

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

THURSDAY, SEPTEMBER 8, 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, September 8, 2011.

Mayor Marley called the meeting to order at 6:04 p.m.

Council Present: Mayor Chris Marley; Vice-Mayor Carl Tenney; and Councilmembers Mike Best, Darryl Croft, Dean Echols, Linda Hatch (via conference phone), and Lon Turner.

Staff Present: Town Attorney Tom Kack, Town Engineer Ron Gritman, and Town Clerk Jami Lewis (recorder).

- 2) *Continued from July 26, 2011:* Review and discussion of the **Organizational Assessment** of the Development Services Department and Engineering Division of the Public Works Department prepared by PW Consulting Services, LLC (Paul Wenbert), dated July 12, 2011.

Mayor Marley presented the nine recommendations in the assessment, followed by public input and Council discussion.

#1) Job Descriptions and Allocation of Duties

- *Recommendation:* The job descriptions are outdated; the Town plans to address this matter through a Town-wide wage and classification study in FY 2011/12.

Council discussion/comments: Several supported completing this in the current fiscal year.

#2) Water Resources

- *Recommendation:* Continue to have Public Works Director serve as Water Resources Director representing Town with NAMWUA (Northern Arizona Municipal Water Users Association) and WAC (Water Advisory Committee); eliminate membership in the Upper Verde River Watershed Protection Coalition, based on the minimal impact this organization has on the Town's water resources planning activities.
- *Fiscal Impact:* Savings of \$26,667 in Water Enterprise Fund budget due to eliminating membership in Upper Verde River Watershed Protection Coalition.

Councilmember Hatch joined the meeting at 6:13 p.m.

Council discussion/comments: Vice-Mayor Tenney reported that the Upper Verde Coalition had agreed to let the Town continue as a non-voting, non-dues-paying member.

#3) Capital Improvements Program

- *Recommendation:* Fill Public Works Department's part-time Civil Engineer position to assist in implementing CIP projects.
- *Fiscal Impact:* Cost of this position is already included in proposed FY 2011/12 budget and is funded by General Fund, Highway User Revenue Fund (HURF), Water Enterprise Fund, and Sewer Enterprise Fund.

Council discussion/comments: Several felt that the civil engineer position was necessary to complete stalled projects.

#4) Code Enforcement

- *Recommendation:* Move Code Enforcement from Development Services to Police Department (PD) to address increased violations, especially related to abandoned vehicles and houses and excessive weeds; and change title of current Code Enforcement Officer to Utilities/Zoning Technician.
- *Fiscal Impact:* Annual cost savings to General Fund of \$41,000 which represents 80 percent of Code Enforcement Officer cost that will be transferred to Sewer Enterprise Fund; annual cost addition to General Fund of \$17,000 due to restoring half-time Civilian Officer in PD; no additional net cost to Sewer Enterprise Fund (additional Sewer Enterprise Fund revenue in FY 2011/12 from Lien Position projected to be less than \$41,000 cost of position due to time lag involved in collection of bad debts).

Town Engineer Grittmann reported that:

- The new position in Utilities had been recommended in the financial and operations assessment of the Utilities Division to work on property liens. As the current Code Enforcement Officer had a certification in wastewater, he was familiar with the Utilities processes.
- The General Fund would benefit due to removing a large percentage of the current code enforcement officer's wages from the General Fund and funding his Utilities activities from the enterprise funds.

Dave Mazy, Town business owner, expressed concern about not having sufficient coverage of code enforcement now or with this plan and needing coverage on week-ends.

Cheri Romley, resident, expressed concern about moving the current code enforcement officer to a completely different position without advertising since it was a completely new position and not a reclassification, and the PD maintaining a relationship with the public with regard to code enforcement with so many people involved.

Tom Payne, Town business owner, felt that code enforcement might not be as efficient if the PD took it over.

Council discussion/comments:

- Per Commander Wynn, the three current civilian officers, plus an additional half-time civilian officer would be doing code enforcement, which should provide better coverage.
- They requested that the Police Chief or a commander be present at the September 13 meeting to address some their questions, and that the Town Attorney review the new state statute pertaining to such liens and provide an opinion on whether or not the Town could legally continue with its plans to lien properties.

#5) GIS/Webmaster Services

- *Recommendation:* Have GIS/CAD Technician report to General Services Director; explore IGA with Yavapai County and/or Clarkdale, who had expressed an interest, to provide GIS services; and explore possibility of contracting with private company for webmaster services for a lower cost.

Pat Clingman, Development Services Director and GIS supervisor, felt that it was important to have GIS and web support on staff.

Candy Blakeslee, resident, suggested that the Town offer to provide GIS services for Clarkdale.

Jan Mazy, current GIS Technician and web designer, told Council that to her knowledge, neither Yavapai County nor Clarkdale officials expressed any knowledge about discussions of an IGA with the Town. She also stated that most web hosting companies required 24-36 hour notice, which could cause problems for posting notices and the like.

