

Town of Chino Valley, Arizona

Annual Budget



For Fiscal Year Ending June 30, 2014

FINAL BUDGET ADOPTED JUNE 25, 2013

TABLE OF CONTENTS

Final Budget Adopted June 25, 2013	1
TOWN OF CHINO VALLEY COUNCIL	6
Budget Message – Town Manager	7
Town Organization Chart.....	12
Key Officials and Staff	13
Mission Statement.....	14
Community Vision.....	14
Corporate Vision	14
Strategic Goals.....	15
Community Profile.....	16
Town Of Chino Valley Assessed Value	22
Other Overlapping Taxing Districts.....	23
BUDGET PROCESS	24
Guide To The Budget Document	25
BUDGET FORMAT TUTORIAL	27
FUND STRUCTURE	29
BASIS OF ACCOUNTING AND BUDGETING OF FUNDS	30
BUDGET DEFINITION OF FUNDS.....	31
Budget Calendar	32
Budget Resolution – Adopt Tentative Budget	33
Budget Resolution – Adopt Expenditure Limitation	35
Interdepartmental Charges	37
TOWN POLICIES	38
Operating Management / Budget Policies	38
Capital Management Policies	40
Debt Management Policies.....	40
Contingency Policy.....	41
Reserve Policies	41
Financial Reporting Policies	42
FINANCIAL OVERVIEW	43
Budget Summary	43
Sources and Uses of Funds	43
SUMMARY OF CHANGES IN FUND BALANCE BY FUND	45

General Fund Balance.....	46
Special Revenue Fund – Highway User Fund (HURF).....	47
Capital Improvements Fund	48
Water Enterprise Fund	49
Sewer Enterprise fund	50
REVENUE DETAIL BY FUND	51
General Fund	51
General Fund – Continued.....	52
Special Revenue Funds – Highway User Revenue	56
Capital Improvement funds	57
Enterprise Funds – Water.....	58
Enterprise Funds – Sewer	59
Debt Service fund	60
OTHER FUNDS – NON MAJOR FUNDS.....	61
EXPENDITURE DETAIL BY DEPARTMENT.....	62
Town Clerk.....	63
Town Manager.....	67
Non Departmental.....	69
Municipal Court	71
Finance.....	74
Mayor and Council.....	76
Police	77
Animal Control.....	81
Development Services Division.....	84
Planning	85
Building Inspection	87
General Services Division.....	89
Prosecutor	90
Human Resources.....	93
Management Information Systems / GIS	95
Library.....	99
Senior Center	102
Public Works Division	105
Parks Maintenance	106

Facilities Maintenance	108
Vehicle Maintenance	111
Engineering	113
Recreation.....	115
Aquatic Center	117
Highway User Revenue (HURF) – Roads	119
ENTERPRISE FUNDS	122
Water Enterprise	123
Wastewater Enterprise.....	126
NON MAJOR FUNDS	129
Community Development Block Grant.....	130
Grants Fund	131
Special Revenue Fund – Court	133
Capital Asset Replacement	135
Impact Fee Funds.....	136
Total Impact Fees.....	136
Police Impact Fees	137
Library Impact Fees.....	137
Parks/Recreation Impact Fees	137
Roads Impact Fees	138
Special Revenue FUND - Police Department	139
CVSLID – street Lighting Improvement Districts	140
CAPITAL IMPROVEMENT FUND	141
Capital Improvement Projects FY 13/14.....	144
Capital Improvement Projects Five Year Projection	147
BONDED INDEBTEDNESS	148
Bonded Debt Capacity – General Obligation Bonded Debt	150
PERSONNEL SCHEDULES & BENEFITS	154
Employee Benefits	154
Personnel Summary By Department	157
Personnel Summary By Position	163
REVENUE PROJECTIONS – 5 YEAR.....	164
EXPENDITURE PROJECTIONS – 5 YEAR	168
STATE BUDGET FORMS.....	170

GLOSSARY	181
ACRONYMS	185

TOWN OF CHINO VALLEY COUNCIL

The Mayor and six council members are elected at large by the voters in the Town of Chino Valley. The Mayor serves a two-year term. Council members serve staggered four year terms.

Mayor and Council Members



Mayor Chris Marley
Term Ends June 2015



Carl Tenney, Vice Mayor
Term Ends June 2013



Mike R. Best, Councilmember
Term Ends June 2015



Darryl L Croft, Councilmember
Term Ends June 2015



Dean Echols, Councilmember
Term Ends June 2013



Linda Hatch, Councilmember
Term Ends June 2017



Lon Turner, Councilmember
Term Ends June 2015

Newly Elected March 2013

Pat McKee Term Ends June 2017

Don Wojcik Term Ends June 2017

BUDGET MESSAGE – TOWN MANAGER

I'd like to commend Council and Staff on the foresight and efforts invested in the Town's new budget format and fiscal approach to operations. It shouldn't be difficult to understand how a local government is using its funds, and it should be evident that expenditures are being managed effectively with an eye towards maximizing impact and benefits to the community. This new budget will provide that information, and as it is enhanced year after year, will include comparative information on program and service delivery that will speak to the administration's performance versus standard performance measures and other localities of similar size and operation.

Casual review of the new budget will reveal that the Town administration is pursuing its operation a bit differently. With an overarching theme of "Living Within Our Means," the Town is focusing first on revenues - and planning its operation to remain within the confines of these conservatively estimated resources and a more robust financial reserve policy. This is a bit of a departure from traditional expense-based budgeting (the Town's past practice), where departments start with what was spent last year and build upon that. While prior expenses are used as an informative component in this new budget, the main focus of the new budget is to:

1. Operate within the revenues that are received (Live Within Our Means), and
2. Provide information to the community in a clear manner so it is easy to understand what is being spent, and
3. Clearly identify which services and programs are being funded, and
4. Present information about how efficient/effective the administration is at providing those programs and services.

Towards those ends you will also find a "Revenue Manual" which was used to project the revenues for this budget. The Revenue Manual also provides a detailed inventory and analysis of the Town's revenue sources. Understanding where the Town's funds come from, and how the Town's revenue resources compare to other Towns of similar size and function will be helpful as the Town engages future planning.

We are also incorporating fiscal impact information (and projected long term effects to the Town's financial operation) in our decision making processes. As the Town considers items that have a long term, material effect on finances, it's important to identify the potential impacts to the Town's short and long term financial sustainability before the decisions are made and accommodate them responsibly. Additionally, the community's expression of priorities, as generated through the most recent Town Survey, will also guide Council and Staff decision making as it relates to spending and the allocation of available resources.

This approach is designed to ensure that the Town's operation remains in the black with healthy reserves to weather any surprises. By closely monitoring revenues and resources (as well as expenditures), the Town will be well positioned to anticipate fiscal stresses and create solutions before financial issues become significant. This budget, and the enhancements to the Town's Financial Reserve Policies that are built within it, will keep the Town from moving into difficult financial straits unnoticed.

As we proceed into the next fiscal year (FY 2013/2014) I want to share some of the top items that the administration has identified as crucial for the Town's immediate future. This is not a comprehensive list, and some of these items are extensions of ongoing issues, while others are forward facing issues that we should embrace and resolve as soon as possible.

Water & Sewer Enterprise Funds must balance

This item is substantially complete with Council's adoption of the new 5 year rate plan. Rate changes will occur in April 2013 with revenues to be experienced in June. These revenues should eliminate the General Fund subsidy to the Enterprise Funds. Its expected (and built into the rate structure) that funding from this plan will enable Council and staff to negotiate an appropriate buyout of the Waste Water Treatment Plant. It is also expected that Council and staff will negotiate Fann's exit from the O&M agreement on that plant on or before August 2014 (the end of the agreement). This combination of activity will free up additional funding (around \$170,000 per year) in the Enterprises, which can be used to begin a Capital Improvement Program for extension of water and sewer services in Town.

Resolve the past due amount owed by Prescott on the TPT water transport tax, and convert the tax to an Inter-Governmental Agreement (IGA)

The past due amount, as well as the annual amount due has been tentatively agreed to by both parties and negotiation over language for a private agreement between both parties is ongoing. Resolution of this issue will eliminate a significant and longstanding conflict between the two localities, and will hopefully open a door to new, mutually beneficial cooperative efforts in the future.

Transition of Prescott's domestic and commercial water users within Chino Town limits

The Town is working with Prescott to identify their commercial and domestic water users who might be served by or converted over to Chino Valley water services. Both parties are hopeful that better services and lower rates can be rendered to these Chino Valley citizens with a reasonable business relationship between the two localities, and it appears that a solid basis exists that should work for both localities to reach an agreement.

Should Chino be able to transition Prescott's water users within the Chino limits, the additional user accounts (425) required in Chino's new water and sewer rate plan will be more than served, and revenues as projected from that plan should be secured. Additionally, water quality and fire flows should be measurably enhanced and expanded through such an effort, and consistency in municipal utility rates will be achieved across the Town.

Resolve Compensation and Staffing shortfalls

In response to the economic downturn the Town laid off 30% of its staff, reduced the remaining staff's pay by 10%, eliminated cost of living adjustments and reduced benefits to employees. However, the Town did not significantly reduce any programs or services to the public. These circumstances were endured by the remaining employees (many of them are still with us) for almost 5 years, until FY 2012.

The 2012 Compensation and Classification Plan has been partially implemented (within the current FY) – i.e. the administration was able to redraft job descriptions and place all employees within the appropriate, market-competitive range for compensation. However, placement within the correct step was not resolved in the 2012 FY budget, and eliminating the 10% furlough and replacing lost benefits was also not addressed.

Within the 2013/2014 budget the administration will be addressing the 10% furlough and seeking to replace some of the benefits that were eliminated with its imposition. After much discussion with staff and leadership we found that addressing the furlough first provides better service to the community and enables the administration to consider 5-day-a-week services for some programs.

This modification also provides the most equitable adjustment to the staff's compensation as a whole, as all employees under adjustment receive the same proportional enhancement. Additionally, the administration will seek to eliminate some staffing shortages that have threatened the delivery of satisfactory service to the community. Current headcount for the administration is 87 Full-Time-Equivalents, which is about 15-20% lower than similarly sized localities delivering the same set of services.

Change Budget Structure, Reserve Policy and Fiscal Basis for Spending Decisions

Moving to a programmatic budget will help the Town understand what it actually costs to deliver specific programs and services to the community. We will also begin to capture information to document the value or impact those programs and services offer to the community. Ultimately the Town needs to know if its funds are being spent efficiently, and that it is getting the best bang for the buck. Knowing this information, Council can determine if some programs should continue to be subsidized by the Town's funds (and to what degree) – and that is an entirely acceptable circumstance for those services and programs that are highly valued by the community.

Paired with priority information gained from the recent Town survey, the administration should be able to determine funding priorities for the various services and programs offered. Being able to assure funding and the delivery of services and programs by prioritizing how dollars are spent (according to the community's expressed priorities) is a healthy way to live within our means and spend where it's needed the most.

The Town's Reserve Policies are being revisited to ensure that the symptoms of fiscal distress are recognized early and that concrete changes are made in operations early to avoid the development of significant financial problems. Required reserve balances, mandatory planning to resolve fiscal problems within specified timeframes, and sound impact analysis on decisions that involve fiscal impacts affecting long term sustainability will be part of the amendments to the reserve and operational policies inherent in this budget.

Future spending decisions will need to be subjected to fiscal projection, to determine if the expenditures are sustainable, both long and short term, and to understand how the expenditures will affect the Town's long term fiscal health. This will also have policy implications that affect how Council makes some financial decisions. In short, financial feasibility and projected impacts will need to be part of all decisions that involve the creation of fiscal responsibilities.

Water and Sewer extension along Hwy 89

Now may be the best time in history for the Town to consider the extension of water and sewer along Highway 89. Interest rates are at all-time lows, and the Town is well on the way to recovering from fiscal stress, and may qualify for significant assistance from several different state and federal agencies. Recent data show that the traffic activity on highway 89 would support additional economic investment in the commercial corridor. Population research executed with the General Plan Update shows a fairly young working public in Town, and external population demographics indicate that there is a substantial number of people in the area outside of Town that support our retail market. The Town's progress towards establishing an industrial park is also a positive consideration as job creation and commercial/retail growth are necessary to create a balanced economic foundation for the community.

The administration will be bringing information related to infrastructure expansion for Council and the community to consider in the next few months – there are many options and sources for assistance, as well as several ways to approach extending the systems. Additionally, the transition of Prescott domestic and commercial users will also have an effect on Council's considerations, and if

successful, water system extension will be simplified, while water quality and fire flows will be improved.

Create Jobs and Retail Choices

Creation of the industrial park (and related jobs), as well as extension of water and sewer along highway 89 should motivate some investment and commercial development in Town. We'll be accessing Prescott Valley Economic Development Foundation (PVEDF) for help getting the industrial park feasibility analysis completed and getting the park organized, and the administration will be working cooperatively with the Chino Valley Chamber of Commerce to support and expand our business community. Water and sewer extension information will come before Council this spring and with some healthy movement in the state's economic recovery we should be able to offer opportunities for business development and job creation to the region. Creation of commercial and retail activity in conjunction with the above should ensure that revenues to the Town begin to increase.

General Plan Update (GPU), Unified Development Ordinance (UDO) Revision, Overhaul of the Planning and Permitting Processes, and Transfer of Code Enforcement back to Development Services Department

The General Plan Update (GPU) will offer significant changes and opportunities for investment in Town, including the development of improvements to housing, commercial and industrial uses. Flexibility in zoning regulation (creation of some multi-use districts) and the opportunity to create some density are a major focus of the GPU. Revision of the Unified Development Ordinance (UDO) will be necessary as it is flawed and does not logistically function in its current configuration. As we discover better development ordinance approaches to serve the objectives of the new General Plan, we will also be evaluating our planning and permitting processes. Additionally, we will be bringing the code enforcement function back to the Development Services Department and will closely align it to the building inspections function.

There are several improvements we can offer in the administration of the community's general plan and code that will provide more consistency in processing applicant requests, and a shorter time frame in process, with less risk for the applicant. This work (which will generate systemic incentives to development) should also provide us with opportunities to offer additional direct incentives to applicants, to encourage appropriate development in appropriate places and investment in the community.

Continued resolution of longstanding legal issues & beginning Regional Participation

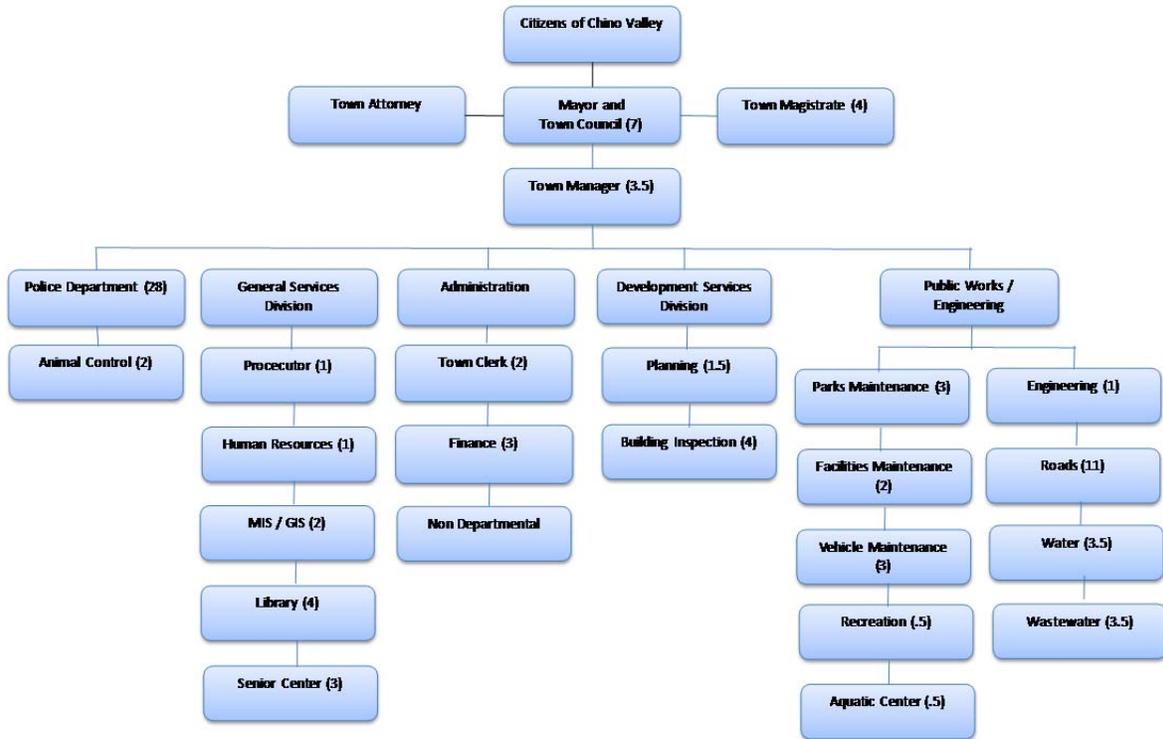
We will continue to work to eliminate existing, longstanding legal issues, which have hampered the Town's future planning efforts. In doing so, we will also seek to rehabilitate relationships with external parties and agencies, to create opportunities for cooperative efforts. The Town will also seek to enhance its regional participation in governance and economic development to benefit our community.

Working with Council

We will begin working with Council to establish some understanding of the seasonality of certain required tasks within the administration, as well as some tasks that are required from Council for operation of the local government. It is the administration's hope this will lead to a general calendar of work that describes, in a broad sense, the seasonality and general work patterns of the Town – and that information may prove beneficial to the Council in planning for future work or for the scheduling of evaluation and decisions on some issues.

With that information compiled, the Council could set certain objectives in the yearly calendar to provide a recurring deadline or schedule for some tasks – such as personnel evaluations, teambuilding retreats, annual work/progress reviews and goal setting activities. Setting and evaluating yearly goals and objectives may provide Council with a mechanism to progress towards specific directions if desired, and to evaluate staff's efforts to achieve same.

TOWN ORGANIZATION CHART



The Mayor and Council of the Town of Chino Valley are accountable to the Citizens of the Town.

The Town Attorney and Town Magistrate report directly to the Mayor and Town Council.

The Town Manager reports directly to the Mayor and Town Council, and oversees five primary divisions:

1. Police Department
2. General Services Division
3. Administration
4. Development Services Division
5. Public Works/Engineering

Numbers in Parenthesis indicate the number of Full-Time Equivalents (FTE) for each area.

KEY OFFICIALS AND STAFF

Robert Smith, Town Manager

John Walker, Town Magistrate

Ron Grittman, Public Works Director/Town Engineer

Cecilia Watts, General Services Director

Jami Lewis, Town Clerk

Joe Duffy, Finance Director

Chuck Wynn, Chief of Police

Tiffany Resendez, HR Analyst

Scott Bruner, Library Director

Cyndi Thomas, Supervisor Senior Center

Kenny Tribolet, Public Works Manager

Dan Trout, Deputy Development Director/Chief Building Official

Chris Bartels, Utility Supervisor/Recreation/Aquatics/Parks

Spencer Guest, Information Technology Specialist

Rick De La Huerta, Fleet Supervisor

MISSION STATEMENT

“We exist to provide public services to the citizens of Chino Valley, an economically self-sustaining Town that cherishes and preserves its historic rural lifestyle. We support Economic Development for the betterment of our citizens.”

COMMUNITY VISION

“The Town of Chino Valley is a forward-looking, diverse community which, true to its small town/rural values, treasures its historic and natural environments, enhances its economic vitality, protects its neighborhoods and its quality of life, values community-wide interest, and retains its family-friendly heritage.”

CORPORATE VISION

“The Town of Chino Valley is an employer of choice. We provide competitive salaries and benefits. We seek to hire and retain quality employees who work hard and efficiently. We are worthy of public trust and the respect and trust of fellow employees. We provide prompt and courteous service to all citizens. We efficiently utilize our resources.”

STRATEGIC GOALS

Completed Fiscal Year 2012/2013

- Institute Strategic Financial Plan to solve Structural Deficit.
- Water and Sewer Rate Study and Increase – 5 year rate plan.
- Additional Revenue Source – 1% Sales Tax Increase.
- Home Rule election successfully passed.
- Managed Print Services throughout all departments.
- Began General Plan Update and UDO Revision.
- Completed Compensation and Classification Plan for employees.
- Developed new Budget Format.
- Updated Contingency and Reserve Policies.

Planned Fiscal Year 2013/2014

- Reinstate the Full-time Employee to 40 hours and Salaried Employees' 10% pay cut. On 7/1/09 the Council directed a 10% salary reduction for exempt employees and full time hourly employees started working 36 hours per week. Employees have not had a COLA or merit increase since 7/1/07.
- Water and Sewer Project along Highway 89 – the Town is developing a plan to extend water and sewer infrastructure down Highway 89 to encourage economic development.
- Acquire additional water customers for other water companies operating within the Town.
- Resolve the past Transaction Privilege Tax dispute with the City of Prescott.
- Implement the Compensation and Classification Plan.
- Create industrial park at Old Home Manor.
- Resolve long standing legal issues.

COMMUNITY PROFILE

History

Incorporated in 1970, Chino Valley received its name in 1854 from U.S. Army Cavalry Lt. Amiel W. Whipple. He was traveling through the area and took note of the plentiful grama grass growing in the region. The Mexican word for this grass was “chino”—thus the community’s name. From January through May of 1864, the site of the first Territorial Capital of Arizona was established at Del Rio Springs in Chino Valley. Later that year, the Territorial Capital was moved to Prescott.

It was a railroad that brought much activity to Chino Valley. Jerome Junction was established in 1895, becoming a major center of goings-on from 1900 until 1925, when it was moved farther north. Afterward, from the 1920s to the late 1940s, most of the families of Chino Valley took up farming and ranching. In the 1950s and 1960s, dairy farming became a large source of revenue.

Chino Valley has experienced much growth since its early beginnings. Affordable housing, large plots of land and significant availability of services continue to draw residents and businesses to the area.

