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

THURSDAY, APRIL 17, 2014
6:00 P.M.

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, April 17, 2014.

Present:	Mayor Chris Marley; Councilmember Mike Best; Councilmember Linda Hatch; Councilmember Pat McKee; Councilmember Don Wojcik
Absent:	Vice-Mayor Darryl Croft; Councilmember Lon Turner
Staff Present:	Finance Director Joe Duffy; Police Chief Chuck Wynn; Civilian Operations Officer Laurie Whisenand; Police Lieutenant Vince Schaan; Magistrate John Walker; Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER; ROLL CALL

Mayor Marley called the meeting to order at 6:01 p.m.

2) Presentation by staff and discussion regarding the fiscal year 2014/2015 proposed budget. (Joe Duffy, Finance Director)

Magistrate Walker reviewed the Municipal Court budget:

- *Budget:* New expenditures included a flagpole, carpet for the Courtroom, electrical repairs, replacing table in jury room, and security system.

Councilmember Hatch suggested reviewing what Williams was doing with regard to traffic enforcement revenues with the Council Public Safety Subcommittee or Council Magistrate Evaluation Subcommittee and the finance director.

Police Chief Wynn reviewed the Police Department and Animal Control budgets:

Police Department

- *Accomplishments:* Added a second canine team, funded through grants and donations; tactical shooting range construction; re-established Block Watch Program; acquired and renovated former Food Bank building; began updates to policy manual.
- *Goals:* Update policy manual; construct phase 3 of tactical shooting range; develop long-term asset replacement plan for vehicles and equipment; hold inaugural National Night Out; improve recruitment.

- *Budget:* Increased personnel to cover new hires; increased professional services for policy manual updates and costs related to new hires; increased canine program line if needed; increased small tools to replace tasers and firearms; moved ammunition from training budget to its own budget line.

Animal Control

- *Personnel:* Change staffing from one supervisor and two adoption specialists to one supervisor, one officer, and one adoption specialist.
- *Budget:* Added funds to replace heating and air conditioning system; moved purchase cost of mobile data device from Police to Animal Control budget; increased training funds for new officers; added professional services expense for portion of policy manual update; added budget line for feral cat spay/neuter program.

Town Clerk Jami Lewis reviewed the Town Clerk budget:

- *Accomplishments:* Town Clerk Assistant/Records Technician training; implemented HB 2826 elections changes; Town Code updates; changes in processes due to new legal services.
- *Goals:* Hold election in compliance with applicable laws; upgrades in AgendaQuick; essential records assessment project; review former attorney records.
- *Budget:* Retained temporary help for minutes backlog and assistance with essential records assessment project; increased professional services for essential records project and t-bar ceiling in the vault, and by moving expenses for document recording for all departments to this line; increased advertising and printing due to anticipated new ordinances; decreased records management line; increased training and seminars to meet new performance evaluation goal; elections line remained static, but cost-per-voter more than doubled; increased equipment expense to replace old filing cabinet.

Finance Director Duffy reviewed the following budgets:

Non-Departmental

- *Goals:* Purchase Development Services software in cooperation with Prescott and Prescott Valley; redesign Town website and obtain content services.
- *Budget:* FY 2013/2014 legal fees were over budget by $25,000; staff hoped these would be lower next year due to lack of litigation. Liability insurance premiums increased a bit; contingencies increased significantly due to increase in operations overall; $50,000 in savings was anticipated from completion of the CVMKT and Walgreen's Tax Reimbursement Agreement last year; there was no overall change from last year.

Finance Department

- *Budget:* Over budget currently due to unbudgeted expenses for budget award applications; left bank charges high, as there was not enough history with Express Bill Pay to calculate savings; everything else was static.

Council asked about Express Bill Pay. Mr. Duffy related that 30% of the Town's utility customers were using it, 110 users had opted for paperless billing, and staff was using it for cash receipting.

Mayor and Council

- *Budget:* Added funds for possible retreat facilitator.

Special Revenue Funds

- *Community Development Block Grant:* The Town anticipated receiving $264,000 in this cycle.
- *Grants:* Expanded grant narrative and funds.
- *Capital Asset Replacement Fund:* Funding source was from LGIP insurance dividend and business audits; $130,000 remained; the only expense was $10,000 for the sales tax auditor.
- *Impact Fees:* The Town will cease collecting these in August; a new study will begin in the May-June timeframe; if the Town reinstated them, it will be very different than in the past.
- *Street Lighting Improvement Districts:* There was $4,000 in both revenues and expenses.
- *Bonded Indebtedness:* The Town was currently paying off $700,000 in principal. Total current indebtedness was under $20 million. The Town's bonded debt capacity was about $17.4 million. Assessed values went down 1%, but should start going back up. Since interest rates were so low, it would not benefit the Town to pay this off ahead of schedule.

Mr. Duffy reviewed the budget adoption schedule:

- April 23 study session: Cancelled.
- May 15 study session: Review Tentative Budget.
- May 27 regular meeting: Adopt Tentative Budget.

3) ADJOURNMENT

MOVED by Councilmember Linda Hatch, seconded by Councilmember Mike Best to adjourn the meeting at 7:09 p.m.

Vote: 5 - 0 PASSED

Chris Marley, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

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 the 17th day of April, 2014. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 13th day of May, 2014.

Jami C. Lewis, Town Clerk