

1. Finance Subcommittee - Agenda

Documents:

[2020_05_04_CCFI_SP_AG.PDF](#)

2. Finance Subcommittee Supporting Documentation

Documents:

[2020_05_04_CCFI_SP_HANDOUTS.PDF](#)

DUE TO THE STATE'S COVID-19 STAY-AT-HOME ORDER BEING EXTENDED TO MAY 15, 2020, THIS MEETING WILL BE HELD VIA ZOOM. PARTICIPATION INSTRUCTIONS ARE ON PAGE 2.



Town of Chino Valley

**MEETING NOTICE
TOWN COUNCIL FINANCE SUBCOMMITTEE**

**SPECIAL MEETING
Monday, May 4, 2020
3:00 P.M.**

**Council Chambers
202 N. State Route 89
Chino Valley, Arizona**

AGENDA

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **APPROVAL OF MINUTES**
 - a) Consideration and possible approval of the February 25, 2020, special meeting minutes.
- 4) **OLD BUSINESS**
- 5) **NEW BUSINESS**
 - a) Review and discussion on the Fiscal Year 2020/2021 Budget.
- 6) **ADJOURNMENT**

Dated this 30th day of April, 2020.

By: *Joe Duffy, Finance Director*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

Supporting documentation furnished to the Finance Subcommittee with this agenda are available for review in the Town Clerk's Office and will be posted at www.chinoaz.net/AgendaCenter under the listing for this meeting.

Remote Attendance

Join Zoom Webinar:

<https://us02web.zoom.us/j/84495914292> (click on link or copy and paste into internet browser)

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Dial(for higher quality, dial a number based on your current location):

US: 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

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Enter *9

When you hear the prompt "you are unmuted," state your name clearly (spell it if unusual) and town/city of residency.

**Town of Chino Valley
Budget Calendar
Fiscal Year Ending June 30, 2021**

	Date
Modify/update budget database/format budget	January
Budget Calendar to departments	February 13, 2020
Council Retreat to determine next year budget goals	February 18, 2020
Complete first draft of Revenue Manual	February 28, 2020
Distribute budget materials to departments	February 28, 2020
Revenue Manual Presentation To Council	March 24, 2020
Finance Director meeting with departments	March 23 - March 27, 2020
Budget worksheets due from departments with performance measures	April 9, 2020
Departments budget meetings with Town Manager to review base budgets, capital budgets, new personnel requests and other issues	April 20 - April 23, 2020
Council Budget Presentation	May 12, 2020
Council Budget Hearing #1	May 19, 2020
Council Budget Hearing #2 if needed	May 21, 2020
Adopt Tentative Budget Adopt CVSLID Resolution approving estimates, set public hearing	May 26, 2020
Tentative Budget posted on website (within 5 business days)	May 26, 2020
First publication of Tentative Budget	June 3, 2020
Second publication of Tentative Budget	June 10, 2020
Adopt Final Budget Public Hearing CVSLID, adopt resolution setting budget	June 23, 2020
Final Budget posted on website (within 7 business days)	June 24, 2020
Adopt CVSLID Resolution set tax rate	July 14, 2020

**TOWN OF CHINO VALLEY
GENERAL FUND**

Budget 19-20 Estimate 19-20 Budget FY 20-21

REVENUES

On Going Revenues	10,105,700	10,456,341	10,640,500
Transfers In - Capital Improvement Fund	400,000	400,000	400,000
Carry Over	-	-	-
TOTAL REVENUES	\$ 10,505,700	\$ 10,856,341	\$ 11,040,500

EXPENDITURES

Department Expenditures	10,509,400	10,156,750	10,440,500
Contingencies	500,000	433,000	500,000
Transfer to Capital Improvement Fund	2,000,000	2,000,000	-
Transfers To HURF	100,000	100,000	600,000
TOTAL EXPENDITURES	\$ 13,109,400	\$ 12,689,750	\$ 11,540,500

REVENUES (UNDER) OVER EXPENDITURES	(\$2,603,700)	(\$1,833,409)	(\$500,000)
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BEGINNING FUND BALANCE	\$ 7,492,701	\$ 7,861,217	\$ 6,027,808
REVENUES (UNDER) OVER EXPENDITURES	(\$2,603,700)	(\$1,833,409)	(\$500,000)
ENDING FUND BALANCE	\$ 4,889,001	\$ 6,027,808	\$ 5,527,808

LESS INTERFUND LOANS	\$ 500,000	\$ 500,000	\$ 500,000
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TOTAL AVAILABLE RESOURCES	\$ 4,389,001	\$ 5,527,808	\$ 5,027,808
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Minimum Reserve Requirement @ 25% of total expenditures	3,277,350	3,172,438	2,885,125
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The Total Available Resources reflect the current assets available for use less the Interfund Loans.