Highway 89

Currently 24,000 vehicles per day travel Highway 89 going through Chino Valley. The Town of Chino Valley, in conjunction with Yavapai County and Arizona Department of Transportation are in the process of planning improvements such as traffic control devices, frontage roads, widening and roundabouts on Highway 89, from Center Street to Road 5 South.

Population and Area	2012			2010	2000
	Land Area Square Mile	Population	% of County	Population	Population
Yavapai County Total	8,127	211,583	100.00%	210,899	169,520
Camp Verde	42	10,883	5.14%	10,875	8,741
Chino Valley	63	10,783	5.10%	10,825	8,701
Clarkdale	11	4,072	1.92%	4,103	3,298
Cottonwood	17	11,224	5.30%	11,238	9,033
Dewey-Humboldt	19	3,889	1.84%	3,896	3,132
Jerome	1	442	0.21%	441	354
Prescott	42	39,865	18.84%	39,771	31,968
Prescott Valley	38	38,964	18.42%	38,839	31,219
Dual Counties Yavapai, Maricopa, Coconino	34	7,206	3.41%	7,198	5,781
Unincorporated Areas	7,862	84,255	39.82%	83,714	67,289

Source: U.S.Census Bureau

Community Profile - Continued

Population by Sex, Est	2010	Percentage	2000	Percentage
Total Population	10,817	100%	7,835	100%
Male	5,333	49.30%	3,845	49.07%
Female	5,484	50.70%	3,990	50.93%

Source: U.S.Census Bureau

Racial/Ethnic Composition Est	2010	Percentage	2000	Percentage
Total Population	10,817	100%	7,835	100%
White, Non-Hispanic	8,859	81.90%	6,865	87.62%
Hispanic	1,623	15.00%	766	9.78%
Black	54	0.50%	35	0.45%
Other	281	2.60%	169	2.15%

Source: U.S.Census Bureau

Population by Age, Est	2010	Percentage	2000	Percentage
Persons under 5 years	682	6.30%	475	6.06%
Persons under 18 years	2477	22.90%	1604	20.47%
Persons between 18 and 65 years	5473	50.60%	4483	57.22%
Persons 65 years and over	2185	20.20%	1273	16.25%
Total Population	10,817	100%	7,835	100%

Source: U.S.Census Bureau

Schools in Chino Valley						
Public Schools	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Del Rio Elementary	527	520	575	621	627	630
Territorial Elementary School – Home of the Cowboys	383	410	429	501	528	572
Heritage Middle School – Home of the Hawks	563	582	658	658	707	716
Chino Valley High School – Home of the Cougars	748	779	738	825	831	801
Source: ADE ADMS 45-1 Report FY2007 - 2012						
Charter Schools						
Mingus Springs Charter School – Home of the Bobcats	162	158	165	163	169	174
College						
Yavapai College	369	342	438	410	530	550

Source: Chino Valley Schools/Yavapai College

Neighborhood Resources	
Active Parks	
Memory Park	1
Community Center	1
Old Home Manner Ball Field	1
Park Acres	47
Trails within the town	3 Miles
Passive Parks	
Center Street Park	1
Appaloosa Meadows open space	1

Source: Town of Chino Valley

Infrastructure	
Total Miles of Streets	142
Total Paved Streets	105
Total Unpaved Streets	37
Cold Mix Repairs (lbs)	144 tons
Hot Mix Repairs (tons)	35 tons
Miles of Water Mains	19.5
Number of connections	573
Miles of Wastewater Lines	23
Number of Connections	1685

Source: Town of Chino Valley

Community Profile - Continued

Chino Valley Fire District	
<u>Areas Covered</u>	<u>Stations & Personnel</u>
Chino Valley	Fire houses - 3
Paulden	Employees - 40
Unincorporated Areas	

Source: Chino Valley Fire District

Incident Type	
Period 2008 - 2012	
Fire	231
Explosion - no fire	2
Rescue /Medical Emergency	7,396
Hazardous Conditions - no fire	110
Misc Service Calls	1,334
Good Intent Call	577
False Alarm /False Calls	394
Severe Weather/Natural Disaster	12
Special Incident Type	15
Total Calls in the 4 year period	10,071

Source: Chino Valley Fire District

Public Safety					
	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
<u>CALLS FOR SERVICES</u>	15,350	13,091	14,514	11,855	11,801
PART 1 CRIMES REPORTED					
Buglary	43	62	58	49	61
Larceny-Theft	143	157	165	197	200
Motor Vehicle Theft	11	16	11	18	13
Assault Arrests (agg & Simple)	62	69	76	102	101
Homicide	2	0	0	0	0
PART 2 CRIMES REPORTED					
DUI Arrests	49	38	47	110	98
Sex Offenses	20	25	14	18	25
Drugs (Sales, Mfg, Possess)	54	57	63	42	60
OTHER CALLS FOR SERVICE					
Domestic Violence	103	48	51	57	61
Accidents	203	203	174	205	232
CODE ENFORCEMENT					
Reportings	234				

Source: Chino Valley Police Department

Community Profile - Continued

Elections	2013	2011	2009	2007	2005
<u>Primary - Mayor & Council and Ballot Measure Election</u>					
	<u>March</u>	<u>March</u>	<u>March</u>	<u>March</u>	<u>March</u>
Number of Registered Voters	6027	5766	5736	4721	4357
Number of votes Cast	2092	2256	2561	2022	1640
% of registered voters that Voted	34.70%	39.12%	44.65%	42.83%	37.64%
<u>General - Run Off and/or Single Ballot Election</u>					
		<u>May</u>	<u>May</u>	<u>May</u>	
Number of Registered Voters		5604	5512	4736	
Number of votes Cast		2949	1900	1536	
% of registered voters that Voted		52.62%	34.47%	32.43%	
<u>Special Election - Utility Measure - Sewer</u>					
					<u>November</u>
Number of Registered Voters					4187
Number of votes Cast					1862
% of registered voters that Voted					44.47%

Information provided by Town Clerk's Department

Approximate Drive Times From Chino Valley		
Prescott, AZ		24 mins
Prescott Valley, AZ		25 mins
Grand Canyon, AZ	1 Hour	55 mins
Flagstaff, AZ	1 Hour	23 mins
Sedona, AZ	1 Hour	32 mins
Lake Powell, AZ	3 Hours	41 mins
Albuquerque, NM	5 Hours	52 mins
Kingman, AZ	1 Hour	56 mins
Las Vegas, NV	3 Hours	31 mins
Phoenix, AZ	1 Hour	51 mins
Tucson, AZ	3 Hours	38 mins
Los Angeles, CA	6 Hours	27 mins

Source: Mapquest

Weather				
Period of Record Monthly Climate Summary				
Month	Average Temperature		Average Precipitation	Average Snowfall
	Daily Max	Daily Min		
January	52.3	21.5	0.95	2.2
February	56.3	24.1	0.93	1.4
March	62.1	28.3	0.92	1.3
April	69.9	34.4	0.56	0.2
May	78.5	41.7	0.34	0
June	88.6	49.8	0.28	0
July	92.4	59	1.81	0
August	89.5	57.2	2.01	0
September	85.5	49.1	1.27	0
October	75	38	0.81	0
November	63.2	27.3	0.64	0.5
December	53.7	21.3	0.97	1.5
Annual	72.3	37.6	11.5	7.1

Period of Record: 6/1/1941 to 9/30/2012

Source: Western Regional Climate Center

Town of Chino Valley as of June 2013

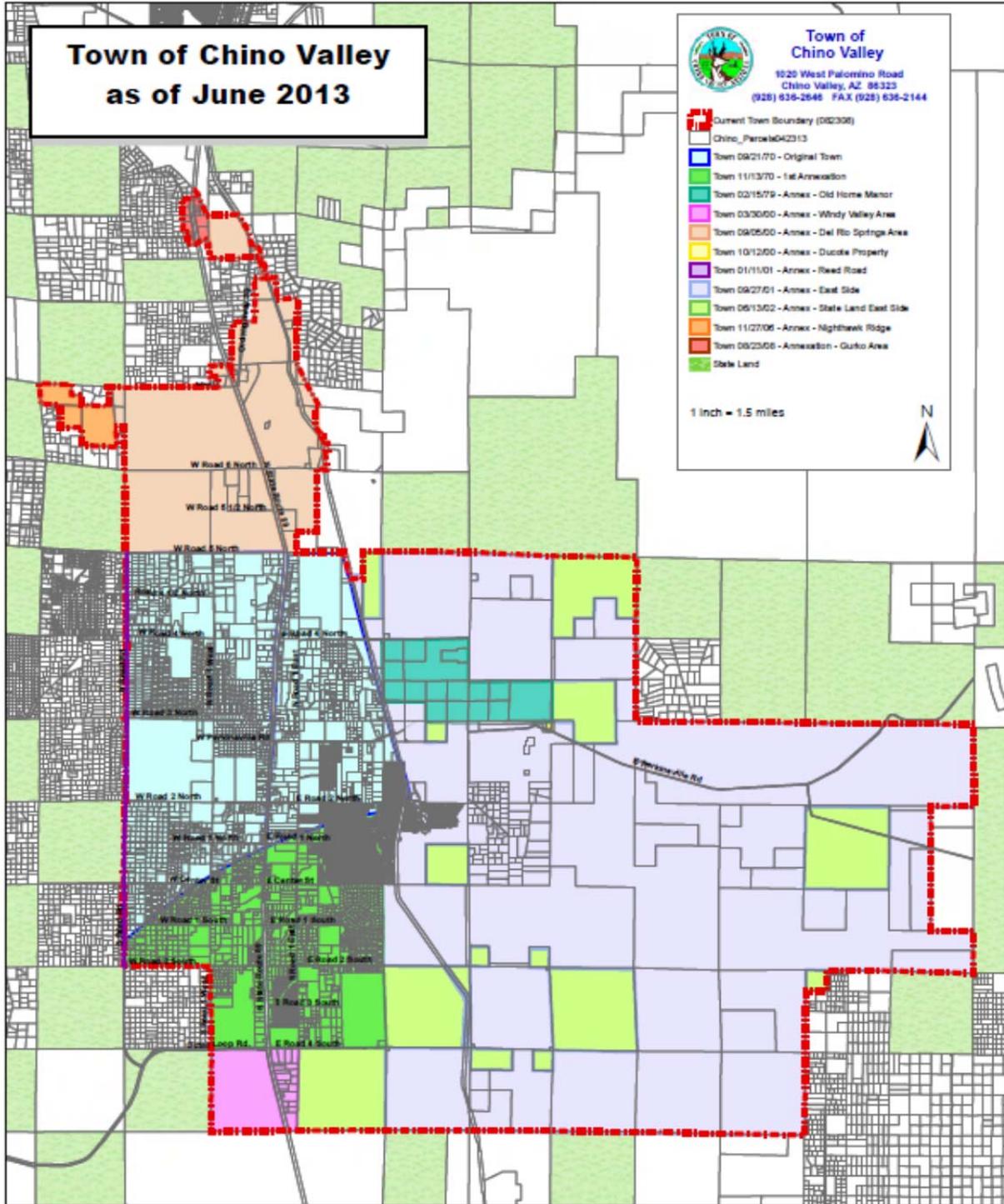


Town of Chino Valley

1020 West Palomino Road
Chino Valley, AZ 86323
(928) 636-2646 FAX (928) 636-2144

- Current Town Boundary (062306)
- Chino_Parcel042313
- Town 09/21/70 - Original Town
- Town 11/13/70 - 1st Annexation
- Town 02/15/79 - Annex - Old Home Manor
- Town 03/06/00 - Annex - Windy Valley Area
- Town 09/05/00 - Annex - Del Rio Springs Area
- Town 10/12/00 - Annex - Duckie Property
- Town 01/11/01 - Annex - Reed Road
- Town 09/27/01 - Annex - East Side
- Town 05/15/02 - Annex - State Land East Side
- Town 11/27/06 - Annex - Nighthawk Ridge
- Town 08/23/08 - Annexation - Gurko Area
- State Land

1 inch = 1.5 miles



The Town of Chino Valley assumes no responsibility for errors, omissions, and/or inaccuracies in the mapping product.

TOWN OF CHINO VALLEY ASSESSED VALUE

Chino Valley does not assess a primary or secondary property tax. The Town's Assessed Values for the last 10 years are summarized below:

Town of Chino Valley Assessed Value History - Last 10 Years*										
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Primary Value	\$48,010,491	\$55,206,997	\$62,491,905	\$73,660,808	\$87,984,637	\$99,671,389	\$97,702,687	\$88,307,350	\$74,109,132	\$66,970,381
% Change	11%	15%	13%	18%	19%	13%	-2%	-10%	-16%	-10%
Secondary Value	\$50,704,123	\$58,130,830	\$64,845,063	\$81,283,795	\$116,815,366	\$122,276,572	\$105,453,785	\$90,631,086	\$74,322,200	\$67,121,326
% Change	9%	15%	12%	25%	44%	5%	-14%	-14%	-18%	-10%

Under Arizona Law there are two primary valuation bases: Primary and Secondary. The primary (limited) assessed valuation is used when levying for maintenance and operation of cities, towns, counties, school districts, community college districts, and the state. The secondary (full cash) assessed valuation is used when levying for debt retirement, voter-approved budget overrides, and maintenance and operation of special service districts.

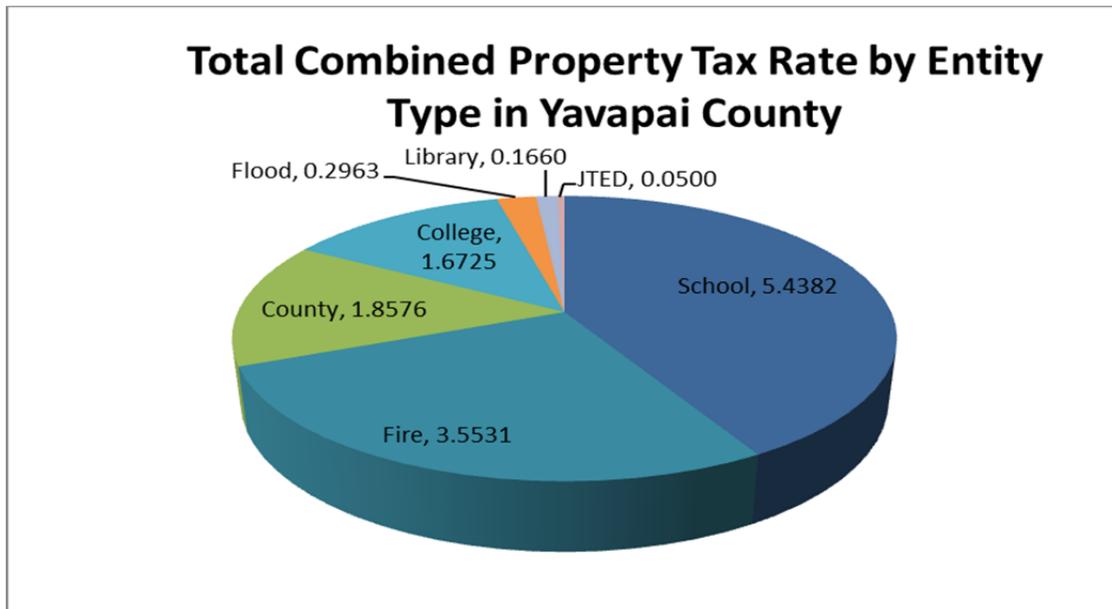
* From Yavapai County Assessor's Office



OTHER OVERLAPPING TAXING DISTRICTS

Chino Valley residents pay property taxes to the following overlapping taxing districts:

Yavapai County Yavapai County Community College District Yavapai County Fire District
 Chino Valley District Yavapai County Library District Yavapai County Flood Control District
 Joint Technology Education District (JTED)



The Total Primary and Secondary Tax Rates assessed by these districts in Fiscal Year 2012/2013 are summarized below:

District		Chino Valley
School Equalization	School	0.4717
School District Primary	School	4.2320
School District Secondary	School	0.7345
		<u>5.4382</u>
Fire Dist. Contribution	Fire	0.1000
Fire Districts	Fire	3.4531
		<u>3.5531</u>
Yavapai County	County	1.6426
Yavapai County	County	0.2150
		<u>1.8576</u>
Yavapai Community College	College	1.6725
Flood Control District	Flood	0.2963
YC Library District	Library	0.1660
Joint Tech. Education District	Education	0.0500
Total Primary and Secondary		<u>13.0337</u>

BUDGET PROCESS

The development of the budget occurs throughout the year and is headed by the Town Manager, Finance Director and the town's department heads. The budget is prepared to fulfill state requirements and follows the budget calendar which includes the state's mandated deadlines. The budget calendar is review with the department heads and Finance Committee.

The Budget kick off meeting is held with all department heads. The Finance Department prepares and distributes budget worksheets and instructions to each of the department heads. Along with the budget worksheets, form, instructions, and information regarding the preparation of the Five-Year Capital Improvement Plan are provided.

The Finance Department updates and prepared the Revenue Manual which projects each revenue of the town and is used as the basis for the amount of resources available in the next fiscal year. A presentation of the revenue projections is presented to Council and a copy is published on the Town's website.

Budget meeting are held with the Town Manager, Finance Director and Department Heads. Proposed budgets, capital requests, personnel requests and other issues are reviewed.

The preliminary budget is prepared and reviewed with Town Council at the Budget Hearing Meetings. The preliminary budget is published on the Town's website.

The Tentative Budget is adopted at a regular council meeting and published two times prior to its final adoption.

The key components of the budget development include:

Communication - Detailed information is provided to each department including instructions and submittal deadlines. Department's provide their mission statement, program description, current fiscal year accomplishments, next fiscal year's initiatives and goals, performance measures and financial information. The detailed financial information includes new personnel requests, operating expense information and capital requests.

Coordination – Each department plays a significant role in the budget process. Departments strive to meet the common objectives of the Town of Chino Valley knowing that it is critical to coordinate with other departments in the decision making process.

Forecasting – Forecasting is an essential part of each department in the decision-making process. Short and long range forecasts are used to project each department's ability to accomplish their goals and objectives.

Council – The Council's policies and goals set the direction for the development of the budget. The council determines the major initiatives that the departments use as a basis for developing their budget.

Town Manager – The Town Manager communicates the Council's goals and objectives to the department heads.

Preliminary Budget - The information gathered from each department is compiled with the other budget information and a preliminary budget is prepared. The preliminary budget is reviewed by the City Manager and each department. Updates are made based on these reviews.

Budget Hearings – Special public meetings are held with council to review and discuss the various departments proposed budget expenditures along with their accomplishments, initiatives and performance measures.

Adoption of the Tentative Budget - The City Manager submits the proposed budget to the Council for their adoption. Once the Tentative budget is adopted the total budget amount cannot be increased. The tentative budget is published once a week for at least two consecutive weeks including the notice of public hearing stating the time and date of the final budget adoption. The Tentative Budget is also published on the town website.

Final Budget Adoption – After the public hearing to obtain taxpayer’s comments the Final Budget is adopted by Council.

Amending the Budget – Control of the legally adopted annual budget is at the department level. The Town Manager may authorize the department to exceed the budget on one line item as long as other line items are reduced by a like amount. If a department is projected to be over budget the Town Council may authorized a budget adjustment from one department to another or the use of contingency funds to cover the overage.

GUIDE TO THE BUDGET DOCUMENT

The budget document serves a myriad of purposes. Most important is its use as a communications device. The budget presents the public an opportunity to review the types of services and level of service provided within the financial constraints of the community. The allocation of financial resources translates into what services will be provided to the community. As community needs and demands for service change, the allocation of resources should respond accordingly. Therefore, this document attempts to communicate financial information clearly and concisely to our community.

Budget Message, Town Manager - The Town Manager presents a budget message to the community. The Town Manager’s message provides readers with a summary of the resource allocation priorities established by the Town Council. The message provides a synopsis of the key policy issues, priorities and strategies which shaped the budget, the budget process fiscal policies, revenue assumptions and expenditure highlights.

Strategic Goals – This section provides information on the Strategic Goals accomplished in the current fiscal year and those to be accomplished in the next budget year and the specific Council decision/directions impacting the prior and current fiscal year budgets.

Community Profile - The profile provides background information so that the budget can be viewed in the context of the factors that shape and affect budget decisions, priorities, and financial parameters within which the community operates. Also provided are select statistical tables providing historical trend information on tax rates, expenditures, and assessed valuations of property.

Budget Process – This section reviews the process the Town undertakes to develop the budget. Included is the Town’s fund structure, the budget calendar, and budget resolution.

Town Policies - This section provides information on policies the Town uses to guide the preparation of the annual budget. They include the Operating Management Policies, Capital Management Policies, Debt Management Policies, and Reserve and Contingency Policies.

Financial Overview - These schedules consolidate the major financial information and operating data elements. Several schedules also serve to meet state statutory reporting requirements. The expenditure summaries are used primarily for operational purposes; e.g., monitoring expenditures at a fund level and at a category level, and maintaining accountability at a department level.

Expenditure Detail - Each operating Department Summary within each fund provides a Mission, Program Description, FY 2012/2013 accomplishments for the current fiscal year, FY 2013/2014 new initiatives and goals for the next fiscal year, performance measures, financial information and narrative on significant budget changes.

Capital Improvements fund- The current year portion of the five-year capital improvement program is listed, along with the projected funding sources.

For additional information, please call the Finance Department directly at (928) 636-2646. This budget document may also be viewed in Adobe Acrobat format on the Town of Chino Valley website, www.chinoaz.net under the Finance Department, finance reports section.

BUDGET FORMAT TUTORIAL

The Budget Format Tutorial provides a brief explanation of the key components that comprise each department's budget worksheet.

Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted	2014-15 Projected
REVENUES						
BUSINESS LICENSES	64,549	65,000	61,439	53,000		54,000
BUILDING PERMITS	131,571	71,280	61,598	65,000		65,000
PLAN CHECK FEES	79,183	36,750	43,416	40,000		41,000
SIGN PERMITS	4,325	5,000	4,390	5,000		5,000
GRADING PERMITS	107	-	24	-		-
TOTAL REVENUES	279,734	178,030	170,867	163,000	-8%	165,000
EXPENDITURES						
TOTAL SALARIES	55,990	101,000	81,432	81,432	78%	186,875
TOTAL FRINGE BENEFITS	23,303	40,335	37,699	70,014	74%	72,114
TOTAL PERSONNEL	79,293	142,038	166,670	251,446	77%	258,989
PROFESSIONAL SERVICES	407	-	-	-		-
TRAVEL	1,016	1,000	100	1,000		1,030
SUBSCRIPTIONS & MEMBERSHIP	9	-	-	100		309
MAINT - OFFICE EQUIP/FURNITURE	393	-	-	-		-
UTILITIES - WATER	40	-	80	-		82
CELLULAR PHONES	488	475	300	500		515
TRAINING & SEMINARS	540	800	400	1,500		1,545
CLOTHING AND UNIFORMS	-	500	450	600		8
OPERATING SUPPLIES	850	4,400	2,500	1,000		3
OFFICE SUPPLIES	69	500	-	-		3
SMALL TOOLS AND EQUIPMENT	75	350	-	-		515
TOTAL OPERATING	3,887	8,855	4,550	5,580	-37%	5,747
INDIRECT OUT	-	-	-	(26,000)		(26,800)
TOTAL EXPENDITURES	83,179	150,893	171,220	231,026	53%	264,737
NET COST TO GENERAL FUND	(196,555)	(27,137)	354	68,026	-351%	99,737
% OF COST RECOVERED	336%	118%	100%	71%		62%

Annotations:

- Data From audited financial statements** points to the 2011-12 Actual column.
- Department and department number** points to **BUILDING 56**.
- Department estimate at end of current fiscal year** points to the 2012-13 Estimated column.
- Revenues directly generated by department** points to the REVENUES section.
- Town Council adopted budgets to fund fiscal year expenditures** points to the 2013-14 Adopted Budget column.
- Expenditures are detailed by total salaries, fringe benefits and operating** points to the EXPENDITURES section.
- Expenses charged between funds** points to the 2014-15 Projected column.
- Department's total expenditures** points to the TOTAL OPERATING row.
- Net costs (revenue less expenses) for department** points to the NET COST TO GENERAL FUND row.
- Percent of cost recovered by department** points to the % OF COST RECOVERED row.

* Figures presented on this page are for example only and do not reflect the Building Department's actual budget figures.

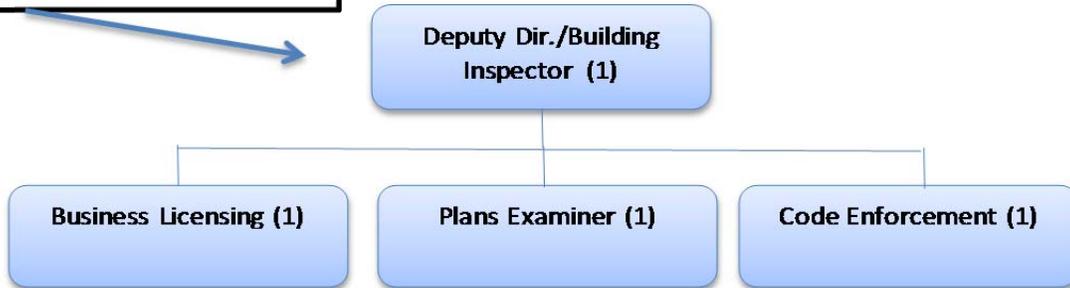
BUILDING INSPECTION

Department name

Fund and department number

GENERAL FUND - DEPARTMENT 56

Department's organization chart and number of full time positions



Department mission statement

Mission

The Town of Chino Valley's Building Department's Mission is to provide the public with superior customer service through the department's dedication and commitment to excellence.

Department program description of the services provided

Program Description

The Building Department reviews applications and issues permits for all development projects within the town. The department is responsible for enforcing all building codes adopted by the Town of Chino Valley and to establish the minimum requirements to safeguard the public health, safety and general welfare for our community throughout the building process.

FY 13 Accomplishments

Department's accomplishments during the current fiscal year and next fiscal year's Initiatives and Goals

- 2 New commercial greenhouse facilities
- Adoption of latest building codes

FY 14 New Initiatives and Goals

- Provide public education and information during Building Safety Month.
- Update website with the current up to date info

Department's specific performance measures

Performance Measures

Performance Measure	FY 8/9 Actual	FY 9/10 Actual	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Projected
Number of Residential Permits	163	194	167	165	
Number of Commercial Permits	17	18	11	19	
Total Building Permits	180	212	178	184	0
Value of Building Permits	\$ 4,912,905	\$ 4,571,107	\$ 3,887,705	\$ 19,082,877	

* Figures presented on this page are for example only and do not reflect the Building Department's actual budget figures.

FUND STRUCTURE

The government environment differs from that of business enterprises; however, underlying accounting policies share many characteristics with private-sector accounting. The principles for financial accounting and reporting for municipalities are established by the Governmental Accounting Standards Board (GASB). The accounting of sources and uses is separated into various fund types. Each fund is a self-balancing accounting entity reporting the assets, liabilities, equity and performance of the fund.

To ensure legal compliance and financial management for the various restricted revenues and program expenditures, the Town's accounting and budget structure is segregated into various funds. The Town utilizes fund accounting, which is a method of tracking revenues and expenditures based on restrictions being placed on the revenues requiring that they be used for specific purposes only. All funds are included in the budget document and reported in the annually audited financial statements.

Governmental Funds – uses the modified accrual basis of accounting and budgeting.

- **General Fund**—The General Fund is the main operating fund of the Town of Chino Valley. It accounts for the majority of the departments within the Town. This fund is used to account for basic governmental services supported mainly by local sales taxes.
- **Special Revenue Fund**—Special Revenue Funds are separate accounting records used to track revenues and related expenditures that are legally restricted for specific purposes. The Town maintains eleven (8) types of Special Revenue Funds as follows:
 - Highway User Revenue Fund (HURF) - accounts for the Town's share of Arizona's highway user tax revenues and associated expenditures.
 - CDBG Grants Fund - accounts for grant funds received through the Community Development Block Grant programs.
 - Special Revenue Fund - Court—accounts for funds received through fees/fines and collections that are usable only for court purposes.
 - Grants Fund - accounts for various grants received from outside agencies.
 - Impact Fee Funds - accounts for development impact fees collected by the Town. The Town collects Police Impact Fees, Library Impact Fees, Parks & Recreation Impact Fees and Roads Impact Fees.
 - Special Revenue Fund - Police - accounts for fees collected for vehicles impounded by the Police Department.
 - Capital Asset Replacement - accounts for funds used to acquire capital assets.
 - CVSLID Street Lighting Improvement Districts - accounts for funds received and disbursed for three lighting districts within the Town.
- **Capital Project Fund**—Capital Project Funds account for the acquisition and construction of major capital facilities, except enterprise fund projects which are included in Proprietary Funds.

Proprietary Funds – uses the accrual basis of accounting and budgeting, except that budgeted capital outlay items are treated as assets for accounting purposes and not reflected as expenditures. These expenses are recognized as depreciation over the useful life of the asset. The Town does not include depreciation expense in the budget. The Town budgets for the total debt service payments (principal and interest) in the budget.

- **Enterprise Funds** – These funds account for operations financed primarily by user fees and are operated in a manner similar to private business. The Town’s two Proprietary Funds are the Water Fund and the Sewer Fund.

Debt Service Fund—Debt Service Fund is used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.

BASIS OF ACCOUNTING AND BUDGETING OF FUNDS

The Town of Chino Valley’s budget is prepared substantially consistent with generally accepted accounting principles (GAAP). Significant differences include:

- Encumbrances are treated as expenditures at fiscal year-end.
- Vacation and sick pay are not accrued at year end.
- Interest expense is not accrued in General Fund and HURF fund departments.
- Depreciation Expense is not budgeted for.
- Capital expenditures are recorded at the expenditure and an asset in GAAP.

The Town applies the following basis of accounting depending on the fund type:

- **Modified Accrual** – Revenues are recognized when measurable and available. The Town recognizes revenue received within 60 days of year end.
- **Accrual** – Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flow.

BUDGET DEFINITION OF FUNDS

In the Budget the Town further defines each fund as a Major or Non-Major fund based on the resources and activity within each fund.

The Major Funds include:

- General Fund
- HURF Fund
- Water Enterprise Fund
- Sewer Enterprise Fund
- Capital Improvement Fund
- Debt Service Fund

The Non-Major Funds include:

- Grants Fund
- CDBG Grants Fund
- Special Revenue Fund - Court
- Capital Asset Replacement Fund
- Impact Fee Funds
- Special Revenue Fund - Police
- Chino Valley Street Lighting Improvement Fund

BUDGET CALENDAR

**Town of Chino Valley
Budget Calendar
Fiscal Year Ending June 30, 2014**

	Date	State Deadline
Modify/Update Budget Database/Format Budget	January	
Review Budget Calendar and Format with Departments	January 8, 2013	
Review Budget Calendar with Finance Committee	January 8, 2013	
Distribute Budget Materials to Departments - Budget Kick Off Meeting	February 7, 2013	
Budget Worksheets due from Departments	February 22, 2013	
Complete Revenue Projections	February 28, 2013	
Departments Budget Meetings with Town Manager to review base budgets, capital budgets, new personnel requests and other issues	March 1 - 15, 2013	
Revenue Manual Presented to Council	March 12, 2013	
Council Budget Hearing #1	April 16, 2013	
Council Budget Hearing #2	April 18, 2013	
Council Budget Hearing #3	April 23, 2013	
Council Budget Hearing #4 - Review Tentative Budget	May 16, 2013	
Adopt Tentative Budget	May 28, 2013	July 16, 2013
First Publication of Tentative Budget	May 29, 2013	
Second Publication of Tentative Budget	June 5, 2013	
Adopt Final Budget	June 25, 2013	

RESOLUTION NO. 13-1011

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, YAVAPAI COUNTY, ARIZONA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR 2013/2014, AND PROPOSED EXPENDITURE LIMITATION FOR THE SAME YEAR; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE AND APPROVAL ACCORDING TO THE LAW

WHEREAS, pursuant to Article 9, Section 20(9) of the Arizona Constitution, and ARS Section 41-563.03(C), (E) and (G), the qualified voters of the Town of Chino Valley did, on March 12, 2013, adopt an Alternative Expenditure Limitation for the Town; and

WHEREAS, Proposition 424, which set forth said Alternative Expenditure Limitation, provided that, as part of the budget process, the Mayor and Common Council shall annually adopt an expenditure limitation to govern the budget, after public hearing; and

WHEREAS, in accordance with the provisions of Title 42, Chapter 17, Articles 1- 5, Arizona Revised Statutes (A.R.S.), the City/Town Council did, on May 28, 2013 make an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year, also an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property of the Town of Chino Valley; and

WHEREAS, in accordance with said chapter of said title, that estimates required to meet the public expenditures/expenses for the ensuing year be published according to law and provide for a public hearing to be held on June 25, 2013, at which meeting any taxpayer is privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses or tax levies; and

WHEREAS, said estimates are not to exceed \$16,769,266, and detail of the estimates are attached to this resolution and made a part thereof; and

WHEREAS, the Mayor and Common Council desire now to establish a tentative expenditure limitation and budget expenditures for Fiscal Year 2013-2014;

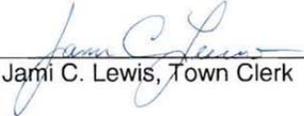
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, County of Yavapai, Arizona, as follows:

1. That the tentative expenditure limitation to govern the Town of Chino Valley budget for Fiscal Year 2013-2014 is hereby proposed in an amount not to exceed \$16,769,266.
2. That the estimates of revenues and expenditures shown in the schedules attached hereto and expressly made a part hereof, are hereby adopted as the tentative budget of the Town of Chino Valley for Fiscal Year 2013-2014.
3. That this Resolution shall be effective from and after its passage and approval according to law.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 28th day of May, 2013.


Chris Marley, Mayor

ATTEST:


Jami C. Lewis, Town Clerk

APPROVED AS TO FORM:


Curtis, Goodwin, Sullivan, Udall & Schwab, PLC, Town Attorney

BUDGET RESOLUTION – ADOPT EXPENDITURE LIMITATION

RESOLUTION NO. 13-1015

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, YAVAPAI COUNTY, ARIZONA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2013-2014 AND SETTING AN EXPENDITURE LIMITATION TO GOVERN THE TOWN OF CHINO VALLEY BUDGET FOR THE FISCAL YEAR 2013/2014; DECLARING THAT THE SAME SHALL CONSTITUTE THE BUDGET FOR THE TOWN OF CHINO VALLEY FOR SAID FISCAL YEAR; PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE AND APPROVAL ACCORDING TO THE LAW

WHEREAS, pursuant to Article 9, Section 20(9) of the Arizona Constitution, and ARS Section 41-563.03(C), (E) and (G), the qualified voters of the Town of Chino Valley did, on March 12, 2013, adopt an Alternative Expenditure Limitation for the Town; and

WHEREAS, Proposition 424, which set forth said Alternative Expenditure Limitation, provided that, as part of the budget process, the Mayor and Common Council shall annually adopt an expenditure limitation to govern the budget, after public hearing; and

WHEREAS, in accordance with the provisions of Title 42, Chapter 17, Articles 1-5, Arizona Revised Statutes, the Town Council did, on May 28, 2013 make an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year, an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property of the Town of Chino Valley and approved a tentative budget for the Town of Chino Valley for Fiscal Year 2013-2014; and

WHEREAS, in accordance with said statutes, the Town set a public hearing date and published notice of the hearing and a summary of the statements and estimates of expenses; and

WHEREAS, the Council held a public hearing on June 25, 2013, at which meeting any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses or tax levies; and

WHEREAS, it appears that publication has been duly made as required by law, of said estimates not to exceed \$16,769,266, together with a Public Notice that the Town Council would meet on June 25, 2013, in the Town's Council Chambers for the purpose of hearing any and all citizens who wished to speak in favor of or against any of the proposed expenditures; and

1. That the tentative expenditure limitation to govern the Town of Chino Valley budget for Fiscal Year 2013-2014 is hereby proposed in an amount not to exceed \$16,769,266.
2. That the estimates of revenues and expenditures shown in the schedules attached hereto and expressly made a part hereof, are hereby adopted as the tentative budget of the Town of Chino Valley for Fiscal Year 2013-2014.
3. That this Resolution shall be effective from and after its passage and approval according to law.

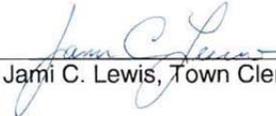
PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 28th day of May, 2013.



Chris Marley, Mayor

ATTEST:

APPROVED AS TO FORM:



Jami C. Lewis, Town Clerk



Curtis, Goodwin, Sullivan, Udall & Schwab, PLC, Town Attorney

INTERDEPARTMENTAL CHARGES

The Town of Chino Valley departments provide services and incur expenses assisting other departments with their programs and services. These costs are estimated annually and allocated between departments through interdepartmental transfers. The departments that provide services to other departments will charge the expenses through the Indirect Out line item. The departments receiving the services record the expense through the Indirect In line item. The schedule below summarizes the net charges between the Town's departments and funds.

Town of Chino Valley Interdepartmental Charges				
	General Fund	Hurf Fund	Water Fund	Wastewater Fund
General Fund				
Building Department	\$ (26,000)		\$ 13,000	\$ 13,000
Engineering	\$ (28,000)	\$ 13,000	\$ 7,500	\$ 7,500
Finance	\$ (14,000)	\$ 6,000	\$ 4,000	\$ 4,000
Human Resources	\$ (13,000)	\$ 3,000	\$ 9,000	\$ 1,000
Management Information Systems	\$ (3,500)	\$ 1,500	\$ 1,000	\$ 1,000
Town Manager	\$ (22,000)	\$ 12,000	\$ 5,000	\$ 5,000
Vehicle Maintenance	\$ (38,000)	\$ 30,000	\$ 4,000	\$ 4,000
Total General Fund	\$ (144,500)	\$ 65,500	\$ 43,500	\$ 35,500
HURF Fund				
Roads and Streets		\$ (131,000)	\$ 71,000	\$ 60,000
Facility Maintenance	\$ 33,500	\$ (33,500)		
Vehicle Maintenance	\$ -	\$ -		
Engineering	\$ -	\$ -		
Total HURF Fund	\$ 33,500	\$ (164,500)	\$ 71,000	\$ 60,000
Water Fund				
Planning	\$ -		\$ (26,000)	
Recreation	\$ 9,000			
Parks	\$ -			
Aquatics	\$ 17,000			
Total Water Fund	\$ 26,000	\$ -	\$ (26,000)	\$ -
Sewer Fund				
Sewer Utility				\$ (26,500)
Planning	\$ -			
Recreation	\$ 8,500			
Parks	\$ -			
Aquatics	\$ 17,500			
Engineering	\$ 500			
Total Sewer Fund	\$ 26,500	\$ -	\$ -	\$ (26,500)
Net Interdepartmental by Fund	\$ (58,500)	\$ (99,000)	\$ 88,500	\$ 69,000

TOWN POLICIES

OPERATING MANAGEMENT / BUDGET POLICIES

A budget calendar shall be prepared each year and will follow the specific dates set forth by the State of Arizona statute for completion of each of the tasks necessary to prepare and adopt the annual budget.

All departments will participate in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and program initiatives will be developed to reflect current policy directives, projected resources and future service requirements. In order to ensure compliance with policy, sunset provisions will be required on all grant program initiatives and incorporated into other service plans, as appropriate.

The budget process is intended to weigh all competing requests for Town resources, within expected fiscal constraints. Requests for new, ongoing programs made outside the budget process will be discouraged.

Budget development will use strategic multi-year fiscal planning, conservative revenue forecasts, and modified zero-base expenditure analysis that requires every program to be justified annually in terms of meeting intended objectives and in terms of value received for dollars allocated. The process will include a diligent review of programs by staff and management.

A budget must be balanced for all funds. Total estimated expenditures for each of the governmental fund types must equal total anticipated revenues plus that portion of beginning of the year unreserved fund balance, in excess of the required fund balance reserve. Estimated expenses for enterprise fund types must equal total anticipated revenues and unreserved retained earnings.

Revenues are recognized when they become measurable and available, and expenditures are encumbered against the budget when they become measurable, or a liability has been incurred, and the liability will be liquidated with current resources. All outstanding expenditures are charged to the budget in the year initially incurred.

All budgeted expenditures not authorized by a purchase order lapse at year-end (June 30). Expenditures placed with an authorized purchase order before year-end must be received and invoiced by June 30 and must be paid within 60 calendar days of the close of the fiscal year. Expenditures not paid within this time frame are then charged against the next year's budget.

Special one-time revenue sources (e.g., sales tax audit revenue) will be used to purchase non-recurring items like capital goods. One-time revenues will not be used to support items that will have a long-term operational impact on future Town expenditures.

For those special revenue funds supported by intergovernmental revenues and special purpose taxes, expenditures are limited strictly to the mandates of the funding source. These resources are not to be used to subsidize other funds, except as required or permitted by program regulations.

Annual budgets are adopted for all funds except certain trust and agency funds. Controls for trust and agency funds are achieved through stipulations in the trust agreements, or by State or Federal agency requirements.

The annual budget shall be adopted at the fund level. Expenditures may not exceed the budgeted total of the fund without the Town Council's approval. The reallocation of operating expenditures within each department requires the approval of the Town Manager. The reallocation of expenditures between departments requires the approval of the Town Council. Reallocations of capital expenditures requires the approval of the Town Council.

Addition of personnel will only be requested to meet program initiatives and policy directives; after service needs have been thoroughly examined and it is substantiated that additional staffing will result in increased revenue or enhanced operating efficiencies. To the extent feasible, personnel cost reductions will be achieved through attrition.

As a component of the budget process and when fiscal resources permit, the Town Council may allocate funds to Outside Agency Providers for public purposes business, social, recreational or economic development, or promotional services. All requests for funding must be submitted on the Town's Outside Agency request form and must meet the following criteria:

Serve a public purpose and provide a service consistent with an existing recognized Town need, policy, and goal or objective.

Complete the application process, and the application is determined to be accurate and complete.

Enterprise (Water and Sewer) user fees and charges will be examined annually to ensure that they recover all direct and indirect costs of service and any change will be approved by the Town Council. Any unfavorable balances in cost recovery will be highlighted in budget documents. Rate adjustments for enterprise operations will be based on five-year fund plans.

All non-enterprise user fees and charges will be examined annually to determine the direct and indirect cost of service recovery rates. The acceptable recovery rate and any associated changes to user fees and charges will be approved by the Town Council, through the budget process.

Wherever possible, all user fees and charges will be automatically adjusted on an annual basis. The automatic adjustment will be tied to the ENR Index (Engineering News Record) or the Consumer Price Index for the United States West Area published by the United States Department of Labor, Bureau of Labor Statistics. Town Council will determine which fees and charges are subject to the automatic adjustment when changes are made to these fees.

Grant funding will be considered to leverage Town funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will be budgeted in separate cost centers, and the service program will be adjusted to reflect the level of available funding. In the event of reduced grant funding, Town resources will be substituted only after all program priorities and alternatives are considered during the budget process.

Balanced revenue and expenditure forecasts will be prepared to examine the Town's ability to absorb operating costs due to changes in the economy, service demands, and capital improvements. The forecast will be updated annually, focus on a three-year horizon, but include a five-year outlook. The forecasts will be incorporated into the annual budget.

Alternative means of service delivery will be evaluated to ensure that quality services are provided to our citizens at the most competitive and economical cost. Departments, in cooperation with the Finance Department, will identify all activities that could be provided by another source and review options/alternatives to current service delivery. The review of service delivery alternatives and the need for the service will be performed annually or on an "opportunity" basis.

Cash and investment programs will be maintained in accordance with the Town Code and the adopted investment policy and will ensure that proper controls and safeguards are maintained. Town funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.

CAPITAL MANAGEMENT POLICIES

A five-year Capital Improvement Plan will be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction which results in a capitalized asset costing more than \$50,000 and having a useful (depreciable) life of five years or more.

All capital improvement projects shall comply with the Town's Procurement Policy.

