bill.

Problem.

- 70% of all utility delinquencies were from sewer only customers and the sewer accounts receivable ending balance had increased 34% from FY 2008/2009 to FY 2009/2010.
- Days outstanding were at 55.5 days, while nationwide industry averages ranged from 28 to 40 days, making the Town's average 39% longer than the highest average.
- The Town's billing schedule was too extended and confusing.
- The Town's sewer deposit did not cover even one month's bill.

- The longer an account was left on the books without collections, the more remote recovery became.

The Town had already taken some measures to address these problems by allowing staff to file liens for outstanding balances and changing requirements for deposit refunds.

Solutions.

- Revise the Town Code to make sewer service only accounts the property owner's responsibility so that the Town could file liens for unpaid accounts and secure its interest in the outstanding debt.
- Decrease the time allowed for assessing late fees, sending out late and turn-off notices, and turning off the utilities, to accelerate the collection cycle by 10 days and bring the Town more in line with industry averages for days outstanding.
- Increase the sewer deposit to the same amount as the water deposit or decrease the water deposit to \$50.00 and increase the sewer deposit to \$50.00.
- Stale accounts, those closed more than 60 days, should be written off and turned over to a collection agency, and terminated accounts should be monitored more closely for collection, either with filing liens or writing them off and turning them over to a collection agency.

(2) Utility customers did not have an assurance that their identity could be protected.

Problem. The Federal Trade Commission was now applying rules related to the Fair and Accurate Credit Transactions Act (FACTA) of 2003 to utility accounts, which gave the Town an obligation to protect identifying information of its customers. Staff would now have to verify identity before setting up accounts and releasing information.

Solutions.

- Adopt a "Red Flag" policy to identify and mitigate identity theft regarding utility customers in compliance with FACTA.
- Eliminate postcard bills.
- Review the Town's public information disclosure policies to make sure they conformed to the new rules.

(3) Problem and solution. As the latest monthly sewer service fee increases approved on January 10, 2008 were not adopted by ordinance or resolution as required by A.R.S. §9-511.01(B), Council should adopt those fee updates as required by the statute.

(4) Staff work flow processes were inadequate to provide proper internal controls over billing and collections.

Problem. As the Town did not have a typical utility and more effort was required to turn off a sewer account, care needed to be taken to ensure that one person was not completing the entire workflow processes without review or oversight.

Solution. Revise work flow procedures and processes to increase efficiency and provide adequate controls against fraud and errors, and provide additional staff to process increased workload for liens and increased collection efforts.

(5) Problem and solution. As Town Code sections relating to utilities appeared to have several minor discrepancies, they should be revised to enhance readability and ease of locating specific information by staff and the public. Ideally, there should be separate sections for general provisions and fees, water, and sewer.

Other findings. The Town should also consider:

- Along with a red flag policy, implementing a public awareness campaign regarding the Town's utility challenges, as well as its rules and regulations.
- Reducing the monthly sewer fee for vacant properties, although they could not be eliminated due to debt service and operations requirements.
- Not increasing rates, if at all possible.

She also did not believe the Town would save any money by purchasing the wastewater treatment plant, as the fixed costs were high, and the Town was a small utility.

Council asked about implementing new deposit amounts and the percentage of returns using a collection agency. Dr. Whittle stated that as long as an existing account was current, staff should not require an amended deposit, but if such account had its utility turned off, staff should require the new deposit before turning it back on. She added that unfortunately, in this economy, there were no reasonable expectations for collections.

Councilmember Baker recounted that previous Councils did not refer the Chino Meadows sewer project to the voters as a money-making business for the Town, but to protect the aquifer as mandated by the Arizona Department of Environmental Quality. However, as that area was populated by those least able to afford it, he proposed that the Town research the viability of asking the voters to approve a \$15 per month aquifer protection fee for all Town residents in lieu of a property tax to alleviate the rate pressure on those citizens.

Mr. Scannell agreed that the root of the accounts receivable issue was that the entire community voted on a significant expenditure to be repaid by those least capable of doing so. Also, when the system's capacity increased, additional staffing did not seem to be considered, putting current staff in an untenable position without the tools to be successful. As he believed that all Dr. Whittle's recommendations were achievable, he recommended that Council accept the report and direct staff to implement all the recommendations and present any proposed changes to Council for adoption.

Councilmember Moore expressed some concern with adjusting the rates for vacant properties unless the Town could create a way to know when a property was no longer vacant.

Vice-Mayor Romley MOVED, seconded by Councilmember Hatch, to direct the Town Manager to make the changes as noted in the operational review and report on the water and sewer system, including the recommended code changes, along with implementing a red flag policy, as soon as possible, with updated reports to Council on a periodic basis as to its progress. The motion PASSED unanimously 7-0.

- 11) Presentation by Ms. Amy Ostrander of Ostrander Consulting, Inc. followed by discussion and possible action relative to the Town of Chino Valley **Transit Program**. Funding for Consultant's time and travel to be paid in full by Arizona Department of Transportation.

Acronyms used in this item:

- ADA (Americans with Disabilities Act)
- ADOT (Arizona Department of Transportation)
- CYMPO (Central Yavapai Metropolitan Planning Organization)
- FTA (Federal Transit Administration)
- LTAF (Local Transportation Assistance Fund)

Town Manager Michael Scannell reported that with the development of the Town's new transit program, he believed it was important to seek the advice and technical support of someone with experience with such systems. CYMPO had recommended Ms. Ostrander, and since the Town had limited funds, ADOT's Section 5311 Program Manager had agreed to fund her review.

Ms. Ostrander told Council that she worked strictly with rural transit systems and she had developed a preliminary work plan for discussion, a summary of which follows.

- Review. Review current operations and available planning information, including the *Draft Final Transit Feasibility Study* by Transit Plus dated December 2009, *Operating Policies/Procedures* by Transit Plus dated November 2010, *FTA Compliant Drug/Alcohol Policy* by Precision Compliance dated November 2010, and *Marketing Recommendations* by Transit Marketing dated September 2010. Target date to complete: January 15, 2011.
- Six Month Work Plan. Review and address matters related to: (i) service, such as service times and stop locations; (ii) operations, such as ADA and volunteer driver policies; (iii) management, such as options for oversight; (iv) administration, such as ADOT Section 5311 program compliance and reimbursement; and (v) other matters, such as clarifying a working relationship with CYMPO. This would also include a marketing strategy for the new system and provide a realistic target for ridership that would help Council determine if the program was working. Target date to complete: February 15, 2011.
- Three Year Work Plan. Prior to ADOT Panel Review in March, have available a three-year implementation plan addressing management, operations/service, marketing, coordination, capital plan, and funding. Target date to complete: March 2011.
- If Council agreed to this plan, they were encouraged to allow the fledgling system a few months to grow, as it already had good sound planning and solid support, and changing it too soon would run the risk of taking away the visibility factor.

Council discussed the matter. Reasons to support the program were that it helped seniors and disabled citizens, there might be an even greater need due to increasing gas prices, and the program's 12 volunteer drivers were very committed, having already put in 24-30 hours of training per FTA regulations. Conversely, concerns were expressed about not having the money to fund the program after the LTAF monies were gone, and the system not being able to continue if ridership did not increase.

Ms. Ostrander stated that although there would not be any increase in services for at least another year, LTAF funds did require a local match and once those funds were gone, the Town would have to find another funding source. The Town could identify other in-kind opportunities, but as transit systems were not self-supporting, there was always a point at which cash was

needed and the current in-kind services may not be viable in the future. Vice-Mayor Romley added that the Town was only currently using \$3,500 in LTAF funds, but if cash was needed or drivers needed to be paid, it would have to find those funds.

Council asked staff to provide them with a detailed financial analysis of current costs to run the program, including in-kind services, operations, personnel, and the like.

Mr. Scannell commended CYMPO officials and Ms. Ostrander for their support, as well as the Town's Transit Coordinator Jason Kelly for addressing all the items discussed by the Transit Advisory Committee at a meeting this morning, including risk management, drug and alcohol testing, and the next grant cycle. As the system was helpful to the citizens and good progress had been made, he recommended implementing Ms. Ostrander's recommendations and working closely with the Transit Advisory Committee on them.

- 12) Continued from December 9, 2010: Case No. GPMA 10-002: Adopt Resolution No. 10-948, repealing Resolution No. 09-899 related to a General Plan Minor Amendment for a 55+ Master Planned Community associated with Assessor's Parcel Number (APN) 306-05-030V, located at 1460 W. Road 4 North; and approving a Minor Amendment to the Town of Chino Valley 2003 General Plan Future Land Use Map, which will provide the necessary Commercial land use designation on an approximately 5 acre portion of APN 306-05-030V to allow for the continued operation of the Windmill House facility, one guest casita, and the Windmill Farms Nursery. (Owner: La Vacara Trust; Applicant: Joe Cordovana)

Development Services Director Pat Clingman reported that staff received word today that the applicant wished to withdraw this application.

- 13) Continued from December 9, 2010: Case No. CL- PAD 10-002: Adopt Ordinance No. 10-743, repealing Ordinance No. 09-719 related to the 55+ Master Planned Community associated with Assessor's Parcel Numbers (APN) 306-05-030R, 030U, and 030V, located at 1460 W. Road 4 North; approving a Commercial Light-Planned Area Development (CL-PAD) zoning designation on an approximately 28 acre portion of APN 306-05-030V, which totals approximately 73 acres. The 28 acre PAD shall have 23 acres designated as Open Space / Resource Conservation (OS) zoning and 5 acres designated as CL-Pad zoning, to allow continuance of the existing Windmill House facility, one guest casita, and the Windmill Farms Nursery; and providing that the zoning on the remaining 45 acres of APN 306-05-030V revert back to Agricultural/Residential 5 Acre Minimum (AR-5). (Owner: La Vacara Trust; Applicant: Joe Cordovana)

Development Services Director Pat Clingman reported that staff received word today that the applicant wished to withdraw this application.

Mayor Bunker called for a break at 7:51 p.m. and called the meeting back to order at 8:07 p.m.

- 14) Approve the **Financial Report** for five months ending November 30, 2010 for fiscal year 2010/2011.

Finance Director Vera Smith reported that:

- After five months, 42% of the fiscal year, actual revenues were at 38.10% of those budgeted, with expenditures at 38.01%, and \$5,908.00 net revenues over expenditures.
- Compared to the first five months of the last fiscal year when the revenue shortfall was \$191,043, current revenues were \$16,674 higher than those budgeted. Most revenues, except for state shared sales tax and vehicle license tax, were over budget.
- At a prior meeting, Council had requested a comparison of business license revenues. While there were more renewals in FY 2009/2010 than FY 2010/2011, there were more new licenses and less closures in FY 2010/2011.
- Staff was a little concerned about declining HURF revenues and would continue to watch them closely.

Council asked about the lag time for the Town to receive its state shared sales tax and town sales tax revenues. Ms. Smith and Mr. Scannell stated that the Town used to get them the month following their receipt, but now it was about 45 days or longer, as the State was keeping the revenues longer to earn interest.

Vice-Mayor Romley MOVED, seconded by Councilmember Moore, to approve the Financial Report for five months ending November 30, 2010 for fiscal year 2010/2011. The motion PASSED unanimously 7-0.

- 15) Authorize the Mayor to sign the Intergovernmental Agreement between the Town of Chino Valley and the **Arizona Department of Transportation** for landscaping and transportation enhancements to State Route 89 between Center Street and Road 4 South. Funding for this project will be through Arizona Department of Transportation, Transportation Enhancement Grant and Sidewalk Construction funds.

Acronyms used in this item:

ADOT (Arizona Department of Transportation)

IGA (Intergovernmental Agreement)

Town Engineer Ron Gritman reported that:

- The Town had been awarded a \$1.5 million transportation enhancement grant for State Route 89 roadway improvements between Center Street and Outer Loop Road, including \$1 million for sidewalks and \$0.5 million for landscaping.
- Two governmental agencies jointly participating in a project required execution of an IGA, and while the Town fully anticipated that sidewalk and landscaping maintenance would be its responsibility, the IGA was silent on operation and maintenance pending further negotiations.
- ADOT had also approved the inclusion of an art piece consisting of three life-sized bronze horses on the roundabout, as well as a block wall around the roundabout's truck apron. The Town had proposed welcome lettering on the wall, but to avoid the distraction of people reading the wall, ADOT preferred a separate monument sign, which staff proposed to place north of the roundabout.
- Currently, the sidewalk design was at 100% and landscape design at 99%. There was a little more work to do on the roundabout to be followed by the block wall, plants, and lastly, the sculpture.

Diana Simpson, the artist engaged to design the sculpture, who was also a Town resident, presented a miniature of one of the horses and spoke about the design and casting process. The completed work, which she expected to take six to eight months to complete, would be called "Proud Heritage."

Council asked about the timeframe for the improvements. Mr. Grittmann believed that the earliest it could go out for bid would be around April, with construction starting in May or June. As ADOT was overseeing the bidding and administration, the timeframes were not within the Town's purview.

Mayor Bunker stated that he had been asked why the Town was spending this money on enhancements rather than on street repairs and he clarified that the Town's only choice was to use the money for enhancements or not at all.

Vice-Mayor Romley MOVED, seconded by Councilmember Baker, to authorize the Mayor to sign the Intergovernmental Agreement between the Town and the Arizona Department of Transportation for landscaping and transportation enhancements to State Route 89 between Center Street and Road 4 South. The motion PASSED unanimously 7-0.

- 16) Authorize purchase of one new 2011 Ford Expedition 4x4 XL **Police Unit** as a replacement to one existing unit that is to be retired for mileage in the amount of \$28,691.69. Funds to come from a \$45,000.00 Arizona Governor's Office of Economic Recovery grant secured by the Police Department in the Grants Fund.

Town Engineer Ron Grittmann reported that typically, vehicles over 100,000-120,000 miles were earmarked for replacement and staff proposed to use this grant to replace a police vehicle with 141,664 miles. Since the purchase amount of \$28,691.69 was so low, staff proposed to include as much equipment as possible, bringing the total cost of vehicle plus equipment to \$39,691.69. To keep the total cost to a minimum, the vehicle would be outfitted by in-house personnel using existing items from salvaged or retired units.

Councilmember Baker commended police staff for their efforts in securing grants.

Vice-Mayor Romley MOVED, seconded by Councilmember Baker, to authorize purchase of a 2011 Ford Expedition 4x4 XL Police Unit as a replacement to an existing unit in the amount of \$28,691.69. The motion PASSED unanimously 7-0.

- 17) Review draft 2011 Council **Meetings Schedule**, reschedule or cancel certain meetings, and adopt final 2011 schedule.

Town Clerk Jami Lewis reported that on August 12, 2010, Council adopted Ordinance No. 10-737, amending Town Code Section 30.065 to change Council's regular meetings to the 2nd and 4th Tuesdays of each month, effective January 2011. The proposed schedule reflected that change and also proposed to change study sessions to the 1st Thursday of each month. As some of these dates conflicted with Town holidays or other scheduled activities, Council may elect to reschedule or cancel the following meetings: (i) March 8 and November 8 regular meetings, due to elections being held those days; (ii) September 1 study session, which conflicted with the

annual League Conference; and (iii) November 22 and December 27, which fell near the Thanksgiving and Christmas holidays.

Council discussed the schedule and preferred to not change either of the meeting days coinciding with elections and to cancel the September 1, November 22, and December 27 meetings.

Vice-Mayor Romley MOVED, seconded by Councilmember Tenney, to adopt the 2011 Council Meetings Schedule with revisions as discussed. The motion PASSED unanimously 7-0.

18) Approve September 28, 2010 Study Session **minutes**. (Absent: Councilmembers Baker and Echols)

Vice-Mayor Romley MOVED, seconded by Councilmember Hatch, to approve September 28, 2010 minutes. The motion PASSED 5-0 with 2 abstentions by Councilmembers Baker and Echols.

19a) Council may vote to hold an **executive session** pursuant to A.R.S. § 38-431.03(A)(3) and (A)(7) to obtain legal advice from its attorneys and to consider its position and instruct its attorneys, or other designated representatives, regarding negotiations for the lease of Town property located at 1943 Voss Drive, Chino Valley, AZ, with the Chino Valley Food Bank, a non profit 501(c)(3) corporation.

A citizen asked if the public could address Council about this item to clarify some misinformation. Town Attorney Tom Kack stated that they could after the executive session.

Vice-Mayor Romley MOVED, seconded by Councilmember Hatch, to go into executive session. The motion PASSED unanimously 7-0 at 8:55 p.m. Mayor Bunker reconvened the meeting into open session at 9:37 p.m.

19b) Possible action regarding a Lease Agreement between the Town of Chino Valley and the Chino Valley **Food Bank**, located at 1943 Voss Drive in Chino Valley, for the period beginning January 1, 2011 and ending December 31, 2020.

Mayor Bunker reported that Council had given instruction to the town manager and attorneys in executive session.

20) ADJOURNMENT.

Vice-Mayor Romley MOVED, seconded by Councilmember Echols, to adjourn the meeting. The motion PASSED unanimously 7-0 at 9:38 p.m.

Jim Bunker, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 11th day of January, 2011. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of April, 2011.

Jami C. Lewis, Town Clerk

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

Item No. 6

SITUATION AND ANALYSIS:

RECOMMENDED MOTION:

Move to approve January 25, 2011 Regular Meeting minutes.

ATTACHMENTS:

January 25, 2011 Regular Meeting minutes

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

_____ Author	<u>Jami C. Lewis</u> _____ Department Head	_____ Finance
_____ Other:	_____ Other:	_____ Legal
_____ Other:	_____ Other:	<u>Michael K. Scannell</u> _____ Town Manager/Designee

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY**

**TUESDAY, JANUARY 25, 2011
6:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, January 25, 2011.

Mayor Bunker called the meeting to order at 6:00 p.m.

Council Present: Mayor Jim Bunker, Vice-Mayor Ron Romley, and Councilmembers Joel Baker, Dean Echols, Linda Hatch, Gloria Moore (by conference phone), and Carl Tenney.

Staff Present: Town Manager Michael Scannell, Management Assistant Cecilia Watts, Town Attorney Tom Kack, Finance Director Vera Smith, Police Chief Pat Huntsman, Police Commander Mark Garcia, Town Engineer/Public Works Director Ron Gritman, Associate Planner David Nicolella, Parks and Trails Superintendent Bob Worthen, Recreation Coordinator Shannon Gansz, Library Director Scott Bruner, Youth Librarian Darlene Westcott, and Town Clerk Jami Lewis (recorder).

Councilmember Hatch gave the invocation and Councilmember Baker led the pledge of allegiance.

2) Introductions, Presentations and Proclamations

2a) Recognition of Eric Woods for 2.5 years of service on the Parks & Recreation Advisory Board.

Mayor Bunker recognized Eric Woods for his service on the Parks and Recreation Advisory Board.

2b) Presentation of 2010 Arizona Youth Services Librarian of the Year award to Youth Librarian Darlene Westcott.

Library Director Scott Bruner, the Friends of the Library, and Council recognized Youth Librarian Darlene Westcott for 15 years of service to the Town and also for having received the Arizona Youth Services Librarian of the Year award. Mr. Bruner commended Verna Hickson and the nomination committee for submitting the nomination to the State Library Association, as well as Kris Mazy, Library program participant, and Circulation Clerk Dennis Dingley for creating the scrapbook and slide show that were included in the nomination packet. Dave Mazy, Library program sponsor, then presented Mrs. Westcott with a copy of the nomination scrapbook. Mrs. Westcott expressed appreciation for the nomination and Mr. Bruner's and the Friends' support.

2c) Chamber Update by Ab Jackson, Chief Executive Officer, Chino Valley Area Chamber of Commerce.

Ab Jackson reported on: the Chamber's new Development Specialist, Carrie Beal; the 2010 Volunteers of the Year, Mike and Susan Tobey; the 2010 Business of the Year, Gabby's Restaurant; the January Business of the Month, Buzz Mills of Gunsite Academy; ribbon cuttings for H&R Block and Elizabeth's Crafts and Things; KQNA's Talk of the Town featuring Chino Valley every Monday; a new Toastmaster's Club starting in February; a new Police Foundation being formed; and the upcoming Health and Business Expo in March.

3) Call to the Public

No one from the public spoke.

4) Mayor/Council/Manager Report

(This item was heard after item 10a, but is retained here for clarity.)

Acronym used in this item:

ADWR (Arizona Department of Water Resources)

Mayor Bunker reported on a recent meeting of the Greater Arizona Mayors' Association, which existed to work with the state legislature on issues affecting Northern Arizona rural communities. Current discussion topics included the legislature's efforts to balance the budget and the associated effects to municipalities, cuts to ADWR, and economic development. As of last week, the legislature was not considering cuts to state shared revenues; however, they had cut ADWR funding to virtually nothing and might be asking municipalities to contribute toward that. They were also focusing on how to move the economy despite having trouble attracting businesses due to the state's high tax structure. The Association was looking for suggestions from the public on the state budget and ways to boost economic development.

Vice-Mayor Romley reported that the Town would host an open house on March 5 for its new Transit System. As ridership was low and staff was finding that citizens were not generally informed about the system, they intended to increase promotional efforts.

4a) Report by Town Engineer Ron Gritman regarding status of the **Improvement Districts initiative.**

(This item was heard after item 9, but is retained here for clarity.)

Town Manager Michael Scannell requested that Council continue this item.

Council requested that staff report ahead of time when changes were being made to the agenda so the public would not be inconvenienced by waiting to speak on an item that would not be discussed.

Consent Agenda

(These items were heard after item 3, but are retained here for clarity.)

- 5) Accept resignation of Eric Woods from the **Parks & Recreation Advisory Board**, effective January 4, 2011.
- 6) Approve Professional Services Agreement with Mr. Paul Wenbert of **PW Consulting Services** for an organizational assessment of the Parks & Recreation Department, for an amount not to exceed \$5,500.00 plus travel expenses. As a budget transfer will be required to facilitate this expenditure, staff recommends a transfer from available non-departmental budget to the Recreation and Parks budgets.

Vice-Mayor Romley MOVED, seconded by Councilmember Baker, to accept Consent Agenda items 5 and 6. The motion PASSED unanimously 7-0.

Action Items

- 7) Discussion and possible action relative to the development of a contract between the Town of Chino Valley and Dava Hoffman, **Dava & Associates** to update the Town's General Plan and develop an Economic Development Strategy for the Town. As the process to update the Town's General Plan will span several fiscal years, funding will be determined as a part of drafting the contract for services.

Acronym used in this item:

A.R.S. (Arizona Revised Statutes)

Associate Planner David Nicolella reported that:

- As the “land use constitution” for the community, the General Plan was one of the Town's most important governing documents. Per A.R.S. § 9-461, the Council was required to adopt a comprehensive, long-range general plan for the development of the municipality and then submit the plan for voter approval. The General Plan was to be updated and readopted every ten years, and the State was presently requiring all municipalities to accomplish their next updates by 2015.
- The Town's last General Plan update was done in 2003. As several of its elements were outdated, the Planning and Zoning Commission had been reviewing those elements for possible revisions over the past few years. Also, as the Town did not have an economic development strategy, Town Manager Michael Scannell was recommending that it develop one as part of the General Plan update process.
- The Town could coordinate the update process in-house or contract with an experienced consultant. As the update process was very labor intensive and complex, and the Development Services Department had limited personnel, staff recommended that the Town engage a consultant to oversee the project.
- Pursuant to Town Code § 32.08(C) and 32.09(A), the Town Manager determined that it was not necessary to go out for bid for this contract. As the Town of Dewey-Humboldt had recently put out a bid for their General Plan and determined that Dava & Associates,

Dava Hoffman related that the Town had engaged her firm several times over the past 25 years and presented an overview of the proposed “project approach” for the economic development strategy and General Plan update:

- When the 2003 General Plan was adopted, the Town and region were experiencing rapid growth and a booming economy, while today, growth and the economy had slowed down. Both conditions needed to be considered when developing these projects, especially the General Plan key elements of land use/growth areas, circulation and transportation, and water resources.
- Phase 1 would consist primarily of public involvement workshops to develop needs, expectations, and a community vision; and the public process would continue throughout the project.
- Phase 2 would include developing the Economic Development Strategy and presenting it to the community, followed by updating the key elements of the General Plan and presenting them to the community, and then presenting both to the required bodies and holding the required public hearings.
- She also recommended that an economic development committee be formed, consisting of various stakeholders, to direct the economic development strategy process, and a separate steering committee be formed to work on the General Plan elements, although members of the economic development committee could be brought onto the general plan steering committee.
- Phase 3 would be to update the remaining General Plan elements of open space, recreation, environmental planning, and cost of development; consolidate them with the above, and forward them for adoption by Council and approval by the voters.

