



TOWN COUNCIL AGENDA PACKET

AMENDMENT
7-11-11

REGULAR MEETING
JULY 12, 2011
6:00 p.m.

<u>Agenda</u>	<i>Amends agenda</i>
<u>Item #11.1</u>	<i>Adds new item, staff report, and backup material</i>

AMENDED*
**NOTICE OF THE REGULAR AND POSSIBLE EXECUTIVE SESSION
OF THE CHINO VALLEY TOWN COUNCIL**

**July 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, July 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. As indicated in the agenda, the Chino Valley Town Council may vote to go into Executive Session, which will not be open to the public, to discuss certain matters.

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**

No presentations scheduled.

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) **Move to ratify** the increase of a half-time Records Manager position, approved by Council on 8/31/2010, to a full-time Town Clerk Assistant / Records Technician position for the Town Clerk's office; and approved revised job descriptions for the Administrative Clerk II and Town Clerk's positions and a revised Organizational Chart for the Town Clerk's Office;
- 6) **Move to accept** the Dedication of Public Roadway for Assessor's Parcel number 306-29-054E;
- 7) **Move to approve** the Cable One Commercial Service Agreement, subject to Town staff and attorneys agreeing to appropriate language regarding security as referenced in Sections 9 and Section 15, providing for a 100Mbps Fiber Optic connection to be established between 1020 W Palomino Road and 202 N State Route 89 for the purpose of Town computer network and telecommunications connections;
- 8) **Move to approve** the Financial Report for eleven months ending May 31, 2011 for fiscal year 2010/2011.

Staff recommended motion: Move to accept Consent Agenda items 5 through 8.

Action Items

- 9) **Consideration and possible action** to appoint or re-appoint applicants to the Parks and Recreation Advisory Board, Senior Center Advisory Board, Industrial Development Authority, and Municipal Property Corporation.

Staff recommended motion: move to appoint or re-appoint:

- (a) Joseph Abbate, Matthew Quay, Sue Spahr, and William Barlow to the Parks and Recreation Advisory Board with term ending June 30, 2013;
- (b) Beverly Kelly, Dennie Fry, and Billie Messaros to the Senior Center Advisory Board with term ending June 30, 2013;
- (c) Michael Markgraf and Ed Steinback to the Industrial Development Authority with term ending June 30, 2017; and
- (d) Michael Markgraf and Ed Steinback to the Municipal Property Corporation with term ending June 30, 2014.

- 10) **Consideration and possible action** to authorize the Police Department to expend approximately \$11,500 to expand the current fenced impound yard at the Police Department to accommodate additional vehicles impounded under A.R.S. § 28-3511.

Staff recommended motion: Move to authorize the Police Department to expend approximately \$11,500 to expand the current fenced impound yard at the Police Department to accommodate additional vehicles impounded under A.R.S. § 28-3511.

- 11) Discussion and possible action relative to directing the Town's Development Services Department to forthwith investigate the feasibility of filing an appeal of the 2010 Chino Valley census count with the United States Census Bureau and to present to the Council after said research a recommendation regarding the filing of an appeal

Staff recommended motion: Move to direct the Town's Development Services Department to investigate the feasibility of filing an appeal of the 2010 Chino Valley census count with the United States Census Bureau and to present to the Council after said research a recommendation regarding the filing of an appeal

Town's Development Services Department to appeal the 2010 Chino Valley census count with the United States Census Bureau.

- *11.1)** DISCUSSION AND POSSIBLE ACTION TO EXTEND THE POOL SCHEDULE FOR THE CHINO VALLEY AQUATICS CENTER BY AN ADDITIONAL 28 DAYS FROM AUGUST 7 TO SEPTEMBER 4, 2011 AND MODIFY CURRENT SCHEDULED HOURS. STAFF ESTIMATES THAT THE EXTENDED POOL SEASON WILL GENERATE AN ADDITIONAL \$4,850 IN REVENUE AND COST AN ADDITIONAL \$9,055 IN EXPENSES, FOR A NET COST OF \$4,205.

STAFF RECOMMENDED MOTION: TO BE DETERMINED PER COUNCIL DISCUSSION.

- 12)** **Public Hearing and possible adoption of Resolution No. 11-963**, adoption of the annual statements and estimates of the expenses of the Chino Valley, Arizona Street Lighting Improvement Districts for fiscal year 2011-2012, as approved by the Chino Valley, Arizona Town Council by Resolution No. 11-960, which expenses for each district shall be provided for by the levy and collection of ad valorem taxes upon the assessed value of all the real and personal property in each district, pursuant to § 48.616, Arizona Revised Statutes, as amended.

Staff recommended motion:

A) Hold Public Hearing;

B) Move to adopt Resolution No. 11-962, adoption of the annual statements and estimates of the expenses of the Chino Valley, Arizona Street Lighting Improvement Districts for fiscal year 2011-2012, as approved by the Chino Valley, Arizona Town Council by Resolution No. 11-960, which expenses for each district shall be provided for by the levy and collection of ad valorem taxes upon the assessed value of all the real and personal property in each district, pursuant to Section 48 616, Arizona Revised Statutes, as amended.

- 13)** **Consideration and possible action to approve** (1) the purchase of an Avaya IP Office 500 Communications System including all hardware, software, licensing in an amount not to exceed \$76,490, waiving the \$20,000.00 procurement code provisions in order to capitalize on cost savings from online vendors; and (2) a professional services agreement with Four D LLC for installation services in an amount not to exceed \$16,550.

Staff recommended motion: Move to approve (1) the purchase of an Avaya IP Office 500 Communications System including all hardware, software, licensing in an amount not to exceed \$76,490, waiving the \$20,000.00 procurement code provisions in order to capitalize on cost savings from online vendors; and (2) a professional services agreement with Four D LLC for installation services in an amount not to exceed \$16,550.