Cheri Romley, resident, spoke about this being a critical position for the Town, and her experience with ADOT outsourcing these functions to another agency, resulting in decreased service levels and increased costs.

Dave Mazy, Town business owner, stated that when Mr. Wenbert conducted his evaluation, he admitted that he had no knowledge of either function. Council needed to consider that the Town may save money, but lose product quality.

Council discussion/comments: One expressed concern about Clarkdale doing the Town's GIS and Mr. Wenbert not really understanding the Town's system, but supported moving the position under the General Services Director and considering the other recommendations later.

6. Reorganization/Staffing Levels/Realignment of Duties

- *Recommendation:* Merge Development Services into Public Works Department thereby eliminating Development Services Director position; reclassify Associate Planner to Community Development Supervisor, Utilities Supervisor to Utilities/Streets Supervisor, Engineering Inspector to Streets Supervisor/Engineering Inspector, Public Works Director to Public Works/Community Development Director, and change title of Senior Building Inspector to Building Official.
- *Fiscal Impact:* Reduce General Fund expenses by \$84,000 annually by eliminating Development Services Director position. There will likely be some additional costs due to salary increase for some or all of the four aforementioned positions whose responsibilities will increase as a result of this recommendation.

Hilda Little, Town employee, related that although staff generally supported the need to flatten the organization, several employees had expressed concern about the work overload in Public Works and the proposed reorganization placing most of the Town's employees under two married persons.

Cheri Romley, resident, expressed concern about Town services being degraded, losing a critical position, the spousal situation, and Town salaries being lower than the state's.

Dave Mazy, Town business owner, was concerned about eliminating the Development Services Director position and the Town not saving much after the recommended raises were given.

Candy Blakeslee, resident, spoke about these changes possibly allowing the Town to change the community's perception that zoning and permitting processes were unfair and difficult; and her belief that Council could not address the budget situation without reducing services.

Ron Romley, resident, spoke about no raises being given until the employees' ten percent wage cuts were restored, and Council considering these recommendations separately.

Pat Clingman, Development Services Director, pointed out that the report contained an error, in that she supervised six, not two and a half, employees; and Mr. Wenbert had told her that Council was not constrained to accept all the recommendations.

Council discussion/comments:

- Several did not believe that any raises should be approved until after the compensation and classification study was done.
- Some expressed discomfort with: the spousal situation; not knowing the full dollar value of eliminating one position while giving others raises; giving all the duties of the eliminated position to others; certain legal implications associated with this recommendation; and giving the town engineer more responsibility when he was already overloaded.
- It was not unusual for a person with the town engineer's credentials to oversee so many areas.
- This was not an ideal situation and the town manager hoped to quell some fears by instituting an ethics hotline.
- As two of the recommended new position titles were the same, Council requested that, if approved, they be changed to Utilities/Streets Supervisor and Engineering Inspection/Streets Supervisor.

7. Working Out-of-Class

- *Recommendation:* Address working out-of-class issues in Development Services and internal inequities throughout the workforce either through Town-wide wage and classification study or on a case-by-case basis by Human Resources.
- *Fiscal Impact:* If positions are determined to be working out-of-class, salary ranges of those positions would be increased resulting in a cost increase to Town.

Council discussion/comments: Some expressed uncertainty as to the meaning of 'working out of class,' as it could mean performing extra duties or doing someone else's job, and it was not defined in the Personnel Manual. They preferred to address this after the compensation and classification study was done.

8. Funding for Certifications

- *Recommendation:* Town should pay for job-related certifications and continuing education required to maintain certifications consistent with industry standards.
- *Fiscal Impact:* Cost of exams can vary from \$200-\$700 and there would be some relatively minimal ongoing cost for training to maintain certifications.

Ron Romley, resident, spoke about the Town needing a plan for certifications, but with some obligation on the employee's part to keep them from receiving their certifications and then leaving the Town's employ.

Council discussion/comments: A few felt a certification plan should be in the policy manual; required certifications should be on job descriptions; and the Town should pay for required certifications. Another suggested that staff research the policies of neighboring entities.

9. Permit and Zoning Software

- *Recommendation:* Research software options that are available to track building and zoning permit application data.
- *Fiscal Impact:* Unknown at this time; however, tracking this type of data by computer should be viewed as a "cost of doing business" necessary to increase reliability and accessibility of data.

Dave Mazy, Town business owner, related that previous Councils had looked into that and found that initial software packages started at \$30,000, not including training or annual updates.

Council discussion/comments: Most generally supported researching this option.

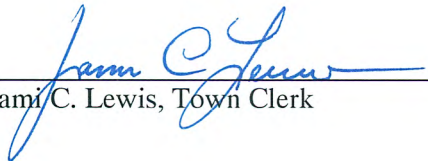
3) Adjournment.

Vice-Mayor Tenney MOVED, seconded by Councilmember Echols, to adjourn the meeting. The motion PASSED unanimously 7-0 at 7:53 p.m.

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 8th day September, 2011. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8th day of October 2015.



Jami C. Lewis, Town Clerk