

AMENDED
NOTICE OF THE SPECIAL MEETING
OF THE CHINO VALLEY TOWN COUNCIL

MAY 5, 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 Special Meeting open to the public on **Thursday, May 5, 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; Roll Call.**
- 2) *Continued from April 12, 2011:* CONSIDERATION AND POSSIBLE ACCEPTANCE OF THE **"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. This item represents a positive impact to the Town's fiscal bottom line. (Reintroduced by Mayor Bunker)

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.

- 2.1) *CONTINUED FROM APRIL 12, 2011:* CONSIDERATION 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** AND THE **ENGINEERING DIVISION** OF THE PUBLIC WORKS DEPARTMENT, FOR AN AMOUNT NOT TO EXCEED \$7,700 PLUS TRAVEL EXPENSES NOT TO EXCEED \$800, FOR A TOTAL OF \$8,500. FUNDS IN THE AMOUNT OF \$5,400 TO COME FROM THE PROFESSIONAL SERVICES EXPENDITURE LINE IN THE PLANNING DEPARTMENT AND \$3,100 FROM THE PROFESSIONAL SERVICES EXPENDITURE LINE IN THE ENGINEERING DIVISION. BUDGET TRANSFERS WILL BE REQUIRED TO FACILITATE THIS EXPENDITURE; THEREFORE, STAFF RECOMMENDS TRANSFERS FROM THE NON-DEPARTMENTAL CONTINGENCIES EXPENDITURE LINE. (REINTRODUCED BY MAYOR BUNKER)

Staff recommended motion: MOVE TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH PW CONSULTING SERVICES, LLC, FOR AN ORGANIZATIONAL ASSESSMENT OF THE DEVELOPMENT SERVICES DEPARTMENT AND THE ENGINEERING DIVISION IN AN AMOUNT NOT TO EXCEED \$7,700 PLUS TRAVEL EXPENSES NOT TO EXCEED \$800.

- 3) *Continued from April 12, 2011:* CONSIDERATION 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 in salaries and benefits. (Reintroduced by Mayor Bunker)

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.

- 4) Presentation by staff and discussion regarding the Fiscal Year 2011/2012 budget.
- 5) **Adjournment.**

Dated this 2nd day of May, 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.