- 14)** **Action to approve and adopt** the tentative budget for fiscal year 2011-2012 in the amount not to exceed \$16,608,231.00.

Staff recommended motion: Move to adopt the tentative budget for fiscal year 2011-2012 in the amount not to exceed \$16,608,231.00.

15) Adjournment.

Dated this 11th day of July, 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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**TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT**

Item No. 11.1

☒ Regular Meeting ☐ Special Meeting ☐ Other _____

MEETING DATE: 7/12/2011 TIME: 6:00 p.m.

SUBMITTING DEPARTMENT: Town Manager's Office

CONTACT PERSON: Cecilia Watts/Shannon Gansz PHONE: Ext 136

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

ITEM LOCATION:

Chino Valley Aquatics Center, 1615 N Road 1 East

PROPOSED AGENDA ITEM:

Discussion and possible action to extend the pool schedule for the Chino Valley Aquatics Center by an additional 28 days from August 7 to September 4, 2011 and modify current scheduled hours.

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

FUNDING:

Staff estimates that the extended pool season will generate an additional \$4,850 in revenue and cost an additional \$9,055 in expenses, for a net cost of \$4,205.

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

Facility Schedule



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 11.1

SITUATION AND ANALYSIS:

In April 2011, the Council adopted the Aquatics Center pool schedule for this swim season, which essentially allocated the funds from the 1% sales tax to fund the pool. The pool was originally scheduled to close on August 7, 2011, which is the day before school starts in the Chino Valley Unified School District. The Recreation Manager, who doubles as the Aquatic Center Manager, has received extensive feedback from the community that utilizes the pool asking for the pool to remain open until Labor Day weekend (September 4, 2011).

Should the pool remain open, the Recreation Manager recommends a modified pool schedule and has a proposed budget for this modified schedule. The modified schedule proposes that the morning schedule, which includes Aqua Fit classes for adults that serves about 35 people per class, the Lap Swim, and the Thereapy Parent/Tot Swim remain in place. The pool would be open 2 days per week after school is out (from 3 .m. to 6 p.m) and open on Fridays and Saturdays. This schedule would add 28 more days to the pool calendar, with the exception of being closed on Sundays.

The Recreation Manager believes some of the benefits enuring from an extended season include:

- Additional utilization of the Aquatic Center by the citizens;
- Opportunity to keep the children of Chino Valley occupied in a recreational activity;
- Opportunity to keep approximately 10 people employed on a part-time basis for another month;
- Provide a longer season for season pass holders, who would be more likely to purchase another season pass next year and also make others feel the purchase of a season pass next year may be financially beneficial.

The downside of keeping the pool open for an additional 28 days is that it would cost the Town an additional \$4,205.

RECOMMENDED MOTION:

To be determined per Council discussion.

ATTACHMENTS:

Proposed Modified Schedule and 2011 Aquatics Revenue Estimates

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. 11.1

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

Cecilia Watts
Author

Cecilia Watts
Department Head

Vera J. Smith
Finance

Other:

Other:

Legal

Other:

Other:

Michael K. Scannell
Town Manager/Designee

2011 Chino Valley Aquatic Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CLOSED	Lap Swim 8:00am - 9:30am	Lap Swim 8:00am - 9:00am	Lap Swim 8:00am - 9:30am	Lap Swim 8:00am - 9:00am	Lap Swim 8:00am - 9:30am	
		Aqua Fit 9:00am - 10:00am		Aqua Fit 9:00am - 10:00am		
	Therapy & Parent-Tot Swim 9:30am - 11:00am	Therapy & Parent-Tot Swim 10:00am - 11:00am	Therapy & Parent-Tot Swim 9:30am - 11:00am	Therapy & Parent-Tot Swim 10:00am - 11:00am	Therapy & Parent-Tot Swim 9:30am - 11:00am	Lap Swim 10:00am - 11:00am
						Therapy & Parent-Tot Swim 11:00am - 12:30am
		CLOSED		CLOSED		
		Open Swim 3:00pm - 6:00pm		Open Swim 3:00pm - 6:00pm	Open Swim 1:00pm - 5:00pm	Open Swim 1:00pm - 5:00pm
						Family Swim 5:00pm - 6:30pm
		Aqua Fit 6:30pm - 7:30pm		Aqua Fit 6:30pm - 7:30pm		
					Dollar Swim Night 6:00pm - 10:00pm	Private Rentals 7:00pm - 10:00pm
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED		

Costs associated with the above schedule:

Pool Manager:

hourly rate \$10.00
54 hours per week
\$540.00/week
\$2,160/28 days

Guards:

hourly rate \$8.25
54 hours per week
\$1,501.00/week
\$6,006.00/28 days

Concession:

hourly rate \$8.25
27 hours per week
\$222.75/week
\$891.00/16 days

Total Cost:

\$2,263.75/week
\$9,055.00/28 days

Aquatics Revenue 2011

Entrance Fees (as off July 5, 2011)	\$19,789.12
Season Passes (purchased through July 5, 2011)	\$6,048.50

Total Entrance Fees	\$13,740.62
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Average Daily Entrance Fees	\$327.16
Average Daily Season Pass (75 days - August 7th)	\$80.65
Average Daily Concessions	\$162.84

Revenue (Extended Schedule)

Aqua Fit Classes (additional session August)	\$1,100.00
Entrance Fees (August 8 - September 4)	\$2,300.00

Dollar Day at the Pool September 5, 2011	\$250.00
Concessions (4 days a week, 4 weeks)	\$1,200.00

Total Additional Revenue (August 8 - September 5)	\$4,850.00
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