Council asked about the mechanism for selecting committee members, the typical timeframe for completing the process, and why Dewey-Humboldt’s General Plan was voted down after following a similar process. Ms. Hoffman related that:

- There were a variety of ways to select members, such as Council and/or staff identifying possible applicants or putting out applications to the general public. Council would want a lot of diversity on the steering committee, but would need specific expertise on the economic development committee.
- Community involvement was the backbone of this process. With a lot of participation, the typical timeframe was eighteen months to two years.
- Dewey-Humboldt had hired her just before their election to help with a quick update to their existing plan. Although they had a poor turn out for committees and workshops, the public hearings were well attended, resulting in many revisions and an apparently satisfied public and Council. However, very little outreach to the public at large occurred from that time until the election and the measure failed by a narrow margin. This was the only time her firm had not had a positive outcome.

Some Councilmembers spoke well of Ms. Hoffman and her firm’s top quality work. Mayor Bunker recounted the importance of the General Plan and the adoption process being designed to

shift power from the government to the people and the Plan giving assurance to property owners for allowable uses.

Mayor Bunker then informed the public that staff had arranged for Council to meet with a consultant in executive session (item 10a) at 7:00 p.m. Vice-Mayor Romley MOVED, seconded by Councilmember Baker, to recess item 7 and move up item 10. The motion PASSED unanimously 7-0. After item 10, Council resumed discussion on item 7.

Candy Blakeslee, public member, asked how staff selected Ms. Hoffman for this project and how much it would cost. Town Manager Michael Scannell related that state statute allowed for professionals to be selected by qualifications, not price. Once selected, staff could then negotiate on price. Also, the Town Code permitted Council to approve contracts for services without a formal bidding process when another governmental entity had done so for the same service. Staff reviewed the paperwork from Dewey-Humboldt's process and determined that they had conducted a thorough review process in finding that Dava & Associates had the best qualifications. Staff was asking Council for the authority to negotiate a set of deliverables and the associated cost, but Council could accept, reject, or modify his recommendation.

Mr. Scannell and Mayor Bunker added that this process would be as participatory as possible and all committee meetings would be open to the public, and they encouraged community members to actively participate.

Vice-Mayor Romley MOVED, seconded by Councilmember Baker, to direct staff to complete a "Contract for Services" between the Town of Chino Valley and Dava & Associates and present the documentation to the Mayor and Council on an agenda in the near future. The motion PASSED unanimously 7-0.

- 8) Adopt **Resolution No. 10-949**, amending Resolution No. 10-946, **Call of Election** for Spring 2011, designating election date, purpose of election, and deadline for voter registration. Funds to come from Town Clerk budget, election costs expenditure line item in the General Fund.

Town Clerk Jami Lewis reported that:

- In August 2010, a referendum petition filed with the Town was subsequently rejected. The petitioners challenged the Town's action in Superior Court and the judge determined that the referendum qualified for the ballot, but he did not sign the decision in time to place the referendum on the March ballot.
- Although the judge had not yet signed the decision due to pending judgment on matters relative to attorney fees, the Town Attorney had advised staff to proceed with placing the referendum on the May ballot so that staff could meet the imminent statutory deadlines.
- The first step for placing the referendum on the May ballot was for Council to adopt an amended Call of Election resolution that included the referendum.

Ab Jackson with the Chamber of Commerce noted that they had scheduled a candidates forum for February 15 and asked when the ballots would be mailed to voters. Mrs. Lewis stated that the ballots would be mailed that same week.

Vice-Mayor Romley MOVED, seconded by Councilmember Baker, to adopt Resolution No. 10-949, amending Resolution No. 10-946, Call of Election for Spring 2011. The motion PASSED unanimously 7-0.

- 9) Re-appoint Garland Miner and Florence Sloan, and appoint Charles (Chuck) Merritt and Francina Sparzynski to the **Planning and Zoning Commission** with terms ending January 31, 2014.

Town Clerk Jami Lewis reported that four positions on the Planning and Zoning Commission would expire on January 31, 2011. Staff received seven applications, of which three were from current Commissioners and one from a former Commissioner. The Council Appointments Committee met on January 18 to interview all seven applicants and was recommending re-appointment and appointment of those listed above.

Councilmember Tenney, Appointments Committee member, mentioned that all the applicants were good candidates and the committee appreciated them for applying.

Vice-Mayor Romley MOVED, seconded by Councilmember Tenney, to re-appoint Garland Miner and Florence Sloan, and appoint Charles Merritt and Francina Sparzynski to the Planning and Zoning Commission with terms ending January 31, 2014. The motion PASSED unanimously 7-0.

- 10a) Council may vote to hold an **executive session** pursuant to A.R.S. § 38-431.03(A)(3) and (4) to obtain legal advice and to consider its position and, if so determined, to instruct its attorneys regarding the claim pending against the City of Prescott for sales taxes related to the transport of water in, about or through the Town of Chino Valley.

(This item was heard during a recess of item 7, but is retained here for clarity.)

Vice-Mayor Romley MOVED, seconded by Councilmember Baker to go into executive session. The motion PASSED unanimously 7-0 at 7:05 p.m. Mayor Bunker reconvened the meeting into open session at 7:45 p.m.

- 10b) Possible action regarding the claim pending against the City of Prescott for **sales taxes** related to the transport of water in, about or through the Town of Chino Valley.

Council took no action on item 10b. Mayor Bunker called for a break at 7:45 p.m. and called the meeting back to order at 7:53 p.m., at which time Council returned to item 7.

- 11a) Council may vote to hold an **executive session** pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for the purpose of discussion and consultation with its attorneys and staff to obtain legal advice and to consider its position and instruct its attorneys and staff regarding the Construction Manager at Risk / Construction Services Contract with Fann Contracting, Inc., including issues related to contractual rights and obligations in connection with enforcement, repayment, and contract buy-out.

(This item was heard after item 4, but is retained here for clarity.)

Vice-Mayor Romley MOVED, seconded by Councilmember Tenney, to go into executive session. The motion PASSED unanimously 7-0 at 8:19 p.m. Mayor Bunker reconvened the meeting into open session at 9:02 p.m.

- 11b)** Possible action regarding the Construction Manager at Risk / Construction Services Contract with **Fann Contracting, Inc.**

Council took no action on item 11b.

- 12a)** 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, consider its position and instruct its attorneys and/or staff regarding exchanging reimbursement of certain costs of drilling a new well for obligations that Granite Investment and Development has to improve the Highlands Ranch well and certain other items under the Development Agreement with Meadow Ridge Ranch, LLC and as that agreement was since amended and clarified, and issues regarding reimbursement for water lines installed for the Town.

Vice-Mayor Romley MOVED, seconded by Councilmember Baker, to go into executive session. The motion PASSED unanimously 7-0 at 9:02 p.m. Councilmember Moore left the meeting at 9:30 p.m. at the end of the executive session. Mayor Bunker reconvened the meeting into open session at 9:32 p.m.

- 12b)** Possible action regarding negotiations for a contract between the Town and **Granite Investment and Development.**

Council took no action on item 12b.

- 13)** Adjournment.

Vice-Mayor Romley MOVED, seconded by Councilmember Echols, to adjourn the meeting. The motion PASSED unanimously 6-0 at 9:32 p.m.

Jim Bunker, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 25th day of January, 2011. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of April, 2011.

Jami C. Lewis, Town Clerk

Item No. 7

The Parks and Recreation Advisory Board (PRAB) advises the Mayor and Council regarding Parks and Recreation policy, budget matters, programs, and services. Applicants must dwell in and maintain a residence in the area served by the Chino Valley Parks and Recreation Department and be willing to serve on a volunteer basis. Some knowledge or experience in



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 7

municipal parks, trails, recreation and/or aquatics is helpful, but not required. The Board meets on the first Tuesday of each month at 4:00 p.m.

Albert Gonzales, whose term ends on June 30, 2011, resigned from the Parks & Recreation Advisory Board on March 17, 2011.

Staff had one application on file from a previous recruitment and also received a second application from a citizen who started attending and contributing at PRAB meetings. Although one of the applicants resides outside the Town limits, PRAB by-laws allows for 3 of its members to reside outside Town limits, and there are currently 2 members who do so.

The Council Appointments Committee members reviewed the applications, and based on qualifications and Recreation staff's recommendation, they individually recommended that Council appoint Matthew Quay to fill the vacant position.

RECOMMENDED MOTION:

Move to accept resignation of Albert Gonzales from the Parks & Recreation Advisory Board and appoint Matthew Quay to fill the vacant position.

ATTACHMENTS:

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

- Resignation Letter
- Applications

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

_____ Author	<u>Jami C. Lewis</u> Department Head	_____ Finance
_____ Other:	<u>Shannon Gansz</u> Other: Recreation	_____ Legal
_____ Other:	_____ Other:	<u>Michael K. Scannell</u> Town Manager/Designee



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 8

☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: April 12, 2011 TIME: 6:00pm

SUBMITTING DEPARTMENT: Aquatics

CONTACT PERSON: Dean Smith PHONE: 636-9780

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

ITEM LOCATION:

Aquatics Center

PROPOSED AGENDA ITEM:

Adopt Resolution No. 11-957, amending Resolution No. 09-905 to increase Aquatic Center daily use, programs, and facility rental fees.

FISCAL IMPACT? Yes If Yes, Budget Code: Revenue Available: \$

FUNDING:

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

Resolution



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

Item No. 8

SITUATION AND ANALYSIS:

Mayor & Council established program fees for the Aquatics Center in May 2005 and amended those fees in May 2009 to improve cost recovery. The Aquatics Division proposes to increase these respective fees to cover increased operating costs and improve cost recovery for provision of these services.

RECOMMENDED MOTION:

Move to adopt Resolution No. 11-957, amending Resolution No. 09-905 to increase Aquatic Center user fees.

ATTACHMENTS:

[Resolution 11-957](#)

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

Dean Smith
Author

Mike Scannell
Department Head

Vera J. Smith
Finance

Other:

Other:

Legal

Other:

Other:

Michael K. Scannell
Town Manager/Designee

RESOLUTION NO. 11-957

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI, ARIZONA, AMENDING RESOLUTION NO. 09-905, RECREATIONAL FACILITY USER FEES

WHEREAS, Section 92.34 of the Town Code of the Town of Chino Valley authorizes the Town Council to establish fees for the utilization of all parks and recreation facilities; and

WHEREAS, on May 26, 2005, the Town Council adopted Resolution No. 05-747 to establish Aquatic Center user fees, which were amended on May 28, 2009 by Resolution No. 09-905; and

WHEREAS, on April 12, 2011, the Aquatics Division proposed to increase certain recreational facility user fees to improve cost recovery for provision of services;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Common Council of the Town of Chino Valley, County of Yavapai, amend the following fees;

Section 1. Daily Use Fees:

Current		New	
Age 0-3 years	\$ 0 w/ paid adult	Age 0-5 years (child)	\$ 0.75
Age 4-17 years	\$ 1.50	Age 6-17 years (youth)	\$ 2.00
Age 18 & older	\$ 2.50	Age 18-54 years (adult)	\$ 3.00
		Age 55 & older (senior)	\$ 2.50
Reduced Fee Program *	\$ 1.50		
Family (5 immediate family members)	\$ 7.00	Family (5 immediate family members)	\$12.00
		Non swim entrance	\$ 1.00

Section 2. Season Passes:

Current		New	
Age 0-3 years	\$ 0 w/paid adult	Age 0-5 years (child)	\$ 30.00
Age 4-17 years	\$ 50.00	Age 6-17 years (youth)	\$ 60.00
Age 18 & older	\$ 80.00	Age 18-54 years (adult)	\$ 90.00
		Age 55 & older (senior)	\$ 65.00
Reduced Fee Program *	\$ 50.00		

Current		New	
Family (5 immediate family members)	\$130.00	Family (5 immediate family members)	\$140.00

Section 3. Program Fees:

Current		New	
Swim Lessons	\$30.00/session	Swim Lessons	\$40.00/session
Fitness Programs	\$35.00/session	Fitness Programs	\$45.00/session
		Private Lessons	\$20.00/hour

Section 4. Facility Rental Fees:

Current		New	
Aquatic Facility	\$ 60.00/hour (minimum 2 hours)	Aquatic Facility	\$ 70.00/hour (minimum 2 hours)
# of Lifeguards Required	X \$10.00/hour	# of Lifeguards Required	X \$12.00/hour
Snack Bar	\$ 20.00/per day		
Slide	\$ 20.00/per hour	Slide	\$ 30.00/per hour
Deposit	\$100.00 refundable	Deposit	\$150.00 refundable

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 12th day of April, 2011.

Jim Bunker, Mayor

ATTEST:

APPROVED AS TO FORM:

Jami C. Lewis, Town Clerk

Musgrove, Drutz & Kack, P.C.
Town Attorney



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 9

☐ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: April 12, 2011 TIME: 6 p.m.

SUBMITTING DEPARTMENT: Town Manager's Office

CONTACT PERSON: David Nicolella PHONE: 928-636-2646 Ext. 114

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

ITEM LOCATION:

South Campus, 202 South State Route 89.

PROPOSED AGENDA ITEM:

Approve Change Order Requests 1, 2 and 3 with B's Contracting in the total amount of \$5,167.25, for the South Campus remodeling project.

FISCAL IMPACT? Yes If Yes, Budget Code: 14-84-5470 Available: \$5,168.

FUNDING:

Funds to come from General Government Impact Fee Fund, to be disbursed from General Government Impact Fees Projects line item.

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

Change Orders 1, 2 and 3



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 9

SITUATION AND ANALYSIS:

The following are summaries of the Change Order Requests:

Change Order Request 1: To replace existing emergency lights which have faulty battery backups (\$397.76).

Change Order Request 2: A structural modification on the bearing wall framing near the videographer offices. The bearing wall framing could not be inspected prior to bidding because it was hidden under the sheet rock. The need for modification became evident upon demolition and the modification required a new header over the hallway door (\$1,217.70).

Change Order Request 3: It was anticipated that the existing 2 ton air handler was sufficient enough to heat and cool the video room and the two new offices. What wasn't known was that the existing air handler did not have a heat coil and the manufacturer of the air handler no longer makes a heat coil for it. The solution was to have Chino Heating and Cooling modify ductwork and air handler controls at a cost of \$3,551.79.

RECOMMENDED MOTION:

Move to approve Change Order Requests 1, 2 and 3 with B's Contracting in the total amount of \$5,167.25.

ATTACHMENTS:

Cover letter from BMA Architects and Change Order Requests 1-3 from B's Contractors

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

David Nicolella

Author

Department Head

Vera Smith

Finance

Other:

Other:

Legal

Other:

Other:

Michael K. Scannell

Town Manager/Designee

BMA

Architects, Planners & Landscape Architects, LLC

March 14, 2011

Mr. David Nicollela
Town of Chino Valley
1020 Palomino Road
Chino Valley, AZ 86323

Re: Change Order Request 1 & 2

Dear David:

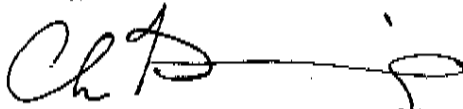
Attached are requests from B's Contractors for Change Orders 1 & 2. I recommend that the Town of Chino Valley accept them and authorize BMA to prepare the Change Orders for signature.

Change Order 1 is to replace existing emergency lighting as necessary. The lights being replaced have faulty battery backups which could be replaced however; by the time the replacement parts are purchased and the labor is calculated to retrofit the lights it is more cost effective to replace them and you then have new lights.

Change Order 2 reflects structural modifications on the bearing wall near the videography offices and where the fire shutter was previously located. We were not able to inspect the original framing prior to bidding and what was uncovered during demolition required a recommendation from Core Structure Group in order to leave the existing fire shutter header and provide a new header over the hallway.

Please let me know your decision so that we can complete the paperwork.

Sincerely,



Christopher P. Browning, AIA, LEED AP
Principal



CONTRACTORS, LLC

1601 Louis Trail
Prescott, Arizona 86305

Lic. ROC 244994 / ROC 244993

(928) 445-5105 Business Office
(928) 445-0606 Fax
(928) 771-9240 Bid Office
(928) 771-9265 Fax

Change Order Request

Date: March 1, 2011

To: Chris Browning
BMA Architects

From: Craig Dorn
Operations Manager

Re: Chino Valley Admin Remodel

Subject: Change Order request # 1

Dear Chris,

This change order request is presenting an increase to the contract price to supply and install 1 additional emergency light and 2 additional exit signs per owner's request.

\$	330.00	Tri City Electric
\$	3.30	Insurance
\$	6.67	Bond
\$	25.07	Tax
\$	<u>32.72</u>	Profit and Overhead

\$ 397.76 **Proposed Increase to contract price**

Respectfully,

Craig Dorn



CONTRACTORS, LLC

1601 Louis Trail
Prescott, Arizona 86305

Lic. ROC 244994 / ROC 244993

(928) 445-5105 Business Office
(928) 445-0606 Fax
(928) 771-9240 Bid Office
(928) 771-9265 Fax

Change Order Request

Date: March 7, 2011
To: Chris Browning
BMA Architects
From: Craig Dorn
Operations Manager
Re: Chino Valley Admin Remodel
Subject: Change Order request # 2

Dear Chris,

This change order request is presenting an increase to the contract price to modify the structure of door opening # 102A per structural drawing not shown on original plans.

\$	993.28	Mile High Interior Partitions
\$	9.93	Insurance
\$	20.06	Bond
\$	76.76	Tax
\$	<u>117.66</u>	Profit and Overhead

\$ 1,217.70 **Proposed Increase to contract price**

Respectfully,

Craig Dorn



Architects, Planners & Landscape Architects, LLC

Memo

Date: April 4, 2011
To: David Nicollela
Company: Town of Chino Valley
From: Chris Browning
Re: Change Order Request No. 3

David:

Attached is the back up for Change Order Request No. 3 from B's Contractors for work by Chino Heating and Cooling on the mechanical systems at the video room and offices adjacent to the safe room.

The history of this change order request is that the original Yavapai College computer room was served by a 2 ton air handler that we felt was large enough to handle the rooms in question. Our instructions to the bidders were to relocate this unit and install two thermostats and a zone damper so that the video room could be controlled separately from the offices. What wasn't known at that time was the existing air handler did not have a heat coil and the air handle is old enough that the manufacturer no longer makes a heat coil for it. It is now apparent with Steve working in the video room that the needs cooling even in the winter which does not allow for the video room and the offices to be on the same air handler as it would not support cooling and heating simultaneously.

The solution was to re think the systems and place the video room on a system that provides cooling only (the existing two ton unit) and then tie the offices into the air handler that services the restrooms. The restrooms would be places on one zone and the offices on another zone so that the offices could control their heating and cooling separately from the restrooms. This solution did not require any additional equipment but did require modification to the ductwork and controls.

B's proceeded prior to authorization, which should not have happened however; they were attempting to facilitate getting the work done as expeditiously as possible without creating a delay in completion. I have discussed and reviewed the work with Chino Heating & Cooling and B's Contractors as well as their proposal request. I think the request is reasonable and also feel the work will provide a better situation for the employees and recommend that the Town approve the proposal.

A handwritten signature in black ink, appearing to read "CPB", is written above the typed name.

Christopher P. Browning, AIA, LEED AP



CONTRACTORS, LLC

1601 Louis Trail
Prescott, Arizona 86305

Lic. ROC 244994 / ROC 244993

(928) 445-5105 Business Office
(928) 445-0606 Fax
(928) 771-9240 Bid Office
(928) 771-9265 Fax

Change Order Request

Date: March 24, 2011
To: Chris Browning
BMA Architects
From: Craig Dorn
Operations Manager
Re: Chino Valley Admin Remodel
Subject: Change Order request # 3

Dear Chris,

This change order request is presenting an increase to the contract price to modify the HVAC system for cooling only in IT room and add two offices to existing system with zone dampers per construction meeting discussion on 3/14/11.

\$	2,929.00	Chino Heating and Cooling
\$	21.97	Insurance
\$	59.02	Bond
\$	223.88	Tax
\$	<u>317.91</u>	Profit and Overhead

\$ 3,551.79 **Proposed Increase to contract price**

Respectfully,

Craig Dorn

CHINO HEATING & COOLING, INC.550 N. HIGHWAY 89
CHINO VALLEY, ARIZONA 86323**CHANGE ORDER**

Number _____

(928) 636-2955

TO

B^S Contractors

PHONE	DATE 3-22-11
JOB NAME/LOCATION C.V. Adams Building	
JOB NUMBER	JOB PHONE
EXISTING CONTRACT NO.	DATE OF EXISTING CONTRACT

Attn: Craig

We hereby agree to make the change(s) specified below:

Material and labor to separate South office's zone from
TV control rooms. TV control rooms to be one straight A/C
Air handler with no zone dampers. South office's and bathrooms
to be on 1 zone control stat from existing Lenox upFlow Furnace
and A/C system with #2 zone on that system to existing duct
work. We reroute and extend all Flex duct branch runs from
South office's and relocate zone dampers and board to upFlow Lennox
unit. B^S Contractors to relocate smoke detectors.
We add a 16" Bypass Pressure relief Damper for zone system.

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this price ☐		\$ 2929	00
DATE	PREVIOUS CONTRACT AMOUNT	\$	
AUTHORIZED SIGNATURE (CONTRACTOR)	REVISED CONTRACT TOTAL	\$	

ACCEPTED — The above prices and specifications of
this Change Order are satisfactory and are hereby
accepted. All work to be performed under same terms
and conditions as specified in original contract unless
otherwise stipulated.

Date of acceptance _____

Signature _____

(OWNER)



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 10

☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: April 12, 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:

Chino Valley Food Bank, 1943 Voss Drive

PROPOSED AGENDA ITEM:

Continued from March 22, 2011: Approve a one-year Lease Agreement between the Chino Valley Food Bank and the Town of Chino Valley, for the period of April 1, 2011 to March 31, 2012.

FISCAL IMPACT? N If Yes, Budget Code: _____ Available: \$

FUNDING:

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

Lease Agreement



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 10

SITUATION AND ANALYSIS:

The Chino Valley Food Bank has requested an extension of their lease agreement with the Town. The Food Bank has occupied the space at 1943 Voss Drive for 12 years. In Executive Session on January 11, 2011, Council directed staff to extend the Food Bank lease for a one-year period.

The Town will be conducting a Master Plan of the campus (commonly being referred to as the North Campus) bounded by Road 1 West, Butterfield Road, Voss Drive, and Road 3 North. This Master Plan should identify the best use for all of the Town's buildings, which includes the building in which the Food Bank is housed, thus the reluctance on the part of the Council to commit for a longer time frame.

RECOMMENDED MOTION:

Move to approve a one-year lease agreement between the Town of Chino Valley and the Chino Valley Food Bank for a term beginning April 1, 2011 and ending on March 31, 2012.

ATTACHMENTS:

[Lease Agreement](#)

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

Cecilia Watts

Author

Department Head

Vera J. Smith

Finance

Sharon Sargent-Flack

Tom Kack

Legal

Other:

Other:

Other:

Other:

Michael K. Scannell

Town Manager/Designee

**LEASE AGREEMENT
BETWEEN
THE TOWN OF CHINO VALLEY
AND
THE CHINO VALLEY FOOD BANK**

1. This AGREEMENT entered into as of this _____ day of _____, 20____ by and between the Town of Chino Valley, 1020 W. Palomino Road, Chino Valley, Arizona, 86323 (hereinafter referred to as "Town") and the Chino Valley Food Bank, a non-profit 501c(3) corporation, 1943 Voss Drive, PO Box 837, Chino Valley, Arizona, 86323 (hereinafter referred to as "Food Bank").
2. The term of this agreement shall be for a period of one year, beginning on April 1, 2011 and ending on March 31, 2012.

