



TOWN COUNCIL AGENDA PACKET

SPECIAL MEETING

**Thursday, November 17, 2011
7:00 p.m.**

**Council Chambers – South Campus
202 N. State Route 89**



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

☐ Regular Meeting ☒ Special Meeting ☐ Other _____

MEETING DATE: November 17, 2011 TIME: 7:00 p.m.

SUBMITTING DEPARTMENT: Mayor & Council

CONTACT PERSON: Mayor Chris Marley/
Councilmember Lon Turner PHONE: 636-2646

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

ITEM LOCATION:

Development Services Department

PROPOSED AGENDA ITEM:

Consideration and possible action to authorize staff to implement one or more of the recommendations listed below, which were 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.
- 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.
- 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.

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

FUNDING:

Positive impact in savings of funds.

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

Organizational Assessment

SITUATION AND ANALYSIS:

May 5, 2011—Council approved a Professional Services Agreement with PW Consulting Services, LLC to perform an Assessment of the Development Services Department and the potential need for an additional Engineer in the Public Works Department.

July 26, 2011—Mr. Wenbert presented the nine recommendations in his report to Council. At that time, Council elected to continue discussion of these item at a future study session.

September 8, 2011—Council Reviewed the nine recommendations in the Report and received public input for possible action on September 13. As recommended items 1 (job descriptions) and 7 (working out of class) were already budgeted for, and items 8 (funding for certifications) and 9 (permit and zoning software) were more-staff driven, staff forwarded items 2 (Water Resources) and 3 (Capital Improvement Program/Civil Engineer), 4, 5 and 6

September 13, 2011—Council further discussed and took action on Items 2 (Water Resources) and 3 (Capital Improvement Program/Civil Engineer), and postponed Items 4 (Code Enforcement), 5 (GIS/Webmaster Services) and 6 (Reorganization/Staffing Levels/Realignment of Duties) indefinitely.

November 17, 2011—Councilmember Lon Turner and Mayor Marley have requested that the items still needing Council action—items 4, 5 and 6—be brought back for possible executive session and action.

RECOMMENDED MOTIONS:

- i) Move to move Code Enforcement from Development Services to Police Department and change title of current Code Enforcement Officer to Utilities/Zoning Technician.
- ii) Move to 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) Move to 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.

ATTACHMENTS:

- September 8, 2011 Study Session item summary
- September 13, 2011 Council Action Taken summary

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

PW Consulting Services, LLC, "*Development Services Department Organizational Assessment*," dated July 12, 2011. (See Council agenda packet for September 8, 2011 at <http://www.chinoaz.net/clerk/townagenda.shtml>)

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

_____ Author	<u>Jami C. Lewis</u> _____ Department Head	_____ Finance
_____ Other:	_____ Other:	_____ Legal
_____ Other:	_____ Other:	<u>Michael K. Scannell</u> _____ Town Manager/Designee

ATTACHMENT A

Organizational Assessment of Development Services Department:
Summary of components to be discussed, dated September 8, 2011

(Councilmembers: Please bring your copy of the full Assessment
for reference purposes)

Council Study Session September 8, 2011

Review of:

Development Services Department Organizational Assessment

July 12, 2011



Management Consulting to Local Governments & Nonprofits

The objective of this item is to review and discuss each component of this Assessment for action on September 13.

SECTION I

EXECUTIVE SUMMARY

- Major recommendations include merging Development Services Department with Public Works Department and moving Code Enforcement from Development Services Department to Police Department.
- Implementing recommendations is projected to result in \$108,000 of annual General Fund expense reductions and \$26,667 of Water Enterprise Fund expense reductions*.
- Service levels will be maintained and in the case of Code Enforcement and CIP project implementation, service levels will be increased.

*likely will be some additional relatively minor expenses which cannot be determined at this time to compensate some Town employees for additional responsibilities and to address some internal equity issues; also likely to be some additional net expense in Sewer Enterprise Fund in 2011-12 due to creation of Lien Position (see page 13)

RECOMMENDATIONS

1. Job Descriptions and Allocation of Duties

The job descriptions are outdated, and the Town plans to address this matter through a Town-wide wage and classification study in 2011-12.