The Capital Improvement Plan will include, in addition to current operating maintenance expenditures, adequate funding to support repair and replacement of deteriorating infrastructure and avoidance of a significant unfunded liability.

Proposed capital projects will be reviewed and prioritized by a cross-departmental team regarding accurate costing (design, capital, and operating) and overall consistency with the Town's goals and objectives. Financing sources will then be identified for the highest ranking projects. Capital projects and/or capital asset purchases will receive a higher priority if they meet some or most of the following criteria:

- Project/asset is mandatory.
- Project/asset is regulatory or environmentally driven.
- Project/asset spurs economic development.
- Project/asset improves efficiency.
- Project/asset provides a needed service.
- Project/asset will have a high usage.
- Project/asset will have a useful life of longer than five years.
- Project/asset will reduce operating and maintenance costs.
- Project/asset has available state/federal grants.
- Project/asset eliminates a hazard.
- Project/asset is a prior commitment.
- Project/asset improves the health, safety and welfare of the Town's residents.

Capital improvement lifecycle costs will be coordinated with the development of the Operating Budget. Future operating, maintenance and replacement costs associated with new capital improvements will be forecast, matched to available resources and included in the Operating Budget. Capital project contract awards will include a fiscal impact statement disclosing the expected operating impact of the project and when such cost is expected to occur.

To the extent possible, pay-as-you-go financing will be utilized as the funding mechanism for the implementation of the elements of the Town's Capital Improvement Plan. Pay-as-you-go financing is defined as all sources of revenue other than Town debt issuance, i.e., fund balance contributions, developer contributions, grants, endowments, etc.

DEBT MANAGEMENT POLICIES

The Town will seek to maintain and, if possible, improve its current bond rating in order to minimize borrowing costs and preserve access to credit.

An analysis showing how the new issue combined with current debt impacts on the Town's debt capacity and conformance with Town debt policies will accompany every future bond issue proposal.

The Town will communicate, and, where appropriate, coordinate with all jurisdictions with which we share a common tax base concerning our collective plans for future debt issues.

General Obligation debt, which is supported by property tax revenues and grows in proportion to the Town's assessed valuation and/or property tax rate increases, will be utilized as authorized by voters. Other types of voter-approved debt (e.g., water, sewer, and HURF) may also be utilized when they are supported by dedicated revenue sources (e.g., fees and user charges).

Town Debt Service costs (Municipal Property Corporation, revenue bonds, general obligation bonds, HURF and contractual debt) should not exceed 25 percent of the Town's operating revenue in order to control fixed costs and ensure expenditure flexibility.

General Obligation debt issuances will be managed on an annual basis to match funds to Capital Improvement Plan cash flow requirements while being sensitive to the property tax burden on citizens. Careful management of bond issuances will allow the Town to not exceed \$1.50 property tax per \$100 assessed value.

Municipal Property Corporation and contractual debt, which is non-voter approved, will be utilized only when a dedicated revenue source (e.g., additional sales tax) can be identified to pay debt service expenses.

Debt financing should not exceed the useful life of the infrastructure improvement.

For Governmental Funds a ratio of current assets to current liabilities of at least 2/1 will be maintained to ensure the Town's ability to pay short-term obligations.

Bond interest earnings will be limited to funding changes to the bond financed Capital Improvement Plan, as approved by the Town Council, or be applied to debt service payment on the bonds issued for construction of this plan.

CONTINGENCY POLICY

A contingency account equal to five percent of the combined expenditure budget of the General, HURF and Enterprise funds will be maintained annually and in the Funds budget. Contingency funds will be available to offset unanticipated revenue shortfalls and/or unexpected expenditure increases. Contingency funds may also be used for unanticipated and/or inadequately budgeted events threatening the public health or safety. Use of contingency funds should be utilized only after all budget sources have been examined for available funds, and subject to Town Council approval.

RESERVE POLICIES

All fund designations and reserves will be evaluated annually for long-term adequacy and use requirements in conjunction with development of the Town's balanced five year financial plan.

The Town will maintain a fund stabilization reserve of 25 percent of General government (General and HURF Funds) and Enterprise funds (Water and Wastewater) operating expenditures for unforeseen emergencies or catastrophic impacts to the Town. Reserve funds in excess of 25 percent may be used for economic investment in the community when justified by the financial return to the Town to be evaluated by the Town Council on a yearly basis.

All other funds must never incur a negative fund balance.

The Town will establish an equipment reserve fund and will appropriate funds as General Fund revenues permit to provide for the timely replacement of equipment and vehicles. Operating departments will be charged for replacement costs spread over the useful life of the equipment and vehicles.

FINANCIAL REPORTING POLICIES

The Town's accounting and financial reporting systems will be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).

The Finance Department prepares monthly financial reports and delivers the same to the Town Manager, Town Council, and the department directors no later than the second Council meeting of each month. The reports will be made available on the Town's website.

The Town Manager and Finance Director will notify the Town Council if the total revenues in the General Fund, HURF Fund, or Enterprise Funds are projected to decrease by an amount greater than 10% of budget during a fiscal year and if any expenditure within the General Fund, HURF Fund, or Enterprise Funds will cause the funds to be over budget.

An annual Financial Report is prepared for the State of Arizona and sent to the State Auditor's Office no later than October 30th when feasible, and oral and written presentation will be made to the Town Council. This report is available to the Town Council, securities and bonding agencies, and citizens, and will be available on the Town's website.

An annual audit will be performed by an independent public accounting firm and budgeted for in the general fund. The audit scope shall include the following:

All general purpose, combining and individual fund, and account group statements and schedules shall be subject to a full scope audit.

All Town departments are subject to audit for compliance with the laws and statutes of the State of Arizona.

All state, federal and local grant funding are subject to a financial and compliance audit.

Every five years, the Finance Department will issue a request for banking services to all qualified banks located within the Town's geographic boundaries. The award of banking services will be made solely on the response to the request for proposal. After a depository is selected, a banking service contract will be approved by the Town Council.

Every five years the Finance Department will issue a request for professional auditing services. The award for auditing services will be made solely based on the response to the request for proposal. The Town Council will select and approve the contract for audit services.

Financial systems will maintain internal controls to monitor revenues, expenditures, and program performance on an ongoing basis. The internal controls will be sufficient as to prevent loss of Town assets. These controls will be documented and reviewed on a periodic basis. Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act such as theft.

FINANCIAL OVERVIEW

BUDGET SUMMARY

We are pleased to present the budget for Fiscal Year 2013/2014. The Budget was prepared with the recognition that although the Town of Chino Valley appears to have reached the bottom of the current recession, there remains a high level of economic uncertainty at the federal, state and county levels. The Town Council has taken major steps in the current fiscal year to assist the Town stabilizing its financial posture. These steps include a 1% sales tax increase, user rate changes, and water and wastewater rate increases.

This budget continues to emphasize the Town's commitment to provide cost effective services to the community.

SOURCES AND USES OF FUNDS

**Town of Chino Valley
Sources and Uses of Funds
Fiscal Year 2013 - 2014**

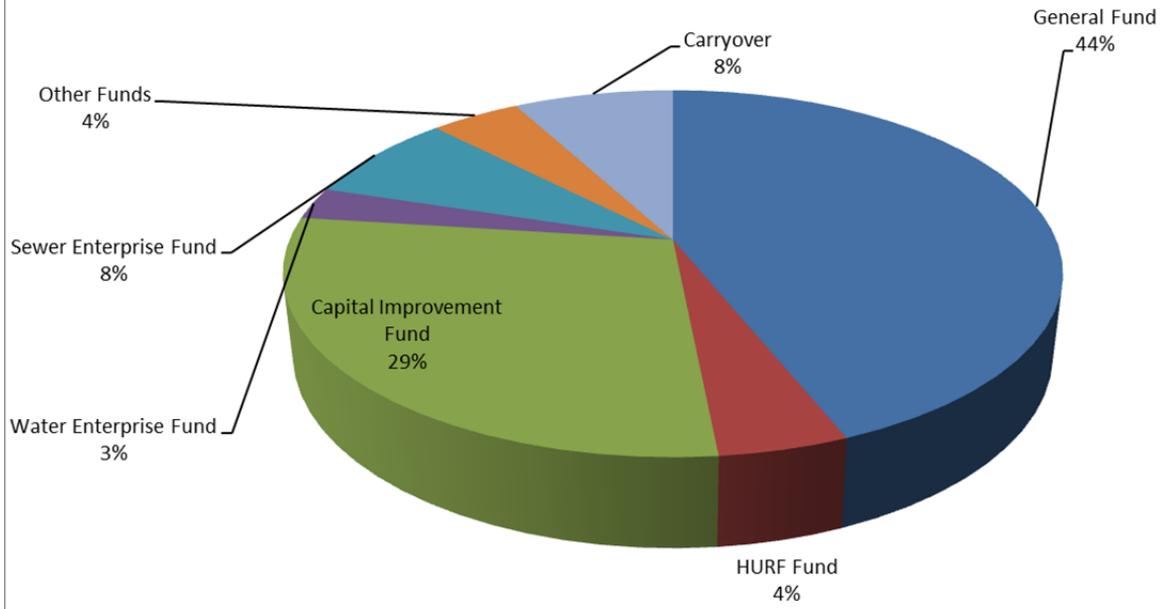
Sources of Funds

General Fund	\$ 7,358,350
HURF Fund	765,850
Capital Improvement Fund	4,790,800
Water Enterprise Fund	472,000
Sewer Enterprise Fund	1,308,000
Other Funds	746,978
Carryover	1,327,288
Total All Funding Sources	<u>\$ 16,769,266</u>

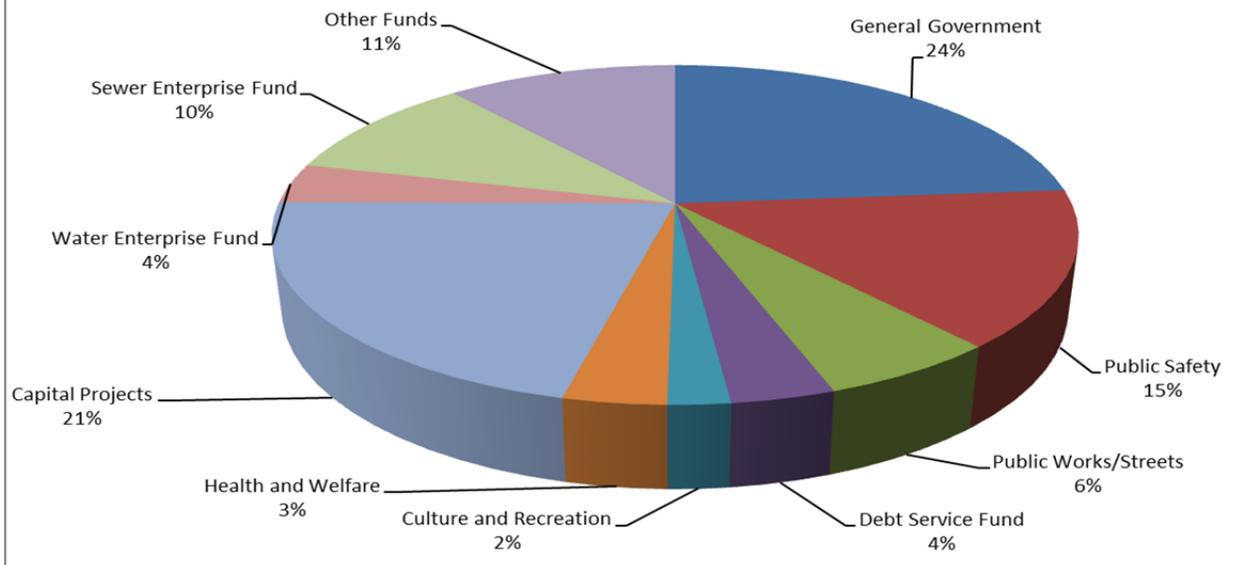
Uses of Funds

General Government	\$ 3,974,080
Public Safety	\$ 2,491,650
Public Works/Streets	1,019,550
Debt Service Fund	590,620
Culture and Recreation	351,750
Health and Welfare	584,750
Capital Projects	3,584,000
Water Enterprise Fund	634,595
Sewer Enterprise Fund	1,683,365
Other Funds	1,854,906
Total All Funding Uses	<u>\$ 16,769,266</u>

Sources of Funds



Uses of Funds



SUMMARY OF CHANGES IN FUND BALANCE BY FUND

The table below summarizes the net change in Fund Balance by Major Fund Type projected through Fiscal year 2016:

Town of Chino Valley									
Fund Balance by Fiscal Year									
	Total All Funds	General Fund	HURF Fund	Water Enterprise	Sewer Enterprise	Capital Improvement	Debt Service		Total Non Major Funds
Fund Balance 6/30/12	21,447,625	2,613,608	747,377	3,946,749	10,155,459	304,455	499,054		3,180,923
Fiscal Year 2013									
Revenues	11,119,350	6,269,280	763,174	451,931	1,263,216	1,275,320	-		1,096,429
Expenditures	12,135,856	6,423,064	673,811	549,198	1,653,258	175,000	844,905		1,816,620
Interfund Transfers	-	380,988	(13,267)	362,990		(1,358,390)	616,278		
Fund Balance 6/30/13	20,431,119	2,840,812	823,473	4,212,472	9,765,417	46,385	270,427		2,460,732
Fiscal Year 2014									
Revenues	15,441,978	7,358,350	765,850	472,000	1,308,000	4,790,800	-		746,978
Expenditures	16,769,266	7,402,230	1,019,550	634,595	1,683,365	4,584,000	590,620		854,906
Interfund Transfers	-	65,480		220,000		141,901	582,619		
Fund Balance 6/30/14	19,103,831	2,862,412	569,773	4,269,877	9,390,052	395,086	262,426		2,352,804
Fiscal Year 2015									
Revenues	22,409,520	7,253,850	780,850	486,000	1,420,500	11,440,920	-		1,027,400
Expenditures	22,848,626	7,445,727	1,040,322	665,490	1,709,556	10,220,000	741,932		1,025,600
Interfund Transfers	-	195,085		236,000	10,000	(1,170,517)	739,432		
Fund Balance 6/30/15	18,664,725	2,865,620	310,302	4,326,387	9,110,997	445,489	259,926		2,354,604
Fiscal Year 2016									
Revenues	22,168,842	7,385,820	795,850	500,000	1,544,250	11,295,522	-		647,400
Expenditures	22,204,680	7,615,698	851,321	578,129	1,736,988	10,040,000	736,944		645,600
Interfund Transfers	-	233,697		134,000	290,000	(1,384,641)	736,944		
Fund Balance 6/30/16	18,628,887	2,869,439	254,831	4,382,258	9,208,259	316,370	259,926		2,356,404

The following charts detail each of the Town's Major Funds Fund Balance projections from Fiscal Year 2012/2013 through Fiscal Year 2015/2016. The charts detail the significant revenue and expense items each fiscal year and the required ending Fund Balance per Town Policy. A narrative is included to describe each item.

GENERAL FUND BALANCE

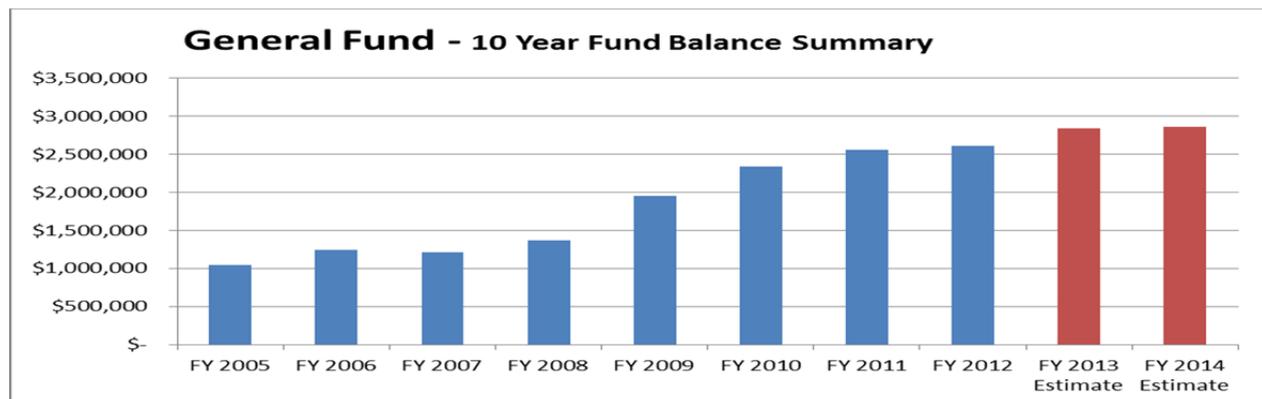
TOWN OF CHINO VALLEY GENERAL FUND						
	Estimate FY 12-13	Budget FY 13-14	Budget FY 14-15	Budget FY 15-16	Budget FY 16-17	Budget FY 17-18
REVENUES						
On Going Revenues	5,941,538	5,988,350	6,074,850	6,186,440	6,301,121	6,419,397
Sales Tax Increase 1%		1,150,000	1,179,000	1,199,380	1,221,168	1,244,391
One Time Revenue						
SBA Tower Lease	327,742					
Prescott Sales Tax Settlement		220,000				
TOTAL REVENUES	\$ 6,269,280	\$ 7,358,350	\$ 7,253,850	\$ 7,385,820	\$ 7,522,289	\$ 7,663,788
EXPENDITURES						
Department Expenditures	6,376,659	6,867,230	6,905,727	7,069,698	7,262,437	7,446,402
Contingencies	104,071	350,000	350,000	350,000	350,000	350,000
Changes						
Reinstate 40 hr. pay week		185,000	190,000	196,000	202,000	208,000
TOTAL EXPENDITURES	\$ 6,480,730	\$ 7,402,230	\$ 7,445,727	\$ 7,615,698	\$ 7,814,437	\$ 8,004,402
REVENUES (UNDER) OVER EXPENDITURES	\$ (211,451)	\$ (43,880)	\$ (191,877)	\$ (229,878)	\$ (292,147)	\$ (340,614)
Transfers In						
Capital Improvement Fund	418,652	55,480	185,085	223,697	286,081	334,666
Police Spec Revenue Fund	20,002	10,000	10,000	10,000	10,000	10,000
REVENUES (UNDER) OVER AFTER TRANSFERS	227,203	21,600	3,208	3,819	3,934	4,052
BEGINNING FUND BALANCE	\$ 2,613,608 a	\$ 2,840,811	\$ 2,862,411	\$ 2,865,619	\$ 2,869,438	\$ 2,873,372
ENDING FUND BALANCE	\$ 2,840,811	\$ 2,862,411	\$ 2,865,619	\$ 2,869,438	\$ 2,873,372	\$ 2,877,424
LESS INTERFUND LOANS	\$ 1,257,129	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
TOTAL AVAILABLE RESOURCES	\$ 1,583,682	\$ 1,562,411	\$ 1,565,619	\$ 1,569,438	\$ 1,573,372	\$ 1,577,424
Minimum Reserve Requirement @ 25% of total expenditures	1,620,183	1,850,558	1,861,432	1,903,925	1,953,609	2,001,101

(a) Beginning Fund Balance @ 7/1/12 includes an interfund loan from the Water fund of \$ 1,257,129.

The Total Available Resources reflect the current assets available for use less the Interfund Loan due from the Water Fund.

The Town adopted an additional 1% Sales Tax that became effective on June 1, 2013. The Increase is projected to generate \$1,150,000 starting in fiscal year 2013/2014. The Town has settled with the City Prescott on an outstanding amount due from Chino Valley's Pipeline Transportation Tax. This is one-time revenue of \$220,000 is included in the General Fund.

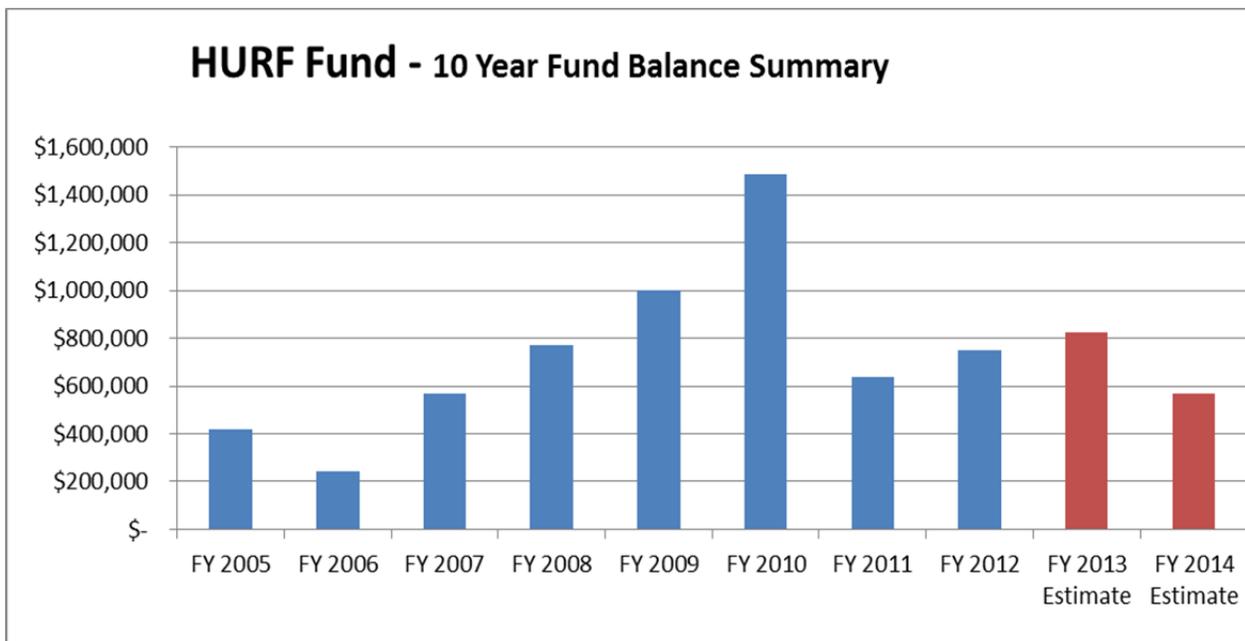
The major initiative this fiscal year is to eliminate the 10% furlough imposed on the Town employees since Fiscal Year 2009.