The Town and the Food Bank further agree as follows:

3. The Chino Valley Food Bank facility shall be used to provide basic food commodities to low to moderate-income persons.
4. In consideration for the right to the premises, the Food Bank shall pay rent to the Town equal to the value of the monthly utility expenses at the Food Bank location. The utility expenses include electricity and water. The Town will maintain and keep operable the septic system that services the Food Bank.
5. The Food Bank accepts the premises in as-is condition. The Food Bank shall be responsible for all cleaning and general maintenance of the facility during the term of this Agreement. The Food Bank shall keep and maintain in good condition and repair the premises and all improvements to the premises, including any electrical or plumbing, any appliances, fixtures, or HVAC systems, electrical and all plumbing and equipment of all kinds, whether or not such items were installed by the Food Bank.
6. The exterior of the premises including glass, doors, and roof shall be maintained and kept in good condition and repair by the Food Bank. All repairs or replacements to the premises shall be made by the Food Bank.
7. All property of any kind which may be on or about the premises during the term hereof shall be at the sole risk of the Food Bank and the Town shall not be liable to the Food Bank, the Food Bank's employees or volunteers, agents, or patrons, for any damage caused to the Food Bank facility or its property by water, rain, snow, ice, sleet, fire, storms, and accidents, or by breakage, stoppage, or leakage of water, gas, electricity, heating, sewer pipes or plumbing on, about, or adjacent to the premises, except as specifically provided by in paragraph XX herein; and in no event of any such breakage, stoppage, leakage or accidents, the Food Bank shall remedy the same promptly at the Food Bank's expense and shall hold the Town harmless and indemnify the Town from all damages.
8. In the event the premises shall be destroyed or damaged by fire or other casualty and not occasioned by the act or default of the Food Bank, or the Town, this Agreement may, at the Town's sole option, terminate without liability on the part of the Town.

9. Upon cancellation or completion of this agreement, the Town shall retain title and possession of the Food Bank facility.
10. This agreement shall terminate on March 31, 2012.
11. This Agreement may not be assigned nor may the premises be sublet in whole or in part, nor shall the premises be subject to assignment by law or by order of the court. If any such assignment or subletting were attempted, this Agreement shall be automatically terminated and possession of the premises shall revert to the Town.
12. Indemnification. (A) The Food Bank agrees to indemnify, defend, and hold the Town and its officers, directors, members, representatives, employees, and agents harmless for, from, and against any and all claims, damages, causes of action, costs or expenses, including reasonable attorney's fees, caused by any negligent act or omission of the Food Bank or any personnel or volunteer provided by the Food Bank. (B) The Town agrees to indemnify, defend and hold the Bank and its officers, directors, members, representatives, employees, volunteers, and agents harmless for, from and against all claims, damages, causes of action, costs or expenses, including reasonable attorney's fees, caused by any negligent act or omission of the Town or any personnel provided by the Town, except as to the condition or maintenance of the leased premises or related to the Food Bank's operation of the same.
13. The Town and the Food Bank agree and understand that at all times during the term of this lease and any extensions hereto, the Food Bank shall maintain in full force and affect a policy of general liability in the amount of one million dollars (\$1,000,000) per occurrence and two million (\$2,000,000) aggregate coverage for personal injury and one million (\$1,000,000) for property damage. This policy shall be a policy of primary coverage, and its terms and conditions shall not be made subordinate to, or dependent upon any other coverage that the Town may have under any other policy of insurance. The Food Bank shall provide a certificate of insurance to the Town indicating the amount of general liability insurance and showing that the Town is an additional insured. The Town shall be named the beneficiary for Fire Insurance, and the Town reserves the right in case of partial or total destruction of any fixture or building on the premises to determine whether or not the building structure or fixture should be repaired or replaced, and the Town shall have the sole authority to determine the extent and timing of the repair and/or replacement. Failure of the Food Bank to maintain general liability insurance and casualty insurance shall be considered default under this Agreement.
14. The terms and conditions of this Agreement are hereby declared to be severable, and if any section, sentence, clause or phrase of the Agreement shall, for any reason, be held to be invalid or unconstitutional, such decisions shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Agreement, but they shall remain in effect, it being the intent of the parties that this Agreement shall stand, notwithstanding the validity of any part thereof.
15. In the event that any action is filed in relation to this Agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorney's fees.
16. Time is of the essence of this Agreement and all of its provisions.

17. Any party to this Agreement may terminate said Agreement if any party violates the terms or conditions of this Agreement. Written notice must be given of such violation or default, and if either party fails to commence to sure the default within thirty days written notice, the Agreement may be declared terminated.
18. If the Food Bank shall be in breach of any covenant or condition on the Food Bank's part that was agreed to be performed, and if such failure to correct such breach or breach of any term shall continue for fifteen (15) days after written notice thereof from the Town to the Food Bank, or if the Food Bank should abandon or vacate the premises, or any part thereof, or if the Food Bank's interest in the premises or in this Agreement, or any part of such interest be assigned or transferred, either voluntarily or by operation of law, then the Town, besides other rights or remedies the Town may have at equity, at law, or by contract, shall have the following rights and remedies:
 - a. The Town shall have the immediate right of re-entry and may remove all persons and property from the premises, without liability to any person for damages sustained by reason of such removal. Such property may be removed and stored in a public warehouse or elsewhere at the cost and for the account of the Food Bank.
 - b. If the Town elects to re-enter as herein provided, or should take possession pursuant to legal proceedings, the Town may either terminate this Agreement to the same extent and with all legal incidents as if the term hereof had expired by passage of time, or the Town may from time to time, without terminating this Agreement, re-let the premises or any part thereof for such term or terms (which may be for a term extending beyond the terms of this Agreement) and such rental and upon such other terms and conditions as the Town, in its sole discretion, may deem advisable with the right to make alterations and repairs to the premises. The rents received by the Town for such re-letting shall be applied first to the payment of any indebtedness due hereunder from the Food Bank to the Town; and second to the payment of any costs and expenses for such re-letting and alterations and repairs and of operating and maintaining the premises.
 - c. If the Town terminates this Agreement, in addition to any other right or remedy the Town may have, the Town may recover from the Food Bank damages, costs, expenses, losses, and fees.
 - d. No waiver by the Town of the breach of any covenant of this Agreement shall be construed as a waiver of any preceding or succeeding breach of the same or any other covenant or condition of this Agreement. No delay or omission on the part of the Town in exercising any right, remedy, or power shall operate as a waiver thereof or of any event of default, or an acquiescence therein, nor shall any single or partial exercise of any right, remedy, or power preclude other, further, or later exercise thereof of the exercise of any right, remedy, or power.
19. The laws of the State of Arizona shall govern the construction, performance, and enforcement of this Agreement. Venue for any action arising out of the provisions of this Agreement shall be Yavapai County, Arizona. This Agreement contains the entire agreement between the two hereto, and no term or provision hereof may be changed, waived, discharged, or terminated unless the same is in writing executed by both parties hereto.
20. All notice, demands, or other writings in this Agreement provided to be given or made or sent, or which may be given or made or sent, by either party to the other, shall be deemed to have been fully given or made or sent when made in writing and either hand delivered or deposited in the United States mail, postage prepaid, and addressed as set forth below or to

TOWN: **Town Manager**
Town of Chino Valley
1020 W Palomino Road
Chino Valley, AZ 86323

With a copy to: **Musgrove, Drutz & Kack, P.C.**
1135 Iron Springs Road
Prescott, Arizona 86305

Food Bank: **Director**
Chino Valley Food Bank
PO Box 837
1943 N Voss Drive
Chino Valley, AZ 86323

In witness hereof, the parties hereto have executed this Agreement on the day and year specified below:

Mayor, Town of Chino Valley

Date

Director, Chino Valley Food Bank

Date

STATE OF ARIZONA)
) ss.
COUNTY OF YAVAPAI)

The foregoing instrument was executed before me this _____ day of March, 2011, by _____, Director, Chino Valley Food Bank, personally known to me or proven to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged that he executed it for the purposes therein contained and, that he has the authority to so execute.

[Seal]

Notary Public

STATE OF ARIZONA)
) ss.
 COUNTY OF YAVAPAI)

The foregoing instrument was executed before me this _____ day of March, 2011, by _____, Mayor, Town of Chino Valley, personally known to me or proven to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged that he executed it for the purposes therein contained and, that he has the authority to so execute.

[Seal]

 Notary Public

ATTEST:

 Jami Lewis, Town Clerk

 Date

APPROVED AS TO FORM:

 Musgrove, Drutz & Kack, PC,
 Sharon Sargent-Flack, Town Attorney

 Date

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 11

☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: April 12, 2011 TIME: 6 p.m.

SUBMITTING DEPARTMENT: Town Manager's Office

CONTACT PERSON: David Nicolella PHONE: 928-636-2646 Ext. 114

☐ Presentation Only ☐ Report Only ☐ Consent Estimated Length of Staff Presentation: _____ min.
☒ Action-Presentation ☐ Action ☐ Executive 10 min.

ITEM LOCATION:

Town Complex, commonly known as the South Campus, located at 202 N. State Route 89, and including an adjacent parcel owned by the Chino Valley Fire District, addressed as 238 N. State Route 89.

PROPOSED AGENDA ITEM:

Presentation by BMA Architects and discussion regarding the "Draft Master Plan" for the Town Complex, South Campus site.

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

FUNDING:

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

"Draft Master Plan" for South Campus



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 11

SITUATION AND ANALYSIS:

On February 22, 2011, Council approved a Professional Services Agreement with BMA Architects to create a Draft and Final Master Plan for the South Campus Site. The “Final Master Plan” is anticipated to be presented for Council’s approval on April 26, 2011. BMA has met all of the requirements set forth in the “Scope of Services” and is prepared to present the “Draft Master Plan”. The Scope of Services is outlined below:

SCOPE OF SERVICES

1. Pre-Design Phase

- a. **Task 1 – Project Administration**
- b. **Task 2 – Site Program:** BMA will meet with Town officials and representatives to determine the site programming, including but not limited to access, parking, building needs, site uses and open space requirements.

2. Site Analysis Phase

- a. **Task 1 - Field Visit and Site Analysis:** BMA will visit the site to become familiar with the general characteristics of the property, access and unique opportunities and constraints of the land.

3. Draft Master Plan

- a. **Task 1 – Draft Master Plan Alternatives:** Based upon information received from the Town and site opportunities and constraints, BMA will prepare 2 draft alternatives for the site development. The draft plans will be prepared in sketch form and include the following features:
 - Access
 - Parking
 - Vehicular and Pedestrian Circulation
 - Future Building Locations
 - Landscaping
 - Open Space
- b. **Task 2 – Working Session:** We will meet with Town officials and representatives in a working session to discuss the “draft” plans. Comments will be gathered for incorporation into the final site Master Plan.

RECOMMENDED MOTION:

To be determined per Council discussion, if any.

ATTACHMENTS:

“Draft Master Plan” Alternatives A, B and C



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 11

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

David Nicolella

Author

Department Head

Vera Smith

Finance

Other:

Other:

Legal

Other:

Other:

Michael K. Scannell

Town Manager/Designee



Town of Chino Valley SOUTH CAMPUS MASTER PLAN

Building Summary

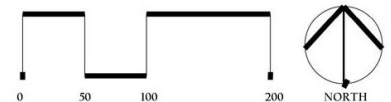
A	2500 SF (Existing Fire Station)
B	5700 SF (Existing Council Chambers) 1250 SF Addition
C	7700 SF
D	7700 SF
E	14,700 SF
F	19,400 SF

58,950 Total SF

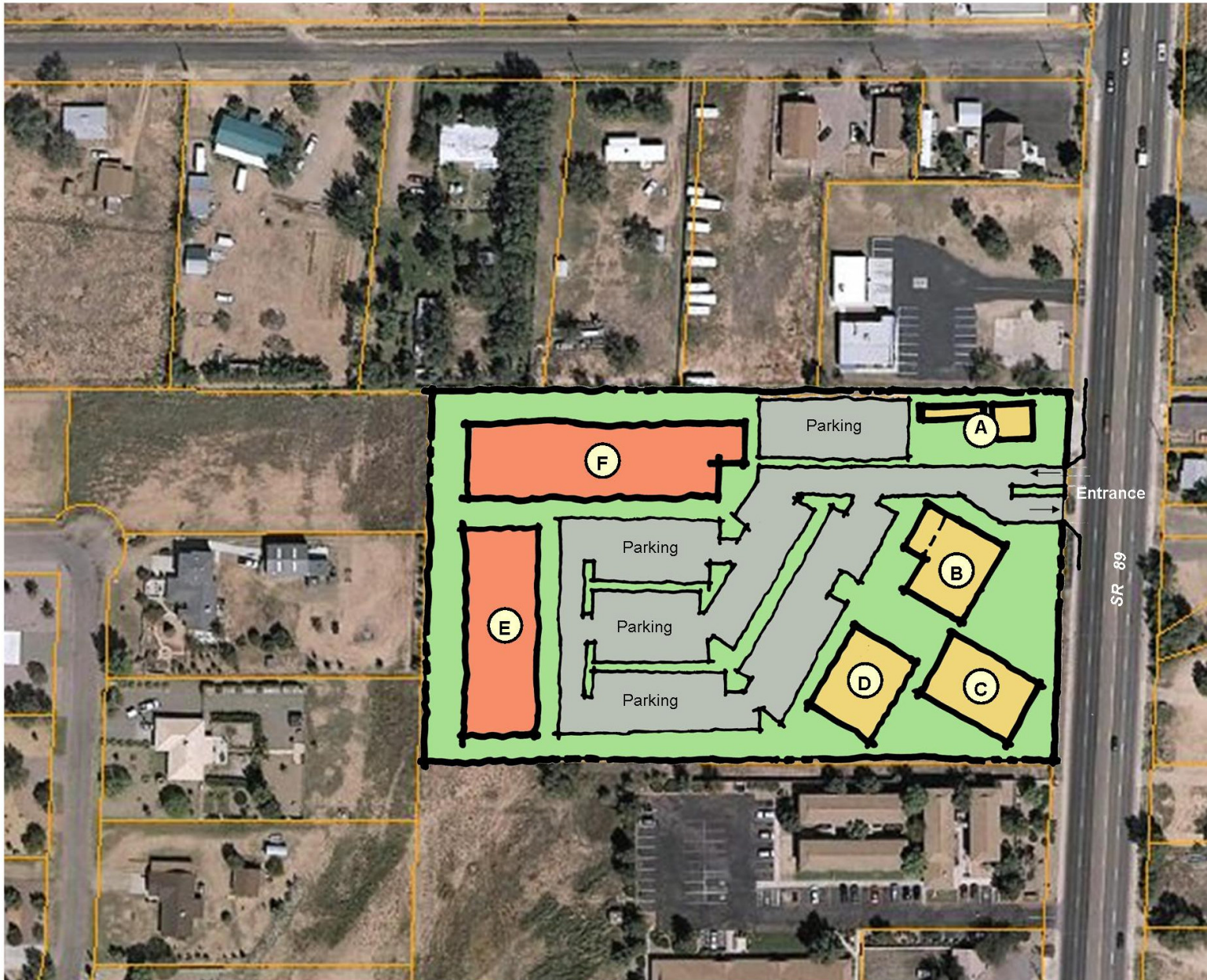
179 Parking Spaces
1 space for every 329 SF
(3 spaces per 1000 SF)

PLAN A

4-4-11



BMA
Architects, Planners & Landscape Architects, LLC





Town of Chino Valley SOUTH CAMPUS MASTER PLAN

Building Summary

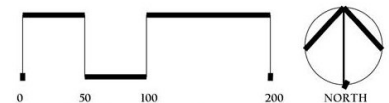
A	5700 SF (Existing Council Chambers)
B	7700 SF
C	10,500 SF
D	12,000 SF
E	12,000 SF

47,900 Total SF

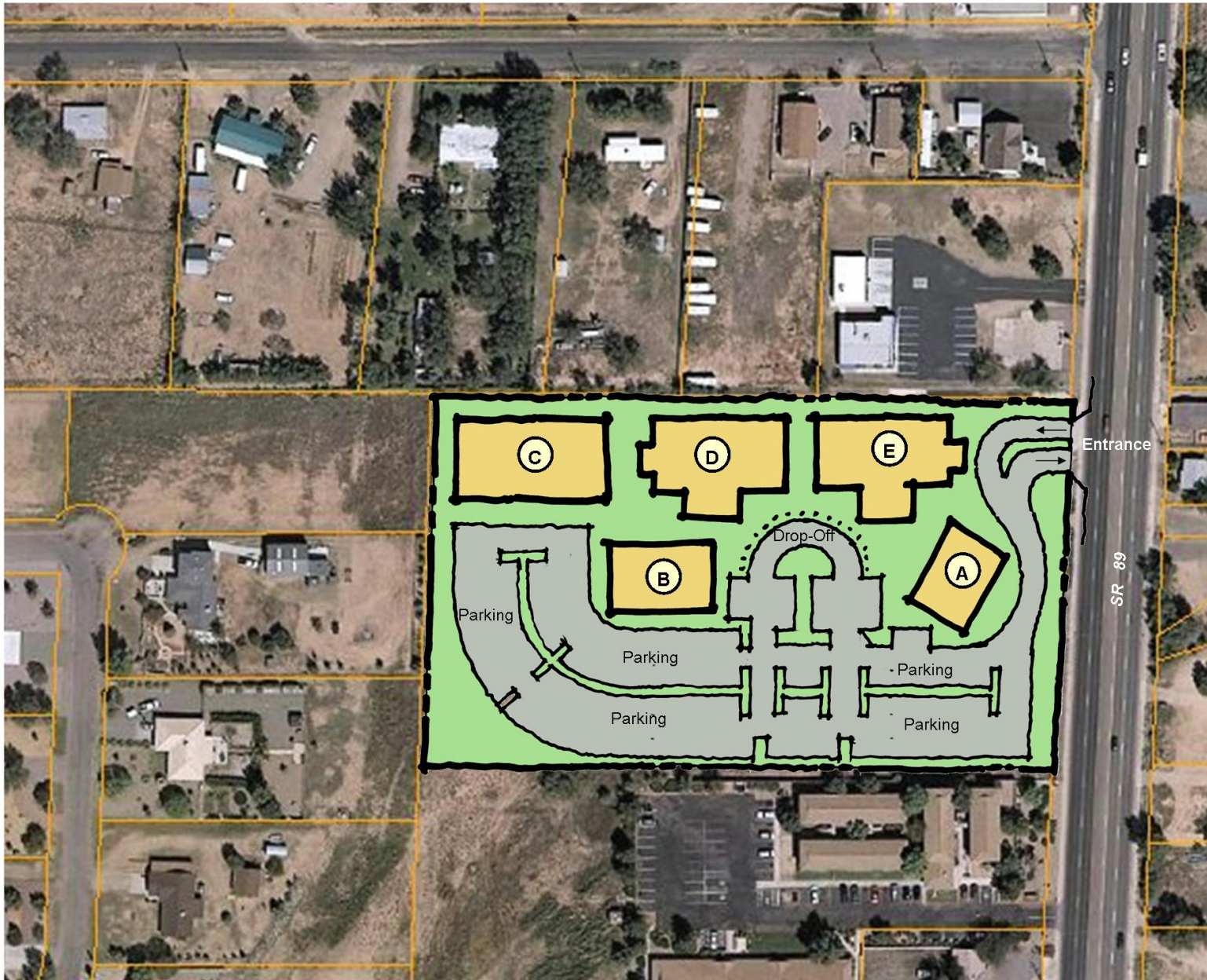
194 Parking Spaces
1 space for every 245 SF
(4 spaces per 1000 SF)

PLAN B

4-4-11



BMA
Architects, Planners & Landscape Architects, LLC





Town of Chino Valley SOUTH CAMPUS MASTER PLAN

Building Summary

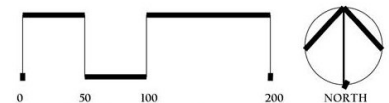
A	2500 SF (Existing Fire Station)
B	5700 SF (Existing Council Chambers)
	3500 SF Addition
C	8400 SF
D	14,000 SF
E	7,000 SF
F	7,000 SF

48,100 Total SF

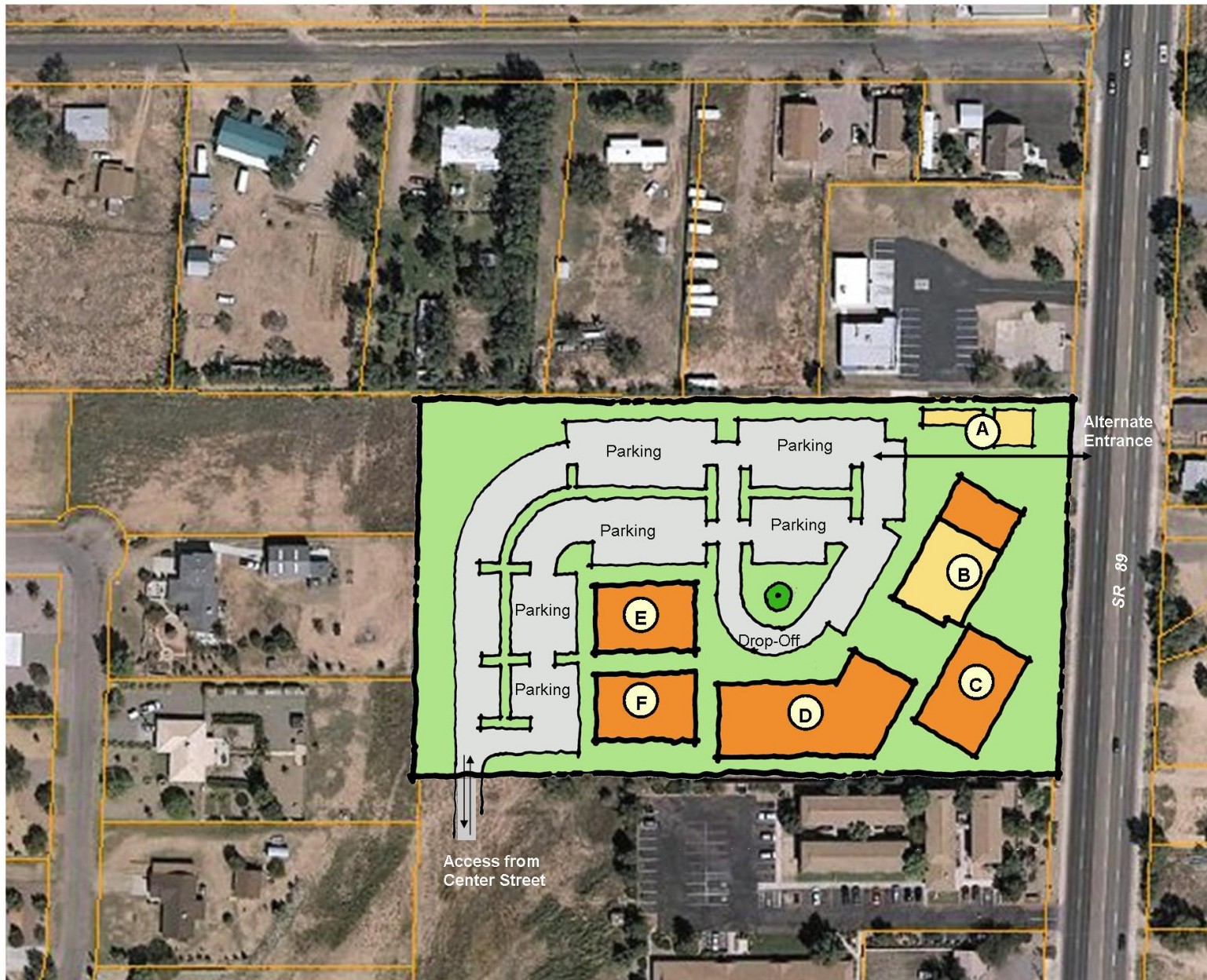
169 Parking Spaces
1 space for every 284 SF
(3.5 spaces per 1000 SF)

PLAN C

4-4-11



BMA
Architects, Planners & Landscape Architects, LLC





TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 12

SITUATION AND ANALYSIS:

On January 25, 2011, the Town engaged Paul Wenbert of PW Consulting Services, LLC to perform an organizational assessment of the Parks & Recreation Department. Mr. Wenbert has completed his report which includes various recommendations.

RECOMMENDED MOTION:

Move to approve the changes recommended by Mr. Wenbert of PW Consulting Services, LLC in his organizational assessment of the Parks and Recreation Department, dated April 6, 2011 and authorize the Town Manager to implement such changes.

ATTACHMENTS:

“Parks and Recreation Department Organizational Assessment,” dated April 6, 2011, prepared by PW Consulting Services, LLC

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

CWatts

Author

Department Head

Vera J. Smith

Finance

Other:

Other:

Legal

Other:

Other:

Michael K. Scannell

Town Manager/Designee



Parks and Recreation Department Organizational Assessment Final Report

APRIL 6, 2011



Management Consulting to Local Governments & Nonprofits

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SECTION I

EXECUTIVE SUMMARY

The following provides a brief summary of the findings and recommendations associated with this project.