**TOWN OF CHINO VALLEY
HURF FUND**

	Budget 19-20	Estimate 19-20	Budget FY 20-21
REVENUES			
On Going Revenues	1,017,000	1,305,577	1,031,000
Transfers In - General Fund	100,000	100,000	675,000
Carry Over	-	-	-
TOTAL REVENUES	\$ 1,117,000	\$ 1,405,577	\$ 1,706,000
EXPENDITURES			
Department Expenditures	672,200	818,700	661,000
Equipment	345,300	198,500	45,000
Road Material	400,000	422,000	1,000,000
TOTAL EXPENDITURES	\$ 1,417,500	\$ 1,439,200	\$ 1,706,000
REVENUES (UNDER) OVER EXPENDITURES	(\$300,500)	(\$33,623)	\$0
BEGINNING FUND BALANCE	\$ 791,321	\$ 771,662	\$ 738,039
REVENUES (UNDER) OVER EXPENDITURES	(\$300,500)	(\$33,623)	\$0
ENDING FUND BALANCE	\$ 490,821	\$ 738,039	\$ 738,039
Minimum Reserve Requirement @ 25% of department expenditures	354,375	359,800	426,500

**TOWN OF CHINO VALLEY
CAPITAL IMPROVEMENT FUND**

	Budget 19-20	Estimate 19-20	Budget FY 20-21
REVENUES			
On Going Revenues	1,644,000	1,865,741	1,887,000
Transfers In from Road Impact Fees		-	-
Transfers In from General Fund	2,000,000	2,000,000	
Bond Proceeds/Other	2,000,000	-	2,000,000
Yavapai Drainage District	120,000	-	130,000
TOTAL REVENUES	\$ 5,764,000	\$ 3,865,741	\$ 4,017,000
EXPENDITURES			
Department Expenditures	2,460,000	389,800	2,420,000
Road Impact Fee Projects	120,000	25,000	
Yavapai Drainage District	269,000	-	130,000
Grant Match	-		-
Capital Projects From General Fund	2,000,000	543,000	1,000,000
TFRS To General Fund	400,000	400,000	400,000
TFRS To Debt Service Fund	891,000	891,000	973,000
TOTAL EXPENDITURES	\$ 6,140,000	\$ 2,248,800	\$ 4,923,000
REVENUES (UNDER) OVER EXPENDITURES	(\$376,000)	\$1,616,941	(\$906,000)
BEGINNING FUND BALANCE	\$ 1,143,431	\$ 1,048,680	\$ 2,665,621
REVENUES (UNDER) OVER EXPENDITURES	(\$376,000)	\$1,616,941	(\$906,000)
ENDING FUND BALANCE	\$ 767,431	\$ 2,665,621	\$ 1,759,621

