

**MINUTES OF THE REGULAR MEETING
OF THE PROGRAM REVIEW COMMITTEE
OF THE TOWN OF CHINO VALLEY**

**Wednesday, September 19, 2012
1:30 p.m.**

The Program Review Committee of the Town of Chino Valley, Arizona, convened for a regular meeting in the Chino Valley Council conference room, located at 202 N. State Route 89, Chino Valley, Arizona, on Wednesday, September 19, 2012 at 1:30 p.m.

The meeting was called to order at 1:45 p.m.

Members present: Councilmembers Lon Turner, Councilmember Darryl Croft, Councilmember Mike Best

Staff: Cecilia Watts (Committee Liaison), Joe Duffy, Chuck Wynn, Stephen Whisenhunt

3. ESTABLISHMENT OF MEETING DATES AND TIMES

Next meeting will be Wednesday, October 3, at 1:30 p.m. at 202 N. State Route 89

4. DEVELOPMENT OF COMMITTEE GOALS / OBJECTIVES

The committee developed the goal of “The Program Review Committee will attempt to find ways to increase efficiency while maintaining the very best quality of life for our community, while educating the community on their responsibilities.”

5. DEFINE PROGRAMS

Discussion of reviewing every department and determining what programs would be established.

6. CURSORY REVIEW OF PROGRAM BUDGETS

The committee began a department review of budgets and any programs that may reside within them. The committee discussed the following departments.

- Finance
- MIS
- GIS
- Planning
- Building
- Dispatch Services
- Police Department
- Animal Control
- Recreation
- Aquatics
- Town General Administration – Clerk, Human Resources, Town Manager
- Library

- Senior Center
- Parks Maintenance

Committee requested that by the next Program Review meeting the Finance Director put together a financial statement for each program/department to reflect accurately any revenues for each respective unit with their expenses.

7. REVIEW OF PROPOSED SURVEY - This item deferred until 10/3/2012 meeting.

8. FUTURE AGENDA SUGGESTIONS

- Survey
- Financial Statement of each department / program
- Continued discussion of remaining departments / programs

9. ADJOURNMENT

The committee agreed to adjourn at 3:40 p.m., passed.

Submitted this 20 day of November 2012.

By: Liz Hart, Town Clerk Assistant