- All project objectives have been addressed as well as additional recommendations related to standardization of Parks and Recreation policies and revenue generation.
- Implementing recommendations is projected to result in \$148,000 of General Fund expense reduction which can be included in the 2011-12 Town budget and \$59,200 which can be included in future years' budgets.
- Implementing recommendations is projected to result in \$10,000 increase in General Fund revenue which may be able to be included in the 2011-12 Town budget.
- Recommendations will provide additional staff capacity to increase recreation programming, better address senior citizen referral and education needs, and better address peak Parks and Recreation and Public Works operations and maintenance needs.

SECTION II

PROJECT BACKGROUND

Section II provides background information about this project and the consultant.

Project Objectives

As with any organizational assessment the general purpose of this project is to determine how the efficiency and effectiveness of the Parks and Recreation Department can be improved. More specifically the project objectives are:

1. To identify each management and supervisory employee's duties, the percentage of work time that they allocate to each duty, and to compare the aforementioned with each employee's job descriptions;
2. To determine if the Department's current organizational structure needs to be modified;
3. To determine if the Department's staffing levels are appropriate;
4. To determine if any Department management and supervisory employees' duties need to be realigned; and
5. To identify any alternative service delivery options that may be available.

It is the Town's intent that this assessment will be used to guide Town staff in preparing the 2011-12 budget as well as for long-term planning and future years' budget development.

Consultant Background

The Town of Chino Valley contracted with PW Consulting Services in February 2011 to conduct this Parks and Recreation Department Organizational Assessment project. Paul Wenbert, President of PW Consulting Services, had a 30-year city management career which included serving as a city manager for a total of 13 years in two Midwest communities and culminated in his service as Deputy City Manager for the City of Mesa, Arizona. In 2007, Mr. Wenbert formed PW Consulting Services which provides management consulting services to local governments and nonprofits.

SECTION III

PROJECT METHODOLOGY

Section III outlines the methodology used to develop the findings and recommendations included in this report.

Town staff provided the consultant with considerable background information about the Town and the Parks and Recreation Department. The consultant reviewed the Department's job descriptions, organizational chart, budget, and relevant surveys and documents previously generated by the Department. Finally, the five primary Department staff (former Parks and Recreation Director, Recreation Coordinator II, Aquatic and Recreation Specialist, Parks and Trails Superintendent, and Senior Center Supervisor) completed an "Allocation of Duties" form created by the Consultant to determine the amount of time that each staff member spends on their various duties.

In early March, the consultant spent a one and one-half days in Chino Valley interviewing the five aforementioned Department staff and the following:

- Parks and Recreation Advisory Board Chairperson;
- Senior Center Advisory Board Chairperson;
- Chamber of Commerce CEO;
- Chino Valley Foundation for Seniors Chairperson and Board Member;
- Town Engineer/Public Works Director and Public Works Supervisor; and
- Town Manager

During the consultant's visit to Chino Valley, Town staff also provided the consultant with tours of the Department's parks and facilities. In addition, the consultant had lunch at the Senior Center to be able to observe how that program functions. The consultant appreciates the cooperation exhibited by Town staff and others he interacted with in Chino Valley in providing the consultant with information necessary to complete this project. The consultant was also impressed by the dedication to the overall good of the community displayed by those he met.

SECTION IV

TOWN/DEPARTMENT BACKGROUND

Town Background

The purpose of this Section is to help provide the reader with a sense of the context for the consultant's findings and recommendations.

Chino Valley is located in northern Arizona in the tri-city area that also includes Prescott and Prescott Valley. The community's 2010 population of 10,817 has been declining as evidenced by the 12 percent population reduction from 2005 to 2010. The community's median age of 45.2 years is 24 percent greater than the national average. The Town has adopted the following Mission Statement:

"We exist to provide public services to the citizens of Chino Valley an economically self-sustaining Town that cherishes and preserves its historic rural lifestyle."

Like most local governments, the Town of Chino Valley has had to deal with budget challenges the last several years due to the national recession. The following are highlights of the Town's declining revenue situation during the past four fiscal years (2007-2008 through 2010-2011):

- Town sales tax—\$875,000, or 21 percent decrease;
- State-shared revenues—\$900,000, or 25 decrease; and
- Licenses and permits—\$320,000, or 67 percent decrease.

The following are highlights of the actions the Town has taken during the last four fiscal years to respond to the above financial challenges:

- Laid-off approximately 12 percent of its workforce in 2007-08;
- No increases in Town employee salary schedules (ie. no cost-of-living increases) in 2007-2008 and 2008-2009;
- Town employee salary schedule decrease of 10 percent instituted in 2009-2010 with FLSA-exempt employees maintaining a 40-hour workweek and FLSA-nonexempt employees reducing their workweek from 40 to 36 hours; and
- Contribution and donation revenue increase of \$49,000 during past four fiscal years reflecting the Town's emphasis on seeking outside financial assistance.

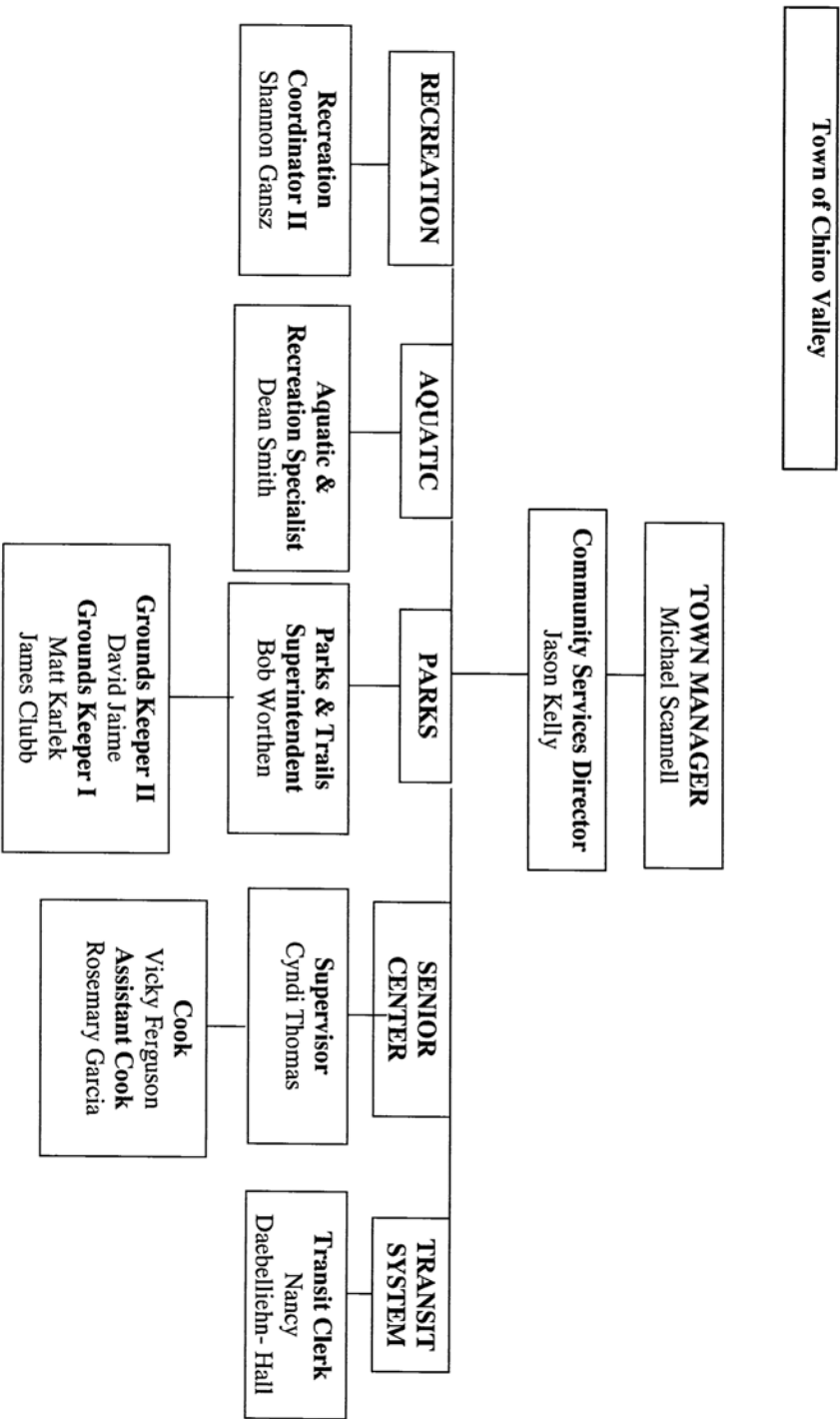
The Town's Finance Department expects General Fund revenues to decline by an additional \$557,000 in 2011-2012 due several factors including the release of the 2010 Census data which will cause a \$322,000 reduction in the amount of state-shared revenues provided to the Town.

Department Background

The organizational chart on page 6 was in effect for the Parks and Recreation Department until February 2011. At that time, the Community Services Director, aka: Parks and Recreation Director vacated his position and now serves on a part-time basis as the Town's Interim Transit System Director reporting to the Town Manager. The Town Manager has also assumed the added responsibility of Acting Parks and Recreation Director.

The Parks and Recreation Department is responsible for services typically found in other parks and recreation departments with the exception of senior citizen programs and a large variety of special events. Below is a summary of what the Parks and Recreation Department provides through its employees shown on the organization chart on page 6, temporary contract staff, and volunteers.

- Maintenance of 4 parks including 5 ball fields, playground equipment, a skate park, and a 2-mile partially improved trail
- Adult and youth sports leagues and various recreation classes many of which are held at the Activities Center
- Aquatics Center offering recreational swimming and classes
- Special events including an Easter Egg Hunt, Springfest, July 4th, Territorial Days, Halloween Trick or Treat, Haunted Swamp, and Hometown Christmas
- Senior Center offering congregate meals Monday-Friday, a variety of recreational and educational programs, and home delivered meals.



SECTION V

FINDINGS AND RECOMMENDATIONS

This section presents the consultant's findings and recommendations and will encompass all of the project objectives identified on page 2.

1. Job Descriptions and Allocation of Duties

Project objective #1 is to identify each management and supervisory employee's duties, the percentage of work time that they allocate to each duty, and how those duties compare to the aforementioned job descriptions. Appendix A includes the job descriptions for the five positions under review, and Appendix B includes the Allocation of Duties forms that the five incumbents completed (note: former Parks and Recreation Director completed the form for that position).

The consultant reviewed the job descriptions and allocation of duties forms with each of the incumbents and believes that the percentage allocations to the various duties are a fair representation of each employee's duties. The job descriptions are outdated, and the Town plans to address this matter through a Town-wide wage and classification study in the near future.

2. Special Events

This recommendation addresses project objective #5 concerning alternative service delivery options. The Town is responsible for an inordinate number of special events especially for a community with a population of 10,817 and a relatively small revenue base. The following are the special events for which the Town is currently responsible:

- Easter Egg Hunt (Town sponsors with assistance from Chamber of Commerce);
- Springfest (Town sponsors with assistance from Chamber of Commerce);
- July 4th (Town sponsors with assistance from Chamber of Commerce);
- Territorial Days (Chamber of Commerce sponsors with assistance from the Town);
- Halloween Trick or Treat (Town sponsors with assistance from Chamber of Commerce);
- Halloween Haunted Swamp; and

- Hometown Christmas (Chamber of Commerce sponsors with assistance from the Town).

The Town spends a total of \$43,048 on special events annually including staff salaries and operating costs (see Appendix C for itemization of costs). The Chamber of Commerce has indicated a willingness to sponsor additional events if the Town increases the funding it provides to the Chamber through its Agreement for Contracted Services. This Agreement presently provides \$38,000 annually to the Chamber of Commerce for many different activities including \$1,000 for marketing and promoting Town-sponsored events.

In addition to the Chamber of Commerce's involvement in special events, Chino Valley services clubs, churches, and others volunteer their time to assist in conducting special events. These groups will likely be willing to assume more responsibility for special events.

Recommendation: Evaluate each of the special events to determine if there is sufficient public benefit to warrant the event's continuation; and if so, seek other sponsors to reduce the cost of special events to the Town. The Town should consider appointing a task force including representatives from the Town, Chamber of Commerce, service clubs, churches, and others to evaluate this matter and make a recommendation to the Town Council.

Fiscal Impact: the primary savings to the Town would be a reduction in the amount of time devoted by the Recreation Coordinator II to special events which relates to Recommendation #4 regarding the possibility of additional recreation programming that the Town can offer. In addition, the General Fund would realize a cost savings of up to \$10,200 in operating costs associated with special events.

3. Reorganization/Staffing Levels/Realignment of Duties

Project objectives #'s 2, 3, and 4 are interrelated and are addressed by these recommendations. Several persons interviewed by the consultant discussed their views on these topics with the consultant. The consultant has taken those views along with the consultant's knowledge of best practices into consideration in developing these recommendations.

One of the topics that many of those interviewed by the consultant discussed were possible changes to the Parks and Recreation Department organizational structure. Given the Town's ever-declining financial capacity, the consultant developed recommendations that are intended to maintain current service levels, take advantage of the skill-sets of current Town employees, and reduce costs to the

Town. One of the common ways that both public and private sector organizations have used to accomplish the aforementioned is to flatten organizational structures by reducing the number of supervisors.

There are a total of five positions in Parks and Recreation that perform similar functions to those performed by Public Works. Those five positions are the Aquatic and Recreation Specialist, Parks and Trails Superintendent, Grounds Keeper II, and two Groundskeeper I positions. The Grounds Keeper II and two Grounds Keeper I positions perform maintenance functions many of which including landscape maintenance and facility maintenance are similar to those performed by Public Works. The Parks and Trails Superintendent allocates 30 percent of his time to maintenance functions and 70 percent to administrative and supervisory functions. The Aquatic and Recreation Specialist performs water quality maintenance functions similar to those performed by Public Works and also spends a considerable amount of time hiring, training, and supervising seasonal Aquatics employees.

Based on the aforementioned Aquatics and Park Maintenance can be merged into the Public Works Department fairly seamlessly with the elimination of one supervisory position (Parks and Trails Superintendent) due to the availability of existing Public Works supervisory positions to supervise the remaining four Aquatics and Park Maintenance positions. This merger should result in an annual cost savings to the Town of approximately \$65,000. Also, there will be an additional savings estimated at \$5,000 annually to the General Fund due to the Aquatic and Recreation Specialist performing some duties for the Water Utility. Another advantage of this merger is that more employees will be available to address peak service needs in Aquatics, Park Maintenance, and Public Works Maintenance.

There are three caveats that will have to be addressed in order for this reorganization to be successful. The first is that recreation users have specific maintenance needs such as preparing ball fields in a timely manner that will need to remain a priority for the Town. Since Recreation and Park Maintenance are currently in the same Department working side-by-side, it is easier to coordinate recreation users' needs with Park Maintenance. Public Works will need to establish procedures to ensure that this coordination continues to occur.

The second caveat is that the Aquatic and Recreation Specialist will need to continue to devote a substantial amount of time to pool maintenance and operations. The incumbent is the only Town employee that has both Certified Pool Operator (CPO) and Aquatic Facility Operator (AFO) licenses. The incumbent is also the only Town employee who receives regular training and education about

how to address swimming pool liability issues. In that regard it should also be noted that in-service training for Aquatics staff is currently insufficient. The incumbent will need to devote some time to working with the Pool Managers to implement improved in-service training for the Aquatics staff.

The third caveat is that the Parks and Trails Superintendent is the only Town employee who has received certification in playground equipment safety. While this certification is not required, it would be beneficial for another Town employee to obtain this certification as a liability prevention measure since the Parks and Trails Superintendent position will be eliminated with this recommendation. The National Recreation and Park Association (NRPA) offers the training required to be certified periodically throughout the country for a nominal fee.

Recommendation: The Aquatic and Parks Maintenance functions should be merged into the Public Works Department as outlined above.

Fiscal Impact: reduce General Fund expenses by \$70,000 annually with a total reduction in Town expenses of \$65,000 annually

As previously mentioned, the former Parks and Recreation Director is now managing the Transit System on an interim part-time basis. While the incumbent does have recreation experience, it is difficult to justify having two full-time recreation professionals given the Town's current fiscal condition especially if Recommendation #2 regarding special events is implemented. Therefore it is recommended that the Recreation Coordinator II be given the entire responsibility for the Town's recreation program and that the position be reclassified to Recreation Manager (or something similar) to recognize that this position will be a division director. The Recreation Manager will report to the Town Manager at least until an evaluation of the Town's organizational structure is completed. It is expected that this recommendation will result in an annual cost savings of approximately \$78,000.

Recommendation: Establish a job classification for a Recreation Manager and make the other changes outlined above.

Fiscal Impact: \$78,000 reduction in expenses to the General Fund

4. Recreation Programming

This recommendation relates to projective objective #4 regarding realignment of employee duties. The Department is responsible for various recreation programs including adult and youth sports leagues and tournaments, recreation classes,

rental of park facilities and fields, and special events. The Recreation Coordinator II is currently the only position responsible for recreation programming. Prior to January 2011, the Parks and Recreation Director also assisted with recreation programming.

Many of those interviewed for this study indicated that Chino Valley offers very little in the way of recreation programs especially for youth. This is due partly to the fact that the Recreation Coordinator II spends 40 percent of her time on special events. Additional possible recreation programs include a spring softball league, summer softball tournament, and after-school and Friday (Chino Valley schools are only in session Monday-Thursday) recreation programs for youth and teens. Reducing the Town's responsibility for special events (recommendation #2) will provide additional resources that can be devoted to recreation programming. The fees for additional recreation programming need to be established in accordance with an overall recreation user fee policy adopted by the Town Council (see Recommendation #5).

Recommendation: Add additional recreation programming with user fees that are consistent with a recreation user fee policy (see Recommendation #5) to be adopted by the Town Council.

Fiscal Impact: there likely will be some net cost increase to the Town for expanding its recreation program offerings. However, that cost can be controlled if the Town Council adopts a recreation user fee policy (Recommendation #5).

5. Recreation User Fee Policy

This recommendation does not relate to any of the project objectives but is something the consultant believes needs to be addressed to create more consistency in the Town's fee policy and increase Town revenue. Many of those interviewed for this study indicated that the Town's recreation user fees are well below industry standards. This was corroborated by the consultant's review of the Town budget which shows a relatively small amount of recreation user fee revenue generated by the Town. As an example it was reported that there are no fees for Little League teams to use the Town's ball fields other than a nominal fee to pay for chalk to line the fields. The concept behind a user fee is that the users should pay for all or a substantial amount of the cost of services where the primary benefit is for a discreet, specific set of users as opposed to services such as law enforcement where the primary benefit is to the general public.

Unlike many other local governments, the Town does not have an overall recreation user fee policy. The benefit of establishing such a policy is that fees can

be developed and applied in a consistent manner with a known, predictable fiscal impact to the Town for budgeting purposes. Some of the items that would be included in a recreation user fee policy are:

- Direct and indirect cost recovery from adult programs--typically 100 percent of direct costs;
- Direct and indirect cost recovery from youth programs--typically 50-75 percent of direct costs. The fee amounts may vary depending on the priority of the program to the community.
- Minimum participation levels in order to hold programs or classes. If there are not enough participants enrolled in a particular program or class to allow it to be offered at the pre-established cost recovery amount, then the program will be cancelled.

Recommendation: Recreation staff should develop a recreation user fee policy in conjunction with the Town Manager for a recommendation by the Parks and Recreation Advisory Board to the Town Council for adoption.

Fiscal Impact: \$7,000 annual increase in revenue to General Fund

6. Senior Center Meals

This recommendation addresses project objective #5 concerning alternative service delivery options. The Town's Senior Center was built in 1985. The Senior Center offers congregate meals Monday-Friday, home-delivered meals, and a variety of recreational and educational programs including tax preparation services and trips. There are three Town staff members, a Senior Services Supervisor and two Cooks, as well as volunteers who support these services. The Senior Services Supervisor spends 30 percent of her time overseeing meal services (see page B-5 for more detail). Not including the time of the Senior Services Supervisor, the Town has a net expense of \$49,000 annually for meal services as shown below.

\$127,000 Gross expense

50,000 NACOG revenue

16,000 Yavapai County Long-Term Care revenue

12,000 Nutrition program revenue (meal attendees' payments)

\$ 49,000 Net expense

When the Town reduced its workweek to 36 hours in 2009-10, staff was not available to provide congregate meals at the Senior Center on Fridays. The Chino Valley Foundation for Seniors (CVFS) and the Town entered into an agreement in November 2009 for CVFS to have use of the Senior Center dining room on Fridays to provide congregate meals that are catered by local food establishments.

The Senior Services Supervisor recently surveyed several Arizona communities regarding their meal services. In some communities including Prescott and Prescott Valley meals are paid for and provided by nonprofit agencies instead of the Town. A major advantage of this approach is that nonprofit agencies have more access to outside funding such as private foundations than do local governments.

As shown in the table on page 12 the Northern Arizona Council of Governments (NACOG) and Yavapai County are the two primary non-Town resources used to fund the Town's senior meal services program. NACOG's funds are for congregate meals and Yavapai County's are for home-delivered meals. Both NACOG and Yavapai County typically require that organizations have at least a five-year successful track record of providing senior meal services before they will provide funding to an organization.

There are three alternative service delivery options shown below that the Town may wish to consider to reduce meal services costs.

1. Explore the feasibility of entering into an agreement with CVFS to be responsible for both congregate and home-delivered meals with the goal of eliminating the Town's \$49,000 subsidy of senior meals. CVFS has expressed an interest in providing this service. In order for this alternative to work, the two primary outside funders (NACOG and Yavapai County) would have to agree to transfer the funding it has been providing to the Town to CVFS. If the Town and CVFS work cooperatively to implement this alternative, NACOG and Yavapai County may reduce the five-year requirement discussed above prior to transferring their funds to CVFS.
2. Explore the feasibility of contracting with an established nonprofit agency such as Verde Valley Senior Services from Prescott or the CASA Senior Center in Prescott Valley to provide meal services with the goal of eliminating the Town's \$49,000 subsidy of senior meals. The advantage of this alternative is that these agencies already receive NACOG and Yavapai County funding and could likely begin providing meal services for Chino Valley in the near future. The disadvantage of this alternative is that Chino Valley would lose local control over its meal services.

3. Determine if others in Chino Valley are willing to form a 501(c)(3) to provide meal services with the goal of eliminating the Town's \$49,000 subsidy of senior meals. Interest has been expressed by some Chino Valley residents in pursuing this alternative. If the Town and the new nonprofit agency work cooperatively to implement this alternative, NACOG and Yavapai County may reduce the aforementioned five-year requirement prior to transferring their funds to the agency. The disadvantage of this alternative is that it would likely take longer for the Town to completely transition its meal services to a nonprofit agency since this 501(c)(3) has not yet been formed.

Recommendation: select alternative #1 above by exploring the feasibility of entering into an agreement with CVFS to provide both congregate and home-delivered meals.

Fiscal Impact: once CVFS is fully transitioned into providing meal services for the Town which may take several years, the Town has the potential of saving up to \$49,000 annually. Also, the Senior Services Supervisor allocates 30 percent of her time to meal services presently. This recommendation anticipates that as the position's time allocation to meal services is reduced additional time can be spent on senior referrals and education where service demands presently exceed Town resources.

7. Park Facility and Field Rental Policy

This recommendation does not relate to any of the project objectives but is something the consultant believes needs to be addressed to create more consistency in the park facility and field policy and increase Town revenue. Much like the user fee issue discussed in Recommendation #5, the Town needs to develop a standardized park facility and field rental policy. Fees and contractual terms, if any, are currently inconsistent for use of park ramadas, the Activities Center, ball fields, and other park system facilities. The benefits of establishing such a policy are:

- Users would have to sign contracts that clearly define the user's liability if any of the facilities are misused or damage occurs—typically refundable deposits are required to cover potential damages;
- Use of alcoholic beverages at park facilities and fields can be addressed;
- Standard rental fees would be established so that all users are treated consistently and fairly; and

- The Town would have a more predictable amount of revenue from this activity to use for budgeting purposes.

Recommendation: Recreation staff should develop a park facility and field rental policy in conjunction with the Town Manager for a recommendation by the Parks and Recreation Advisory Board to the Town Council for adoption.