2. Water Resources

Recommendation: Continue to have Public Works Director serve as Water Resources Director representing Town with NAMWUA and WAC; eliminate membership in the Upper Verde River Watershed Protection Coalition.

Fiscal Impact: savings of \$26,667 in Water Enterprise Fund budget due to eliminating membership in Upper Verde River Watershed Protection Coalition.

The Town's annual cost to belong to water-related organizations is shown below.

- Northern Arizona Municipal Water User's Association (NAMWUA)--\$2,484
- Yavapai County Water Advisory Committee (WAC)--\$11,333
- Upper Verde River Watershed Protection Coalition--\$26,667

The consultant believes that the most cost-effective way for the Town to be engaged in water resource issues is to continue to have the Public Works Director also function as the Water Resources Director. In addition, the consultant believes that the Town can eliminate its 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.

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 2011-12 budget and is funded by General Fund, Highway User Revenue Fund (HURF), Water Enterprise Fund, and Sewer Enterprise Fund.

The Public Works Director who is the Town's only engineer does not have sufficient time to provide the engineering services required to implement some of the CIP projects. The consultant believes the most cost-effective way to implement these CIP projects is to fill the part-time (18 hours per week) Civil Engineer position which is in the Public Works Department's proposed 2011-12 budget at an annual cost of \$38,565. It will take approximately 3 years for the CIP projects referenced in the April 26 Staff Report to be implemented with the services of this part-time Civil Engineer.

4. Code Enforcement

Recommendation: 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 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 Police Department; no additional net cost to Sewer Enterprise Fund*.

It is the general consensus of Town officials and residents that code enforcement service levels need to be increased in order to reduce the number of violations especially related to abandoned vehicles and houses and excessive weeds. In particular, these types of violations create significant public safety concerns for the Police Department.

It is recommended that the current Code Enforcement Officer's job title be changed to Utilities/Zoning Technician. The additional revenue to be generated by establishing the Lien Position is expected to be sufficient in the long run* to fund at least 80 percent of the Utilities/Zoning Technician position from the Sewer Enterprise Fund. The remaining 20 percent of this position will continue to be funded by the General Fund.

*additional Sewer Enterprise Fund revenue in 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

5. GIS/Webmaster Services

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

Presently all of the municipalities in Yavapai County work with the County's GIS Department to provide accurate and up-to-date GIS maps. The County has expressed an interest in considering an Intergovernmental Agreement (IGA) with the Town whereby the County would provide all GIS services to the Town. There is a strong likelihood that the County can provide these services at a lower cost than the Town due to the County's staff and technological capabilities.

In addition, the Town of Clarkdale has expressed an interest in discussing an IGA with Chino Valley and Camp Verde whereby the Town of Clarkdale would provide GIS services for all three municipalities. Finally, there is a potential that webmaster services could be provided at a lower cost through contracting with a private company.

