



TOWN COUNCIL AGENDA PACKET

AMENDMENT
5 - 2 - 11

STUDY SESSION
MAY 5, 2011
6:00 p.m.

<u>Agenda</u>	<i>Amends agenda</i>
<u>Item #2.1</u>	<i>Adds new item, staff report, and backup material</i>

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.

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Item No. **2.1**

Professional Services Agreement



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 2.1

SITUATION AND ANALYSIS:

The Town Council has requested an organizational assessment of the Development Services Department and the Engineering Division to determine 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. This study will also encompass staffing and contracting requirements with respect to Water Resources and the Town's capital improvement projects. The Organizational Assessment will be completed with 90 days and will conclude with a formal presentation by the Consultant to the Town Council.

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.

ATTACHMENTS:

- A – Professional Services Agreement with Exhibit A: PW Consulting Services Proposal (Scope of Work)
- B – Organizational Chart (Development Services)
- C – General Fund Subsidies by Division
- D – Transfer of Funds forms

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

ATTACHMENT "A"

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

PROFESSIONAL SERVICES AGREEMENT

This Agreement ("Agreement") is made effective as of May 5, 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 as Scope of Work.
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 May 5, 2011 through August 10, 2011. All services identified in Paragraphs 1 and 2 above shall be completed to the satisfaction of the Town no later than August 10, 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 (\$7,700.00) for professional fees plus 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 (Scope of Work) 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]



Management Consulting to Local Governments & Nonprofits

4/30/11

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). For the purpose of this assessment, the Department includes the Engineering Division of the Public Works Department, specifically the Water Resources division and the Capital Improvement Projects.

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. This assessment will also examine the feasibility of implementing alternative service delivery methods.

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 eight 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, alternative service delivery opportunities, 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.
5. Consultant will attend a Town Council meeting to present the report's findings and recommendations.

Town Responsibilities

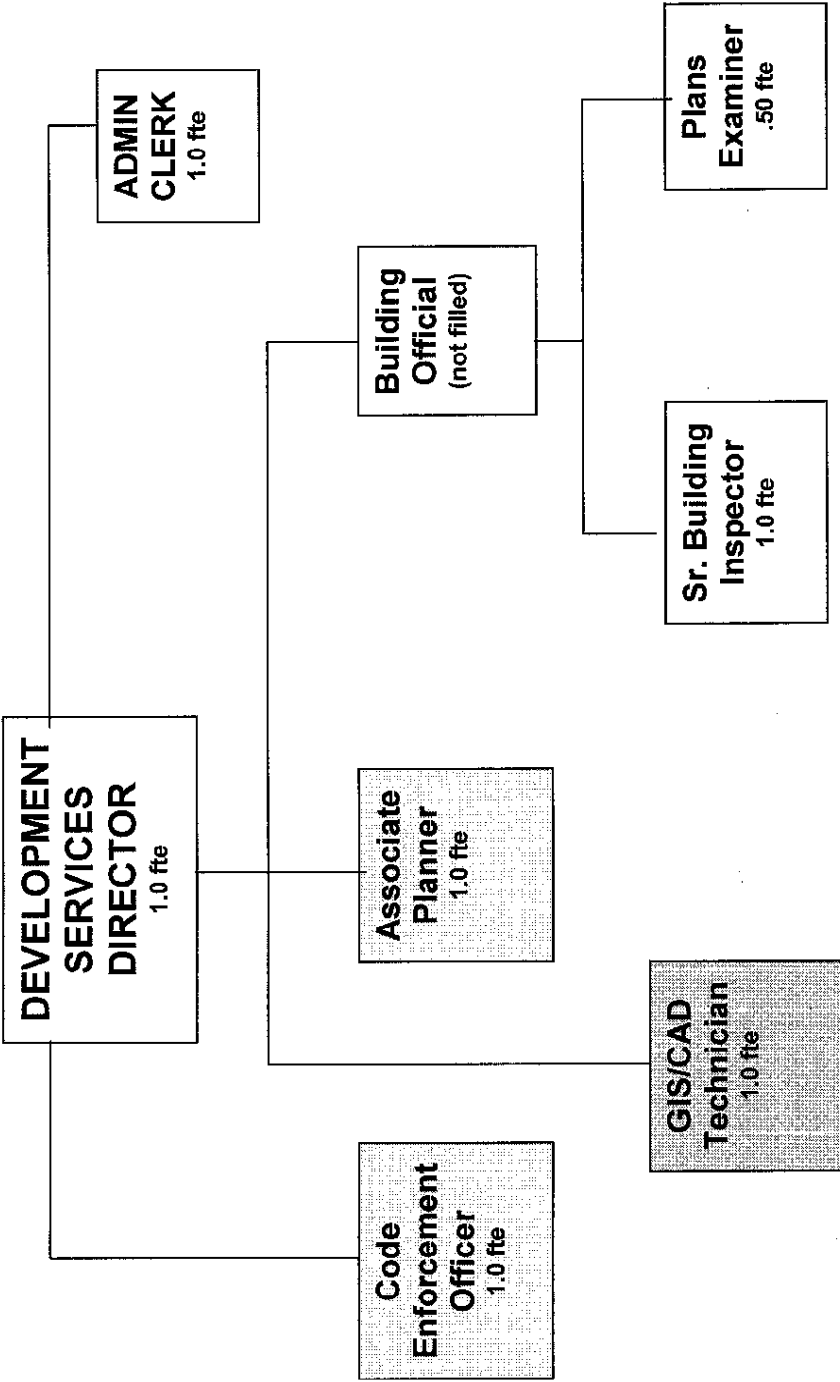
The Town will be responsible for coordinating all aspects of this assessment with the Consultant. In particular, the Town will distribute and collect the forms identified in Scope of Services item #1 to Department employees and will schedule the interviews discussed in Scope of Services item #2. Also, 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 90 calendar days of the Town's notice to proceed for a professional fee of \$7,700 plus not-to-exceed \$800 of travel expenses associated with two trips to Chino Valley.