Town of Chino Valley
Total Expenditure Summary by Department

	Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted	Change Narrative
GENERAL FUND						
41	PROSECUTOR	126,200	123,800	127,800	1%	
42	TOWN CLERK	214,000	195,100	287,200	34%	Hire Deputy Clerk early to train prior to Clerks retirement Election Costs + 37,500
43	TOWN MANAGER	418,100	437,100	443,700	6%	Slight increase in Professional Services and Travel
44	HUMAN RESOURCES	258,200	244,200	267,200	3%	
45	MUNICIPAL COURT	287,300	297,300	318,100	11%	Staff Position reclassification
46	FINANCE	455,600	455,600	472,400	4%	Audit and merchant fee increase
47	MGMT INFORMATION	307,300	300,650	314,300	2%	
50	MAYOR AND COUNCIL	51,200	40,300	51,200	0%	
55	PLANNING	211,300	207,500	260,800	23%	Staff reorganization from Customer Service
56	BUILDING INSPECTION	198,400	343,900	323,500	63%	Staff reorganizatoin from Customer Service
60	POLICE	3,531,700	3,515,600	3,449,700	-2%	
61	ANIMAL CONTROL	158,100	140,600	166,600	5%	
63	RECREATION	137,300	162,600	158,800	16%	Staff reorganizaition from Aquatic Center
64	LIBRARY	375,200	349,500	385,300	3%	
66	SENIOR CENTER	354,600	369,800	333,200	-6%	No Capital this FY
68	PARKS MAINTENANCE	618,800	607,000	580,700	-6%	Reduced Capital this FY
69	AQUATICS CENTER	251,600	217,100	293,700	17%	FT staff moved to Recreation. \$70,000 to replaster pool
71	FACILITIES MAINTENANCE	772,400	687,400	508,100	-34%	Memory Park Restrooms PFY/ \$90,000 of Capital on hold
73	FLEET MAINTENANCE	345,700	288,900	277,400	-20%	Staff changes
74	ENGINEERING	438,300	438,100	487,000	11%	Water Consultant/Professiion Services/Plotter
75	CUSTOMER SERVICE	260,100	112,200	94,200	-64%	Staff reorganization to Planning and Building
95	NON DEPARTMENTAL	3,338,000	3,155,500	1,939,600	-42%	No \$2,000,000 transfer to Capital Improvement Fund
TOTAL GENERAL FUND		13,109,400	12,689,750	11,540,500	-12%	
HIGHWAY USER REVENUE FUND						
278	ROAD MAINTENANCE	1,417,500	1,439,200	1,706,000	20%	Increase in Pavement Preservation from \$640,000 to \$1,000,000
CDBG GRANTS						
390	CDBG PROJECTS	325,000	318,600	-		

Town of Chino Valley						
Total Expenditure Summary by Department						
	Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted	Change Narrative
WATER ENTERPRISE FUND						
482	WATER UTILITY OPERATION	846,400	899,200	680,700	-20%	Building PFY
495	WATER ENTERPRISE FUND EXP	2,067,800	67,800	70,500	-97%	No funds for Water System Acquisition
		2,914,200	967,000	751,200	-74%	
CAPITAL IMPROVEMENT FUND						
590	MISC CAPITAL PROJECTS	6,150,000	2,248,800	4,923,000	-20%	See Attached
SEWER ENTERPRISE FUND						
683	SEWER	1,486,800	1,460,300	1,449,600	-3%	Belt Press/Drying Bed/Flow Equalization Basin
695	CAP/DEBT CONTINGENCIES	1,399,300	899,000	1,381,100	-1%	
		2,885,900	2,359,300	2,830,700	-2%	
GRANTS FUND						
7	GRANTS	3,500,000	-	3,500,000	0%	
DEBT SERVICE FUND						
8	DEBT SERVICE	891,300	904,100	973,000	9%	
SPECIAL REVENUE FUND COURT						
9	SPECIAL REV FUND	58,500	58,500	43,500	-26%	
CAPITAL ASSET REPLACEMENT						
10	ASSET REPLACEMENT EXPENSE	60,000	22,800	150,000	150%	One Admin Vehcile, One Police Car, on Police Admin Car
SPECIAL REVENUE FUND PD						
16	VEHICLE IMPOUND EXPEND	55,000	6,000	34,000		
LIGHTING IMPROVEMENT DISTRICTS						
40	CVSLID	4,000	4,000	4,000	0%	
TOTAL EXPENDITURES		31,370,800	21,018,050	26,455,900	-16%	
	GENERAL FUND TO HURF	(100,000)	(100,000)	(600,000)		
	GENERAL FUND TO CIF	(2,000,000)	-	-		
	CAPITAL IMPROV TRANS	(1,294,000)	(1,294,000)	(1,373,000)		
TOTAL EXPEND. LESS TRANSFERS		27,976,800	19,624,050	24,482,900	-12%	