SPECIAL REVENUE FUND – HIGHWAY USER FUND (HURF)

TOWN OF CHINO VALLEY						
HURF FUND						
	Estimate FY 12-13	Budget FY 13-14	Budget FY 14-15	Budget FY 15-16	Budget FY 16-17	Budget FY 17-18
REVENUES						
On Going Revenues	763,174	765,850	780,850	795,850	810,850	826,850
TOTAL REVENUES	\$ 763,174	\$ 765,850	\$ 780,850	\$ 795,850	\$ 810,850	\$ 826,850
EXPENDITURES						
Department Expenditures	687,078	929,550	948,322	757,321	778,071	798,593
Contingencies	-	35,000	35,000	35,000	35,000	35,000
Changes						
Reinstate 40 hr. pay week		55,000	57,000	59,000	61,000	63,000
TOTAL EXPENDITURES	\$ 687,078	\$ 1,019,550	\$ 1,040,322	\$ 851,321	\$ 874,071	\$ 896,593
REVENUES (UNDER) OVER EXPENDITURES	\$ 76,096	\$ (253,700)	\$ (259,472)	\$ (55,471)	\$ (63,221)	\$ (69,743)
BEGINNING FUND BALANCE	\$ 747,377	\$ 823,473	\$ 569,773	\$ 310,302	\$ 254,830	\$ 191,610
ENDING FUND BALANCE	\$ 823,473	\$ 569,773	\$ 310,302	\$ 254,830	\$ 191,610	\$ 121,867
Minimum Reserve Requirement @ 25% of department expenditures	171,770	254,888	260,080	212,830	218,518	224,148

Highway User Funds are restricted and must be used solely for street and highway purposes. At the end of Fiscal Year 2013, the Town is projecting a fund balance of \$823,473. The Town is projecting to increase the HURF budget by \$200,000 over the next two fiscal years and to use a portion of the fund balance to complete a significant amount of road maintenance work.

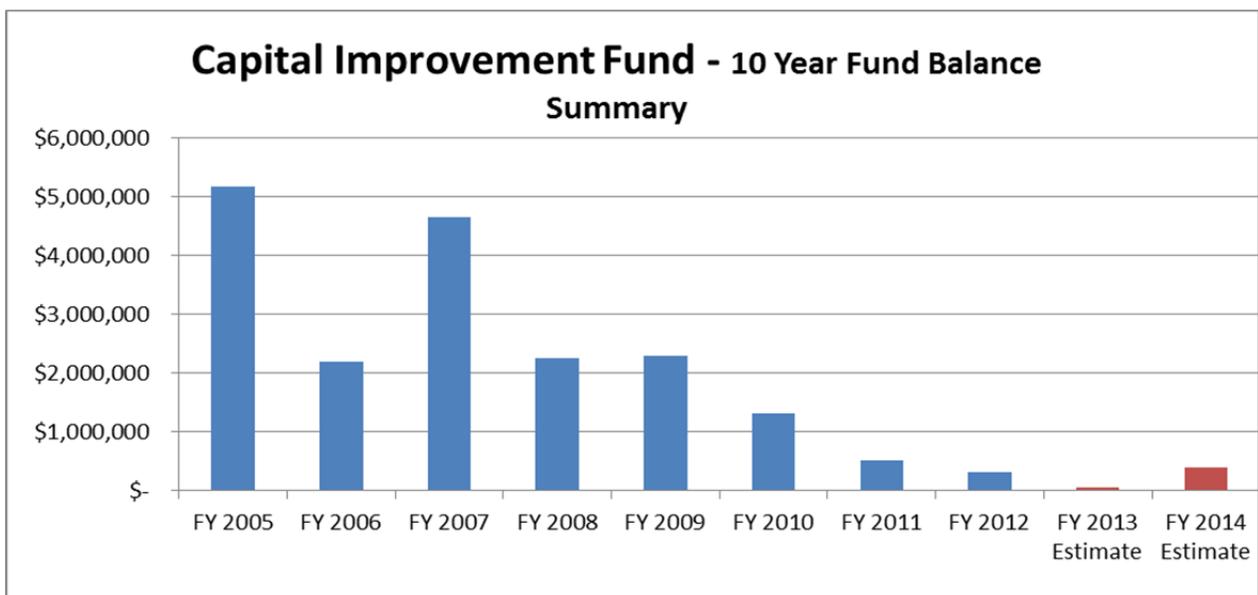


CAPITAL IMPROVEMENTS FUND

TOWN OF CHINO VALLEY CAPITAL IMPROVEMENT FUND						
	Estimate FY 12-13	Budget FY 13-14	Budget FY 14-15	Budget FY 15-16	Budget FY 16-17	Budget FY 17-18
REVENUES						
On Going Revenues	1,275,320	4,290,800	3,440,920	3,295,522	3,280,617	3,306,213
Transfers In from Road Impact Fees		1,000,000				
Bond Proceeds		500,000	8,000,000	8,000,000		
		-	-	-	-	-
TOTAL REVENUES	\$ 1,275,320	\$ 5,790,800	\$ 11,440,920	\$ 11,295,522	\$ 3,280,617	\$ 3,306,213
EXPENDITURES						
Department Expenditures	175,000	4,584,000	10,220,000	10,040,000	2,000,000	2,000,000
TFRS To General Fund	418,652	55,480	185,085	223,697	286,081	334,666
TFRS To Water Enterprise	362,990	220,000	236,000	134,000	137,000	135,000
TFRS To Sewer Enterprise	-	-	10,000	290,000	180,000	60,000
TFRS To Debt Service Fund	576,748	582,619	739,432	736,944	739,244	889,044
TOTAL EXPENDITURES	\$ 1,533,390	\$ 5,442,099	\$ 11,390,517	\$ 11,424,641	\$ 3,342,325	\$ 3,418,710
REVENUES (UNDER) OVER EXPENDITURES	\$ (258,070)	\$ 348,701	\$ 50,403	\$ (129,119)	\$ (61,708)	\$ (112,497)
BEGINNING FUND BALANCE	\$ 304,455	\$ 46,385	\$ 395,086	\$ 445,489	\$ 316,370	\$ 254,662
ENDING FUND BALANCE	\$ 46,385	\$ 395,086	\$ 445,489	\$ 316,370	\$ 254,662	\$ 142,165

The Capital Improvement Fund anticipates completion of four major projects this fiscal year. The funds for these projects will be transferred in from the Roads Impact Fee Fund. The Town intends to hold a bond election in November 2013 to authorize the Town to begin installing water and sewer trunk lines along the Highway 89 commercial corridor.

The Capital Improvement Fund is projected to continue supporting the Water Enterprise and Debt Service Funds next fiscal year.

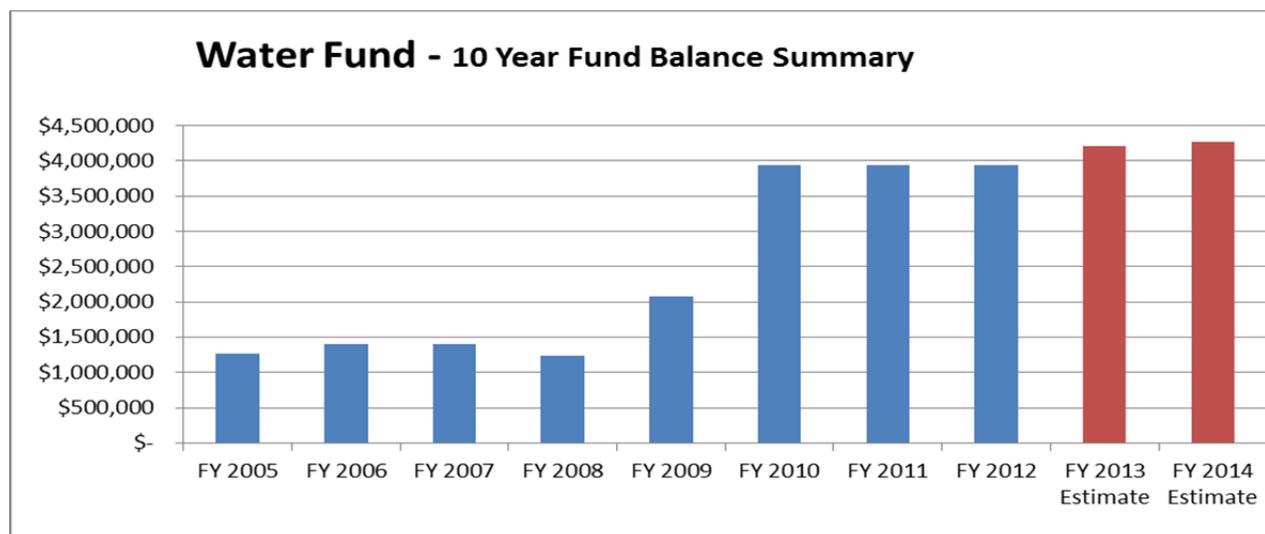


WATER ENTERPRISE FUND

TOWN OF CHINO VALLEY						
WATER FUND						
	Estimate FY 12-13	Budget FY 13-14	Budget FY 14-15	Budget FY 15-16	Budget FY 16-17	Budget FY 17-18
REVENUES						
On Going Revenues	451,931	472,000	486,000	500,000	515,000	530,000
TOTAL REVENUES	\$ 451,931	\$ 472,000	\$ 486,000	\$ 500,000	\$ 515,000	\$ 530,000
EXPENDITURES						
Department Expenditures	549,198	574,595	604,990	517,129	534,503	542,653
Contingencies	-	45,000	45,000	45,000	45,000	45,000
Changes						
Reinstate 40 hr. pay week		15,000	15,500	16,000	16,500	17,000
TOTAL EXPENDITURES	\$ 549,198	\$ 634,595	\$ 665,490	\$ 578,129	\$ 596,003	\$ 604,653
REVENUES (UNDER) OVER EXPENDITURES	\$ (97,267)	\$ (162,595)	\$ (179,490)	\$ (78,129)	\$ (81,003)	\$ (74,653)
Transfers In						
Transfers From Capital Improvement Fund	362,990	220,000	236,000	134,000	137,000	135,000
REVENUES (UNDER) OVER AFTER TRANSFER	\$ 265,723	\$ 57,405	\$ 56,510	\$ 55,871	\$ 55,997	\$ 60,347
BEGINNING FUND BALANCE	\$ 3,946,749	\$ 4,212,472	\$ 4,269,877	\$ 4,326,387	\$ 4,382,258	\$ 4,438,255
ENDING FUND BALANCE	\$ 4,212,472	\$ 4,269,877	\$ 4,326,387	\$ 4,382,258	\$ 4,438,255	\$ 4,498,602
LESS FIXED ASSETS AND L.T. OBLIGATIONS	\$ 3,964,688	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
TOTAL AVAILABLE RESOURCES	\$ 247,784	\$ 269,877	\$ 326,387	\$ 382,258	\$ 438,255	\$ 498,602
Minimum Reserve Requirement @ 25% of total department expenditures	137,300	158,649	166,373	144,532	149,001	151,163

The Total Available Resources reflect the current assets available for use less net fixed assets and long term debt/obligations.

The Town adopted new water rates during Fiscal Year 2013. The effect of the rate increase will reduce the subsidy the Water Fund is receiving from the Capital Improvement Fund each year. The on-going revenue projection assumes no additional customers are being added to the system each year. However, the Town is actively pursuing adding new customers by acquiring other water systems within the Town.

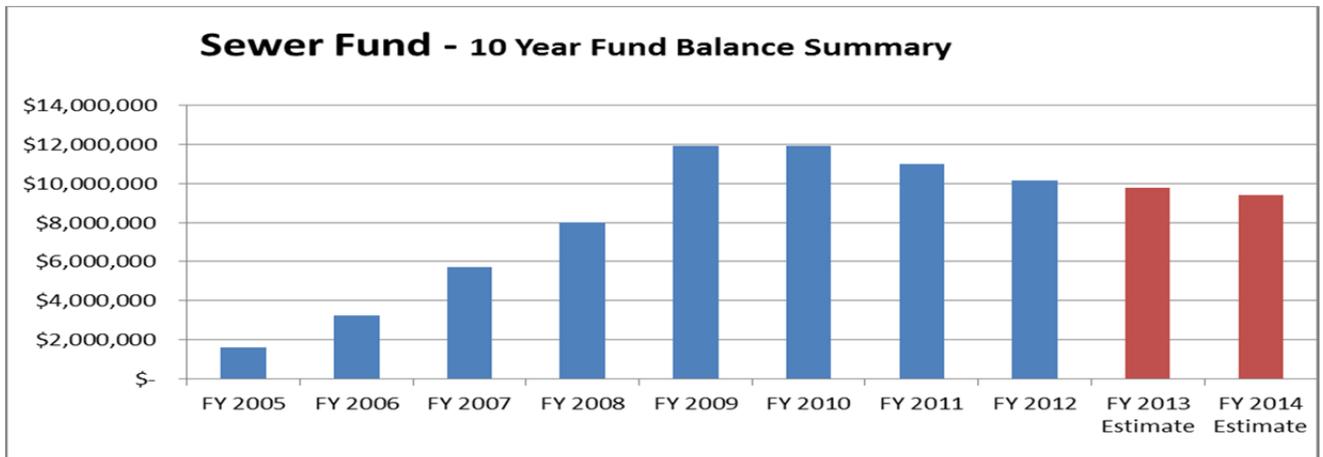


SEWER ENTERPRISE FUND

TOWN OF CHINO VALLEY SEWER FUND						
	Estimate FY 12-13	Budget FY 13-14	Budget FY 14-15	Budget FY 15-16	Budget FY 16-17	Budget FY 17-18
REVENUES						
On Going Revenues	1,263,216	1,308,000	1,420,500	1,544,250	1,680,375	1,830,113
		-	-	-	-	-
One Time Revenue						
TOTAL REVENUES	\$ 1,263,216	\$ 1,308,000	\$ 1,420,500	\$ 1,544,250	\$ 1,680,375	\$ 1,830,113
EXPENDITURES						
Department Expenditures	1,653,258	1,593,365	1,619,056	1,645,988	1,673,684	1,702,165
Contingencies	-	75,000	75,000	75,000	75,000	75,000
Changes						
Reinstate 40 hr. pay week		15,000	15,500	16,000	16,500	17,000
TOTAL EXPENDITURES	\$ 1,653,258	\$ 1,683,365	\$ 1,709,556	\$ 1,736,988	\$ 1,765,184	\$ 1,794,165
REVENUES (UNDER) OVER EXPENDITURES	\$ (390,042)	\$ (375,365)	\$ (289,056)	\$ (192,738)	\$ (84,809)	\$ 35,947
Transfers In						
Transfer From Capital Improvement Fund		-	10,000	290,000	180,000	60,000
REVENUES (UNDER) OVER AFTER TRANSFERS	\$ (390,042)	\$ (375,365)	\$ (279,056)	\$ 97,262	\$ 95,191	\$ 95,947
BEGINNING FUND BALANCE	\$ 10,155,459	\$ 9,765,417	\$ 9,390,052	\$ 9,110,997	\$ 9,208,259	\$ 9,303,450
ENDING FUND BALANCE	\$ 9,765,417	\$ 9,390,052	\$ 9,110,997	\$ 9,208,259	\$ 9,303,450	\$ 9,399,397
LESS FIXED ASSETS AND L.T. OBLIGATIONS	\$ 8,463,835	\$ 8,500,000	\$ 8,500,000	\$ 8,500,000	\$ 8,500,000	\$ 8,500,000
TOTAL AVAILABLE RESOURCES	\$ 1,301,582	\$ 890,052	\$ 610,997	\$ 708,259	\$ 803,450	\$ 899,397
Minimum Reserve Requirement @ 25% of total department expenditures	413,315	420,841	427,389	434,247	441,296	448,541

The Total Available Resources reflect the current assets available for use less net fixed assets and long term debt/obligations.

The Town adopted new sewer rates during Fiscal Year 2013. The effect of the rate increase will reduce the necessity for a subsidy from the Capital Improvement Fund until fiscal year 2015. The on-going revenue projections assume no additional customers are being added to the system each year. However the Town does have a mandatory connection policy if a major sewer line is extended to within 400 feet from a property line.



REVENUE DETAIL BY FUND

GENERAL FUND

Town of Chino Valley					
Total Revenue Summary					
Description	Actual FY 12	Budget FY 12-13	Estimate FY 12-13	Budget FY 13-14	Budget FY 14-15
GENERAL FUND					
CABLE FRANCHISE FEES	63,230	66,000	63,421	64,000	65,000
WATER FRANCHISE FEES	7,210	6,900	7,076	7,000	7,000
GAS FRANCHISE FEES	50,642	53,500	44,502	50,000	51,000
ELECTRIC FRANCHISE FEES	17,350	17,100	17,485	17,500	18,000
TOWN SALES TAX-RETAIL	2,204,661	2,165,000	2,307,550	3,670,000	3,519,000
CONSTRUCTION SALES TAX	124,857	110,000	297,852	225,000	229,500
BED TAX	9,077	17,000	15,400	16,000	16,500
BUILDING PERMITS	131,571	71,280	64,228	65,000	65,000
BUSINESS LICENSES	64,549	65,000	58,669	53,000	54,000
PLAN CHECK FEES	79,183	36,750	40,543	40,000	41,000
SIGN PERMITS	4,325	5,000	4,045	5,000	5,000
ZONING PERMITS	1,110	2,000	2,000	2,000	2,000
GRADING PERMITS	107	-	24	-	-
P.A.N.T.	82,635	22,000	35,802	-	-
DUI TASK FORCE REIMB	-	7,000	-	-	-
VEHICLE LICENSE TAX	555,907	562,089	562,768	563,000	584,000
COUNTY LIBRARY FUNDS	126,753	126,753	107,599	110,000	112,000
SENIOR NUTRITION REVENUE	42,015	50,500	49,657	71,000	46,000
YAVAPAI CTY LONG TERM CARE	3,438	13,000	-	-	-
VICTIM/WITNESS GRANT	3,900	3,900	3,920	3,900	3,900
BULLET PROOF VEST PARTNERSHIP	2,535	2,500	-	2,500	2,500
STATE SHARED SALES TAX	845,244	904,520	897,678	935,000	950,000
STATE SHARED INCOME TAX	912,963	1,104,833	1,104,700	1,207,000	1,231,000
SALE OF PRINTED MATTER	506	50	100	100	100
COPIER FEES	588	982	325	500	500
ENGINEERING REPORTS	-	500	-	-	-
GIS PRODUCT REVENUE	-	50	16	-	-
ENGINEERING SERVICES	21,159	4,000	3,900	4,000	4,000
ENGINEERING INSPECTIONS	100	100	100	100	100
SPECIAL REC PROGRAM INCOME	95	3,000	-	-	-
ADULT SPORTS	4,674	5,000	2,250	3,000	3,000
PROGRAM INCOME	692	2,000	1,485	2,000	2,000
AQUATIC CENTER ENTRANCE FEES	35,079	30,000	34,454	35,000	35,000
AQUATIC CENTER CONCESSIONS	10,992	5,000	9,777	10,000	10,000
RECREATION CONCESSIONS	-	900	-	-	-
FACILITIES USE/UTILITY REIMB	30,490	335,400	339,217	2,500	2,500
AQUATIC CTR PROGRAM FEES	18,457	14,000	19,868	19,000	19,000
FACILITIES USE-RECREATION	2,900	2,500	3,688	4,000	4,000
FACILITIES USE-SENIOR CENTER	5,935	4,500	3,200	4,000	4,000
FACILITIES USE-AQUATIC CENTER	1,308	4,000	-	-	-
FACILITIES USE-PARKS	2,404	2,500	6,807	5,000	5,000
COPIES & MAPS (LIBRARY)	117	150	106	100	100
S/C NUTRITION PROGRAM INCOME	9,572	8,500	9,445	9,000	9,000
RECREATION CLASSES INCOME	-	-	960	1,000	1,000

GENERAL FUND – CONTINUED

Town of Chino Valley					
Total Revenue Summary					
Description	Actual FY 12	Budget FY 12-13	Estimate FY 12-13	Budget FY 13-14	Budget FY 14-15
GENERAL FUND					
POLICE REPORTS	2,950	4,000	2,468	3,000	3,000
INTACT DOG RECOVERY FEES	2,005	1,200	2,114	2,000	2,000
ANIMAL CONTROL FEES	25,965	23,850	22,928	24,000	24,000
LIBRARY FINES	3,085	3,150	2,539	2,500	2,500
LOST BOOKS	897	650	762	1,000	1,000
TRAFFIC FINES	114,053	150,000	95,115	100,000	100,000
REIMBURSEMENT COURT ATTORNEY	4,686	4,500	2,520	3,000	3,000
RESTITUTION	1,496	2,500	349	-	-
BOND FORFEITURES	-	250	-	-	-
ADMINISTRATIVE FEES-FINANCE	813	3,600	3,579	2,000	2,000
MISCELLANEOUS REVENUE	837	250	323	300	300
SALE OF FIXED ASSETS	27,561	10,000	114	-	-
WORKERS COMP REFUND	1,598	1,000	-	-	-
DONATIONS/FUNDRAISING	11,000	2,500	-	-	-
SENIOR CTR THRIFT STORE	924	1,000	727	1,000	1,000
ANIMAL SHELTER DONATIONS	1,656	2,000	1,952	-	-
RECREATION SPONSORSHIPS	1,200	5,000	4,405	5,000	5,000
PARKS SPONSORSHIPS	-	2,000	-	-	-
SR CTR SPONSORSHIPS	-	2,000	-	-	-
AQUATIC CTR SPONSORSHIPS	3,097	4,000	34	-	-
LIBRARY CONTRIBUTIONS	-	4,800	4,800	4,800	4,800
SR CTR PROGRAM INCOME	325	500	3,397	3,000	3,000
INTEREST INCOME - HERMAN ESTATE	23	20	42	50	50
INTEREST INCOME	648	480	494	500	500
TFRS FROM CAPITAL IMPROV FUND	526,555	418,652	418,652	55,480	185,085
TFRS FROM PD SPECIAL REVENUE FUND	11,400	20,002	20,002	10,000	10,000
TOTAL GENERAL FUND	6,221,103	6,503,661	6,707,934	7,423,830	7,448,935

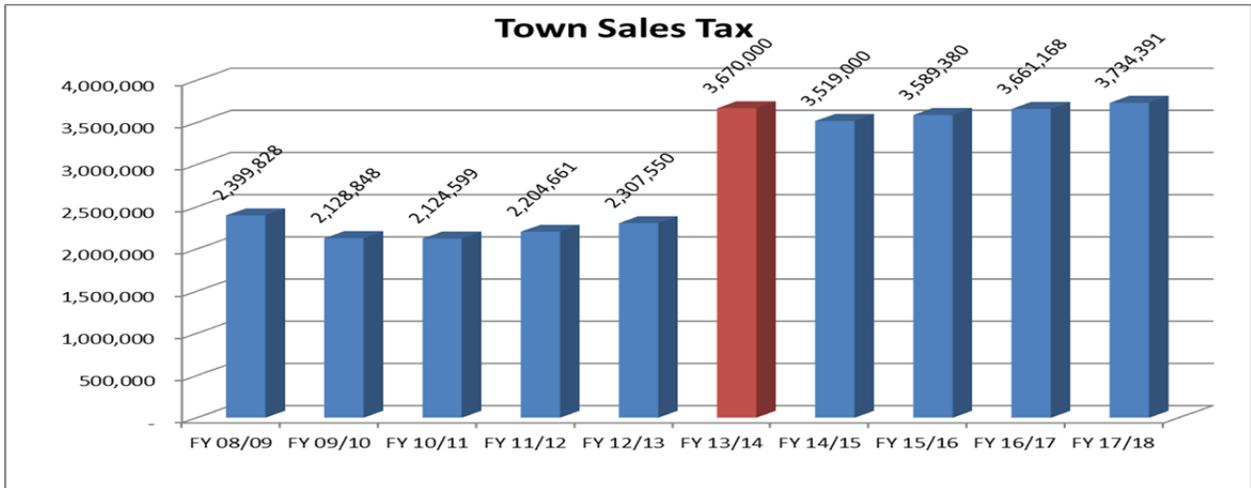
General Fund Revenues are projected to increase by a conservative 2% unless additional information is available to justify a different amount.