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

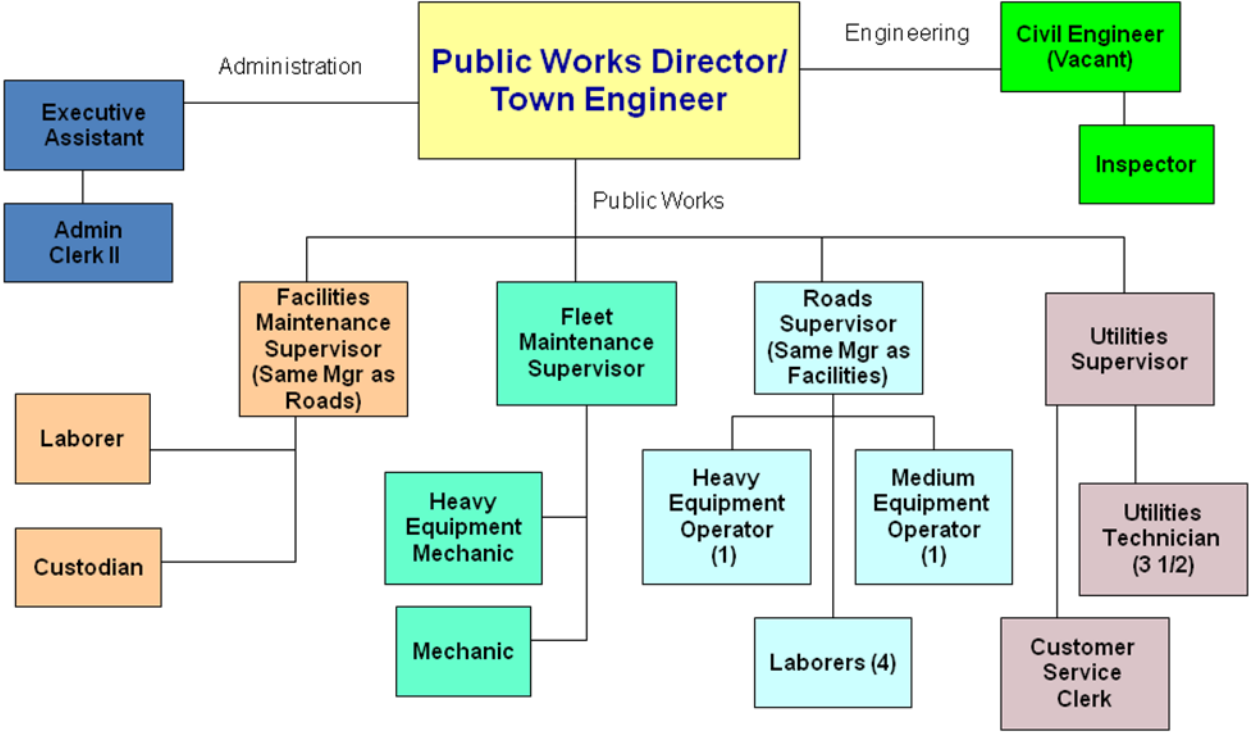
aforementioned positions whose responsibilities will increase as a result of this recommendation.

Given the Town's ever-declining financial capacity, the consultant developed recommendations that are intended to maintain current service levels, take advantage of the skill-sets of current Town employees, and reduce costs to the Town. One of the common ways that both public and private sector organizations have used to accomplish the aforementioned is to flatten organizational structures by reducing the number of supervisors.

There remain only 2.7 FTE's in the Development Services Department other than the Director (Associate Planner, Senior Building Inspector, .5 Plans Examiner, and .2 Zoning Technician). This provides an excellent opportunity to streamline and flatten the Town's workforce by merging Development Services with the Public Works Department which eliminates the need for the Development Services Director position. Another advantage of this merger is that it reinforces the concept of a "one-stop shop" for developers as all development review functions will be merged into one department.