CAPITAL IMPROVEMENT FUND 05-90

	Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
5430	MISC CAPITAL PROJECTS	2,000,000		2,000,000	
	FUNDED BY YAVAPAI DRAINAGE DISTRICT				
5515	YAVAPAI DRAINAGE PROJECTS	120,000	25,000	130,000	
	FUNDED BY CARRYOVER				
	1 NORTH SIGNAL	80,000		125,000	
5526	RURAL ECONOMIC DEVEL GRANT MATCH EPA OLD 89 MILL/FILL	69,000		-	
	MEMORY PARK EXPANSION	10,000	1,000	-	
5433	OLD HOME MANOR MASTER PLAN	250,000	130,000	135,000	
	OLD HOME MANOR RECHARD FACILITY MH PICKLE BALL COURTS				
	PAVE JEROME JUNCTION	100,000	132,700		
	CDBG MATCHING FUNDS	200,000	126,100		
	WELCOME TO CHINO VALLEY SIGN	30,000		100,000	
	IMPACT FEE STUDY			60,000	
	CAPITAL PROJECTS FROM GENERAL FUND	2,000,000			
	PAY OFF LEASE PURCHASE		323,000		
	TOWN SIGN PROJECT		80,000		
	GAS LINE TO OLD HOME MANOR			750,000	
	RODEO DRIVE IMPROVE. OHM		90,000		
	POLICE DEPARTMENT DESIGN		50,000	250,000	
5704	TFRS TO GENERAL FUND - POLICE	250,000	250,000	250,000	
	TFRS TO GENERAL FUND - AQUATICS	150,000	150,000	150,000	
5716	TFRS TO DEBT SERVICE FUND	891,000	891,000	973,000	
	TOTAL EXPENDITURES	6,150,000	2,248,800	4,923,000	
	Total Transfers			1,373,000	
	Budget Hold			1,160,000	
	Budget Savings				
	Fund Transferred To			FY 2020 \$2,000,000 Transfer	
	General Fund	\$ 250,000		Transfer	\$ 2,000,000
	General Fund	\$ 150,000			
	Water Enterprise Fund	\$ -		Lease Purchase	\$ 323,000
	Debt Service	\$ 891,000		Town Sign Project	\$ 80,000
	Total Transfers Out	\$ 1,291,000		Gas Line OHM	\$ 750,000
				Rodeo Drive Improve	\$ 90,000
				Police Dept Design	\$ 300,000
				Total Expenses	\$ 1,543,000
				Balance	\$ 457,000

**TOWN OF CHINO VALLEY
WATER FUND**

	Budget 19-20	Estimate 19-20	Budget FY 20-21
REVENUES			
On Going Revenues	974,000	872,333	784,000
Prescott IGA/Misc.	-	-	-
Water System Acquisition Funds	2,000,000		-
TOTAL REVENUES	\$ 2,974,000	\$ 872,333	\$ 784,000
EXPENDITURES			
Department Expenditures	846,400	897,200	680,700
Debt/Contingency	67,800	69,800	70,500
Water System Acquisition Expense	2,000,000		-
TOTAL EXPENDITURES	\$ 2,914,200	\$ 967,000	\$ 751,200
REVENUES (UNDER) OVER EXPENDITURES	\$59,800	(\$94,667)	\$32,800
BEGINNING FUND BALANCE	\$ 4,263,412	\$ 4,214,561	\$ 4,119,894
REVENUES (UNDER) OVER EXPENDITURES	\$59,800	(\$94,667)	\$32,800
ENDING FUND BALANCE	\$ 4,323,212	\$ 4,119,894	\$ 4,152,694
Minimum Reserve Requirement @ 25% of total department expenditures	228,550	241,750	187,800

**TOWN OF CHINO VALLEY
SEWER FUND**

	Budget 19-20	Estimate 19-20	Budget FY 20-21
REVENUES			
On Going Revenues	2,028,000	2,062,385	2,055,000
Bond Proceeds - WIFA	500,000	-	-
WIFA Reserve Funds	380,000	-	300,000
TOTAL REVENUES	\$ 2,528,000	\$ 2,062,385	\$ 2,355,000
EXPENDITURES			
Department Expenditures	1,486,800	1,458,400	1,449,600
WIFA Project	500,000	-	500,000
Debt/Contingency	899,100	900,900	881,100
TOTAL EXPENDITURES	\$ 2,885,900	\$ 2,359,300	\$ 2,830,700
REVENUES (UNDER) OVER EXPENDITURES	(\$357,900)	(\$296,915)	(\$475,700)
BEGINNING FUND BALANCE	\$ 8,609,458	\$ 8,207,369	\$ 7,910,454
REVENUES (UNDER) OVER EXPENDITURES	(\$357,900)	(\$296,915)	(\$475,700)
ENDING FUND BALANCE	\$ 8,251,558	\$ 7,910,454	\$ 7,434,754
Minimum Reserve Requirement @ 25% of total department expenditures	721,475	589,825	707,675