General Fund Revenues have shown steady growth during fiscal year 2012. The Town increased Town Sales Tax by 1% effective June 1, 2013, which accounts for the majority of the projected revenue increase next fiscal year. The increase went into effect the same day that the State of Arizona decreased their sales tax by 1%. Thus Chino Valley residents/consumers didn't experience a net increase in tax.

State Shared Sales Tax and Income Tax also showed an increase over the prior fiscal year.

TOWN SALES TAX

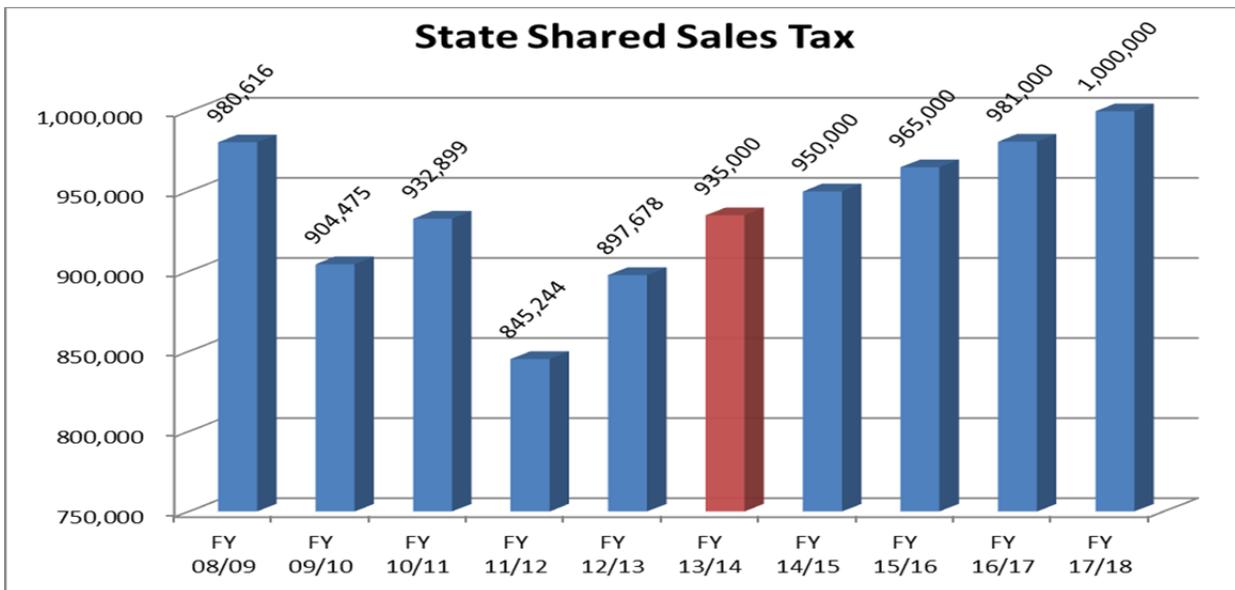
The Town of Chino Valley collects a transaction privilege tax (sales tax) on the gross receipts of business activities. On June 1, 2013 the rate increased from 3% to 4% on the majority of taxable activities in the Town. 1% of the Towns sales tax collected is recorded in the Capital Improvement Fund.



The Chart above summarizes the actual Town Sales Tax collections through fiscal year 2012 and the projected collections through fiscal year 2018. The fiscal year 2014 projection includes the 1% tax rate increase and a one-time payment from the City of Prescott of \$ 220,000. Fiscal year 2015 through 2018 are projected to increase a conservative 2% per year.

STATE SHARED SALES TAX

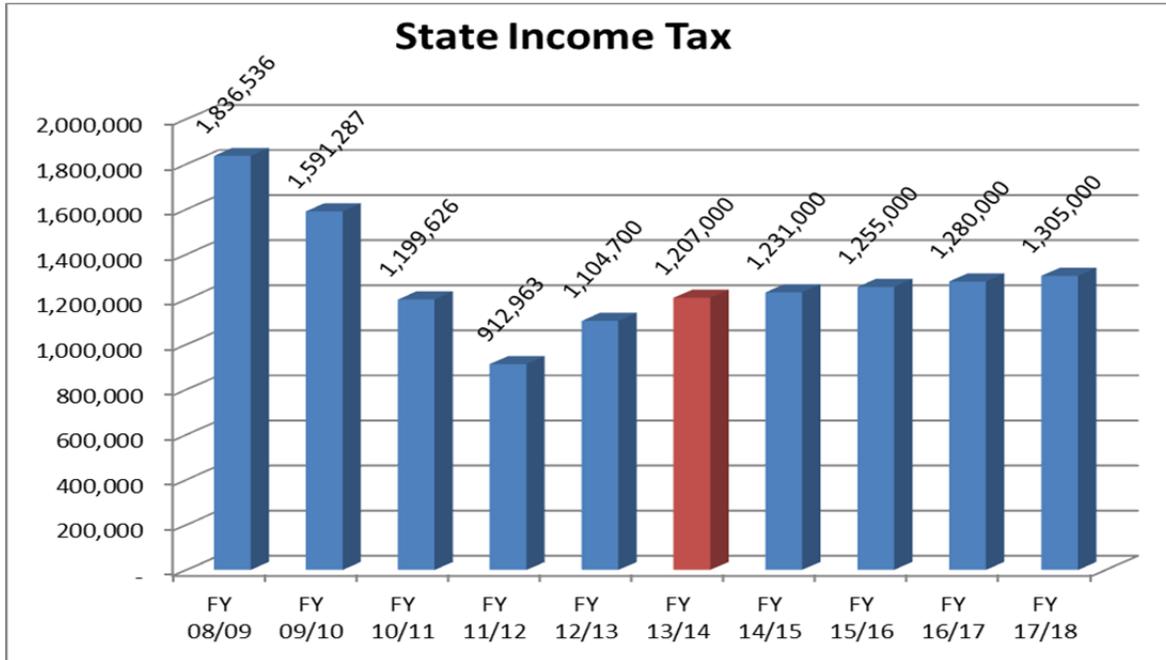
Arizona cities and towns share a portion of the total amount collected from State Sales Tax. The town's portion of the State Sales Tax is based on the relationship of its population to the total population of all cities and towns within the state.



The Chart above summarizes the actual State Shared Sales Tax collections through fiscal year 2012 and the projected collections through fiscal year 2018. The fiscal year 2014 projection is based on an estimate provided by the Arizona Department of Revenue and the League of Arizona Cities and Towns. Fiscal year 2015 through 2018 are projected to increase a conservative 2% per year.

STATE SHARED INCOME TAX

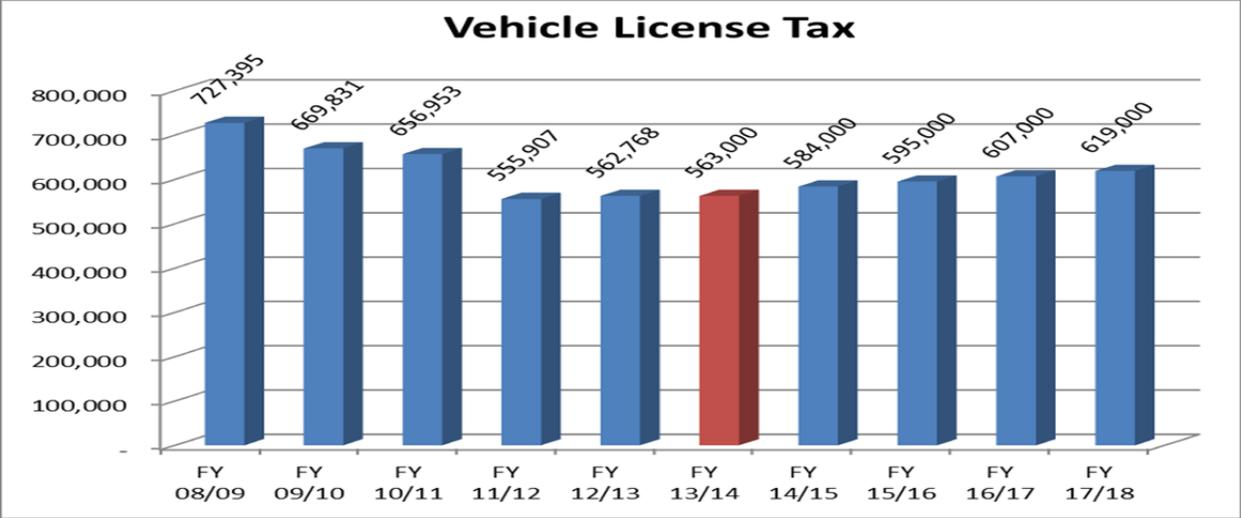
Arizona cities and towns share a portion of the total amount collected from the State Income Tax. A town's portion of the State Income Tax is based on the relationship of its population to the total population of all cities and towns within the state.



The Chart above summarizes the actual State Income Tax collections through fiscal year 2012 and the projected collections through fiscal year 2018. The fiscal year 2014 projection is based on an estimate provided by the Arizona Department of Revenue and the League of Arizona Cities and Towns. Fiscal year 2015 through 2018 are projected to increase a conservative 2% per year. The revenues are disbursed by the State two years after collection by the Arizona Department of Revenue.

VEHICLE LICENSE TAX

Arizona cities receive a 25% share of the net revenue collect for the licensing of vehicles in their related county. Each town's share within their county is determined based on the town's population in relation to the county as a whole. These revenues are distributed by the State Treasurer.



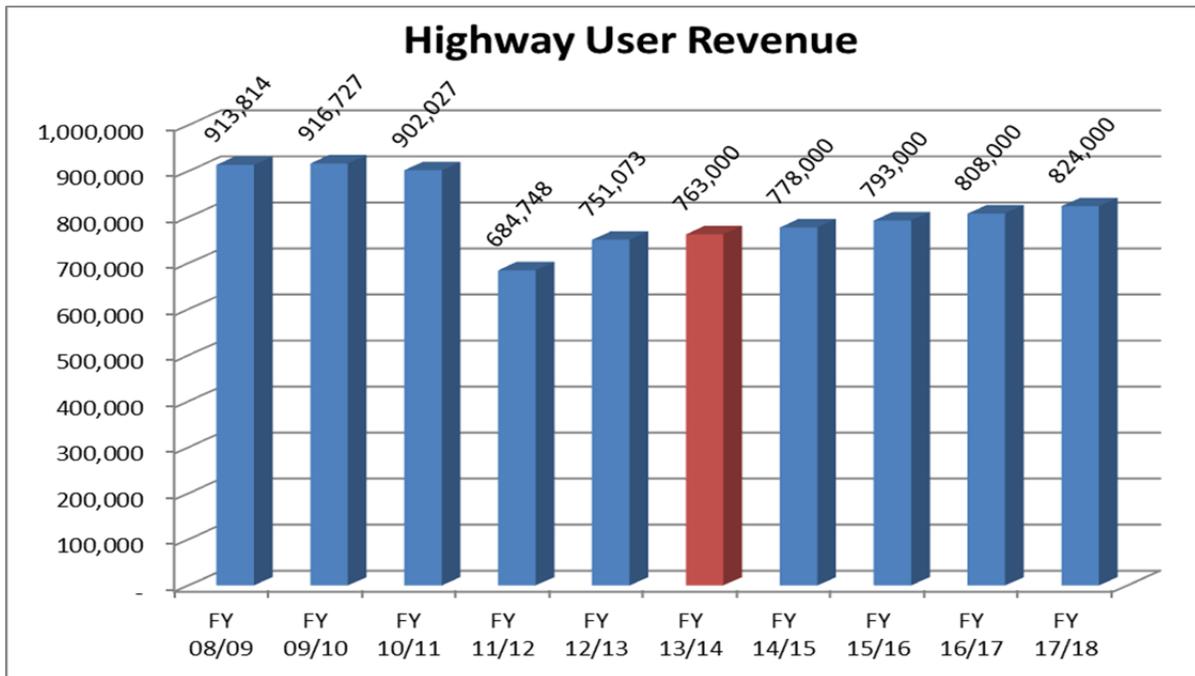
The Chart above summarizes the actual Vehicle License Tax collections through fiscal year 2012 and the projected collections through fiscal year 2018. The fiscal year 2014 projection is based on an estimate provided by the League of Arizona Cities and Towns. Fiscal year 2015 through 2018 are projected to increase a conservative 2% per year.

SPECIAL REVENUE FUNDS – HIGHWAY USER REVENUE

Town of Chino Valley					
Total Revenue Summary					
Description	Actual FY 12	Budget FY 12-13	Estimate FY 12-13	Budget FY 13-14	Budget FY 14-15
HIGHWAY USER REVENUE FUND					
RIGHT-OF-WAY PERMITS	919	1,500	825	1,000	1,000
DRIVEWAY PERMITS	360	350	240	350	350
MICELLANEOUS REVENUE			9,534	-	-
INTEREST INCOME	1,356	1,500	1,502	1,500	1,500
SALE OF FIXED ASSETS	3,152	5,000	-	-	-
HIGHWAY USERS REVENUE	684,748	762,561	751,073	763,000	778,000
COURT FINES -- HURF	226	350	-	-	-
CARRYOVER		46,163		253,700	259,472
TOTAL HIGHWAY USER REVENUE FUND	690,761	817,424	763,174	1,019,550	1,040,322

HIGHWAY USER REVENUE

Arizona cities receive a share of State Motor Vehicle Fuel Taxes (Highway User Revenue Funds). The distribution formula is based on two separate calculations; the first half is based on the town's population in relation to the State's total population, the second half is based on the county in which the revenues were generated. These funds must be utilized for the construction and maintenance of streets and highways.



The Chart above summarizes the actual Highway User Revenue collections through fiscal year 2012 and the projected collections through fiscal year 2018. The fiscal year 2014 projection is based on an estimate provided by the League of Arizona Cities and Towns. Fiscal year 2015 through 2018 are projected to increase a conservative 2% per year.

CAPITAL IMPROVEMENT FUNDS

Town of Chino Valley Total Revenue Summary					
Description	Actual FY 12	Budget FY 12-13	Estimate FY 12-13	Budget FY 13-14	Budget FY 14-15
CAPITAL IMPROVEMENT FUND					
1% TPT REVENUES-RETAIL/OTHER	1,101,985	1,082,500	1,115,271	1,138,000	1,160,760
1% CONSTRUCTION TPT REVENUES	62,429	55,000	149,928	60,000	61,200
1% BED TAX REVENUES	4,884	8,500	7,957	8,000	8,160
MISC CAPITAL PROJECTS		2,000,000	-	2,000,000	2,000,000
INTEREST INCOME LGIP	2,968	650	2,164	800	800
YAVAPAI COUNTY DRAINAGE DISTRICT				1,084,000	
BOND PROCEEDS				500,000	8,000,000
LEASE PURCHASE PROCEEDS					210,000
TFR IN FROM ROAD IMPACT FEES				1,000,000	-
CARRYOVER		211,740			-
TOTAL CAPITAL IMPROVEMENT FUND	1,172,266	3,358,390	1,275,320	5,790,800	11,440,920

The major on-going revenue for the Capital Improvements Fund is 1% of the Retail Sales Tax. The Town also separates the construction and bed tax portion from the 1%.

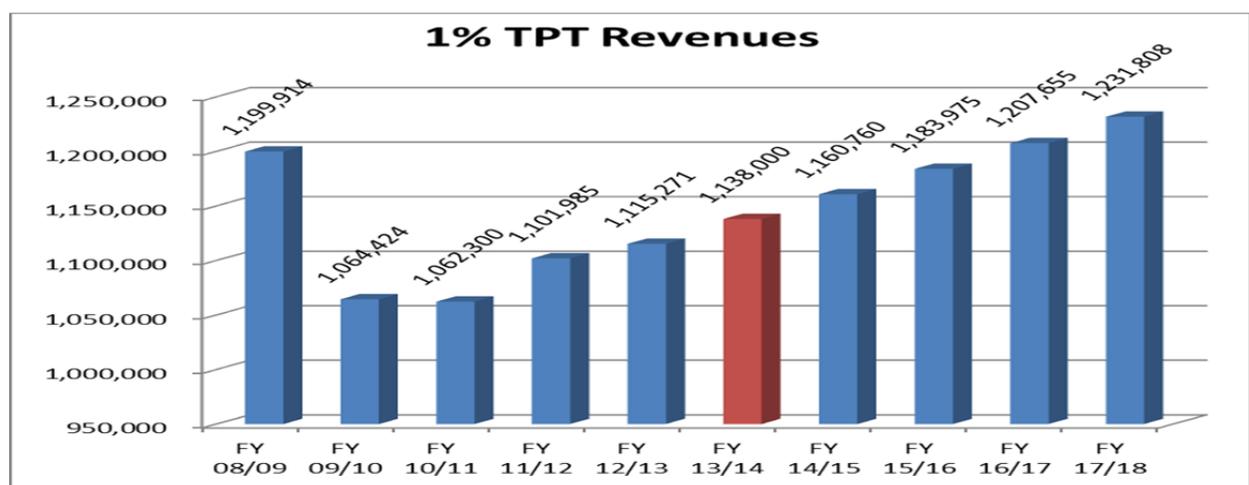
The Town Budgets \$2,000,000 as a buffer in order to be able to spend unanticipated revenues received during a fiscal year. These types of funds include FEMA emergency assistant funds, State of Arizona emergency assistant funds, or unanticipated grants funds from Federal, State, County, or local sources.

The Town intends to transfer \$ 1,000,000 from the Roads Impact Fee Fund and anticipated receiving \$ 1,084,000 from the Yavapai County Drainage District this fiscal year.

The Town accounts for all Capital Projects over \$20,000 and related funding in the Capital Projects fund.

1% TPT REVENUES – RETAIL/OTHER

The Major on-going revenue for the Capital Improvements Fund is 1% of the Transaction Privilege Tax (sale tax) collections.



The Chart above summarizes the actual 1% Transaction Privilege Tax collections through fiscal year 2012 and the projected collections through fiscal year 2018. Fiscal year 2015 through 2018 are projected to increase a conservative 2% per year.

ENTERPRISE FUNDS – WATER

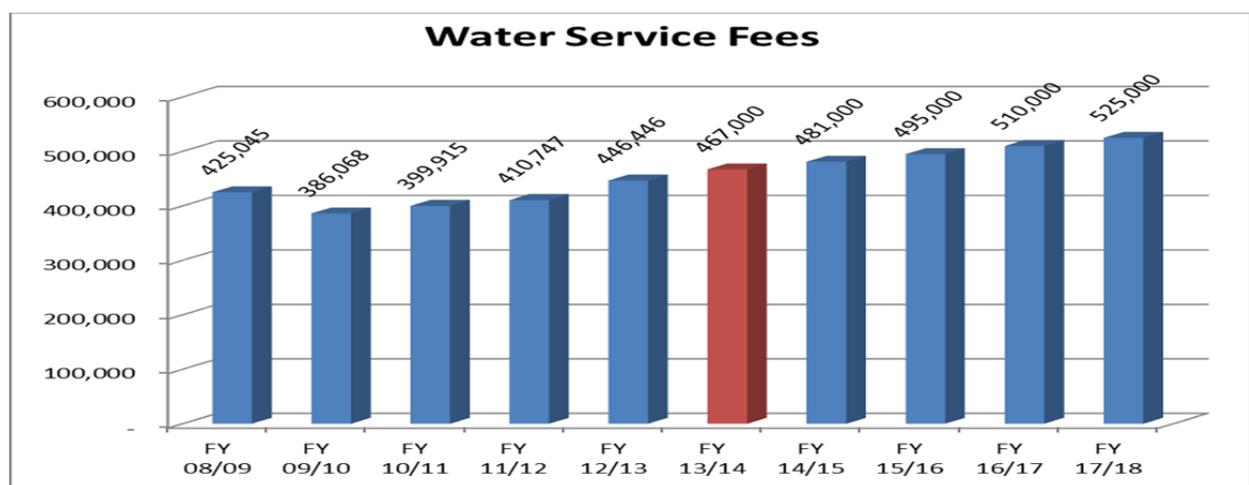
Town of Chino Valley Total Revenue Summary					
Description	Actual FY 12	Budget FY 12-13	Estimate FY 12-13	Budget FY 13-14	Budget FY 14-15
WATER ENTERPRISE FUND					
WATER SERVICE FEES	410,747	408,240	446,446	467,000	481,000
WATER SYSTEM BUY-IN FEES	2,562	2,500	-	-	-
WTR SERVICE CONNECTION TAP FEE		500	-	-	-
WATER METER FEES	904	2,000	-	-	-
SALE OF FIXED ASSETS	1,384	700	-	-	-
LEASE PURCHASE PROCEEDS					
MISCELLANEOUS REVENUE	4,569	5,120	5,486	5,000	5,000
CARRYOVER		51,789			
TFR FROM CAPT IMPROVEMENT FUND		362,990	362,990	220,000	236,000
TOTAL WATER ENTERPRISE FUND	420,165	833,839	814,921	692,000	722,000

Water Enterprise Fund Revenues reflect the effects of the adopted rate increase in Fiscal Year 2012/2013. The new water rates will increase by approximately 3% per year through Fiscal Year 2017.