Fiscal Impact: \$3,000 annual increase in revenue to General Fund

8. Staff Support for Parks and Recreation Advisory Board

This recommendation relates to projective objective #4 regarding realignment of employee duties. The Parks and Recreation Advisory Board meets monthly which is common for these types of Boards. It was reported that oftentimes up to three staff members are required to attend these Board meetings. In addition, considerable staff time is required to prepare for the meetings. Given the overall financial capacity of the Town and the staffing changes recommended herein, it may not be cost-effective for the Town to continue to provide this level of staff support to this Board.

Recommendation: The Parks and Recreation Advisory Board and Town staff should continue to monitor the staff support required for the Board and reduce that support if necessary.

Fiscal Impact: If staff support to the Parks and Recreation Advisory Board is reduced staff time can be redirected to other work activities.

APPENDIX

APPENDIX A—JOB DESCRIPTIONS

TOWN OF CHINO VALLEY JOB DESCRIPTION

TITLE: Parks and Recreation Director
DEPARTMENT: Parks and Recreation Department
JOB STATUS: Exempt
SALARY RANGE: Range 62, \$57,748 - \$81,598

GENERAL DUTIES STATEMENT:

Under the general direction of the Town Manager, the Parks and Recreation Director is expected to exercise a high degree of independence, initiative and professional expertise in the administration of the Parks and Recreation Department. This position is responsible for recreation, programming, park maintenance, park facilities, fiscal management and park upgrading.

ESSENTIAL DUTIES:

- Develops implements and monitors proper procedures, policies, and operations of the Parks and Recreation Department.
- Conducts master planning, long-range planning, short-range planning and objective development.
- Develops controls and monitors the Parks and Recreation Department budgets and coordinates with other departments involved in parks planning, development and maintenance.
- Responsible for staff supervision, scheduling, evaluating, training and selection.
- Performs administrative duties, including reviewing and approving timesheets, approving vacation leave, conducting budgetary, financial, procurement, and reporting activities.
- Directs the functions of the recreation programming; plans, implements, and coordinates special events, special interest programs, etc.; works with park user groups in support of sports programming and special events in the community.
- Plans and implements the building of a swimming pool(s) aquatic park appropriate to the needs and size of the Town of Chino Valley.
- Oversees daily operations of the parks maintenance personnel including capital improvement projects, and special projects; responds to members of the public concerning issues pertaining to programming needs.
- Writes grant proposals for additional funding.
- Coordinates and conducts recreation program proposals, feasibility, implementation, evaluation and effectiveness.
- Provides supervision and assistance to staff in the solution of problems involving programs, facilities, equipment, communication, coordination and citizen complaints.
- Develops, designs, negotiates and recommends contracts, leases and permits for the department.
- Keeps the Town Manager advised of current department activities through oral and written reports.
- Attends department head meetings and other miscellaneous meetings and committees associated with Parks and Recreation.
- Meets with representatives of other agencies involved in parks and recreation matters; follows up on citizen requests and concerns regarding parks and recreation matters.
- Makes presentations to civic groups and organizations to promote recreation programs.
- Assures excellent customer service to both internal and external customers through training and direction.
- Maintains currency in the profession by attending conferences, workshops, and professional association meetings to gain new insights into the current trends.

Job Description – Parks and Recreation Director**Page 2****EDUCATION REQUIREMENTS:**

- Bachelor's degree in Parks and Recreation, Physical Education, Leisure Studies, or a related field.
- Five years of responsible administrative and supervisory experience involved in a varied recreation program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the principles and practices of parks and recreation program development and management with special reference to departmental policies, personnel and budget administration.
- Extensive knowledge of the objectives and goals of public recreation, including a thorough understanding of activities that make up a community recreation program.
- Extensive knowledge of the various types of programs offered and the attendance level of the participants.
- Extensive knowledge of the facilities and equipment needed in a broad recreational program and the proper arrangement of parks and recreational areas.
- Professional knowledge of master planning procedures, in reference to parks and recreation.
- Knowledge of park standards and design to assist in establishing a town-wide park system suitable to meet the Town's needs.
- Knowledge of proper methods, techniques, practices and chemicals used in maintaining a municipal swimming pool(s).
- Ability to direct a department concerned with varied activities and to organize for seasonal changes in operations.
- Ability to assist in the planning and directing of design, development and maintenance of parks and recreation facilities and improvements.
- Ability to interpret effectively the policies of the Parks and Recreation Department to the employees and to the general public.
- Ability to establish and maintain effective working relationships with other employees, Town officials, user groups and the general public.
- Knowledge of professional associations, conferences, and magazines related to parks and recreation management.
- Skill in conducting research and planning future parks/recreation facilities and programs.

PHYSICAL REQUIREMENTS:

- Frequently required to sit, stand, reach with hands, feet and arms, and talk or hear.
- Specific vision abilities required by this job include distance and close vision.

Extensive background check is required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

04/10:HR Dept.

TOWN OF CHINO VALLEY

JOB DESCRIPTION

TITLE: Recreation Coordinator II
DEPARTMENT: Community Services Department
JOB STATUS: Full-Time; Non-Exempt
SALARY: Range 36: \$16.23 - \$22.94
 * In fiscal Year 2009/2010 the Town employees started participating in a 10% reduction/furlough program.

GENERAL DUTIES STATEMENT:

Under the direction of the Community Services Director, the Recreation Coordinator II assists in planning, directing, managing and overseeing the Town's recreation activities and programs. Must be available to work weekends, holidays and evenings.

ESSENTIAL DUTIES:

- Recommend and implement services to improve the Department's financial sustainability.
- Create, schedule and implement community events involving the Town and other organizations.
- Organize and coordinate multi-generational activities.
- Develop and implement community enrichment programming.
- Organize and coordinate a sports & tournament program.
- Assist in the design and implementation of the Department's marketing/advertising program.
- Attend staff meetings as required and prepare necessary reports.
- Assist in the preparation of departmental budgets and the administration of same.
- Assist the supervision and training of recreation staff.
- Implement and maintain an appropriate filing system.
- Maintain appropriate equipment inventory.
- Maintain accurate files of events and programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of relevant Federal, State, and local laws, codes and regulations with regards to programming.
- Must maintain a positive, can-do attitude.
- Required to work independently with little supervision.
- Show creativity in program development and implementation.
- Knowledge and experience with arts & cultural services.
- Experience with youth, adult, senior and special needs populations and programming.
- Experience with speaking in public including presentations to community organizations and Town Council.
- Ability to multitask.
- Knowledge of computer applications including Word, Powerpoint, Publisher, Vista, etc.
- First Aid / CPR certification or the ability to obtain within two months of employment.
- Ability to plan meetings and prepare agendas.
 - Ability to provide administrative support to management staff.
 - Ability to help develop procedures for providing effective and efficient recreation services which meets the needs of the community.

Job Description – Recreation Coordinator II**Page 2**

- Ability to communicate clearly and concisely, both orally, in writing, and in English; bi-lingual (English/Spanish) a plus.
- Ability to establish and maintain effective working relationships with other Town employees, members of the community, and members of the media.
- Support the Department's philosophy of inclusion.
- Working knowledge of municipal operations with emphasis on budgeting procedures.

EDUCATION AND EXPERIENCE:

- AA degree; BA in recreation, leisure services, or a related field highly preferred.
- Minimum of 2 years of experience in recreational coordination, or a combination of education and experience.
- Must possess a valid driver's license.

PHYSICAL REQUIREMENTS:

- Frequently required to lift heavy objects up to 50 pounds.
- Frequently required to sit, stand, run, reach with hands, feet and arms, talk, and hear.
- Specific vision abilities required by this job include distance and close vision.

Extensive background check required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires positive and active support of the Town, the citizens and the co-workers.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

Revised 04/10:HR Dept.

TOWN OF CHINO VALLEY

JOB DESCRIPTION

TITLE: Aquatic Center Manager
DEPARTMENT: Parks and Recreation Department
JOB STATUS: Full-Time; Non-Exempt
SALARY: Range 40, \$37,271 - \$52,663

GENERAL DUTIES STATEMENT:

Under the direction of the Parks and Recreation Director, the Aquatic Center Manager is responsible for managing all aspects of the aquatic facility including advertising and promotion; recruitment, training and supervising facility staff; overseeing daily operations; and assuring that all mechanical systems are properly maintained and functioning. Must be available to work weekends, holidays and evenings.

ESSENTIAL DUTIES:

- Create and manage an organizational culture at the facility that leads to a motivational atmosphere for employees, and maximizes enjoyment and benefits to the public.
- Research and recommend operational policies and procedures to establish a safe, attractive, and highly functional facility.
- Employ various methods to evaluate customer satisfaction and make recommendations to adjust policies, procedures, and programs to meet the public's need.
- Prepare an annual business plan with measurable performance objectives.
- Coordinate with the Human Resources Director for recruitment selection, training, certification and evaluation of all seasonal staff; guest services staff, lifeguards, cashiers, and concessionaires.
- Prepare an annual operating budget and monitor revenues and expenses to meet financial objectives.
- Make recommendations on fees and charges.
- Research and purchase resale merchandise, chemicals, equipment and other operating supplies, and manage on-site inventory.
- Coordinate marketing, advertising, and publicity functions to maximize facility usage.
- Respond to customer complaint or suggestions and take appropriate action to resolve issues.
- Manage all daily financial activities and income at the facility, prepare financial reports, and assure compliance with accounting and financial control procedures.
- Facilitate staff training on accident prevention; respond to emergencies, and takes appropriate steps to minimize public risk.
- Operate and maintain mechanical systems including pool filtration, pump systems, concessions equipment and building infrastructure.
- Supervise maintenance of pool water quality and compliance.
- Identify new revenue sources and prepare grant applications/awards.
- Schedule pool usage to accommodate various groups of users.
- Assist recreation staff with recreation programming during pool off-season.
- Assist Director in promoting the Recreation Department through newsletters, speaking at community meetings, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public outdoor recreation management and aquatic facility operation.
- Knowledge of youth behavior and the ability to relate to youth and adults.

Job Description – Aquatic Center Manager

Page 2

- Possess basic skills in maintaining pools, concession equipment and buildings.
- Possess strong leadership qualities and supervisory and management skills.
- Possess skill in computer applications related to facilities management.
- Possess working knowledge of municipal budgeting procedures.
- Ability to work independently and to self-initiate sound problem solving strategies.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to research issues and produce effective written reports.
- Ability to show creativity in program development and implementation including communicating effectively with people of all ages.
- Ability to help develop procedures for providing effective and efficient recreation services which meets the needs of the community.
- Ability to establish and maintain effective working relationships with those contacted in the course of work including Town departments, community groups, the general public, and media representatives.

EDUCATION AND EXPERIENCE:

- AA degree in recreation, leisure services, or a related field; two years of management experience in the operation of a public recreation facility; and one year supervisory experience; or an equivalent combination of education and experience.
- Certification in Lifeguard Instructor (LGI), Water Safety Instructor (WSI), Certified Pool Operator (CPO) or, Aquatics Facility Operator (AFO).
- CPR for the Professional Rescuer (CPR_PRE) and/or Standard First Aid.
- Must possess a valid driver's license.

PHYSICAL REQUIREMENTS:

- Frequently required to lift heavy objects up to 50 pounds.
- Physical abilities include standing and/or sitting for extended periods of time, reaching, bending, stooping, squatting, twisting, pulling, fingering.
- May be required at times to work in: extreme cold/heat, wet and/or humid weather, unfavorable/odorous environment including fumes, odors and dust.
- Specific vision abilities required by this job include distance and close vision.

Extensive background check required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires positive and active support of the Town, the citizens and the co-workers.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

01/09HR Dept.

TOWN OF CHINO VALLEY

TITLE: Parks and Trails Superintendent
DEPARTMENT: Parks and Recreation
SUPERVISOR: Parks and Recreation Director
JOB STATUS: Full-Time; Non-exempt
SALARY: Range 50, \$46,776 – \$66,093

GENERAL DUTIES STATEMENT: - Under general direction of the Parks & Recreation Director, the Parks & Trails Superintendent provides overall management and supervision of the Parks and Trails Division, including the day-to-day supervision of personnel, projects, daily tasks and activities involved in the maintenance, repair, improvement and construction of the Town's parks, grounds, recreational facilities, sports fields, aquatics center, senior services center and related facilities.

ESSENTIAL DUTIES:

- Train, supervise, discipline and evaluate the performance of assigned full-time, part-time and seasonal-temp staff.
- Develop various programs related to divisional activities such as turf-grass care, sports field maintenance, various aspects of horticultural practices and the scheduling and procedures in the application of herbicides and pesticides.
- Requisition or purchase supplies, equipment and machinery as needed and maintain records and prepare work orders and inventory materials purchased.
- Develop a Preventative Maintenance Program.
- Design and oversee in-house improvements to existing facilities.
- Participate in the design of new and rehabilitation of related town facilities.
- Assists in developing annual and long range plans.
- Assists in the development of the departmental budget and monitors division expenditures.
- Coordinates and oversees all related contract services.
- Prepares oral and written reports for the department and represents the division at related Committees, Parks and Recreation Advisory Board and other related public meetings.
- Interact with user groups regarding the scheduling of town facilities and related events.
- Provide a variety of support services for the Town such as preparing for public events.
- Develops, enforces and maintains safe work practices and conditions to conform to local, state and federal regulatory agencies.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of parks and grounds maintenance and construction.
- Knowledge of soil, turf management, sports turf management and other related horticultural practices.
- Knowledge of principles and practices of supervision and training.
- Knowledge of set-up and maintenance of various types of ball fields and related events.
- Knowledge of horticultural practices, materials and chemicals needed to maintain grounds and sports turf areas.
- Knowledge of horticultural/grounds related equipment.
- Knowledge of complex irrigation systems and controllers.
- Ability to communicate clearly and concisely, both orally and in writing.

Parks and Trails Superintendent

Page 2

EDUCATION & EXPERIENCE:

- Graduation from an accredited college or university with a degree in Landscape Architecture, Horticulture, Park Management or a related field. A combination of education and experience may be considered for this requirement.
- A minimum of 5 years of progressively responsible experience in the field of parks, grounds, Sports turf and landscape maintenance with at least two years in a supervisory capacity.
- Certified Landscape Irrigation Auditor (CLIA)
- National Parks & Recreation Association Certified Playground Safety Inspector
- Valid Arizona driver's license.

PHYSICAL REQUIREMENTS:

Frequently required to stand and climb or balance.

Frequently required to walk, stoop, kneel, crouch, or crawl, talk and hear.

Frequently required to use hands to finger, handle, or feel objects.

Specific vision abilities required by this job include distance vision, close vision, peripheral vision, depth perception and the ability to adjust focus.

Regularly required to move or lift 25 pounds and occasionally lift and or move up to 50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

Revised 12/10:HR Dept.

TOWN OF CHINO VALLEY

JOB DESCRIPTION

TITLE: Senior Services Supervisor
DEPARTMENT: Parks, Recreation & Senior Services
JOB STATUS: Full-Time; Non-Exempt
SALARY: Range 36, \$30,389 – \$42,939

GENERAL DUTIES STATEMENT:

Under the supervision of the Director of Parks, Recreation and Senior Services, the Senior Services Supervisor assists in planning, managing and implementing the Town's aging services division including the supervision of senior services, community nutrition program, life-long learning opportunities, wellness programs, and facilities usage. Must be available to work weekends, holidays and evenings.

ESSENTIAL DUTIES:

- Organize and schedule services to meet the needs of aging adults.
- Create and manage an organizational culture at the senior center that leads to a motivational atmosphere for employees, and maximizes enjoyment and benefits to the public.
- Assist in preparing an annual business plan with measurable performance objectives.
- Assist in the administration of a comprehensive public relations program.
- Assist in the recruitment, selection, training, certification and evaluation of all staff.
- Attend community meetings as required and prepare necessary reports.
- Assist in the preparation and administration of departmental budgets.
- Research and recommend operational policies and procedures to establish a safe, attractive, and highly functional facility.
- Employ various methods to evaluate customer satisfaction and make recommendations to adjust policies, procedures, and programs to meet the public's need.
- Respond to customer complaints or suggestions and take appropriate action to resolve issues.
- Manage all daily financial activities and income at the senior center, prepare financial reports, and assure compliance with accounting and financial control procedures.
- Facilitate staff training on accident prevention; responding to emergencies, and other appropriate measures to minimize public risk.
- Identify new revenue sources and prepare applications.
- Schedule building usage to accommodate various groups of users.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently with little supervision.
- Possess strong leadership qualities and supervisory and management skills.
- Knowledge of relevant Federal, State, and local laws, codes and regulations with regards to nutrition service and elder needs.
- Knowledge of needs of aging adults.
- Knowledge of human behavior and the ability to relate to various ages.
- Possess basic skills in maintaining building and kitchen equipment.

Job Description – Senior Services Supervisor**Page 2**

- Possess skill in computer applications.
- Possess working knowledge of municipal budgeting procedures.
- First Aid / CPR certification or the ability to obtain within two months of employment.
- Ability to plan meetings and prepare agendas.
- Ability to show creativity in program development and implementation.
- Ability to provide administrative support to management staff.
- Ability to help develop procedures for providing effective services which meets the needs of the community.
- Ability to establish and maintain effective working relationships with those contacted in the course of work including Town departments, community groups, the general public, and media representatives.
- Ability to communicate clearly and concisely, both orally, in writing, and in English; bi-lingual (English/Spanish) a plus.

EDUCATION AND EXPERIENCE:

- AA degree in human service related field; two years management experience in the operation of a related facilities or services
- Minimum of 2 years of experience in public administration, or a combination of education and experience.
- Must possess a valid driver's license.

PHYSICAL REQUIREMENTS:

- Frequently required to lift heavy objects up to 50 pounds.

Extensive background check required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires positive and active support of the Town, the citizens and the co-workers.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

Revised 12/09:HR Dept.

APPENDIX B—ALLOCATION OF DUTIES

CHINO VALLEY PARKS AND RECREATION DEPARTMENT ALLOCATION OF DUTIES

JASON KELLY PARKS AND RECREATION DIRECTOR 2/7/11
Name Title Date

#	Duty	% of Time Allocated
1	Manage and develop department budgets; fundraising	10
2	Contract and grant management	5
3	Facilitate and coordinate advisory boards	10
4	General park management	10
5	General recreation management; marketing; some coordination when necessary	15
6	General senior services management	10
7	General Administration: meetings, reports, public relations, purchase orders, etc.	30
8	Personnel Management	10
9		
10		
11		
12		

CHINO VALLEY PARKS AND RECREATION DEPARTMENT ALLOCATION OF DUTIES

Shannon Gansz

Name

Recreation Coordinator II

Title

02/03/2011

Date

#	Duty	% of Time Allocated
1	Administration (budget, bookkeeping, maintaining files, attending meetings)	20%
2	Events (5 events per year, which contain the following factors: administration, pre & post event, actual event)	40%
3	Recreation Programming	10%
4	Marketing (department as a whole)	10%
5	Contract (Instructors, youth leagues, IGA)	5%
6	Rentals (Parks, Fields, Buildings)	5%
7	Adult Services	6%
8	Senior Services	1%
9	Youth Services	2%
10	Special Needs	1%
11		
12		

CHINO VALLEY PARKS AND RECREATION DEPARTMENT ALLOCATION OF DUTIES

Dean W. Smith

Name

Aquatics and Recreation Specialist

Title

February 7, 2011

Date

POOL OPEN**OFF SEASON**

#	Duty	% of Time Allocated	Duty	% of Time Allocated
1	Department Administration	11%	Department Administration	50.4%
2	Events/ Recreation programs	0%	Events/ Recreation programs	13.3%
3	Maintenance (building & pool)	11%	Maintenance (building & pool)	19.6%
4	Operations	33%	Operations	0%
5	Other Duties as assigned	0%	Other Duties as assigned	7.6%
6	Supervision	39%	Supervision	8.1%
7	Training	6%	Training	1%
8				
9				
10				
11				
12				

These percentages are based on a block set of 1600 hours of work time per year estimate. Vacations, illnesses, holidays and other days off have already been calculated out to reach this figure of 1600 hours.

CHINO VALLEY PARKS AND RECREATION DEPARTMENT ALLOCATION OF DUTIES

Bob Worthen
Name

Parks & Trails Superintendent
Title

February 4, 2011
Date

#	Duty	% of Time Allocated
1	<u>Administrative</u>	
2	Staff scheduling, planning, project & task development	20
3	Inventory/Order of materials & supplies for daily operations	10
4	Committee/Board tasks & projects	10
5	Accounts payable/Data entry	10
6	<u>Field Work</u>	
7	Managing/Supervising tasks, projects, activities & events	20
8	Assisting (hands-on) with projects, tasks, activities & events	30
9		
10		
11		
12		

CHINO VALLEY PARKS AND RECREATION DEPARTMENT ALLOCATION OF DUTIES

Cyndi Thomas

Senior Services Supervisor

2-4-2011

Name

Title

Date

#	Duty	% of Time Allocated
1	Daily Operations – answering phone, Greeting Clients, Bill Paying, daily record keeping, deposits, referrals for individuals to outside agencies, taking and picking up mail, Fueling of senior center vehicles, all other office responsibilities	40%
2	Grant writing and RFP bidding	5%
3	Federal and state mandatory meetings	10%
4	Administrative – yearly budget process, staff meetings, monthly federal reporting	5%
5	Meals on Wheels Operations (supervising, scheduling and training drivers, driving meals on wheels when need be)	15%
6	Congregate Meals Operations (oversee daily in house meal program)	15%
7	Social Trips (Drive for trips when a volunteer is unavailable, per risk management go on all overnight trips, plan and coordinate all trips)	5%
8	Educational/nutritional programs (plan, schedule and coordinate all programs)	5%
9		
10		
11		
12		

APPENDIX C—TOWN COST FOR SPECIAL EVENTS

	2010 Easter		2009 Springfest		2010 4th of July		2010 Territorial Days		2010 Halloween (Trick or Treat)		2010 Haunted Swamp		2010 Chamber Christmas		Total Cost (including benefits)	Total Hrs
	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost		
Recreation Coordinator	92	\$1,493.16	174	\$2,824.02	114	\$1,850.22	116	\$1,882.68	122	\$1,980.06			22	\$357.06	\$12,984.00	640
Parks Superintendent	11	\$271.70	38	\$938.60	11	\$271.70	15	\$370.50	19	\$469.30	16	\$395.20	6	\$148.20	\$3,581.50	116
Parks Staff	30	\$367.80	84	\$1,029.84	30	\$367.80	42	\$514.92	48	\$588.48	48	\$588.48	18	\$220.68	\$4,597.50	300
Aquatics Supervisor					8	\$170.40	10	\$213.00			165	\$3,514.50	32	\$681.60	\$5,724.38	215
Director	11	\$305.47	24	\$666.48	32	\$888.64	20	\$555.40	13	\$361.01	12	\$333.24			\$3,110.24	112
Benefits (25%)		\$609.53		\$1,364.74		\$887.19		\$884.13		\$849.71		\$1,207.86		\$351.89	\$6,155.04	
O/M Costs		\$811.73		\$3,675.26		\$1,970.76		\$1,349.64		\$1,349.00		\$1,073.00			\$10,229.39	
Indirect Costs		\$280.62		\$615.72		\$383.53		\$402.52		\$403.16		\$735.30			\$2,820.85	
Total Cost of Event	144	\$4,140.01	320	\$11,114.66	195	\$6,790.24	203	\$6,172.79	202	\$6,000.72	241	\$7,847.58	78	\$1,759.43	\$43,047.86	1383

Recreation Coordinator - \$16.23/hour (not including benefits)
Parks Superintendent - \$24.70/hour (not including benefits)
Parks Staff (includes 3 people, average salary) - \$12.26/hour (not including benefits)
Aquatics Supervisor - \$21.30/hour (not including benefits)
Director - \$27.77/hour (not including benefits)

Benefits are calculated at 25% of the hourly wage.

Item No. **13**

Professional Services Agreement



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 13

SITUATION AND ANALYSIS:

The Town of Chino Valley has requested an organizational assessment of the Development Services Department to assess organizational structure, staffing levels, and employee duties for the purpose of improving the department's efficiency and effectiveness. The assessment will also examine the feasibility of implementing alternative service delivery methods. The Consultant believes the assessment can be completed within 45 days, thereby offering an opportunity for the Town to incorporate proposed changes and possibly effect a positive change in the 2011/2012 budget year.

RECOMMENDED MOTION:

Move to approve Professional Services Agreement with PW Consulting Services, LLC, for an organizational assessment of the Development Services Department for an amount not to exceed \$5,000.00 plus travel expenses not to exceed \$400.