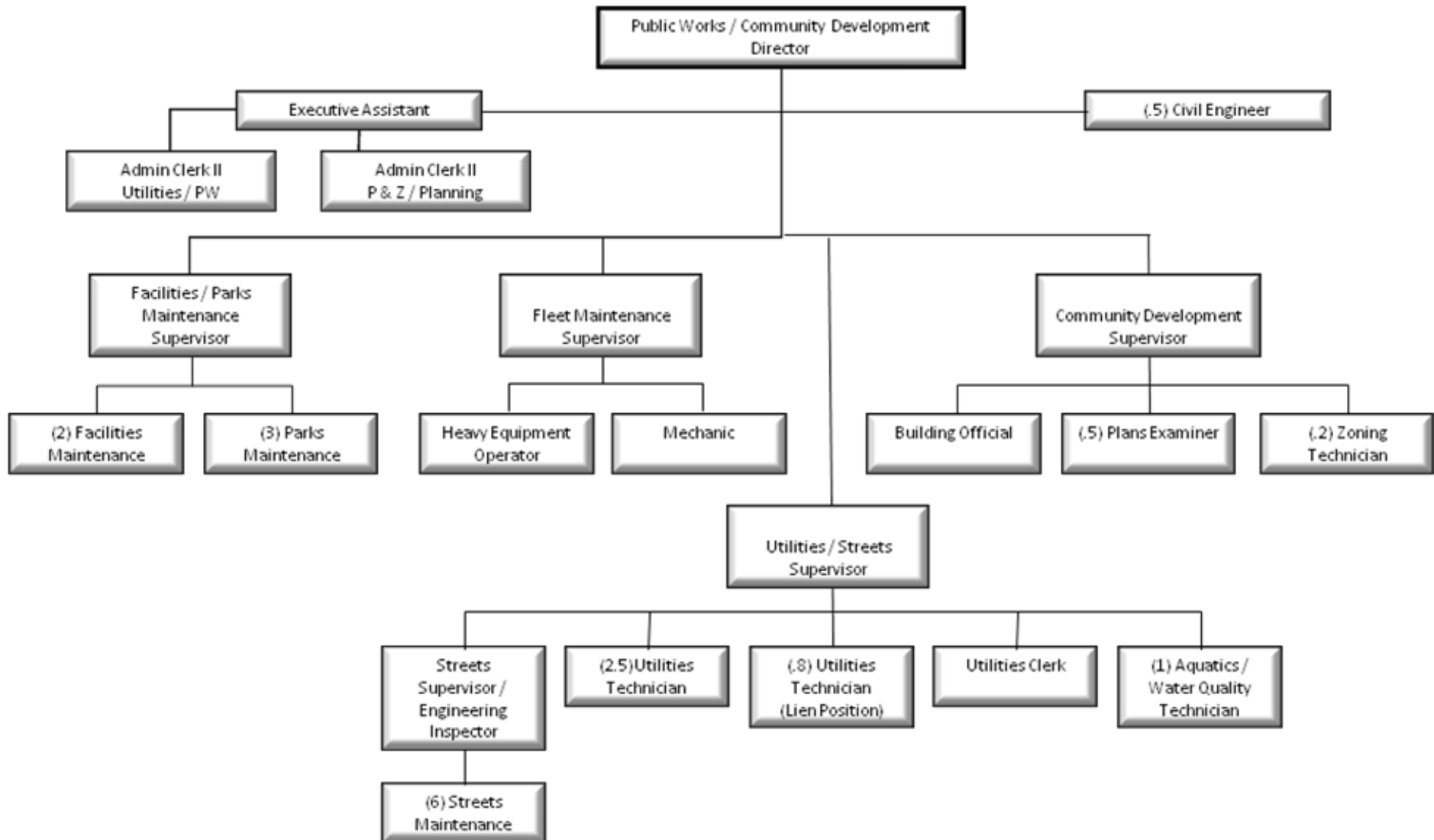
The Senior Building Inspector is a Certified Building Official and has the experience necessary to be designated as the Town's Building Official. The proposed organizational chart would result in significant increases in responsibility for the Utilities Supervisor who would be reclassified to the Utilities/Streets Supervisor position and the Engineering Inspector who would be reclassified to the Streets Supervisor/Engineering Inspector position.

CURRENT PUBLIC WORKS DEPARTMENT ORGANIZATIONAL CHART



May 2011

PROPOSED PUBLIC WORKS AND COMMUNITY DEVELOPMENT DEPARTMENT ORGANIZATIONAL CHART



7. Working Out-of-Class

Recommendation: Address working out-of-class issues in Development Services 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.

This is something the consultant believes should be addressed to improve internal equity within the Town workforce. Several employees interviewed by the consultant indicated that they believe they are performing higher-level duties not normally associated with their positions aka: “working out-of-class”. The consultant believes some of these employees may in fact be working out of class.

intends to. This study will address working out-of-class and other compensation issues for the entire Town workforce. If the Town does not conduct a Town-wide wage and classification study in 2011-, the Town’s Human Resources should conduct a classification study of these Development Services positions to determine if they need to be reclassified.

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.

This recommendation is something the consultant believes should be addressed. It is a common practice for local governments to pay for their employees to receive job-related certifications as well as for the continuing education required to maintain their certifications. In some cases certifications are required, and in other cases they are highly desired.

In a related matter the Town’s Plans Examiner does not have a Plans Examiner certification. While it is not required it would be highly desirable for the Plans

Examiner to receive this certification as it would increase the Town's proficiency and credibility in reviewing and approving development plans.

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.

