



Town of Chino Valley

MEETING NOTICE

TOWN COUNCIL

SPECIAL MEETING
THURSDAY, NOVEMBER 17, 2011
7:00 P.M.

Council Chambers
202 N. State Route 89
Chino Valley, Arizona

AGENDA

- 1) **CALL TO ORDER; ROLL CALL**
- 2) Update with regard to hiring an Acting Town Manager to provide oversight for the Town's Development Services Department. (Chris Marley, Mayor)
- 3a) Council may vote to hold an executive session pursuant to A.R.S. § 38-431.03(A)(3) to obtain legal advice with regard to the *Development Services Department Organizational Assessment* prepared by PW Consulting Services, LLC (Paul Wenbert), dated July 12, 2011. (Chris Marley, Mayor and Lon Turner, Councilmember)
- 3b) Consideration and possible action to authorize staff to implement one or more of the recommendations listed below as set forth in the *Development Services Department Organizational Assessment* prepared by PW Consulting Services, LLC (Paul Wenbert), dated July 12, 2011, and which require Council approval:
 - i) **Item 4–Code Enforcement:** Move Code Enforcement from Development Services to Police Department 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 costs that will be transferred to the Sewer Enterprise Fund.

Recommended Action: Move Code Enforcement from Development Services to Police Department and change title of current Code Enforcement Officer to Utilities/Zoning Technician.
 - ii) **Item 5–GIS/Webmaster Services:** Have GIS/CAD Technician report to General Services Director; and explore IGA with Yavapai County and/or other municipalities to provide GIS services and explore possibility of contracting with private company for webmaster services.

Recommended Action: Have GIS/CAD Technician report to General Services Director; and explore IGA with Yavapai County and/or other municipalities to provide GIS services and explore possibility of contracting with private company for webmaster services.

- iii) **Item 6–Reorganization/Staffing Levels/Realignment of Duties:** 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: Reduces General Fund expenses by \$84,000 annually by eliminating Development Services Director position. Any 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 may be implemented as a result of the recommendations of the current Compensation and Classification Study.

Recommended Action: 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.

4) **ADJOURNMENT**

Dated this 15th day of November, 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.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley Town Hall, Chino Valley Post Office, and Chino Valley Aquatic Center in accordance with the statement filed by the Town Council with the Town Clerk.

Date: _____ Time: _____ By: _____
Jami C. Lewis, Town Clerk