ATTACHMENTS:

- A – Professional Services Agreement with exhibit: PW Consulting Services Proposal (Scope of Work)
- B – Transfer of Funds form

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

<u>CWatts</u> Author	_____ Department Head	<u>Vera J. Smith</u> Finance
_____ Other:	_____ Other:	_____ Legal
_____ Other:	_____ Other:	<u>Michael K. Scannell</u> Town Manager/Designee

ATTACHMENT "A"

Professional Services Agreement with exhibit:
PW Consulting Services Proposal (Scope of Work)

PROFESSIONAL SERVICES AGREEMENT

This Agreement ("Agreement") is made effective as of April 12, 2011, by and between TOWN OF CHINO VALLEY, a municipal corporation of the State of Arizona ("Town") and PW Consulting Services, LLC ("Consultant").

RECITALS

- A. The Town has need of certain services.
- B. Consultant has expertise in the Management / Organizational field.

AGREEMENT

NOW THEREFORE, the parties hereto, for good and adequate consideration, the receipt of which is hereby acknowledged, agree as follows:

1. The Consultant shall provide those services to the Town on an as needed basis, as more particularly identified in Exhibit A attached hereto and incorporated herein by reference.
2. In addition to those services identified in the attached Exhibit A, the Consultant shall also perform all subordinate tasks not specifically referenced in Exhibit A, but reasonably necessary to the full or effective performance of the tasks specifically referenced.
3. Consultant shall provide sufficient qualified personnel, upon reasonable notice to perform any and all services as required herein, including but not limited to inspections and preparation of reports, as reasonably requested by representatives of the Town. Consultant agrees and acknowledges that Consultant is solely responsible for the retention and payment of any subcontractors and/or material suppliers retained by Consultant pursuant to this Agreement, and that the payment for the foregoing is included within the total amount to be paid to the Consultant pursuant to Paragraph 6.
4. The term of this Agreement shall be from April 12, 2011 through June 14, 2011. All services identified in Paragraphs 1 and 2 above shall be completed to the satisfaction of the Town no later than June 14, 2011. Notwithstanding the foregoing, this Agreement may be terminated by the Town upon ten (10) days written notice, with or without cause. If this Agreement is terminated, the Consultant shall be paid for services performed to the date of Consultant's receipt of such termination notice.
5. It is expressly agreed and understood by and between the parties that Consultant is an independent contractor, and as such Consultant shall not become a Town employee, and is not entitled to payment or compensation from the Town or to any fringe benefits to which other Town employees are entitled. As an independent contractor, consultant further acknowledges that it is solely responsible for payment of any and all income taxes, FICA, withholding,

unemployment insurance, or other taxes due and owing any governmental entity whatsoever as a result of this Agreement.

6. The Town shall pay to Consultant on a time and materials basis an amount not in excess of the total sum of Five Thousand Dollars (\$5,000.00) for professional fees plus an amount not in excess of the total sum of Four Hundred Dollars (\$400) for travel expenses as indicated in Exhibit A. Payment to be made by the Town to the Consultant for the cost of providing services will be based on monthly invoices for the hours actually worked during the billing period. The Consultant will submit an invoice monthly to the Town for the services and cost of materials incurred for the billing period. The Town shall make payment to the Consultant of one hundred percent (100%) of the approved invoiced amount within thirty (30) days of the Town's receipt of the invoice. The Town shall provide written notice of its disapproval of all or any portion of an invoice, including the basis for disapproval, within thirty (30) days from receipt of the invoice. The Town's payment of an invoice and/or failure to dispute an invoice shall not be a waiver of the Town's right to later dispute the invoice, charges in the invoice or the work performed and referenced in the invoice. Payment of the total amount provided for under this Section 6 shall not relieve Consultant of its obligation to complete the performance of all those services specified in Sections 1, 2 and 3. Prior to the final payment to the Consultant, the Town shall deduct therefrom any and all unpaid privilege, license and other taxes, fees and any and all other unpaid monies due the Town from the Consultant, and shall apply to those monies to the appropriate account. Consultant shall provide to the Town any information necessary to determine the total amount due.

7. All original and/or sealed drawings, specification, and other work product prepared by the Consultant in connection with the services performed under this Agreement (the "Project") are instruments of service for this Project only and shall remain the property of the Town whether the Project is completed or not. Consultant shall not be responsible for any damages resulting from unapproved modification of such work products by the Town or its agents or from their use for any purpose other than that for which they were intended and furnished. All plans, drawings, specifications, data maps, studies and other information, including all copies thereof furnished by the Town shall remain the property of the Town. They are not to be used on other work and, with the exception of this Agreement, are to be returned to the Town on request or at the completion of the services under this Agreement.

8. The Consultant hereby agrees to indemnify and hold harmless the Town, its departments and divisions, its employees and agents, for, from and against any and all claims, liabilities, expenses or lawsuits as a result of the Consultant's participation pursuant to this Agreement, whether said claims, liabilities, expenses or lawsuits arise by the acts or omissions of the undersigned or Consultant's agents. The Consultant further releases and discharges the Town, its departments and divisions, its agents and employees, and any and all persons legally responsible for the acts or omissions of the Town, from any and all claims which the Consultant has or may have against the Town, its agents or employees, arising out of or in any way connected with the Consultant's activities, other than those acts which occur due to the negligence of the Town, its employees or agents.

9. At Consultant's sole expense, the Consultant shall secure and maintain in effect during the term of, and until final acceptance of all work under this Agreement a policy or policies of insurance as follows:

(a) Comprehensive general liability insurance, with a minimum coverage of One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) aggregate for personal injury, bodily injury and accidental death; and One Million Dollars (\$1,000,000) per occurrence and aggregate for broad form property damage; with blanket contractual coverage, including, but not limited to, the liability assumed under the indemnification provisions of the Agreement.

(b) Commercial/Business Automobile Liability insurance with a minimum coverage for bodily injury and personal injury of Two Hundred Fifty Thousand Dollars (\$250,000) per occurrence and Five Hundred Thousand Dollars (\$500,000) aggregate; and minimum coverage of Five Hundred Thousand Dollars (\$500,000) per occurrence/aggregate for property damage with respect to any owned, leased, hired and non-owned vehicles assigned to or used in the performance of this Agreement. Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims.

(c) Products and completed operations insurance with a minimum coverage of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.

All insurance and bonds required pursuant to this Agreement must be written by an insurance company duly licensed and subject to legal process within the State of Arizona, to be evidenced by a Certificate of Authority as defined in A.R.S. § 20-217, a copy of which certificate is to be attached to each applicable bond or binder. All insurance required herein shall be maintained in full force and effect until all services required to be performed under the terms of this Agreement are satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of the Town, constitute a breach of this Agreement. Consultant's insurance shall be primary insurance with respect to the Town, and any insurance maintained by the Town shall not contribute to it. Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the Town. The insurance policies shall contain a waiver of transfer rights of recovery (subrogation) against the Town, its agents, officers, officials and employees for any claims arising out of the Consultant's acts, errors, mistakes, omissions, work or service. The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the Town, under such policies. The Consultant shall be solely responsible for the deductible and/or self-insured retention. The Town reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The Town shall not be obligated, however, to review same or to advise the Consultant of any deficiencies in such policies and endorsements, and such receipt shall not relieve the Consultant from or be deemed a waiver of, the Town's right to insist on strict fulfillment of the Consultant's obligations under this Agreement. The insurance policies, except Workers' Compensation and Professional Liability, required by this

Agreement, shall name the Town, its agents, officers, officials and employees as additional insured. Prior to commencing any services under this Agreement, the Consultant shall furnish the Town with certificates of insurance, or formal endorsements as required by this Agreement, issued by the Consultant's insurer, as evidence that policies providing the required coverage, conditions and limits required by this Agreement are in full force and effect. In the event any insurance policy required by this Agreement is written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Consultant's services and as evidenced by annual certificates of insurance. If a policy does expire during the term of this Agreement, a renewal certificate must be sent to the Town fifteen (15) days prior to the expiration date. Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the Town.

10. The Consultant, with regard to the work performed in accordance with this Agreement, will not discriminate on the grounds of race, color, national origin, religion, sex, disability or familial status in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Consultant will not participate either directly or indirectly in the discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1975 and Executive Order 2000-4.

11. The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waive any right to a trial by jury. In the event of a dispute arising from this Agreement, the parties hereby agree to submit to the jurisdiction of the Superior Court in the State of Arizona. The parties hereto further agree to waive any right to arbitration unless otherwise agreed to in a written amendment to this Agreement. [PW Consulting Services, LLC] further agrees that this provision shall be contained in all subcontracts related to the Project. Should any proceeding or litigation be commenced between the parties hereto concerning the terms of this Agreement, or the rights and duties of the parties hereto, the prevailing party in such proceeding or litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for the prevailing party's attorneys' fees.

12. **General.**

(a) This Agreement is not intended to create any rights on behalf of any third parties.

(b) This Agreement has been made and entered into in the State of Arizona, and shall be governed by the laws of the State of Arizona in all respects, including, without limitation, matters of construction, validity, enforcement, rights, remedies and performance. If any provision of this Agreement is rendered or declared illegal or unenforceable by reasons of any existing or subsequently enacted statute, rule or regulation, or by order of or judgment of a court, all other terms and provisions of this Agreement shall remain in full force and effect as stated and set forth herein.

(c) This Agreement may be executed in multiple counterparts, each of which shall serve as an original for all purposes, but all counterparts shall be construed together and constitute one and the same Agreement.

(d) The parties acknowledge and agree that this Agreement shall not be construed for or against a party solely by virtue of all or any portion of the Agreement having been drafted by a party's attorney.

(e) In the event of a conflict or inconsistency between or among the following documents, the documents shall take priority in the following order: (1) this Professional Services Agreement; (2) Exhibit A attached hereto.

(f) The Consultant and the Town further agree that each will do or cause to be done such further acts and shall execute, acknowledge and deliver such further instructions as may be reasonably required by any of them to fully effectuate the Agreement contemplated herein.

(g) Any amendment to this Agreement shall be in writing and executed by each party hereto.

(h) This Agreement contains the entire understanding among the parties and supersedes any prior written or oral agreements between them respecting the subject matter of this Agreement. There are no representations, agreements, arrangements, or understandings, oral or written, between the parties relating to the subject matter of this Agreement that are not fully set forth herein.

(i) Consultant may not assign any of Consultant's rights and duties under this contract without Town's prior written consent, which may be given or withheld in Town's sole discretion. Any assignment by Consultant without Town's written consent shall be null and void.

(j) This Agreement, and all of the rights and obligations contained herein, shall be binding upon and inure to the benefit of the heirs, legal representatives, successors and permitted assigns of the respective parties hereto.

(k) Time is of the essence in this Agreement.

(l) Pursuant to A.R.S. § 38-511, the Town may cancel this Agreement, without penalty or further obligation, within three years after execution of this Agreement, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the Town is, at any time while this Agreement or any extension of this Agreement is in effect, an employee or agent of any other party to this Agreement in any capacity or a consultant to any other party of this Agreement with respect to the subject matter of this Agreement. In addition to the right to cancel this Agreement, the Town may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating

this Agreement on behalf of the Town from any other party to the Agreement arising as a result of this Agreement.

(m) Consultant understands and acknowledges the applicability to it of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. The following is only applicable to construction contracts: The Contractor must also comply with A.R.S. § 34-301, "Employment of Aliens on Public Works Prohibited", and A.R.S. § 34-302, as amended, "Residence Requirements for Employees".

Under the provisions of A.R.S. § 41-4401, Consultant hereby warrants to Town that the Consultant and any of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Consultant Immigration Warranty").

A breach of the Consultant Immigration Warranty shall constitute a material breach of this Agreement and shall subject the Consultant to penalties up to and including termination of this Agreement at the sole discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or Subcontractors' employees who work on this Agreement to ensure that the Consultant or Subcontractor is complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant and any of the Subcontractors to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verifications performed.

Neither the Consultant nor any of the Subcontractors shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant or Subcontractors establish that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

The provisions of this paragraph must be included in any contract the Consultant enters into with any and all of its Subcontractors who provide services under this Agreement or any subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a Contractor or Subcontractor. Under this Agreement, Consultant is deemed to be a Contractor as defined in the preceding sentence. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

(n) All notices, requests, demands, and other communications under this Agreement shall be in writing and shall be deemed to have been duly given (i) on the date

of service if served personally on the party to whom notice is to be given, or (ii) on the fifth day after mailing if mailed to the party to whom notice is being given, by first class mail, registered or certified, postage prepaid, or (iii) on the day after mailing if mailed to the party to whom notice is being given, by overnight delivery by Federal Express, Airborne or United Parcel Service. Notice shall be sent:

To Town at: Town Manager
 Town of Chino Valley
 P O Box 406
 Chino Valley, AZ 86323

To Consultant at: Paul Wenbert
 PW Consulting Services, LLC
 7828 E Red Hawk Circle
 Mesa, AZ 85207

IN WITNESS WHEREOF, the parties to this Agreement have duly executed it effective as of the day and year first above written.

Consultant: Paul Wenbert
PW Consulting Services, LLC
7828 E Red Hawk Circle
Mesa, AZ 85207

_____, an Arizona _____
 By: _____

Town:

TOWN OF CHINO VALLEY

By: _____

APPROVED AS TO FORM

 MUSGROVE, DRUTZ & KACK, PC
 Town Attorney

ATTACHMENTS:

EXHIBIT A [Scope of Work]



3/30/11

TOWN OF CHINO VALLEY**PROPOSAL FOR DEVELOPMENT SERVICES DEPARTMENT
ORGANIZATIONAL ASSESSMENT**

The Town of Chino Valley (Town) has requested that PW Consulting Services (Consultant) submit a proposal to conduct an organizational assessment of the Chino Valley Development Services Department (Department). The purpose of this assessment is to determine if there are changes that can be made to the Department's organizational structure, staffing levels, and employee duties that would improve the Department's efficiency and effectiveness.

Scope of Services

1. Consultant will prepare a form for all Department employees to complete that will identify each employee's duties and the percentage of work time that they allocate to each duty. Consultant will compare these forms to the Department's job descriptions but will not revise the job descriptions.
2. Consultant will be onsite in Chino Valley for 1.5 days to interview seven Department employees and Town Manager. The Town Manager and the Consultant will hold a kick-off meeting with Department employees prior to Consultant beginning interviews.
3. Consultant will provide a draft report to the Town Manager that will include recommendations regarding the Department's organizational structure, staffing levels, realignment of employee duties, and other items as appropriate. The report will identify the projected gains in the Department's efficiency and effectiveness associated with each recommendation.
4. The Town Manager will provide the Consultant with input regarding the draft report, and the Consultant will produce a final report incorporating the Town Manager's input as appropriate.

Town Responsibilities

The Town will be responsible for coordinating all aspects of this assessment with the Consultant. In particular, the Town will distribute and collect the forms identified in

Scope of Services item #1 to Department employees and will schedule the interviews discussed in Scope of Services item #2. Also, the Town will be responsible for printing and presenting the final report to any groups as desired by the Town. The Town will perform its responsibilities in a reasonable and timely manner.

Schedule and Cost

Consultant will complete the Scope of Services within 60 calendar days of the Town's notice to proceed for a professional fee of \$5,000 plus the travel expenses including mileage reimbursement at the IRS rate, lodging, and meals associated with one trip to Chino Valley.

ATTACHMENT "B"

Transfer of Funds form

TRANSFER OF FUNDS FORMDATE: 04 / 12 / 2011DEPARTMENT: FINANCEFISCAL YEAR: 2010/2011

FROM Line Item Description	FROM Account #	TO Line Item Description	TO Account #	Transfer Amount
Non-departmental Contingencies	01-95-5600	Planning -- Professional Svcs	01-55-5212	5,400.

Reason for Transfer:

Transfer for FY2010/2011 expenditures relating to the Organizational Assessment of the Development Services Department (PW Consulting Services, LLC). Approved by council on 04/12/11.

Submitted by: _____

Date: _____

Approved by: _____

Date: _____

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 14

☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: 04/12/2011 TIME: 6:00 p.m.

SUBMITTING DEPARTMENT: Town Manager's Office

CONTACT PERSON: Michael Scannell PHONE: Ext 115

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

ITEM LOCATION:

PROPOSED AGENDA ITEM:

Approve the reorganization of the Administrative Offices which entails re-classifying two positions, restructuring two positions, and developing a new organizational chart.

FISCAL IMPACT? Y If Yes, Budget Code: FY2011/2012 Available: \$

FUNDING:

This proposal offers a reduction with respect to the fiscal impact. It is proposed this reorganization should save the Town approximately \$52,000 in salaries and benefits.

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

SITUATION AND ANALYSIS:

The 2010 Census figures indicates that Chino Valley's population has decreased by approximately 1,500 which will have a significant negative impact on the Town's funding via state shared revenues for at least the next five years.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 14

The vacancy in the position of the Human Resources Director, which became effective in March 2011, offered the Town an opportunity to review its organizational structure and propose a model which is more efficient, more reasonable for the services we deliver, utilizes the strengths of our current staff, and offers a savings to the Town of over \$52,000.

The Human Resources Director had been on an extended leave for six months, and most of the duties associated with this position were performed by the Human Resources Clerk. She has essentially fulfilled the duties required of this position; therefore staff is requesting a reclassification of this position to Human Resources Analyst.

The workload of the Manager's Office is significant and varied. The manager is requesting a position be created which would carry the title of General Services Director. This position would have management responsibility for the Human Resources Analyst, Recreation Manager, and various other administrative functions, as well as performing projects as directed by the Town Manager or Council. This request would reclassify the current Management Assistant in the Manager's Office to this position, as the current employee has been performing many of these duties and others that are well outside the parameters of her job description, and possesses the requisite education, training and experience for this position. This proposal also includes the deletion of the position of Management Assistant in the Manager's Office and that a part-time administrative clerk position be created.

The final recommendation is to curtail the videographer services the Town receives for Channel Access 13. It is proposed that Council Meetings, Planning and Zoning Commission Meetings, and Chino Valley Unified School District meetings be broadcast, as well as having these meetings being uploaded onto the Town's website. The position would become a 15-20 hour/week position. The videographer may not have the time to do more than the cursory programming outlined above for Channel 13.

RECOMMENDED MOTION:

Move to approve the reorganization of the Administrative Offices which entails re-classifying two positions, restructuring two positions, and accepting the new organizational chart.

ATTACHMENTS:

A – Job descriptions:

- General Services Director
- Human Resources Analyst
- Administrative Clerk

B – Organizational Charts:

- Town Manager
- General Services Director



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 14

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

M Scannell

Author

Department Head

Vera J. Smith

Finance

Other:

Other:

Legal

Other:

Other:

Michael K. Scannell

Town Manager/Designee

ATTACHMENT "A"

Job Descriptions

TOWN OF CHINO VALLEY JOB DESCRIPTION

TITLE: General Services Director
DEPARTMENT: Town Manager's Office
SUPERVISOR: Town Manager
JOB STATUS: Full-Time; Exempt, not eligible for overtime compensation
SALARY: Range 73, \$75,771 - \$107,063
 *For the fiscal year 2010/2011 the Town employees are participating in a 10% pay reduction which is reflected in the salary figures listed above.

GENERAL DUTIES STATEMENT:

Performs difficult and complex administrative work involving research, analysis, and problem resolution. Supervises the Human Resources Analyst, the Recreation Director, Access 13, Information Technology, Prosecutor's Staff; acts in the role of Benefits Administrator and Risk Manager. Provides professional assistance to the Town Manager and Town Council.

ESSENTIAL DUTIES:

May include but are not limited to the following:

- Reports to the Town Manager.
- Works with a great level of autonomy on complex management issues.
- Assumes full management responsibility for all General Services Department operations and activities; manages the development, implementation, and administration of goals objectives, policies, budgets and priorities for each area of assignment.
- Oversees and participates in the development and administration of the General Services Department budget. Administers and recommends benefits for the entire organization.
- Manages projects as directed by the Town Manager or by the Town Council. Attends Council meetings and makes reports concerning activities for the areas of responsibility as directed.
- Assumes duties as Deputy Town Clerk as needed; acts as a recorder or participant for various committees or groups at the Mayor's or Manager's direction or discretion.
- Acts as Town Ombudsman in resolving citizen complaints or concerns; acts as Neighborhood Liaison for various neighborhood groups as necessary. Serves, when needed, as a member of various staff committees or external committees.
- Manages staff for the following departments: Access 13, Human Resources, Information Technology, Recreation Director, and Prosecution staff.
- Attends Yavapai Combined Trust Board Meetings and act as the Town's representative with respect to employee benefits.
- Drafts correspondence for all levels; may draft Council communications; may draft communication relating to legislation; may draft communication directed to the public; will prepare and present Council agenda items within the General Services' purview.
- Manages the Town's CDBG grant and other grants as appropriate.

Job Description – General Services Director**Page 2**

- Develops Personnel policies and procedures.
- Assists the Human Resources Analyst in resolving employee grievances, policies, administration of benefits, staffing, human resource forecasting, and the development of job descriptions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of principles and practices of public administration, particularly in Municipal Government.
- Knowledge of research and analytical techniques.
- Ability to plan, coordinate, direct, and supervise the work of personnel in several administrative functions.
- Ability to resolve or mediate conflict between interested parties,
- Ability to establish and maintain effective working relationships with other employees, Council members, members of the community, and the general public.
- Strong writing and communication skills; ability to draft clear and concise Council communications, reports, and general business correspondence.

EDUCATION AND EXPERIENCE:

- Four year degree in Business, Human, or Public Relations; Master's Degree preferred, from an accredited college or university and minimum five years experience in a medium to high level administrative position.

PHYSICAL REQUIREMENTS:

- Frequently required to stand and sit for long periods.
- Occasionally required to reach with hands, feet and arms, and talk or hear.
- Specific vision abilities required by this job include close vision.

This position requires positive and active support of the Town, the citizens, and co-workers.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential functions of the job.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

TOWN OF CHINO VALLEY JOB DESCRIPTION

TITLE: Human Resources Analyst
DEPARTMENT: Human Resources
SUPERVISOR: General Services Director
JOB STATUS: Full-Time; Exempt, not eligible for overtime compensation
SALARY: Range 44, \$37,027 - \$52,318
 *For the fiscal year 2010/2011 the Town employees are participating in a 10% pay reduction which is reflected in the salary figures listed above.

GENERAL DUTIES STATEMENT:

Under direct supervision of the Town's General Services Director, the Human Resources Analyst coordinates and administers the Town's personnel activities, benefits, recruitments, interviews, training and employee relations. Incumbent uses discretion in developing and implementing routine processes and/or programs.

ESSENTIAL DUTIES:

- Administers benefit plans for Town employees to include retirement plans, health insurance, short-term and long-term disability plans and life insurances.
- Interprets and explains Federal and state rules and regulations; assists with the interpretation and correct application of Town's policies and procedures while exercising the highest degree of confidentiality.
- Coordinates employee recruitment and selection process for the Town's departments; review personnel requests, and coordinates job advertisements, application review for minimum qualifications and monitors other screening procedures, testing and selection.
- Coordinates with Departments and hiring managers to define recruitment needs and timelines; oversees technical HR procedures, prepares announcements and advertisements, recommends advertisement methods, and develops applicant screening criteria and evaluation instruments.
- Maintains confidential files, records, and reports; creates initial folders for new recruitments; collects and files required documentation; prepares and reviews all necessary forms, records, and documentation for recruitments.
- Administers new hire orientations and exit interviews.
- Coordinates, reviews and administers a wide variety of programs within the human resources function which includes documenting and updating benefits files, enrolling and monitoring employees, monitoring payments and eligibility, processing changes, reviewing and approving claims/applications, compiling and evaluating data, and investigating routine complaints and allegations.
- Assesses organizational training needs and develops/facilitates new and continuing, customized and cost effective employee and supervisory training.
- Assists in the development and implementation of goals and objectives, policies and priorities of the Human Resources Department.
- Conducts and prepare reports, performs salary/benefit surveys for outside organizations.