ATTACHMENT “B”

Organizational Chart (Development Services)



ATTACHMENT "C"

General Fund Subsidies by Division

Town of Chino Valley
FY 2011/2012 General Fund Subsidy by Department

Department

Building Inspection

Expenditures

Personnel Costs	\$ 75,978
Operating Costs	\$ 6,583
Total Expenditures	<u>\$ 82,561</u>

Departmental Revenues

Building Permits	\$ 65,000
Plan Check Fees	\$ 35,000
Total Departmental Revenues	<u>\$ 100,000</u>
General Fund Subsidy	<u>\$ (17,439)</u>

Town of Chino Valley
FY 2011/2012 General Fund Subsidy by Department

Department

Code Enforcement

Expenditures

Personnel Costs	\$ 51,158
Operating Costs	\$ 1,335
Total Expenditures	<u>\$ 52,493</u>

Departmental Revenues

Sign Permits	<u>\$ 7,000</u>
Total Departmental Revenues	\$ 7,000
General Fund Subsidy	<u><u>\$ 45,493</u></u>

Town of Chino Valley
FY 2011/2012 General Fund Subsidy by Department

Department

Planning

Expenditures

Personnel Costs	\$ 197,277
Operating Costs	\$ 6,107
Total Expenditures	<u>\$ 203,384</u>

Departmental Revenues

Subdivision Fees	\$ -
Zoning Permits	\$ 2,000
Total Departmental Revenues	<u>\$ 2,000</u>
General Fund Subsidy	<u>\$ 201,384</u>

Town of Chino Valley
FY 2011/2012 General Fund Subsidy by Department

Department

Geographical Info Systems

Expenditures

Personnel Costs	\$ 61,937
Operating Costs	\$ 5,348
Total Expenditures	<u>\$ 67,285</u>

Departmental Revenues

GIS Product Departmental Revenues	\$ 100
Total Departmental Revenues	<u>\$ 100</u>
General Fund Subsidy	<u>\$ 67,185</u>

ATTACHMENT "D"

Transfer of Funds forms

TRANSFER OF FUNDS FORMDATE: 05 / 05 / 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 05/05/11

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Submitted by: _____

Date: _____

Approved by: _____

Date: _____

TRANSFER OF FUNDS FORMDATE: 05 / 05 / 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	Engineering -- Professional Svcs	01-74-5212	3,100

Reason for Transfer:

Transfer for FY2010/2011 expenditures relating to the Organizational Assessment of the Engineering Division (PW Consulting Services, LLC). Approved by council on 05/05/11.

Submitted by: _____

Date: _____

Approved by: _____

Date: _____