Town of Chino Water Rates	Current	Residential 5000 gallons	Residential 10000 gallons	New Rate 2013	Residential 5000 gallons	Residential 10000 gallons	New Rate 2017	Residential 5000 gallons	Residential 10000 gallons
Monthly Base Charge	\$ 4.84	\$ 4.84	\$ 4.84	\$ 4.99	\$ 4.99	\$ 4.99	\$ 5.61	\$ 5.61	\$ 5.61
0 - 8000 gallons	\$ 3.94	\$ 19.70	\$ 31.52	\$ 4.06	\$ 20.30	\$ 32.48	\$ 4.57	\$ 22.85	\$ 36.56
8001 - 20000 gallons	\$ 4.93		\$ 9.86	\$ 5.08		\$ 10.16	\$ 5.72		\$ 11.44
20001 + gallons	\$ 6.90			\$ 7.11			\$ 8.00		
		\$ 24.54	\$ 46.22		\$ 25.29	\$ 47.63		\$ 28.46	\$ 53.61

WATER SERVICE FEES

Water Service Fees are user fees charged to residential, commercial and industrial customer for the distribution of water. These fees are for the maintenance and operation of the system, administration, billing, debt service and future capital improvements to the system.



The Chart above summarizes the actual Water Service Fees collected through fiscal year 2012 and the projected collections through fiscal year 2018. Fiscal year 2015 through 2018 are projected to increase based on the adopted rate increase and assume no new customer growth.

ENTERPRISE FUNDS – SEWER

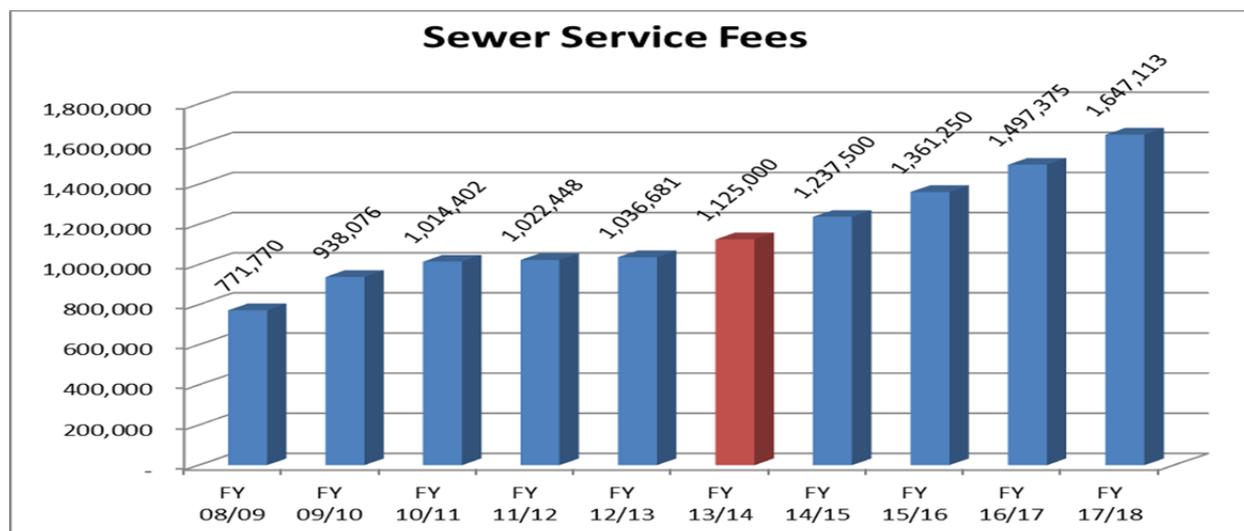
Town of Chino Valley					
Total Revenue Summary					
Description	Actual FY 12	Budget FY 12-13	Estimate FY 12-13	Budget FY 13-14	Budget FY 14-15
SEWER ENTERPRISE FUND					
SEWER SERVICE FEES	1,022,448	1,025,000	1,036,681	1,125,000	1,237,500
SEPTAGE RECOVERY FEES	26,281	40,000	-	-	-
SEWER SYSTEM BUY-IN FEES	26,337	30,000	26,983	28,000	28,000
CHINO MEADOWS SEWER HOOKUPS	29,639	93,600	99,183	95,000	95,000
ANNUAL PERMIT FEE-SEPTAGE	320	320			
MISCELLANEOUS REVENUE	39,421	41,000	20,612	30,000	30,000
EECBG EXPS (SOLAR PANELS PJT)	177,612	130,000	50,000		
INTEREST INCOME	33,194	30,000	29,758	30,000	30,000
CARRYOVER		616,975	390,042	375,365	279,056
TFR FROM CAPT IMPROVEMENT FUND					10,000
TOTAL SEWER ENTERPRISE FUND	1,355,252	2,006,895	1,653,258	1,683,365	1,709,556

Sewer Enterprise Fund Revenues reflect the effects of the adopted rate increase in Fiscal Year 2012/2013. The new sewer rates will increase by approximately 10% per year through fiscal Year 2017.

Town of Chino Sewer Rates	Current Rate	New Rate 2013	New Rate 2014	New Rate 2015	New Rate 2016	New Rate 2017
Residential	\$ 48.40	\$ 53.37	\$ 58.31	\$ 64.14	\$ 70.55	\$ 79.02

SEWER SERVICE FEES

Sewer Service Fees are user fees charged to residential, commercial and industrial customers for the collection and treatment of wastewater. The Town also charges Buy-in fees for new construction.



The Chart above summarizes the actual Sewer Service Fees collected through fiscal year 2012 and the projected collections through fiscal year 2018. Fiscal year 2015 through 2018 are projected to increase based on the adopted rate increase and assume no new customer growth.

DEBT SERVICE FUND

Description	Actual FY 12	Budget FY 12-13	Estimate FY 12-13	Budget FY 13-14
DEBT SERVICE FUND				
CARRYOVER		235,697		
TFRS FROM GENERAL FUND		26,263	26,263	
TFRS FROM CAPITAL IMPROV FUND		576,748	576,748	585,120
TFRS FROM HIGHWAY USER FUND		13,267	13,267	
TFRS FROM CAPITAL REPLAC FUND		576	576	
TOTAL DEBT SERVICE FUND	746,040	852,551	616,854	585,120

Debt Service Funds are used to make principal and interest payments on general government debt. Funds are transferred for other governmental funds on an annual basis to make the required debt service payments.

OTHER FUNDS – NON MAJOR FUNDS

Revenues for Other Funds – Non Major Funds are detailed in each funds expenditure section of the budget.

Community Development Block Grant (CDBG) - The Town of Chino Valley receives funding from the U.S. Department of Housing and Urban Development for the Small Cities Community Development Block Grant Program. The Arizona Department of Housing (ADOH) is the state agency in Arizona responsible for administering the program. The funding is received every four years and projects are approved by Council after a public hearing process.

Grants – The Town receives funding from various Federal, State, County, local, and other agencies. These funds are restricted and can only be used for the purpose intended. A detailed schedule of the projected grants and disbursements can be found in the Grant Expenditure Section of the Budget.

Special Revenue Fund - Court -The Court Special Revenue Fund is a restricted fund. A portion of the funds can be used for Court improvements to enhance the technology, operation and security of the court. A portion can also be used to enhance the technology, operation, and security of the court collection program.

Capital Asset Replacement - The Town Operating Management Policy establishes the Capital Asset Fund to account for special one-time revenues received. Examples include sales tax audit revenue or insurance dividends. These funds are used to purchase non-recurring items like capital goods.

Impact Fee Funds - Arizona Law allows cities and towns to assess development fees to offset costs associated with providing necessary public services to a development, including costs of infrastructure, improvements, real property, engineering and architectural services, financing and professional services. The Town of Chino Valley collects impact fees for the Police Department, Library, Parks, Recreation and Roads. These funds can only be used for growth related projects related to each category and must be accounted for separately. The Town has projected that no impact fees will be collected in the next several fiscal years and intends only to use the funds when received.

Senate Bill 1525 has made significant changes in the way Cities and Towns can impose Impact Fees on future development. The Town of Chino Valley will be undertaking a development fee study during the fiscal year.

Special Revenue Fund - Police - The Police Department charges an administrative fee for the administrative and post storage hearing for vehicles impounded under ARS 28-3511. The funds are restricted and can only be used for traffic enforcement related expenses. The Town receives these funds when vehicles are released after an administrative hearing. The Town also collects storage fees which are transferred to the General Fund each year.

Chino Valley Street Lighting Improvement Districts (CVSLID) – The Town of Chino Valley administers three street lighting districts. The property owners within each district pay for the projected amount of electricity used through their property taxes each year. The funds are disbursed by the Yavapai County Treasurer, which the Town uses to pay the utility bills as received.

EXPENDITURE DETAIL BY DEPARTMENT

GENERAL FUND

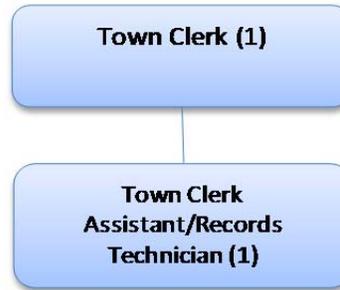
The table below summarizes the departments within the General Fund. The table compares the fiscal year 2012 actual, the fiscal year 2013 adopted budget, the fiscal year 2013 estimate, the fiscal year 2014 adopted budget, the % increase/decrease in fiscal year's 2014 budget over fiscal year 2013 and the projected 2015 budget.

Town of Chino Valley							
Total Expenditure Summary by Department							
	Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted	2014-15 Projected
GENERAL FUND							
41	PROSECUTOR	108,160	107,737	109,905	118,650	10%	118,639
42	TOWN CLERK	187,533	213,351	183,129	233,850	10%	208,865
43	TOWN MANAGER	309,400	306,844	324,414	348,850	14%	359,476
44	HUMAN RESOURCES	54,527	67,179	52,636	66,950	0%	82,349
45	MUNICIPAL COURT	237,216	268,554	271,254	294,800	10%	303,644
46	FINANCE	246,912	248,154	252,283	279,050	12%	301,842
47	MGMT INFORMATION	162,595	207,548	193,898	244,500	18%	255,440
50	MAYOR AND COUNCIL	26,790	29,730	28,675	29,550	-1%	30,126
55	PLANNING	157,139	128,598	105,858	139,350	8%	142,031
56	BUILDING INSPECTION	83,179	150,893	172,720	231,030	53%	264,741
60	POLICE	1,996,674	2,275,158	2,291,250	2,491,650	10%	2,566,400
61	ANIMAL CONTROL	69,082	87,120	80,628	91,400	5%	94,142
63	RECREATION	60,644	62,815	33,950	74,250	18%	76,453
64	LIBRARY	258,556	261,281	265,400	281,050	8%	289,482
66	SENIOR CENTER	178,689	195,577	191,212	199,450	2%	199,242
68	PARKS MAINTENANCE	280,141	350,883	335,042	385,300	10%	393,241
69	AQUATICS CENTER	358,257	276,247	248,833	277,500	0%	250,290
70	PUBLIC WORKS ADMIN	17,108	19,355	18,764	-	-100%	-
71	FACILITIES MAINTENANCE	272,904	342,319	321,071	349,000	2%	324,965
73	FLEET MAINTENANCE	289,047	319,774	317,705	332,350	4%	381,461
74	ENGINEERING	33,821	43,252	45,523	64,900	50%	36,687
95	NON DEPARTMENTAL	582,026	923,740	634,580	868,800	-6%	765,700
TOTAL GENERAL FUND		5,970,400	6,886,109	6,478,730	7,402,230	7%	7,445,212

The Town is projecting the General Fund expenditures to end fiscal year 2013 under budget.

Overall the General Fund expenditures are projected to increase 7% over last budget year. The major item increasing each department's budget in fiscal year 2014 over the prior fiscal year is the reinstatement of the 10% furlough amount for the town's employees. The furlough reinstatement is projected to cost the General Fund \$186,000 in fiscal year 2014.

The Management Information Systems (MIS) department was merged with the Graphical Information Systems (GIS) department. The Public Works Administration department is eliminated in fiscal year 2014.



Mission

The Town Clerk’s office looks forward to the future and treasures the past of the Town of Chino Valley by accurately recording the actions and proceedings of the Town Council, maintaining and preserving the Town’s official records, conducting fair and impartial Town elections, and serving internal and external customers with big-town efficiency and small-town friendliness.

Program Description

The Town Clerk keeps a true and correct record of all business transacted by the Town Council, prepares meetings, agenda packets, and minutes, and administers the Town’s compliance under the Open Meeting Laws for all public bodies. As the Town’s Election Official, the Town Clerk administers all election-related services in accordance with state and federal law. As the Records Management Director, the Town Clerk maintains all official records and keeps them convenient for public inspection, and provides document management services. The Town Clerk also provides other customer support services for Town staff and the public as they relate to public information, citizen complaints, Town Codes, local legislation, and notary services.

FY 13 Accomplishments

- Completed transition to new agenda management software for Council agenda meetings and public body appointees.
- Following a department reorganization and change of office locations, assisted with transfer of mail services and licenses to another department; updated Town Hall facilities and processes to better serve the Council and public; and worked with MIT Department to provide Council with laptops and electronic packets.
- Brought current a two-year records processing backlog, provided further training of Records Technician, and established new storage area for recent inactive and permanent records.
- Co-led with the Finance Director a large public outreach for Home Rule.
- Assisted the MIT Department with procuring town wide managed print services.

FY 14 New Initiatives and Goals

- Continue to train and cross-train Town Clerk Assistant/Records Technician.
- Prepare for and hold Special elections in November 2013 and May 2014; implement HB 2826, consolidated elections.

- Complete implementation of SB 1598, regulatory reform.
- Obtain records management module for Caselle Clarity; receive training and develop procedures.
- Work with codifier on Town Code updates.

Performance Measures

Objective

Research and maintain Town records in accordance with State of Arizona Department of Library and Archives guidelines.

MEASURE	FY12/13	FY12/13 BUDGET	FY12/13 PROPOSED
Documents processed	146	185	185
Internal/public research projects and requests	199	190	195
Records destroyed (per cubic foot)	120	0	77
Percent of internal/public requests completed within ten business days	99%	99%	100%

Objective

Effectively maintain all contracts and agreements, ensuring that an original signed and executed copy is on file in the Clerk's office; effectively process all ordinances and resolutions including advertising, signatures, recording with County Recorder, and distributing to all code users.

MEASURE	FY12/13	FY12/13 BUDGET	FY12/13 PROPOSED
Contracts and agreements processed	36	62	60
Ordinances and Resolutions processed	39	36	40
Percent of ordinances and resolutions processed within 10 business days	72%	89%	100%

Objective

Prepare complete Council agendas and packets; accurately transcribe Council meeting minutes; prepare public body agendas and accurately transcribe their minutes; and post and publish official meeting and legal notices in a timely manner.

MEASURE	FY12/13	FY12/13 BUDGET	FY12/13 PROPOSED
Council agenda/packets prepared	52	51	50
Public body agendas prepared	44	60	60
Council meeting minutes transcribed	63	125	83
Public body meeting minutes transcribed	51	85	56
Official meetings posted	255	330	280
Percent of Council agenda/packets distributed five days prior to meeting	95%	91%	100%
Percent of minutes completed within 10 business days	41%	89%	95%

Objective

Effectively and efficiently administer all Town elections.

MEASURE	FY12/13	FY12/13 BUDGET	FY12/13 PROPOSED
Elections conducted	0	1	2
Number of ballots cast	0	6,027	6,500
Number of registered voters	0	2,092	2,470
Average dollars spent per registered voter, per election	0	\$3.66	\$3.32
Percent of registered voters	0	34.7%	38%

Financial Information

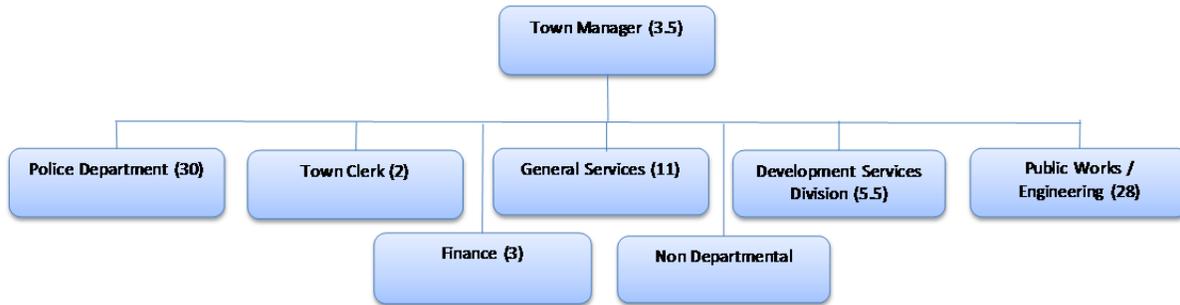
TOWN CLERK 42					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
SALE OF PRINTED MATTER	506	50	100	100	
COPIER FEES	588	982	325	500	
TOTAL REVENUES	1,094	1,032	425	600	-42%
EXPENDITURES					
FULL-TIME EQUIVALENT	3	2		2	
TOTAL SALARIES	110,339	96,020	94,375	113,400	18%
TOTAL FRINGE BENEFITS	42,013	34,547	36,425	38,250	11%
TOTAL PERSONNEL	152,352	130,567	130,800	151,650	16%
PROFESSIONAL SERVICES	5,343	5,953	5,880	10,000	
TRAVEL	202	1,393	1,175	2,800	
ADVERTISING	3,902	6,725	4,300	4,500	
SUBSCRIPTIONS & MEMBERSHIPS	541	215	420	500	
POSTAGE	10,469	6,343	9,489	500	
MAINT - OFFICE EQUIP/FURNITURE	4,385	8,200	2,479	2,000	
UTILITIES - WATER	80	50	105	100	
RENT - MACHINERY AND EQUIPMENT	822	836	830	-	
RECORDS MANAGEMENT	408	1,001	238	3,000	
TRAINING & SEMINARS	90	610	470	900	
ELECTION COSTS	-	32,633	22,100	43,100	
OPERATING SUPPLIES	5,188	6,325	4,843	5,300	
SMALL TOOLS/EQUIP/FURNITURE	3,752	12,500		500	
TOTAL EXPENDITURES	35,181	82,784	52,329	73,200	-12%
CASELLE SOFTWARE UPGRADE				9,000	
TOTAL	187,533	213,351	183,129	233,850	10%
NET COST GENERAL FUND	186,439	212,319	182,704	233,250	10%
% OF COST RECOVERED	1%	0%	0%	0%	

NARRATIVE

The Town Clerk’s budget includes temporary staff to catch up with the backlog of Council minutes that need to be transcribed. The expenses related to moving business licensing to Development Services have been reduced in the Clerk’s budget and moved to Development Services as appropriate. Postage was moved to the Non Departmental budget.

TOWN MANAGER

GENERAL FUND – DEPARTMENT 43



Mission

The Mission of the Town Manager’s Department is to administer the goals, policies and objectives established by the Town Council in the most cost effective, efficient means possible.

Program Description

The Town Manager is the head of the administrative branch of the Town government and has overall responsibility for the proper procedures, policies and operations of all Town departments.

The Town Manager is responsible for proper administration of the affairs of the Town. The Town Manager’s office assures that all laws, regulations and guidelines are adhered to relating to Town government and services, budget and expenditure control; performs liaison duties between Town departments and Town Council; coordinates with the Town Council to develop and implement short and long range goals for the Town; is responsible for economic development; and represents the Town in dealing with other governmental jurisdictions, private firms, professional groups, the media and general public.

FY 13 Accomplishments

- Home Rule passed by 67% in March 2013.
- Completed 5 year Water and Sewer Rate Study, adopted recommended rates.
- Resolved the past due Transaction Privilege Tax amount owed by Prescott.
- Adopted new sales tax rate.
- Reformatted the budget and update the Reserve/Contingency Policies.
- General Plan Update Ongoing.
- Initiated Impact Fee Study.
- Completed User Fee adjustments.
- \$330,000 negotiated payment from SBA for tower lease.
- Resolution of Bright star Financial Conflicts.
- Resolution of Deep Well Ranches pre annexation agreement conflicts.
- Assisted Council in securing a new Town Attorney.
- Hired Police Chief and Finance Director.
- Initiated implementation of Compensation and Classification Plan.

FY 14 New Initiatives and Goals

- Acquire and serve City of Prescott's water customers in Chino Valley.
- Reinstate furloughed amounts for town employees.
- Resolve Compensation and Staffing shortfalls.
- Consider Water and Sewer Extension on Highway 89.
- Create Jobs and Retail Choices in Town.
- Bring back Vision and Wellness Benefits.
- Expand Service Delivery in Town.
- Conclude Fann Operation and Maintenance Agreement at waste water plant.
- Create an industrial park at Old Home Manor.
- Create a business incubator and support center.