This recommendation is something the consultant believes should be addressed. Development Services presently maintains only manual records of building permit and zoning application data due to the unreliability of the software used to track this data. The current software was custom-built for the Town in 2001. Today there are "off-the-shelf" software applications available that should be able to meet the Town's needs.

ATTACHMENT B

September 13, 2011 Council Action Taken summary

**TOWN OF CHINO VALLEY
CHINO VALLEY TOWN COUNCIL**

**ACTION TAKEN ON
SEPTEMBER 13, 2011
6:00 P.M.**

The Chino Valley Town Council held a Regular Meeting open to the public on Tuesday, September 13, 2011 at 6:00 p.m. in the Chino Valley Council Chambers located at 202 N. State Route 89, Chino Valley, Arizona.

Action Taken during the meeting was as follows:

2) Introductions, Presentations and Proclamations

- 2a)** Proclamation declaring September 17-23, 2011 as “**Constitution Week**,” sponsored by Daughters of the American Revolution, Yavapai Chapter.

Kathy Machmer with Daughters of the American Revolution accepted the proclamation.

- 2b)** Proclamation declaring the week of September 19-25, 2011 as “**Employer Support of the Guard and Reserve Week**,” sponsored by the Arizona Office for Employer Support of the Guard and Reserve.

Bob Bell accepted the proclamation.

3) Call to the Public

Norma Bennett, resident, requested that Town officials inspect a property with unhealthy and unsafe conditions near her residence.

Ab Jackson, CEO of the Chino Valley Area Chamber of Commerce, spoke about recent and upcoming Chamber and business activities.

4) Mayor/Council/Manager Report

Mayor Marley reported on upcoming study sessions and communications from staff, as well as Patriot Day and Constitution Week.

Councilmember Hatch spoke about League of Arizona Cities and Towns Conference.

Town Manager Michael Scannell reported that NACOG had awarded the Town \$1,651 for transportation funding of seniors to various activities.

Consent Agenda

- 5) Consideration and possible action to approve the March 22, 2011 Regular Meeting **minutes**.
- 6) Consideration and possible action to approve the April 7, 2011 Study Session **minutes**.
- 7) Consideration and possible action to authorize the Finance Department to apply for and accept Local Transportation Assistance Fund II (**LTAF II**) funds in an amount not to exceed \$10,000, with a local match not to exceed \$2,500. The 25% match will be included in the General Fund Non-Departmental budget when the expenditure of funds occurs.
- 8) Consideration and possible action to authorize the Mayor to sign an Intergovernmental Agreement with the Arizona Department of Transportation (ADOT) in the amount of \$77,475 for the **Section 5311 Rural Transportation Grant** Program. This grant requires a local match valued at \$26,023 which shall be met through volunteer service hours, Town personnel and operating allocations, rider and advertising revenues, Local Transportation Assistance Fund (LTAF) II grant funding, and the Town's general fund.
- 9) Consideration and possible action to approve a **Tow Services Agreement** between the Chino Valley Police Department and Tow Service Providers.

Accepted Consent Agenda items 5-9.

Action Items

- 10) Consideration and possible action regarding a request by the Yavapai Cattle Growers Association to endorse the Arizona Cattle Growers Association's "Save Arizona's Forest Environment (**SAFE**) Plan."

Directed staff to bring back a Resolution to endorse the SAFE plan.

- 11) ZC-11-004: Consideration and possible action to adopt **Ordinance No. 11-750** to provide for the **zone change** of Assessor's Parcel Number (APN) 306-21-165A from "AR-5" Agricultural/Residential – 5 Acre Minimum to "SR-2.5" Single Family Residential – 2.5 Acre Minimum. Said property consists of approximately 4.6 acres and is located at the southeast corner of W. Road 2 North and Sycamore Vista Drive. Applicants/Owners: Donald J. Roskopf Jr. and Lindsay A. Roskopf.

Adopted Ordinance No. 11-750 Option A (Planning and Zoning Commission's recommendation).

