

**MINUTES OF THE SPECIAL MEETING
OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY**

THURSDAY, NOVEMBER 17, 2011

7:00 PM

The Town Council of the Town of Chino Valley, Arizona met for a Special Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Thursday, November 17, 2011.

Mayor Marley called the meeting to order at 7:17 p.m.

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

Staff Present: Town Manager Michael Scannell, General Services Director Cecilia Watts, Town Attorney Tom Kack, Finance Director Vera Smith, Police Commander Mark Garcia, Town Engineer Ron Gritman, Utilities Supervisor Chris Bartels, Development Services Director Pat Clingman, Senior Building Inspector Dan Trout, Code Enforcement Officer Mike Bovee, Town Clerk Jami Lewis (recorder).

- 2) Update with regard to hiring an Acting Town Manager to provide oversight for the Town's Development Services Department. (Chris Marley, Mayor)

Councilmember Turner MOVED, seconded by Councilmember Croft, to lay item 2 on the table and address item 3a. The motion PASSED unanimously 7-0.

(This portion of item 2 was heard after item 3b.)

Mayor Marley reported that he had spoken with two individuals and an agency about this matter. One individual indicated availability in the next three weeks and the agency could have an individual available in two to three weeks. He did not discuss salaries with any of them.

Vice-Mayor Tenney felt that with the changes to the Development Services Department just made by Council, the need for supervision was no longer needed.

- 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)

The staff report by Town Clerk Lewis and Mayor Marley reported that:

- 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. Council elected to continue discussion of these item to 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, the remaining items were placed on the September 13 agenda for possible action.

- 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), (5) and (6), contained herein, indefinitely.
- November 17, 2011—Councilmember Lon Turner and Mayor Marley requested that the items (4), (5) and (6) be brought back for possible executive session and action.

Vice-Mayor Tenney MOVED, seconded by Councilmember Hatch, to go into executive session. The motion PASSED unanimously 7-0 at 7:19 p.m. Mayor Marley reconvened the special meeting at 7:36 p.m.

Councilmember Hatch MOVED, seconded by Councilmember Croft, to address item 3b before item 2. The motion PASSED unanimously 7-0.

- 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.

Councilmember Hatch MOVED, seconded by Councilmember Croft, to move Code Enforcement from Development Services to Police Department and change title of current Code Enforcement Officer to Utilities/Zoning Technician. The motion PASSED 4-3 with Vice-Mayor Tenney and Councilmembers Echols and Best voting "no."

- 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.

Councilmember Hatch MOVED, seconded by Councilmember Croft, 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. The motion PASSED 4-3 with Vice-Mayor Tenney and Councilmembers Echols and Best voting "no."

- 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.

Councilmember Turner MOVED, seconded by Councilmember Hatch, to eliminate the Development Services Director position, change the title of Senior Building Inspector to Building Official, and have the Town Manager redirect the others involved.

Councilmember Hatch clarified that Council was not moving the Development Services Department under Engineering.

Vice-Mayor Tenney expressed concern, as the Development Services Department was a significant department in the Town, which should be independent and separate; it was not the Council's job to move positions; and as the comp and class study was not done, the action was premature. The Town had several development challenges, and doing this would diffuse this function and hurt the Town.

Councilmember Echols agreed with Vice-Mayor Tenney and asked Town Attorney Kack if someone would talk with a particular employee about financial considerations if this motion passed. Mr. Kack stated that Council could direct someone to do that.

Councilmember Turner MOVED, seconded by Councilmember Hatch, to amend their motion and second to direct the Town Attorney to deal with any employees affected by this decision. The AMENDED and MAIN motion PASSED 4-3 with Vice-Mayor Tenney and Councilmembers Echols and Best voting "no."

Town Attorney Tom Kack advised Council that he needed parameters for said discussions with the employees and an effective date for these actions. Council asked if they could return to executive session to discuss that. Mr. Kack stated that as they had now authorized him to engage in personnel matters and not legal advice, it would need to be noticed separately.

Council discussed calling a special meeting on Tuesday, November 22 at 6:00 p.m. Council would need to know what legal issues were involved, how long was required by law to address them, and how long it would take for him to do it.

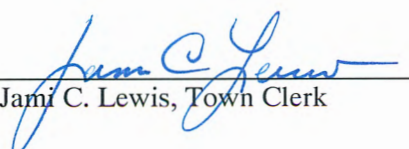
4) ADJOURNMENT

Vice-Mayor Tenney MOVED, seconded by Councilmember Hatch, to adjourn the meeting. The motion PASSED unanimously 7-0 at 7:50 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of the Town Council of the Town of Chino Valley, Arizona held on 17th day of November, 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