Job Description – Human Resources Analyst**Page 2**

- Respond to requests for information and assistance from employees, management, outside agencies and the public.
- Reviews bi-weekly timecards and prepares them for payment, works closely with the finance department to ensure accuracy in payroll records.
- Serves as a liaison between Human Resources and other Departments. Provides information and advice on Human Resources issues.
- Performs research related to human resources issues, including new practices, programs, techniques, and trends in the field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of principles, practices of human resources.
- Knowledge of Arizona State retirement systems.
- Knowledge of laws and regulations relating to human resources.
- Ability to effectively resolve operational and personnel problems.
- Ability to possess good organizational, analytical, writing, interviewing and statistical skills.
- Ability to ensure proper and consistent application of town policies and pertinent federal/state rules, regulations and laws.
- Ability to get along well with diverse personalities, both within and outside Town Government.

EDUCATION AND EXPERIENCE:

- Associate's Degree in Human Resources, Business or Public Administration, or related field; AND two years of Human Resources and recruiting experience, preferably in the public sector; OR an equivalent combination of education, training, and experience.

PHYSICAL REQUIREMENTS:

- Frequently required to stand and sit for long periods.
- Occasionally required to reach with hands, feet and arms, and talk or hear.
- Specific vision abilities required by this job include close vision.

This position requires positive and active support of the Town, the citizens, and co-workers.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential functions of the job.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

TOWN OF CHINO VALLEY JOB DESCRIPTION

TITLE: Administrative Clerk
DEPARTMENT: Town Manager's Office
JOB STATUS: Part-time; Non-Exempt
SALARY: Range 23, \$11.78 - \$16.64 per hour
 *In fiscal year 2010/2011 the Town employees are participating in a 10% furlough. This position is 18 hours per week.

GENERAL DUTIES STATEMENT:

Under the direct supervision of the Town Manager and General Services Director, this is an entry-level position that performs a variety of routine clerical, secretarial, and administrative work.

ESSENTIAL DUTIES:

- Answers in-coming phone calls and routes callers or provides information as required.
- Receives the public and answers questions. Provides customer service and performs ambassador duties.
- Schedules appointments for Town Manager, General Services Director, and members of the Council as directed or needed.
- Prepares correspondence for the office as needed.
- Prepares daily deposit reconciliation.
- Maintains administrative files.
- Performs computer data entry.
- Assist with processing incoming and outgoing mail.
- Functions well in a multiple task environment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of modern office practices and procedures.
- Good organizational skills.
- Excellent written and verbal communication skills.
- Skills in computer data entry, word processing and general office machines.
- Ability to type 45 wpm.
- Ability to communicate effectively with public and co-workers.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- Minimum one year office experience
- Relevant prior office experience working with the public.

An extensive background check is required.

PHYSICAL REQUIREMENTS:

- Frequently required to stand and or sit for long periods.
- Occasionally required to reach with hands, feet and arms, and talk or hear.
- Specific vision abilities required by this job include close vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks are performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

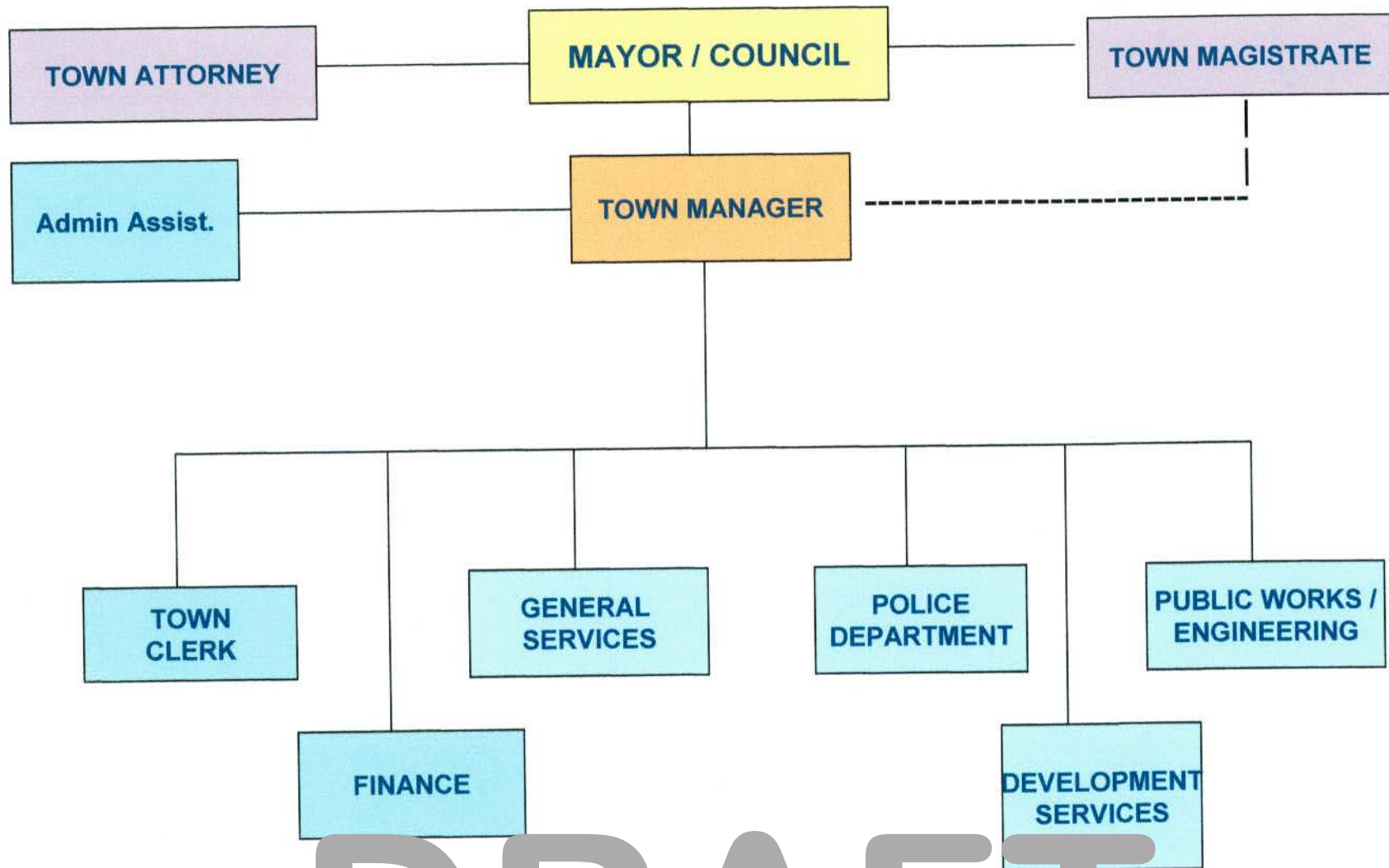
03/11:HR Dept.

ATTACHMENT "B"

Organizational Charts



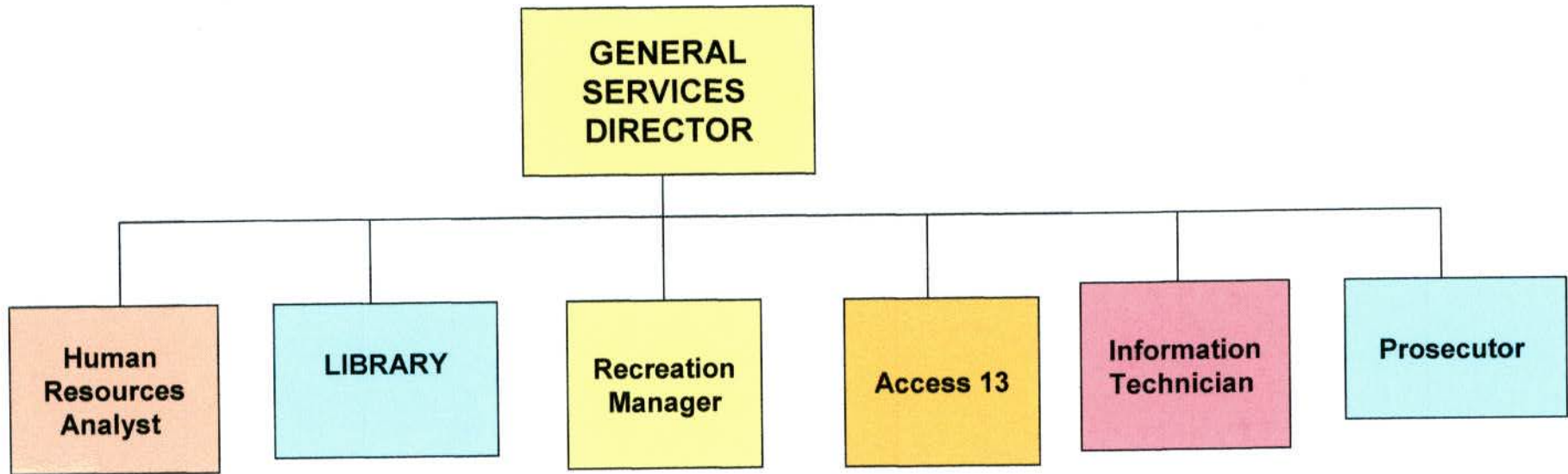
TOWN OF CHINO VALLEY



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GENERAL SERVICES



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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 15

☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: April 12, 2011 TIME: 6:00 P.M.

SUBMITTING DEPARTMENT: Public Works/Engineering

CONTACT PERSON: Ron Grittman, P.E. PHONE: (928) 636-7140

☐ Presentation Only ☐ Report Only ☐ Consent Estimated Length of Staff Presentation: _____ min.
☒ Action-Presentation ☐ Action ☐ Executive 5 min.

ITEM LOCATION:

PROPOSED AGENDA ITEM:

Discussion and possible action to provide direction and prioritization for personnel to fill the position of Civil Engineer.

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

FUNDING:

Funding levels are pursuant to Council direction with funds to come from HURF, Water and Sewer Enterprise Funds, and General Fund.

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

SITUATION AND ANALYSIS:

Currently the position of Civil Engineer within the engineering department is vacant. The position was vacated in January 2011. The civil engineer position provides for the completion of various capital improvement projects. The current list of capital improvement projects are fully funded and are as follows:



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 15

- Roadway Widening and Box Culvert Installation at Road 2 North and the Santa Cruz Wash. Funds to come from Road Impact Fees.
- Solar Panel Project at the Wastewater Treatment Plant. Funds to come from two grants from Department of Commerce.
- Shooting Range at Old Home Manor. Funds to come from grant from Arizona Game and Fish.
- Stormwater Improvements in Chino Meadows along Railroad Road. Funds to come from Community Development Block Grant (CDBG.)
- Highway 89 Sidewalk and Landscaping Enhancements. Funds to come from ADOT Transportation Enhancement Grant and HURF Carry Forward.
- Annual Chipseal Program. Funds to come from HURF.
- Stormwater Implementation Plan. Funds to come from Yavapai County Flood Control for projects sited in the Town of Chino Valley Area Drainage Masterplan.
- CYMPO Sign Replacement Program. Funds to come from CYMPO.

Being the only engineer on staff for the Town, while also being the Public Works Director and Water Resources Director as well as stepping up in other management roles (negotiating development agreements and plan review for development as examples) there is little time left to devote to moving these capital projects forward. In fact, no movement has progressed on the CDBG project since November 2010. This inactivity prompted an email from Chantel Key, Arizona Department of Housing, on March 21, 2011 stating that the funding for this project may be in jeopardy (see attached email).

Given the recent budget reductions, filling vacant positions should be scrutinized. If the Council should choose to make these capital projects a high priority, it is important to provide the necessary staff to make the CIP a success. This would require filling the civil engineer position as a full time position. The Council may also choose to place all capital projects in suspension and take on a maintenance only mode. This would allow the position to go completely unfilled. Or the Council may choose to partially fund the position with the understanding that these projects will be delivered to the public over a longer period of time. The Council should be aware that given the current budget restrictions, this may require that by filling the position a loss of another position within the organization could be the outcome.

Attached is a series of memorandums that have been provided to the Town Manager regarding the need to fill this position. These memorandums are predicated on the need to complete the CIP as a high priority. The timeline to complete the CIP is mostly within the Council's purview, recognizing that some projects, such as the CDBG Project, require performance in order to maintain funding. However, should the Council choose to fill a less than full time civil engineer position, progress can be maintained at a modest level on the CIP while respecting the budget limitations.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 15

The various funding organizations for these projects, outside the Town of Chino Valley, will be notified of the Council's direction regarding this position and staff will keep Council apprised of their comments. The current salary range for the civil engineer position is \$69,100 - \$97,636 without the 10% salary reduction.

RECOMMENDED MOTION:

Move to approve the necessary funding to fill the civil engineer position as a full time employee and place a high priority on the completion of the capital improvement program; or

Move to approve the necessary funding to fill the civil engineer position as a part time employee and recognize that the implementation of the capital improvement program will be extended; or

Move to approve no funding and not filling the position of civil engineer and recognize that given the current budget limitations the Town will take on maintenance mode toward capital needs.

ATTACHMENTS:

- A – Memorandum dated February 14, 2011 regarding Civil Engineer position
- B – Memorandum dated March 3, 2011 regarding workload for engineering position
- C – Emails dated March 21 regarding CDBG Flood Management project

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

Ron Grittman, P.E.
Author

Ron Grittman, P.E.
Department Head

Vera J. Smith
Finance

Other: _____

Other: _____

Legal

Other: _____

Other: _____

Michael K. Scannell
Town Manager/Designee

ATTACHMENT "A"

Memorandum dated February 14, 2011
regarding Civil Engineer position



MEMORANDUM

To: Mike Scannell, Town Manager

From: Ron Grittman, P.E., Public Works Director/Town Engineer

Date: February 14, 2011

Re: Civil Engineer Position

Pursuant to our conversation a month ago regarding filling the Civil Engineer position and our meeting last week, I would like to memorialize the position. With the departure of Robin Allen, we discussed the possibility of not re-filling the position and free up my time by removing the current water resource responsibilities (Water Advisory Committee, Upper Verde Water Coalition, and Northern Arizona Municipal Water Users Association.) Because of the demands of the capital projects, I have rethought this position.

Currently, there are many capital projects in various phases. These are: The Stormwater Masterplan, Road 2 North Widening Design and Construction, Solar Project, Chip Seal Program, CDBG Stormwater Mitigation, 3-ADOT Projects, and several private projects such as the KOA and Horses with Hearts. In addition, other projects such as the WWTP Negotiations, Brightstar Well, and the Whittle Implementation project all require my oversight and participation. The Stormwater Masterplan will generate many capital projects that will be very economical for the Town, however, engineering reports and preliminary designs must be generated in order to implement them. Yavapai County Flood Control will be sought as a financial partner on these projects.

Because of the limited amount of time that I'm available to devote to these projects, I cannot provide the necessary assurance that these projects will be completed in a timely fashion. On average, I have approximately 12-15 meetings per week accounting for 50-60% of my time. Meetings that take me to the metropolitan regions take up an entire day. Each day that I'm out of the office tending to these issues, no progress is being made on the delivery of the capital projects. It has become apparent that the Civil Engineer position is necessary in order to assure that each capital project moves along whether I'm present in the office or not. Should we choose to seek consultants to bridge an immediate gap, the loss of cost effective in-house engineering services will prove cost prohibitive. Therefore, I respectfully request that you please consider filling the vacant position of Civil Engineer.

ATTACHMENT "B"

Memorandum dated March 3, 2011 regarding
workload for engineering position



MEMORANDUM

To: Mike Scannell, Town Manager

From: Ron Grittmann, P.E., Public Works Director/Town Engineer

Date: March 3, 2011

Re: Workload for Engineering Position

The following is a brief estimate of the projects and the hours for the engineering position. I've estimated that there will be only 3 private development projects that will require this individual's attention.

The projects are not listed in consecutive order. On any given day many projects will be worked on simultaneously, however, an estimate of the total overall project hours is provided.

Project	Description	Tasks	Estimated Hours
Road 2 North Roadway Widening at the Santa Cruz Wash	Add right turn lane to Road 2 North at the Santa Cruz Wash and construct 10 barrel box culvert	Utility Relocates	40
		Right-of-way Acquisition	80
		Bidding and Award	5
		Construction Management	500
Total Hours			625
Solar Project at WWTP	Construct approximately 30KW Solar Electrical System at WWTP	Award Project	5
		Coordination with PW to Construct Foundations	80
		Coordinate with	80

		Department of Commerce	
		Federal Compliance/Davis Bacon	20
		Construction Management	80
Total Hours			265
CDBG Stormwater Project	Construct detention basin and overflow piping system at Railroad Road and Center Street	Environmental Justice	40
		Secure Design Engineer	40
		Bidding and Award	5
		Construction Management	120
Total Hours			205
Chipseal Program		Develop Project Limits	40
		Coordinate with PW on Preparation	20
		Bidding and Award	5
		Project Coordination	80
Total Hours			145
Stormwater Masterplan Implementation	Working from the recommended project list provided by final Masterplan, develop additional engineering reports necessary to move projects forward	Review Stormwater Masterplan Recommendations	20
		Develop additional scope of work for highest prioritized projects	80
		Assess Potential for Force Account and Construction Alternatives	40
		Implement Construction and Oversight	200
Total Hours			340
CYMPO		Attend CYMPO Meetings	120
Total Hours			120

Private Development Review and Technical Review Committee		Estimate 3 Projects over the next year	40
Total Hours			40
Shooting Range	Construct two shooting ranges for the Police Department per the Game and Fish \$50,000 grant	Develop scope	40
		Construction management for force account work.	120
Total Hours			160
Develop 36x36 Prints of Topography and Photography	Create hard copies of topography and photography taken last year.		40
Total Hours			40
Solid Waste Transfer Facility	Work with Yavapai County to implement a solid waste transfer facility at Old Home Manor		40
Total Hours			40
Sign Replacement Program through CYMPO	Town of Chino Valley is awarded approximately \$55,000 for sign replacement	Develop Project Scope	20
		Coordinate Bidding and Award through CYMPO	5
		Coordinate Construction with PW and Contractor	80
Total Hours			105
Engineering Standards	Update and adopt standards	Update and Implement Standards	80
		Council Adoption	5
		Inclusion in UDO	60
Total Hours			145
Total Man-hours for Engineering Position			2,230

ATTACHMENT "C"

Emails dated March 21 regarding CDBG Flood Management project

From: Cecilia Watts
 Sent: Monday, March 21, 2011 5:18 PM
 To: Ron Grittman; Michael Scannell
 Subject: FW: CDBG 102-11 Flood Management

I have talked with Chantel regarding the CDBG grant and this is her response. We need to decide if we are going to pursue this or not within the next few weeks.

Cecilia Watts
 Town of Chino Valley
 Town Manager's Office
 1020 W Palomino Road
 Chino Valley, AZ 86323
 928.636.2646 ext 136
 928.636.1977 (fax)
 cwatts@chinoaz.net
 www.chinoaz.net

 From: Chantel Key [mailto:chantel.key@azhousing.gov]
 Sent: Monday, March 21, 2011 2:04 PM
 To: Cecilia Watts
 Subject: CDBG 102-11 Flood Management

Cecilia,

The Town has not shown any progress on the project and will need to show activity within the next few weeks. The scope of work is extensive and I'm concerned that we will not have enough time to successfully complete the project by October 18, 2012. The application details many tasks that are involved. Please provide me with a report of the tasks that have been completed and the status of the tasks that are currently underway no later than Thursday, March 24th.

The below information is taken directly from the funding agreement.

Section 19 "Failure to Make Progress" of the contract states the following:

"Failure of Recipient to make progress according to the Schedule of Completion, attached hereto as Attachment B may result in contract termination, deobligation of funds or recapture of funds. Recipient agrees to meet with ADOH at the site in which the funded activity is taking place to discuss progress and allow ADOH to provide technical assistance if:

(a) The Recipient fails to begin work on its Environmental Review pursuant to Section 11 within the sixty (60) calendar days from the date ADOH executes the Agreement;

(b) The Recipient fails to expend any funds in performance of and in accordance with the terms of this Agreement within ninety (90) calendar days from the inception date of this Agreement.

ADOH will terminate any Agreement and recapture funds from the same Agreement in which the Recipient does not commence any of the activities described in the Scope of Work (Attachment A) or fails to expend any funds in accordance with the Budget (Attachment C) within One hundred eighty (180) calendar days from the full execution date of this Agreement. ADOH may in its sole discretion, forgo providing technical assistance and recapture funds as outlined in this Agreement under Section 15.4 hereof and/or terminate this Agreement for cause pursuant to Section 20 of this Agreement."

*Please note that the contract was executed in October 2010 and six months or (180) calendar days will be in April 2011. *

As always, please contact me if you have any questions or require further assistance.

Chantel R. Key
CD&R Specialist
1110 West Washington Street, Suite 310
Phoenix, AZ 85007
Direct 602.771-1044:|: Main 602.771-1000:|: Facsimile 602.771-1029
www.azhousing.gov

ADOH OFFICES WILL BE CLOSED FOR THESE UNPAID FURLOUGH DAYS in 2011:
June 10 | July 22 | August 19 | September 16 | November 25 | December 23

This transmission may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is strictly prohibited. If you received this transmission in error, please immediately contact the sender and destroy the material in its entirety, whether in electronic or hard copy format.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 16

☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: April 12, 2011 TIME: 6:00 P.M.

SUBMITTING DEPARTMENT: Public Works/Engineering

CONTACT PERSON: Ron Gritman, P.E. PHONE: (928) 636-7140

☐ Presentation Only ☐ Report Only ☐ Consent Estimated Length of Staff Presentation: _____ min.
☒ Action-Presentation ☐ Action ☐ Executive 5 min.

ITEM LOCATION:

State Route 89 Between Center Street and Road 4 South

PROPOSED AGENDA ITEM:

Adopt Resolution No. 11-956 supporting a "Finding in the Public Interest" to utilize proprietary artistic services in the construction of equine sculptures for the State Route 89 Sidewalk and Landscaping Enhancements.

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

FUNDING:

Funds to come from ADOT Transportation Enhancement Funds.

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

Resolution; Letter to Federal Highways Administration

SITUATION AND ANALYSIS:

The Federal Highways Administration (FHWA) and the Arizona Department of Transportation (ADOT) have requested that in order to utilize the services of Diana Simpson the Town of Chino Valley develop a "Finding in the Public Interest (FPI)." A FPI is a common determination when there is a need to restrict public bidding to a known proprietary source.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 16

Common examples for an FPI is a standard traffic signal cabinet, the use of a specific rock where an exact color or texture is sought, or an artist that is providing a specific piece of artwork to a specific standard.

Typically, engineers develop a set of construction documents that include plans and specifications. These specifications are a written set of instructions to successfully compete the project. Given the unique demands of describing an artistic piece in a written specification, it is common to develop a FPI that is based on a specific piece of work.

Once the FPI is approved by FHWA, ADOT will provide a set bid amount in the set of bid documents provided to the contractors. All contractors will be required to use this bid amount and contract with the proprietary party.

RECOMMENDED MOTION:

Move to adopt Resolution No. 11-956 supporting a “Finding in the Public Interest” to utilize the proprietary artistic services of local artist Diana Simpson in the construction of equine sculptures for the SR 89 Sidewalk and Landscaping Enhancements.

ATTACHMENTS:

- A – Resolution No. 11-956
- B – Letter to ADOT Project Manager
- C – Photographs

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

Ron Grittman, P.E.
Author

Ron Grittman, P.E.
Department Head

Vera J. Smith
Finance

Other: _____

Other: _____

Sharon Sargent-Flack
Legal

Other: _____

Other: _____

Michael K. Scannell
Town Manager/Designee

ATTACHMENT "A"

Resolution No. 11-956

RESOLUTION NO. 11-956

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, SUPPORTING A FINDING IN THE PUBLIC INTEREST FOR THE HIGHWAY 89 TRANSPORTATION ENHANCEMENT PROJECT

WHEREAS, it has been determined by the Federal Highways Administration (FHWA) and the Arizona Department of Transportation (ADOT) that the use of proprietary services requires a "Finding in the Public Interest;" and

WHEREAS, a local artist who is proficient in full scale bronze sculpting of equine exists here in Chino Valley; and

WHEREAS, it is appropriate and necessary for the Town Council of Chino Valley to provide this endorsement of a "Finding in the Public Interest" that will allow FHWA and ADOT to deem that Diana Simpson of Chino Valley is the proprietary artist necessary to successfully complete this sculpting;

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

1. The Council of the Town of Chino Valley fully endorses the finding in the public interest to use Diana Simpson as a proprietary service for the development of three full scale bronze sculpting of horses per the developed model entitled "Proud Heritage."

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 12th day of April, 2011.