- 12) Site Plan Review (SPR)-11-002:** Consideration and possible action to: (a) grant site plan approval to authorize construction of an approximately 7,000 sq. ft. **O'Reilly auto parts** store building on a 1.97 acre parcel in the "CL" Commercial Light zoning district, located at the southeast corner of State Route 89 and E. Center Street directly across from the Chino Valley High School; (b) modify the UDO requirements to allow an increase in the maximum allowed parking spaces from 28 to 43 spaces and, (c) for public safety reasons, allow the proposed lighting to be spread out to illuminate the entire 1.97 acre parcel, including a large portion of vacant land.

Granted site plan approval as presented and directed staff to allow Council to review and approve the adequacy of the lighting at the completion of the project.

- 13) PUBLIC HEARING** and possible action to adopt **Resolution No. 11-967** declaring "The 2010-2011 Amendments to the **Tax Code** of the Town of Chino Valley" a public record and adopt **Ordinance No. 11-751**, adopting "The 2010-2011 Amendments to the Tax Code of the Town of Chino Valley" by reference.

(a) Held public hearing; (b) Adopted Resolution No. 11-967 and Ordinance No. 11-751.

- 14)** Consideration and possible action to approve the **Financial Report** for one month ending July 31, 2011 for fiscal year 2011/2012.

Approved Financial Report.

- 15)** Consideration and possible action to authorize staff to implement one or more of the recommendations listed below, which were 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:

- a) Item 2–Water Resources:** Continue to have Public Works Director serve as Water Resources Director representing the Town with NAMWUA and WAC; and eliminate membership in the Upper Verde River Watershed Protection Coalition. Fiscal Impact: Savings of \$26,667 in Water Enterprise Fund budget due to eliminating membership in Upper Verde River Watershed Protection Coalition.

Voted to have the Public Works Director serve as Water Resources Director representing Town with NAMWUA and WAC, and continue participating with the Upper Verde River Watershed Protection Coalition as a non dues-paying, non-voting member.

- b) Item 3–Capital Improvements Program:** 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 the proposed 2011/2012 budget and is funded by

the General Fund, Highway User Revenue Fund (HURF), Water Enterprise Fund, and Sewer Enterprise Fund.

Voted to fill Public Works Department's part-time Civil Engineer position to assist in implementing CIP projects.

- c) **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; annual cost addition to General Fund of \$17,000 due to restoring half-time Civilian Officer in Police Department; and no additional net cost to Sewer Enterprise Fund.

Continued indefinitely.

- d) **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.

Continued indefinitely.

- e) **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. 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.

Continued indefinitely.

- 16) Consideration and possible action to revise the Council **agenda format** pursuant to Section 10, Council Rules of Procedure, dated May 13, 2010.

Approved revised Council agenda format and changes of the Council Rules of Procedure as recommended by staff and the public participation rules as revised by Mayor Marley.

- 17)** Council may vote to hold an **Executive Session** pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) to obtain legal advice from its attorneys and to consider its position and instruct its attorneys regarding pending and potential water resource contract negotiations.

Held executive session.

- 18a)** Council may vote to hold an **Executive Session** pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) to obtain legal advice from its attorneys and to consider its position and instruct its attorneys, or other designated representatives, regarding a Retail Development Tax Incentive Agreement between the Town and Jack Tuls, Jr., in connection with the proposed development of a KOA.

Held executive session.

- 18b)** Consideration and possible action with regard to approving a Retail Development Tax Incentive Agreement between the Town of Chino Valley and Jack Tuls, Jr., developer of the proposed **KOA** facility.

(a) Authorized town manager and attorney to hire an independent third party to evaluate the terms of the agreement per statute in an amount not to exceed \$5,500; (b) Adopted a Notice of Intent to enter into a Retail Development Tax Incentive Agreement and set a public hearing for September 27, 2011.

- 19)** Council may vote to hold an **Executive Session** pursuant to A.R.S. §38-431.03(A)(3) and (A)(4) to obtain legal advice and consider its position and instruct its attorneys regarding negotiations and a potential agreement between the Town and Sun Edison LLC regarding the dedication and improvement of certain road(s) and/or other considerations between the Town and Sun Edison.

Held executive session.

20) Adjournment.

Dated this 15th day of September, 2011.

By: *Jami C. Lewis, Town Clerk*