

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

**THURSDAY, APRIL 18, 2013  
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 18, 2013.

Present: Vice-Mayor Carl Tenney; Councilmember Mike Best; Councilmember Darryl Croft;  
Councilmember Dean Echols; Councilmember Linda Hatch

Absent: Mayor Chris Marley; Councilmember Lon Turner

Staff Town Manager Robert Smith; Finance Director Joe Duffy; Police Chief Chuck Wynn;

Present: Magistrate John Walker; Building Official Dan Trout; Town Clerk Jami Lewis (recorder)

**1) CALL TO ORDER; ROLL CALL**

Vice-Mayor Tenney called the meeting to order at 6:03 p.m.

Councilmember Best attended the meeting telephonically.

**2) Presentation by staff and discussion regarding the fiscal year 2013/2014 proposed budget. (Joe Duffy, Finance Director)**

Finance Director Joe Duffy reported that since the April 16 meeting, staff intended to make the following changes to the budget:

- redo the org chart to avoid confusion;
- add five-year revenue and expense summaries;
- add full-time-equivalents to each department;
- add the Yavapai County drainage district grant;
- add state budget forms; and
- add more polish, such as the shooting range construction funding.

Mr. Duffy also noted that:

- He hoped to have the budget 99% complete by early May, meet with the Finance Committee to go over financial policies, and then hold another study session on May 16.
- The budget now included costs recovered by each department.
- Donations to animal control, Senior Center, and library were moved to the grants fund.
- Most departments' personnel expenses were higher due to elimination of the 10% furlough program.
- He hoped to upload the Town's financial information to the state transparency project's website next week.

Police Chief Chuck Wynn presented the Police and Animal Control budgets:

- Police changes: Annual fee for the new mobile data computers and managed print services.
- Animal Control: No pertinent changes.

Deputy Director of Development/Chief Building Official Dan Trout presented the Development Services budget:

- Personnel changes: Transfer of business licensing to the department in FY 2013; establishing a business support center; losing the full-time planner and hiring a part-time planner; and transferring code enforcement back to the department in FY 2014.
- Revenues: A large increase in building permit revenues during the current fiscal year was associated with the APS solar project; and projected no increase in building permit revenues, although they were starting to increase.

Magistrate John Walker presented the Court's budget:

- Changes: Add managed print services, replace furniture in the jury room, merchant bank card fees, and a new kiosk.
- Status of outstanding issues with certain court monies: He and Mr. Duffy will meet with county officials, and then confer with a state unclaimed property resolutions official.

Town Manager Robert Smith presented the Town Manager budget:

- Changes: Added two part-time receptionists and part-time grants person; increase travel and car allowance; and decrease in professional services due to the costs for his interim contract and relocation expenses in FY 2013.
- In FY 2013, the Town funded one Northern Arizona Council of Governments position for the Library and MIS.

Town Clerk Jami Lewis presented the Town Clerk and Council budgets:

- Changes to Town Clerk: Add a temporary employee to help with the Council minutes backlog from 2011; Town Code update; transfer all expenses related to mail services to non-departmental; furnish the new records storage room; and a significant increase in election costs, due to anticipated increases in fees associated with the Town's contract with the County for elections services.
- Changes to Council: Decrease in public relations from transferring Chamber activity expenses to the Chamber funding contract; increase in cell phones to accommodate new councilmembers; and decrease in supplies from laptops being purchased in FY 2013.

Finance Director Joe Duffy presented the non-departmental budget:

- Changes: Increase in legal services to accommodate the Town's new attorney contract; transfer in of postage-related items; increase in liability insurance; increase in contingencies; Caselle upgrade; new state transparency project costs; no transfers out; and the 'cleanup campaign' line replacing the 'abatement' line from this year.
- Walgreens sales tax incentive reimbursements: These will be paid off ahead of schedule in the first quarter of FY 2014.

Mr. Duffy presented the Finance Department budget:

- Changes: Increase for the annual audit and submission of this budget for Kiefer and Government Finance Officers Association awards, increase in bank merchant fees, and add managed print services.

Mr. Duffy presented the non-major funds' budgets:

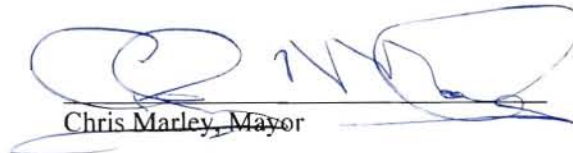
- Community Development Block Grant: No funding in FY 2014, and new funding cycle to start in FY 2015.
- Grants: As these were difficult to anticipate, he included some in each department.
- Capital Improvement Program: Add drainage project and November bonds.
- Capital Asset Replacement: Decrease revenues to zero; only expense was sales tax audits; and no anticipated Risk Pool dividends.
- Impact Fees projects: Food Bank remodeling and fencing for Police evidence; library expansion; Community Center improvements; and roads projects funded by HURF.
- Street Lighting Improvement Districts: Increase in revenues, as this fund was falling slightly behind.
- Bonded Indebtedness: Add some of the acquisition funds, as they were not all spent this year; auction off some vehicles; and add Police purchase of an Interceptor as a test vehicle. Most of the Town's debt was for the Chino Meadows Sewer Project.

Mr. Smith recommended adding a U.S. Department of Agriculture grant up to \$150,000, and Councilmember Hatch recommended adding some NACOG grant funds.

### 3) **ADJOURNMENT**

MOVED by Councilmember Linda Hatch, seconded by Vice-Mayor Carl Tenney to adjourn the meeting at 7:14 p.m.

**Vote: 7 - 0 PASSED - Unanimously**



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 18th day of April, 2013. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 14th day of May, 2013.



Jami C. Lewis, Town Clerk