Jim Bunker, Mayor

ATTEST:

APPROVED AS TO FORM:

Jami C. Lewis, Town Clerk

Musgrove Drutz & Kack, P.C.
Town Attorney

ATTACHMENT "B"

Letter to ADOT Project Manager

The Town of Chino Valley
Engineering Department
1020 West Palomino Road
P.O. Box 406
Chino Valley, Az 86323



Town Hall Telephone (928) 636-2646
Town Hall Fax (928) 636-2144
Engineering Telephone (928) 636-7140
Engineering Fax (928) 636-7141

March 29, 2011

Orlando Jerez
Project Manager
Arizona Department of Transportation
Statewide Project Management Section
205 S. 17th Avenue
Mail Drop 614E
Phoenix, AZ 85007

RE: Sidewalk and Landscaping Enhancement Project
Prescott – Ash Fork Highway (SR 89)
Center Street to Road 4 South (MP 325.1 to MP 326.9) Highway 89 Sidewalk
and Landscaping Project
FEDERAL AID Number: TEA-089-B(205)A
ADOT TRACS Number: 089 YV 325 H8101 01C

Dear Mr. Jerez,

The Town of Chino Valley would like to formally request the use of proprietary services for sculpting for the above referenced project. From the inception of this transportation enhancement project for Highway 89, the Town has been working with a specific artist to develop an entrance feature for our community that will convey to the motoring public a sense that they have arrived in Chino Valley.

Long before its incorporation, the equestrian element has been an integral part of our community. People who are equestrian savvy understand that a horse's mannerism and posture means something. By incorporating these mannerisms into the sculpting, the utilization of an artist who understands these subtleties is an integral component to the success of the project. In addition, this knowledge and skill will add to the value and meaning of the sculpting.

Diana Simpson has been working in full scale bronze media of equine for decades. She brings a very special understanding to a sculpting of this type. She is able to create a sculpting that depicts the subtle meanings of a horse's raised ears and tail while understanding the structural needs of such a massive project. She can



incorporate a stallion's raised head alerting on an unseen threat into the art work. The attached photos show a concept of the sculpting. While the concept sculpting shows a herd close together, the actual sculpting will utilize the full interior of the round-about designated for the sculpting per the design.

Chino Valley has committed to supporting local businesses. Mrs. Simpson is a long term resident of Chino Valley and through this project the support of local economy will continue.

If you have any questions please feel free to contact me at (928) 636-7140.

Sincerely,

Ron Grittman, P.E.
Public Works Director/Town Engineer



ATTACHMENT "C"

Photographs













"PROUD HERITAGE"
BY DIANA SIMPSON

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 17
☒ Regular Meeting ☐ Special Meeting ☐ Other _____
MEETING DATE: 04/12/2011 TIME: 6:00 p.m.SUBMITTING DEPARTMENT: Town Manager's OfficeCONTACT PERSON: Cecilia Watts PHONE: Ext 136

☐ Presentation Only	☐ Report Only	☐ Consent	Estimated Length of Staff Presentation: <u>5</u> min.
☒ Action-Presentation	☐ Action	☐ Executive	

ITEM LOCATION:

Chino Valley Senior Center**PROPOSED AGENDA ITEM:**

Approve the use of Town resources to provide videotaping services for the Candidate Forum sponsored by the Appaloosa Meadows Homeowners Association I to be held April 25, 2011.

FISCAL IMPACT? N If Yes, Budget Code: _____ Available: \$**FUNDING:**

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

SITUATION AND ANALYSIS:

The League of Women Voters is moderating a Candidate Forum, scheduled for April 25, 2011. The League of Women Voters, a **nonpartisan** political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy. The forum is being co-



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 17

sponsored by Appaloosa Meadows Homeowners Association I and the Chino Valley Review, and is being held at the Senior Center.

The Mayor and 2 Council seats remain in contention, and all candidates have been invited to participate in the forum. The sponsoring organizations have requested that the Town videotape the Candidate Forum for later broadcast on the Town's Access Channel 13, and to have it available on the Town's website.

As this will be an allocation of Town resources, and potentially politically sensitive, Staff felt it best that the Council make the decision on making Town services available in this fashion. The forum will likely require less than four hours of the individual's time for filming, and to avoid an overtime situation the employee would comp out his time in the same pay period, so no additional allocation of funds will be required.

RECOMMENDED MOTION:

Move to approve the use of Town resources for filming of the Candidate Forum scheduled for April 25, 2011.

ATTACHMENTS:

Letter of Request from Cheryl Romley, President, Appaloosa Meadows Homeowners Association I

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

CWatts
Author

Department Head

Vera J. Smith
Finance

Other:

Other:

Legal

Other:

Other:

Michael K. Scannell
Town Manager/Designee

March 27, 2011

Mr. Michael Scannell
Town Manager
The Town of Chino Valley
1020 West Palomino Road
P. O. Box 406
Chino Valley, AZ 86323

RE: Request to Record and Broadcast the Candidate Forum on April 25, 2011

Dear Mr. Scannell:

The Appaloosa Meadow Homeowners Association, I and the Chino Valley Review are Co-Hosting a candidate forum for the run-off election of the Mayoral & Council Candidates on April 25, 2011 at the Senior Center. Doors will open at 6:00pm to the public and the Forum will begin at 6:30pm and run until 8:00pm. The League of Women Voters will be moderating this event.

Due to the low voter turn out and ballots cast in the Primary Election, another forum is paramount in providing information to the citizens of Chino Valley which will allow them to make an informed vote. The forum location, Senior Center, will only be able to seat 155 people which represents a little over 1½% of all the citizens of Chino Valley. I am requesting your approval to have Steve record and broadcast the forum on Channel 13.

This event will be the 3rd election I have worked with the League of Women Voters and all previous forums were recorded and broadcast on Channel 13.

I would appreciate you office notifying me if this is request is approved.

Thank you for your consideration of this request and all you do for the Town.

Sincerely,



Cheryl S. Romley
President
Appaloosa Meadows Homeowners Association, I
P.O. Box 3390
Chino Valley, AZ 86323

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10TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 18
☒ Regular Meeting ☐ Special Meeting ☐ Other _____
MEETING DATE: April 12, 2011 TIME: 6:00 p.m.SUBMITTING DEPARTMENT: Town ClerkCONTACT PERSON: Jami C. Lewis PHONE: 636-2646, ext. 119

☐ Presentation Only	☐ Report Only	☐ Consent	Estimated Length of Staff Presentation: <u>0</u> min.
☐ Action-Presentation	☒ Action	☐ Executive	

ITEM LOCATION:

PROPOSED AGENDA ITEM:

Approve February 3, 2011 Study Session minutes. (Absent: Vice-Mayor Romley and Councilmember Baker)

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

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

Council meeting minutes



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 18

SITUATION AND ANALYSIS:

RECOMMENDED MOTION:

[Move to approve February 3, 2011 Study Session minutes.](#)

ATTACHMENTS:

[February 3, 2011 Study Session minutes](#)

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

_____ Author	<u>Jami C. Lewis</u> Department Head	_____ Finance
_____ Other:	_____ Other:	_____ Legal
_____ Other:	_____ Other:	<u>Michael K. Scannell</u> Town Manager/Designee

**MINUTES OF THE STUDY SESSION
OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY**

**THURSDAY, FEBRUARY 3, 2011
6:00 PM**

The Town Council of the Town of Chino Valley, Arizona met for a Study Session in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Thursday, February 3, 2011.

Mayor Bunker called the meeting to order at 6:01 p.m.

Council Present: Mayor Jim Bunker and Councilmembers Dean Echols, Linda Hatch, Gloria Moore (by conference phone), and Carl Tenney.

Council Absent: Vice-Mayor Ron Romley and Councilmember Joel Baker.

Staff Present: Town Manager Michael Scannell, Management Assistant Cecilia Watts, Community Services Director Jason Kelly, and Town Clerk Jami Lewis (recorder).

- 2) Presentation by Yavapai County Development Services Planning Manager Elise Link and Planning Director Steve Mauk regarding the Yavapai County **Comprehensive Plan** update process.

Elise Link and Steve Mauk presented information about the upcoming Yavapai County Comprehensive Plan update process. Key points were:

- State law required that municipalities and counties develop plans to take a proactive approach to managing future growth and development and to update those plans at least every 10 years.
- The County's last plan update was in 2003 and consisted of four elements: land use, transportation, open space, and water. The new plan will include four new required elements: environment, energy, cost of development, and growth areas.
- The County's intent was to define a unified long range vision for sustainable growth and development, while integrating social, physical, economic and environmental matters by establishing priorities, goals and policies; developing implementation strategies and an action plan; and creating strong partnerships with continual monitoring and oversight.
- As the plan would affect County citizens' quality of life, as well as transcend jurisdictional boundaries, they encouraged Chino Valley citizens to participate in the meetings, workshops, surveys, website design, media outreach, social networks, citizens' advisory committee, newsletters, etc.
- Kickoff meetings were planned for late February/early March, after which committees would be created and workshops held for public input. They desired for the committees to consist of a diverse group of people and applications would be available soon.
- They hoped to have a final draft by August 2012 that would then go to the Board of Supervisors for approval.

- Kickoff meetings for the Chino Valley, Paulden, Ash Fork, and Seligman area were scheduled to be held in Paulden and would most likely have a firm date by early next week.

Francia Sparzynski, public member, asked if the plan would address employment or jobs and if they had heard of any regional business expansions. Ms. Link and Mr. Mauck explained that per statute, County plans were not economic development tools, but they did include growth areas and general economic development goals and categories. They added that they had been hearing a lot about alternative energy being brought to municipalities, but not in the County.

Mayor Bunker related that the Town desired to be involved, particularly in relation to common boundary areas with the County, and he also suggested that Council discuss having Town representation during the process.

Town Manager Michael Scannell added that the Town was embarking on its own General Plan update, which would include an economic development strategy, in the next 30 days.

3) Presentation and discussion regarding a preliminary overview of the 5311 **Rural Transportation Grant** Program for State Fiscal Year 2011/2012.

Acronyms used in this item:

- ADOT (Arizona Department of Transportation)
- CYMPO (Central Yavapai Metropolitan Planning Organization)
- LTAF (Local Transportation Assistance Funds)
- SFY (State Fiscal Year—October through September)

Town Manager Michael Scannell informed Council that staff's intent for this presentation was provide full disclosure for Council's consideration of the subject grant on Council's February 8 agenda.

Community Services Director Jason Kelly handed out updated budget summary sheets and presented an overview of the 5311 Rural Transportation Grant Program for State Fiscal Year (SFY) 2011/2012.

- Service history. Staff first proposed a transit system concept in October 2009, followed by Council approving a feasibility study in December 2009 and authorizing staff to submit an SFY 2010/2011 grant application in February 2010, which was to be awarded in May 2010.
- Year 1 grant facts. Mr. Kelly reviewed the bus route, service details, hours of operation, local and regional services, and connection to Prescott Citibus, all of which were managed by existing personnel, a part-time clerk, and all volunteer drivers. The service route included a deviation area in which drivers could also provide curbside pickup.
- Year 1 grant funding. This program was funded by federal and local match with three different budgets—administrative, operations, and capital—each with varying match ratios. The Town's local match included 'hard' dollars from LTAF II funds with a General Fund match, while the 'soft' match included existing General Fund expenditures, existing Town personnel, and volunteer hours.

- 3 month operations update. After 44 days and 200 hours of service, ridership was lower than expected with 0.5 rides per hour and deviations accounting for 25% of ridership. Revenue was \$100 of a projected \$4,500, while total expenditures were \$18,400 (of which 65% was soft match), with \$11,900 of federal funds to be reimbursed, and \$6,500 of Town LTAF II and General Fund match dollars. Staff was initiating a marketing campaign to increase ridership with a goal of 2 rides per hour by July 1.
- Year 2 grant timeline. The grant application would be due in February 2011, with budget negotiations with ADOT to take place in March, and ADOT awarding the grants in May. If the Town received an award, it was non-binding, but the required intergovernmental agreement, which was due in August, was binding; and if the Town did not meet the benchmark of 2 rides per hour by July 1, Council would have to determine whether or not to continue with the program.
- Year 2 grant facts. Staff proposed the same service level and fare structure for year 2 as in year 1. Year 2's budget was reviewed by the Transit Advisory Committee, Ostrander Consultants, and Matt Carpenter, the former 5311 Program Administrator with Yavapai County, and was subsequently adjusted to more accurately reflect operational needs. The Town's budget was quite unique and ADOT had indicated that they did not anticipate many changes to the budget during budget negotiations. The Year 2 local soft match funding included advertising.
- Budget summary. Total program cost to date was \$85,325, with the federal portion at \$53,222, local share at \$28,603, and fare revenues at \$3,500. The Administrative budget of \$18,050 accounted for in-house program administration and substance abuse testing, and once the initial startup phase was over, its paperwork load would decrease. The operating budget of \$59,125 accounted for the part-time staff member, driver salaries, and operating expenses. The capital budget of \$8,150 accounted for bike racks, bus stop signage, bus shelters, or benches should they be needed.

Council asked about using this grant money to fund another transportation program should this program cease, the LTAF funds running out, the cost of drug testing, possibly needing to hire additional personnel, providing gift certificates, and the marketing plan. Mr. Kelly and Mr. Scannell stated that:

- The Town could go back to funding vouchers at a cost of about \$75 per trip and an average of 30 trips per month. Staff could also look into contracting with an outside agency. In addition, CYMPO had granted \$10,000 to the Town for 5311 planning, and finance staff needed to determine if the Town could use that money for this program.
- The Town had \$37,000 in LTAF II funds, which was split between years 1 and 2 and the senior transportation program. Once this money ran out, the Town would not receive any more. Staff anticipated being out of LTAF II monies at the end of year 2, barring any unforeseen need, and if additional personnel was needed, the Town might have to contribute General Fund monies.
- Current drug testing costs were \$180 per person for the initial test and administrative fee, but staff was in the process of changing to a new agency. If the program kept the same drivers, that budget should decrease.
- Gift certificates were not available at this time, but staff could follow up on that.
- Marketing was the key to success and staff had identified many strategies, some of which were already being done, and an implementation plan.

Francia Sparzynski, public member, felt that transit was a positive thing, especially with gas prices going up, and she suggested that the Mayor and Councilmembers ride the bus and get a publicity shot for the newspaper, and that they include a campaign to use bus service for getting kids to the Aquatic Center in the summer.

Council asked staff to provide figures on the Town's expenditures outside LTAF II at or before the February 8 regular meeting and that staff get rider feedback as part of their marketing strategy.

4) Adjournment.

Councilmember Tenney MOVED, seconded by Councilmember Hatch, to adjourn the meeting. The motion PASSED unanimously 5-0 at 7:11 p.m.

Jim Bunker, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the Town Council of the Town of Chino Valley, Arizona held on the 3rd day of February, 2011. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of April, 2011.

Jami C. Lewis, Town Clerk



10TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 19
☒ Regular Meeting ☐ Special Meeting ☐ Other _____
MEETING DATE: April 12, 2011 TIME: 6:00 p.m.SUBMITTING DEPARTMENT: Town ClerkCONTACT PERSON: Jami C. Lewis PHONE: 636-2646, ext. 119

☐ Presentation Only	☐ Report Only	☐ Consent	Estimated Length of Staff Presentation: <u>0</u> min.
☐ Action-Presentation	☒ Action	☐ Executive	

ITEM LOCATION:

PROPOSED AGENDA ITEM:Approve February 8, 2011 Regular Meeting minutes. (Absent: Vice-Mayor Romley)FISCAL IMPACT? No If Yes, Budget Code: _____ Available: \$**FUNDING:**

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

Council meeting minutes



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 19

SITUATION AND ANALYSIS:

RECOMMENDED MOTION:

Move to approve February 8, 2011 Regular Meeting minutes.

ATTACHMENTS:

February 8, 2011 Regular Meeting minutes

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

_____ Author	<u>Jami C. Lewis</u> Department Head	_____ Finance
_____ Other:	_____ Other:	_____ Legal
_____ Other:	_____ Other:	<u>Michael K. Scannell</u> Town Manager/Designee

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY**

**TUESDAY, FEBRUARY 8, 2011
6:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, February 8, 2011.

Mayor Bunker called the meeting to order at 6:00 p.m.

Council Present: Mayor Jim Bunker and Councilmembers Joel Baker, Dean Echols, Linda Hatch, Gloria Moore (by conference phone), and Carl Tenney.

Council Absent: Vice-Mayor Ron Romley.

Staff Present: Town Manager Michael Scannell, Management Assistant Cecilia Watts, Town Attorney Tom Kack, Police Chief Pat Huntsman, Police Officer Dan Beal, Development Services Director Pat Clingman, Town Engineer/Public Works Director Ron Grittmann, Recreation Coordinator Shannon Gansz, Transit Coordinator Jason Kelly, and Town Clerk Jami Lewis (recorder).

Councilmember Tenney gave the invocation and Councilmember Baker led the pledge of allegiance.

2) Introductions, Presentations and Proclamations

- 2a)** Presentation of a **patriotic award** by Luke Sefton, Northern Arizona Chair of Employers in Support of the Guard and Reserves, to Police Chief Patricia Huntsman in recognition of her cooperation with police officers in the National Guard and Military Reserves.

Luke Sefton and Bob Bell spoke about the Employers in Support of the Guard and Reserves, a volunteer agency of the Department of Defense that assisted employers with their duties and responsibilities toward employee reservists and guards. Mr. Sefton then presented a "Freedom Award" to Chief Huntsman, the Police Department, and the Town of Chino Valley in recognition of their support of service men and women. Chief Huntsman dedicated the award to all the men and women in the military.

- 2b)** Administer ceremonial **Oath of Office** to Planning and Zoning Commission appointees.

Town Clerk Jami Lewis administered the Oath of Office to Chuck Merritt, Florence Sloan, and Francia Sparzynski.

2c) Chamber Update by Ab Jackson, Chief Executive Officer, Chino Valley Area Chamber of Commerce.

Ab Jackson reported on the second edition of the Chino Valley Lodging and Dining Guide; February's \$20 on the 20th shop local program; the Business of the Month, Circle C Construction; Citizens Academy progress; mayor and council candidate interviews on KQNA radio; and the Home Health and Business Expo on March 10.

3) Call to the Public

No one from the public spoke.

4) Mayor/Council/Manager Report

Mayor Bunker reported on the following meetings: Open Night with the Mayor on February 9, Safe Yield Committee meeting on February 13, and Yavapai County Comprehensive Plan kickoff meetings for the Chino Valley area on March 1 in Skull Valley, March 2 in Prescott, and March 10 in Paulden.

Consent Agenda

Council set down item 8.

- 5) Approve October 5, 2010 study session **minutes**.
- 6) Approve October 14, 2010 regular meeting **minutes**.
- 7) Adopt **Resolution No. 11-951** approving Intergovernmental Agreement between the Town of Chino Valley and the Chino Valley Unified **School District** for facility use between the parties, for a 2-year period beginning January 26, 2011.

Councilmember Baker MOVED, seconded by Councilmember Tenney, to accept Consent Agenda items 5, 6 and 7. The motion PASSED unanimously 6-0.

- 8) Authorize the Police Department to apply for, and accept and expend funds not to exceed \$50,000 from an Arizona Game and Fish Department grant to continue development and construction of the **police shooting range** located at Old Home Manor. This is a matching grant, which will be matched with in kind labor, materials, and/or value of Town-owned property. Grant activity will be recorded to the Arizona Game and Fish Department Grant revenue and expenditure lines in the Grants Fund.

Council and the public asked about the Town's matching portion and the ultimate scope of the project. Police Chief Pat Huntsman, Town Engineer Ron Gritman, and Councilmember Baker explained that the Town's 50% match would be in land, with no hard dollars to be expended. The first phase, costing \$50,000, would include eight acres for a pistol and rifle range specifically for Police use. Game and Fish had pledged \$100,000 per year for subsequent phases up to 25-30 acres total, with the second phase to be open for public use. Once complete, the state-of-the-art facility will be available for training of Town personnel and other agencies.

Chris Marley, resident, thanked Councilmember Baker and the Police Department for their efforts on this project.

Councilmember Baker MOVED, seconded by Councilmember Echols, to accept Consent Agenda item 8. The motion PASSED unanimously 6-0.

Action Items

- 9) **PUBLIC HEARING** and possible authorization to staff to submit a grant application to the Arizona Department of Transportation (ADOT) for Section 5311 **Rural Transportation Grant** Program funding for the administration and operation of a public transit system for State Fiscal Year 2011/2012, October 1, 2011 through September 30, 2012. Total funding amount for this program is \$85,325, including a local match valued at \$28,603 which shall be met through volunteer service hours, Town personnel and operating allocations, advertising revenues, Local Transportation Assistance Fund (LTAF) II grant funding, and the Town's general fund.

Acronyms used in this item:

ADOT (Arizona Department of Transportation)
 LTAF II (Local Transportation Assistance Fund)
 SFY (State Fiscal Year)

Transit Coordinator Jason Kelly reported that:

- Staff presented the details of this grant at a study session on February 3, 2011 and proposed to submit a grant application to ADOT for continuation of the Town's transit program for a second year. This grant cycle coincided with the state fiscal calendar of October 1, 2011 through September 30, 2012.
- The proposed second year transit operation mirrored the current scope of service: a curb-to-curb, deviated fixed route service not to exceed 24 hours per week, operating four days per week, with local service to be provided within Chino Valley two days weekly, and regional service to Prescott two days weekly to provide access to medical facilities, as well as connect to Prescott Citibus. The program was structured to "flex" off route, not to exceed one-half mile, to pick-up individuals with mobility limitations. The Town had also been contacted by a private taxi service who expressed interest to connect in Prescott, too.
- The total proposed budget was \$85,325, with Federal funding of \$53,222 and the Town's local match valued at \$28,603. The local match would be met as follows: 52% through LTAF II grant monies and the Town's general fund match; 45% through in-kind service hours by volunteer drivers and Town in-kind contributions of staff, salaries, and existing operating expenses; and 3% from advertising revenues, provided by the business community's advertisements on the bus.
- As the current ridership of 0.5 riders per service hour was lower than projected, Council would have the opportunity to review the program's status in July 2011, which was the target date for the program to reach the increased ridership benchmark of two riders per service hour. Between now and then, staff was implementing a marketing campaign to inform the public about the program and increase ridership.

- If Council approved continuing the program, it would be asked to approve the SFY 2011/2012 Section 5311 Intergovernmental Agreement in August 2011, with a final commitment date 30 days later.

Council asked about further LTAF II funding. Mr. Kelly reported that the state had repealed future LTAF funding and was making the last distribution within the next few months. The Town had enough of those funds to last through the end of the subject grant cycle.

Council believed that if the system did not get enough riders, it would indicate that the Town did not need the program and would not be able to afford to continue it.

Councilmember Baker MOVED, seconded by Councilmember Hatch, to OPEN the Public Hearing. The motion PASSED unanimously 6-0. As no one from the public spoke, Councilmember Baker MOVED, seconded by Councilmember Hatch, to CLOSE the Public Hearing. The motion PASSED unanimously 6-0.

Councilmember Baker MOVED, seconded by Councilmember Echols, to approve Action Item 9. The motion PASSED unanimously 6-0.

- 10)** Approve the **Financial Report** for six months ending December 31, 2010 for fiscal year 2010/2011.

Town Manager Michael Scannell reported that at six months, the Town had \$66,419.00 net revenues over expenditures and revenues were tracking in line with the Town's projected expectations.

Councilmember Tenney commended staff for keeping in line with the budget.

Councilmember Baker MOVED, seconded by Councilmember Hatch, to approve the Financial Report for six months ending December 31, 2010 for fiscal year 2010/2011. The motion PASSED unanimously 6-0.

- 11a)** 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 from its attorney and to consider its position and instruct its attorneys and/or other designated representatives regarding defects, maintenance and design issues, and claims concerning the Community Center Park Aquatic Center and ball fields and improvements and buildings thereon.

Councilmember Baker MOVED, seconded by Councilmember Hatch, to go into executive session. The motion PASSED unanimously 6-0 at 6:50 p.m. Mayor Bunker reconvened the meeting into open session at 7:44 p.m.

- 11b)** Possible action regarding defects, maintenance and design issues, and claims concerning the **Community Center** Park Aquatic Center and ball fields and improvements and buildings thereon.

Council took no action on item 11b.

12) Adjournment.

Councilmember Baker MOVED, seconded by Councilmember Tenney, to adjourn the meeting. The motion PASSED unanimously 6-0 at 7:44 p.m.

Jim Bunker, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 8th day of February, 2011. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of April, 2011.

Jami C. Lewis, Town Clerk