

**CHINO VALLEY TOWN COUNCIL
FINANCE COMMITTEE MINUTES
TUESDAY, JANUARY 17, 2012
4:30 P.M.**

The Finance Committee of the Town of Chino Valley, Arizona convened for a regular meeting on **Tuesday, January 17, 2012 at 4:30PM** in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona.

Carl Tenney called the meeting to order at 4:30 P.M.

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

Members absent: Mayor Chris Marley

Staff present: Finance Director Vera Smith, Recreation Manager Shannon Gansz, General Services Director Cecilia Watts, Town Engineer.PW Director Ron Grittman

3) Approval of Minutes

3a) December 13, 2011.

Linda Hatch moved; Carl Tenney seconded; passed.

4) Old Business

4a) Review and discussion of Financial Policies. Item Tabled

5) New Business

5a) Staff update on Old Home Manor land exchange with Chino Valley Fire District (Ron Grittman).

Ron Grittman advised Prescott chose a new location for the tower. He proposed tabling the idea until Prescott addresses the topic again at which time he will present it to the Finance Committee for review before Council presentation.

Ron Grittman advised he has proposals from four (4) landscapers for the signage construction at South Campus. The sign will display "Town of Chino Valley Council Chambers and Administrative Offices"

5b) Staff discussion regarding machinery/vehicles (Ron Grittman).

Ron Grittman advised of a \$235,000 vehicle-purchase defeasance fund. He presented a proposal for the purchase of two police vehicles, a crack seal machine, and a bucket truck any remaining money applied toward the purchase of a Crown Vic as an administrative vehicle. Vera Smith advised the crack seal and the paving machine might be HURF related items. Money can be transferred from HURF into debt service if it is directly related to these two items. The crack seal machine will incur an operational training cost. She advised upon receiving department input she would factor in training costs.

5c) Staff discussion regarding possible ideas for consideration in FY2012/2013 budget (Cecilia Watts).

Shannon Gansz presented to the Committee the regular pool schedule, May 26 To August 5, and the extended schedule, August 6 To September 3 become the standard schedule unless there is the availability of a pool cover then the schedule would be year around. Also discussed were staffing costs, staffing cost benefits, increasing the pool fees and a proposal for running the concession by an outside vendor with the Town receiving a portion of the proceeds. Shannon will propose these ideas to Council at the January 24 meeting. Ron Gritman advised the need to consider the chemical cost with an extended session.

Shannon advised she would be soliciting donations and advertising sponsorships. The Rec Foundation subsidized Swim lessons through \$1,100 in scholarships.

Cecilia Watts advised she attended a trust board meeting with Yavapai Combined Trust. YCT was invited to present to Council information on the RFP process. The Town's insurance provider has changed several times and we are currently with Etna. The Trust has had low occurrences of high cost items so there is a chance we might not have related increase next year.

Cecilia Watts presented some items of consideration for the upcoming budget.

- Complete the wage and comp study.
- Implementation of a Stand-by policy for the police department and utilities.
- Develop a vacation cash-in policy.
- Development of a Safety committee and training for employees.
- Rewrite the Town's Personnel manual.
- Training for employees and supervisors regarding wage and hour law, recordkeeping, employee assistance benefits, and the Town's personnel manual and its use.
- Fraud and risk policy.
- Restoration of employee's salary by 5%.
- Return to the 40-hour workweek.

At the March study session, Vera will provide cost figures for the 40-hour workweek and the salary increases. The committee directed Cecilia prioritize items and work with Vera and the new town manager regarding the items presented.

5d) Staff discussion regarding Community Center Phase III (Cecilia Watts/Shannon Gansz).

Cecilia Watts advised Councilmember Lon Turner requested information on what funds were available. Vera Smith completed a reconciliation that showed there are some funds available. Shannon Gansz is working with Sue Kennley, Recreation Foundation, understanding through a conversation with Jason Kelly that money collected from a private donor was given to the Recreation Foundation for deposit. The Town does not have a reconciliation of this funding. The plan is over the next year is to research with

Jason, bring the information to Parks & Recreation Advisory Board, and work with BMA on the design we currently have to come up with some modification on a smaller workable design that we can afford. Also, to get some public meeting and see what the community might envision.

Vera Smith advised the donations are as follows \$65,000 and \$5,700 specifically for the dog park. Cecilia advised the Prescott Newspaper donated \$40,000 to the Town for the Amphitheater they committed to \$100,000 in \$10,000 increments but stopped in 2008. The donation was made so a specific name to be placed on the amphitheater.

Vera Smith advised the figure of \$117,922.00 listed in the impact fees might be less as some of the money is earmarked for the new phone system in the Parks and Recreation department. The committee discussed using the impact fees for items, which expand the capacity of that item. Linda Hatch requested consideration in using the impact fees toward a sustainable cover for the pool.

The committee discussed the \$65,000 funds available are restricted to building an amphitheater. Staff will contact donors, Prescott Newspaper and the Tribe, to see if there are restrictions on the money or if it can be redirected to a different project.

Staff will contact Parks & Recreation Advisory Board to see what process they want to go through for the public opinion. The idea of a sustainable cover for the pool will be presented to PRAB. Information will be presented at a future meeting. Staff will also speak with the Recreation Foundation to see about some money for the dog park.

6) Adjournment

Linda Hatch moved; Carl Tenney seconded. Motion passes at 5:23 PM.

Dated this 17th day of January, 2012.

By: Liz Hart, Town Clerk Assistant