

**MINUTES OF THE SPECIAL MEETING
OF THE COMMON COUNCIL FINANCE COMMITTEE
OF THE TOWN OF CHINO VALLEY**

**Tuesday, March 5, 2013
4:00 P.M.**

The Common Council Finance Committee of the Town of Chino Valley, Arizona, convened for a special meeting in the Chino Valley Council conference room, located at 202 N. State Route 89, Chino Valley, Arizona.

Vice Mayor Carl Tenney called the meeting to order 4:02 P.M.

Members present: Vice Mayor Carl Tenney (chair), Councilmember Linda Hatch

Members absent: Mayor Chris Marley

Staff present: Finance Director Joe Duffy, Town Manager Robert Smith

3. APPROVAL OF MINUTES

3a. Approval of January 15, 2013 draft minutes.

Councilmember Linda Hatch moved, seconded by Vice Mayor Tenney to approve the minutes of the January 15, 2013.

4. OLD BUSINESS

4a. Strategic Financial Plan Update with Pat Walker

Pat Walker advised the committee changes she has made to the Strategic Financial Plan. She will be presenting information will be to Council at the March 26 Council meeting.

4b. Budget Update and preliminary discussion of issues to be addressed during the budget process

Joe reported on the preliminary budget with a workshop with council on March 26. He presented a sample of the information gathered from two of the Town Departments. The goal is to provide a readable user-friendly budget and proper allocation of funds to the departments.

4c. US Bank Acquisition Fund purchase

Joe reported the acquisition funding for the purchase of a chip seal machine.

5. NEW BUSINESS

5a. Project timeline of Impact Fee Study

Pat Walker advised there are language issues on contract, which are being vetted. She reported the steps of Project timeline of Impact Fee Study.

- Project initiation and management to start on April 2013.
- Data collection and analysis from April through June.
- Development of IIP and Capital Improvement Plan (CIP) project at the same time frame
- Projection to have all Fees available for adoption by May 6

5b. General Discussion on Town's Capital Improvement Plan

Robert Smith reported on a conceptual review of administrative goals and ideas to present to Council on the Capital Improvement Plan. Discussed were different methods and financial options in the creation of a construction project for developing water and sewer along the State Route 89 corridor. Also discussed were the financial benefits and hazards, and the Town's economic environment. The goal is to present to Council the range of alternatives in engineering, finance methods, financing agencies and calendar actions to develop the Capital Improvements.

6. ADJOURNMENT

Councilmember Hatch moved, seconded by Vice Mayor Tenney to adjourn, passed at 5:07 p.m.

Submitted this 24th day of July, 2013

By: *Liz Hart, Town Clerk Assistant*