

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

**Tuesday, May 8, 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 at 4:00 P.M.

Members present: Vice Mayor Carl Tenney (chair), Councilmember Linda Hatch, Mayor Chris Marley
Staff present: Finance Director Joe Duffy, Town Manager Robert Smith

3. Review of proposed Financial Policies and amendments to Resolution No 10-936.

The committee clarified the following topics and changes to the budget:

- Town manager's ability to move money within each department without Council's approval.
- The movement of money between departments requires Council approval.
- Reallocation of Capital expenditures requires the approval of Town Council.
- Definition of Capital expenditures.
- Annual adjustment based on Engineering News Record (ENR) or Western Urban Average Consumer Price Index
- Contingency policy based at 5% across the board on operating funds and enterprise funds subject to Council approval.
- Reserve policy set aside 25% of operating revenues.
- Equipment reserve fund.
- Capital replacement fund.
- Notifying Council when 10% under budget and major expenditures going over budget.

4. Final Fiscal Year 2013/2014 budget review.

Joe reported on the 2013/2014 budget review. The committee discussed the changes made to the budget. Submitting the budget to Government Finance Officers Association (GFOA)

5. ADJOURNMENT

The committee adjourned at 4:43 P.M.

Submitted this 24th day of July, 2013

By: *Liz Hart, Town Clerk Assistant*