Performance Measures - None Noted

Financial Information

TOWN MANAGER 43					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
FULL-TIME EQUIVALENT	3.34	3.84		3.5	
TOTAL SALARIES	171,105	239,903	230,542	283,500	18%
TOTAL FRINGE BENEFITS	39,342	56,311	53,372	65,350	16%
TOTAL PERSONNEL	210,447	296,214	283,914	348,850	18%
PROFESSIONAL SERVICES	92,188	2,000	23,150	2,000	
TRAVEL	72	1,000	7,000	8,000	
PUBLIC RELATIONS	1,650	-	700	1,000	
ADVERTISING	1,070			-	
SUBSCRIPTIONS & MEMBERSHIPS	812	2,550	4,000	4,000	
MAINT OFFICE EQUIPMENT			750	1,500	
UTILITIES - WATER	80	50	100	100	
CELLULAR PHONES	725	900	800	900	
TRAINING & SEMINARS	165	900	2,500	2,500	
GENERAL SUPPLIES	2,131	2,980	1,000	1,500	
SMALL TOOLS/EQUIP/FURNITURE	60	250	500	500	
TOTAL EXPENDITURES	98,953	10,630	40,500	22,000	107%
INDIRECT OUT				(22,000)	
TOTAL EXPENDITURES	309,400	306,844	324,414	348,850	14%

NARRATIVE

Personnel is up 18% due to filling the Town Manager position and the change in charging interdepartmental costs to other departments. Travel is up due to the Town Manager's employment contract which provides for a car allowance of \$4,800 per year. Maintenance Office Equipment is for the cost of managed print services.

NON DEPARTMENTAL

GENERAL FUND – DEPARTMENT 95

Program Description

The Non Departmental Budget contains expenditures that are not specific to a particular department like general liability Insurance premiums, outside agency funding, sales tax incentive payments, debt service payments, inter-fund transfers and general fund contingencies. Special projects and studies that benefit the entire Town are also included.

FY 13 Accomplishments

- Prepared an RFQ for legal services.
- Continued to work on the General Plan Update.
- Contracted for the Impact Fee Study.
- Funded the Chamber of Commerce.
- Completed the Strategic Financial Plan.

FY 14 New Initiatives and Goals

- Complete the General Plan Update.
- Complete the Impact Fee Study.
- Review and Update General Fund Contingency and Reserve Policies.
- Chamber of Commerce Funding.
- Complete Caselle Software Upgrade.

Performance Measures - None Noted

Financial Information

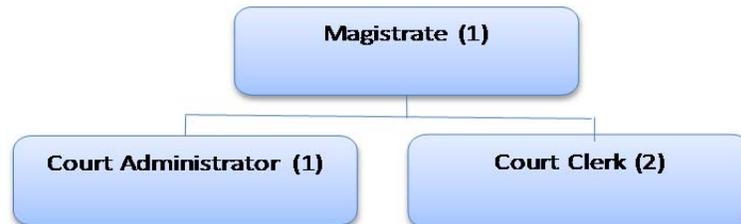
NON DEPARTMENTAL 95					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
LEGAL SERVICES	120,620	120,000	120,000	150,000	
POSTAGE				10,000	
SMALL TOOLS AND EQUIPMENT	1,630	600	550		
NACOG-EDA/RURAL TRANSP ASSMT	1,834	1,834	1,700	2,000	
GENERAL PLAN	27,280	82,000	45,000	37,000	
USER FEE STUDY	12,382	-			
IMPLEMENTATION OF SB 1525		35,000	5,000	37,000	
LIABILITY/PROPERTY INSURANCE	172,801	158,000	174,000	175,000	
INSURANCE DEDUCTIBLES	1,186	3,000	5,000	5,000	
CLEANUP CAMPAIGN	685	1,000		10,000	
YAV CO EMERG MGMT IGA	4,651	4,651	4,651	5,000	
CYMPO	656	10,000		2,500	
ECON DEV CONTRACT SVCS	2,000			500	
OUTSIDE AGENCY FUNDING	38,000	38,000	38,000	38,000	
DAYS INN TPT REIMBURSEMENT	5,607	15,000	14,000	15,000	
CVIMKT TPT REIMBURSEMENT	11,258	12,500	11,000	5,500	
LEAGUE OF AZ CITIES DUES	9,778	8,942	8,942	9,000	
WALGREEN TPT REIMBURSEMENT	50,310	50,000	45,000	12,000	
SAFETY COMMITTEE EXPENSES				5,000	
CONTINGENCIES		323,047		321,500	
CASELLE SOFTWARE UPGRADE			22,231	22,800	
CITIZENS SURVEY			6,000		
PRESCOTT VALLEY EDF MEMBERSHIP			500		
STRATEGIC FINANCIAL PLAN			28,340		
ABATEMENT PROGRAM			10,000		
PLANNING SERVICIES			37,000		
ON-LINE AUCTION EXPENSES	2,841	2,500		1,000	
STATE TRANSPARENCY EXPENSES				5,000	
COMPENSATION STUDY	13,500	-			
NEW TELEPHONE SYSTEM	25,496	-			
NEW PARKING LOT S CAMPUS	11,204				
TFRS TO GRANTS FUND	8,190	31,403	31,403		
TFRS TO DEBT SERVICE FUND	60,119	26,263	26,263		
TOTAL EXPENDITURES	582,026	923,740	634,580	868,800	-6%

Narrative

Legal Services increased to fund the transition expenses to the new legal firm. The General Plan is projected to be complete by June 30, 2014. The Walgreens TPT incentives will be paid in full by October 1, 2013. Contingencies are budgeted per Town policy. The cleanup campaign was moved from Contingencies and budgeted this fiscal year.

MUNICIPAL COURT

GENERAL FUND – DEPARTMENT 45



Mission

As the judicial branch of government, the mission of the Chino Valley Municipal Court is to provide an independent, accessible, fair, and effective system of justice on behalf of and for the citizens of Chino Valley.

Program Description

The Court has jurisdiction to process and hear cases which arise within the Town limits of Chino Valley, including misdemeanor criminal complaints alleging a violation of Arizona law or Town ordinance, civil and criminal traffic matters, and petitions for an Order of Protection or an Injunction against Harassment.

The Magistrate presides over a variety of court proceedings which include initial appearances, arraignments, pretrial disposition conferences, change of plea hearings, sentencing, petitions to revoke probation, order to show cause hearings, motion hearings, civil traffic hearings, jury and non-jury trials, restitution hearings, payment review hearings, and all other hearings as may be required.

The Court strives to accomplish its mission by providing professional, courteous, and efficient service for anyone contacting the Court by listening, understanding, and providing relevant information without giving legal advice.

FY 13 Accomplishments

- Reorganization of the file room, which included the individual review of thousands of cases which were pending, closed, or in Collections.
- Establishing a procedure and physical separation of files which must be destroyed in accordance with Supreme Court mandates for the retention of physical and digital case file information.
- Researching available resources in the absence of financial records prior to December, 2004, the origin and nature of certain funds carried as part of the balance in the Court's General Fund.
- Streamlining the case flow, case management, and calendaring system to maximize the efficiency and effectiveness of the Court's limited staff personnel.

FY 14 New Initiatives and Goals

- Engaging the services of a private vendor to process credit/debit card transactions for the payment of financial obligations to the Court at no cost to the Town. This would reduce the current expenditure of +/- \$1,500 a year, provide instant retrieval of payment information, and reduce the number of telephone calls to the Court.
- Completing a comprehensive Court Policy and Procedures Manual, which will incorporate the anticipated revision of the Town of Chino Valley's Personnel & Policy Manual with specific policies of the Chino Valley Municipal Court not otherwise provided by the Administrative Orders of the Court.
- Completing a Manual of Standard Operating Procedures in step-by-step detail, which will provide a "how to" supplement correlated with the duties and responsibilities of each job description for the two Court Clerks and the Court Administrator.
- Completing a combined Judicial Employee Code of Conduct, which will integrate the ethical considerations of the Code of Conduct for Judicial Employees with the promulgation of a Code of Ethics for Town Employees.
- Completing an Employee Performance Appraisal for Judicial Employees, which will integrate the Performance Measures to be promulgated by the Town of Chino Valley.

Performance Measures

With the exception of petitions for an Order of Protection or Injunction Against Harassment, the Chino Valley Police Department and the Town Prosecutor dictate the number of cases that are filed with the Municipal Court. The Court has no control over the number of case filings, whether they are civil, civil traffic, or criminal. Nevertheless, what follows is a statistical summary of cases which have been filed in the Municipal Court over the past five years.

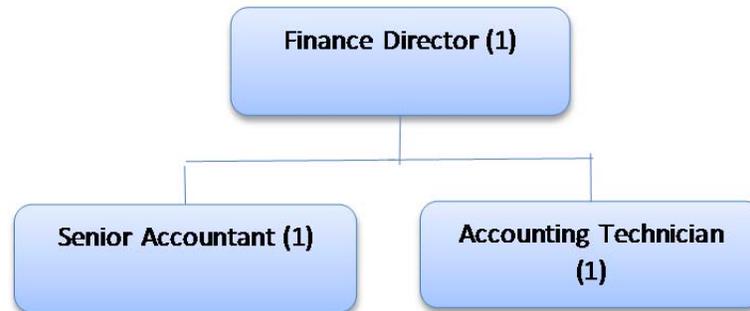
Performance Measure	Calendar 2008	Calendar 2009	Calendar 2010	Calendar 2011	Calendar 2012
Number of Cases					
DUI	217	166	109	88	83
Serious Traffic	12	12	6	7	9
Other Traffic	201	154	179	173	115
Total Criminal Traffic	430	332	294	268	207
Total Civil Traffic	2321	1692	1481	1979	1393
Misdemeanors	666	444	298	319	260
Orders of Protection	31	25	58	16	19
Injunction/Harrassment	37	14	26	22	19
Traffic Fine Revenue by Calendar Year	\$ 192,177	\$ 136,682	\$ 133,379	\$ 131,821	\$ 108,954

Financial Information

MUNICIPAL COURT 45					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
TRAFFIC FINES	114,053	150,000	95,115	100,000	
REIMBURSEMENT COURT ATTORNEY	4,686	4,500	2,520	3,000	
RESTITUTION	1,496	2,500	349	-	
BOND FORFEITURES	-	250	-	-	
TOTAL REVENUES	120,235	157,250	97,984	103,000	-34%
EXPENDITURES					
FULL-TIME EQUIVALENT	4	4		4	
TOTAL SALARIES	151,719	172,086	173,767	191,375	11%
TOTAL FRINGE BENEFITS	54,943	64,326	64,971	70,275	9%
TOTAL PERSONNEL	206,662	236,412	238,738	261,650	11%
CONTRACT AND SUPPORT SERVICES	392	392	392	400	
PROFESSIONAL SERVICES	19,454	22,000	22,000	22,000	
TRAVEL	1,849	875	875	1,000	
SUBSCRIPTIONS & MEMBERSHIPS	2,257	2,235	2,235	2,300	
MAINT - OFFICE EQUIP/FURNITURE		-	374	800	
UTILITIES - WATER	204	145	145	150	
CELLULAR PHONES	978	1,200	1,200	1,200	
TRAINING & SEMINARS	350	795	795	800	
GENERAL SUPPLIES	5,069	4,500	4,500	4,500	
TOTAL OPERATING	30,554	32,142	32,516	33,150	3%
TOTAL EXPENDITURES	237,216	268,554	271,254	294,800	10%
NET COST TO GENERAL FUND	116,981	111,304	173,270	191,800	72%
% OF COST RECOVERED	51%	59%	36%	35%	

Narrative

Total Personnel is up 11% due to the elimination of the 10% furlough for court employees. Operating Expenses are up by 3%.



Mission – The Chino Valley Finance Department’s mission is to administer the financial affairs through sound financial management in order to provide timely, accurate and reliable information to the community.

Program Description - The Finance Department provides the following services for the Town:

- Creating and monitoring the annual budget.
- Preparing monthly and annual financial reports.
- Maintaining the Town’s bank accounts and investments.
- Accounts Payable.
- Payroll.
- Fixed Assets.

FY 13 Accomplishments

1. Received an unqualified opinion on the FY 12 Annual Audit.
2. Successfully managed the transition of new personnel into the Finance Department.
3. Assisted with the Town’s Strategic Financial Plan development.
4. Completed Expenditure Limitation required information and education materials for Home Rule.

FY 14 New Initiatives and Goals

1. Oversee the compilation of the Town’s fiscal year 2014 budget in conformity with the GFOA recommended practices.
2. Prepare a Comprehensive Annual Financial Report (CAFR) for fiscal year 2013.
3. Upgrade accounting software to latest version.
4. Submit Budget and CAFR to GFOA’s award programs.

Performance Measures

Performance Measure	FY 8/9 Actual	FY 9/10 Actual	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Projected
Unqualified Audit Report	Yes	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Award	No	No	No	No	Yes
GFOA Certificate of Achievement	No	No	No	No	Yes
Audit Completion date	12/7/2009	12/22/2010	11/5/2011	12/3/2012	11/30/2012
Number of payroll checks processed	2951	2805	3068	2881	2900
Number of accounts payable checks processed	2305	1750	1509	2372	2400
Number of Finance Department Employees	3.5	2.5	2	3	3

Financial Information

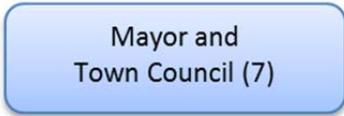
FINANCE 46					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
FULL-TIME EQUIVALENT	2.88	2.88		3	
TOTAL SALARIES	128,012	144,988	151,240	175,250	21%
TOTAL BENEFITS	38,586	53,226	45,293	59,600	12%
TOTAL PERSONNEL	166,598	198,214	196,533	234,850	18%
PROFESSIONAL SERVICES	63,039	34,250	39,000	38,500	
BANK CHARGES	5,200	5,000	5,200	5,500	
MERCHANT BANK CARD FEES	5,797	5,200	7,400	8,000	
TRAVEL	594	550	500	500	
ADVERTISING	2,105	1,180		1,300	
SUBSCRIPTIONS & MEMBERSHIP	1,230	280	500	500	
MAINT OFFICE EQUIP			750	1,500	
UTILITIES - WATER	80	50	100	100	
TRAINING & SEMINARS	514	800	800	800	
OPERATING SUPPLIES	1,544	2,330	1,500	1,500	
SMALL TOOLS/EQUIP/FURNITURE	210	300			
TOTAL OPERATING	80,314	49,940	55,750	58,200	17%
INDIRECT OUT				(14,000)	
TOTAL EXPENDITURES	246,912	248,154	252,283	279,050	12%

Narrative

Expenses exceeded budget this fiscal year due to the additional expenses incurred during the transition between Finance Directors. Professional Services is projected to increase with the additional costs associated with preparing a Comprehensive Annual Financial Report (\$2,500), and submitting the report to the Governmental Finance Officers Association for the CAFR and Distinguished Budget Award Programs.

MAYOR AND COUNCIL

GENERAL FUND – DEPARTMENT 50



Mission

The mission of the Town of Chino Valley Council is to enhance the quality of life for its citizens while supporting the values of the community.

Program Description

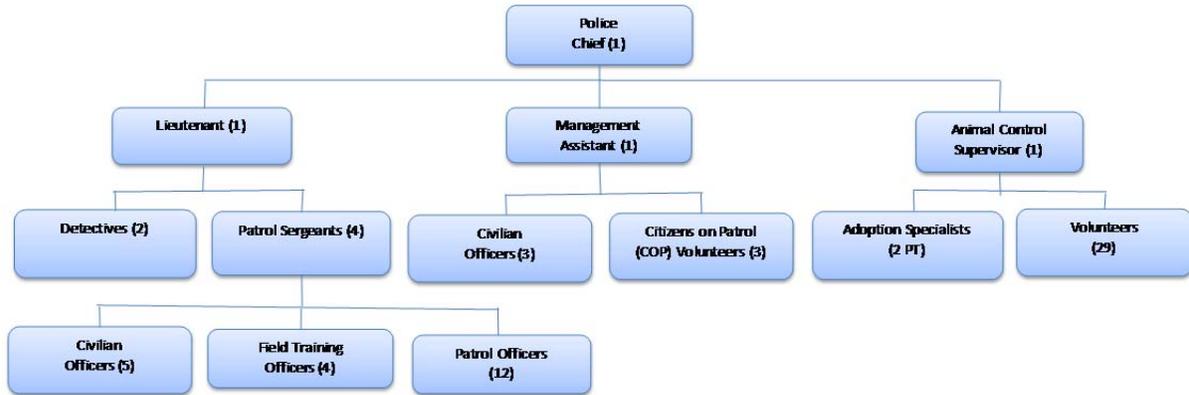
The Mayor and Council are the legislative branch of the Chino Valley Council-Manager form of Government. The Town Council enacts local legislation, develops policies for the Town Manager to implement and adopts the annual budget. The Council appoints the Town Manager, Town Attorney, Court Magistrate, and members of various boards, commissions, and committees.

Financial Information

MAYOR & COUNCIL 50					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
TOTAL SALARIES	9,600	9,600	9,600	9,600	0%
TOTAL FRINGE BENEFITS	739	746	750	750	0%
TOTAL PERSONNEL	10,339	10,346	10,350	10,350	0%
TRAVEL	3,438	5,324	5,325	5,600	
PUBLIC RELATIONS	3,792	4,460	2,000	4,400	
CELLULAR PHONES	2,555	2,000	2,000	3,600	
TRAINING & SEMINARS	6,625	2,520	2,000	2,600	
GENERAL SUPPLIES	42	5,080	7,000	3,000	
TOTAL OPERATING	16,452	19,384	18,325	19,200	0%
TOTAL EXPENDITURES	26,790	29,730	28,675	29,550	0%

Narrative

Mayor and Council showed no significant change over the prior fiscal year.



Mission

Employees of the Chino Valley Police Department are dedicated to providing our community with the best professional services available within our resources. We are committed to establishing close working relationships with our citizens, businesses and visitors to resolve problems and issues.

Program Description

The goal of the Police Department is to provide the most effective possible response to law enforcement emergencies, neighborhood problems and the enforcement of traffic laws, ensuring Chino Valley will continue to be a desirable place to live, raise a family, educate, recreate and do business.

The Police Department responds to and investigates a variety of emergency calls and non-emergency calls, prevents crime through proactive patrol and enforces criminal, traffic and town laws and ordinances. The department provides many other services to the public including finger printing, VIN inspections, house and business checks and a part-time School Resource Officer.

The Police Department accomplishes all of this with less staff, while covering a larger geographic area than comparable agencies within Arizona.

FY 13 Accomplishments

- Completion of Phase 1 of the Shooting Facility.
- Mobile Data Computers installed and functional in patrol vehicles.
- Absorbed code enforcement function into existing staffing.
- Assigned ½ time School Resource Officer.
- Assigned Detective ½ time to GIITEM Task Force.

FY 14 New Initiatives and Goals

- Employee Retention.
- Construction of multi-purpose law enforcement tactical shooting range.
- Expansion of Civilians on Patrol volunteer program.
- Reinstatement of the Eddie Eagle gun safety program in schools.
- Moving evidence to one building.

Performance Measures

Performance Measure	FY 8/9 Actual	FY 9/10 Actual	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Projected
Number of Dispatched Calls for Service	5557	5495	5748	5100	4560
Number of Officer Initiated Calls	5861	7542	9749	7682	13000
Traffic Stops	4551	5096	6370	5042	5345
Security Checks	Not Available	1289	2004	1906	4717

Financial Information

POLICE 60					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
P.A.N.T.	82,635	22,000	35,802	-	
DUI TASK FORCE REIMB	-	7,000	-	-	
VICTIM/WITNESS GRANT	3,900	3,900	3,920	3,900	
BULLET PROOF VEST PARTNERSHIP	2,535	2,500	-	2,500	
POLICE REPORTS	2,950	4,000	2,468	3,000	
VEHICLE IMPOUND FEE REVENUE	11,400	20,002	20,002	10,000	
TOTAL REVENUES	103,420	59,402	62,192	19,400	-67%
EXPENDITURES					
FULL-TIME EQUIVALENT	30.5	27.7		28	
TOTAL SALARIES	1,236,554	1,444,097	1,457,000	1,547,400	7%
TOTAL BENEFITS	513,770	573,840	592,000	672,600	17%
TOTAL PERSONNEL	1,750,324	2,017,937	2,049,000	2,220,000	10%
CONTRACT AND SUPPORT SERVICES	136,781	140,201	140,000	144,000	
PROFESSIONAL SERVICES	8,368	8,250	10,250	10,000	
TRAVEL	6,735	8,000	7,500	8,000	
SUBSCRIPTIONS & MEMBERSHIPS	740	800	800	800	
MAINT - OFFICE EQUIP/FURNITURE	10,095	10,000	10,000	16,000	
MAINT - MACHINERY & EQUIPMENT	2,574	11,300	5,000	14,000	
UTILITIES - WATER	297	350	450	500	
UTILITIES - EOC TELEPHONES	1,726	-			
CELLULAR PHONES	3,955	5,520	4,200	5,000	
TRAINING & SEMINARS	1,005	7,500	4,500	7,500	
MEDICAL	733	750	550	750	
UNIFORMS ALLOWANCE	40,229	40,100	38,000	40,100	
OPERATING SUPPLIES	16,669	14,900	14,000	16,000	
OFFICE SUPPLIES	5,045	6,500	4,000	6,000	
K-9 PROGRAM COST	405	900	1,000	1,000	
SMALL TOOLS/EQUIP/FURNITURE	1,897	2,150	2,000	2,000	
TOTAL OPERATING	237,255	257,221	242,250	271,650	6%
COMPUTER SOFTWARE UPGRADE	9,095				
TOTAL CAPITAL	9,095	-	-	-	0%
TOTAL EXPENDITURES	1,996,674	2,275,158	2,291,250	2,491,650	10%
NET COST TO GENERAL FUND	1,893,254	2,215,756	2,229,058	2,472,250	12%
% OF COST RECOVERED	5%	3%	3%	1%	

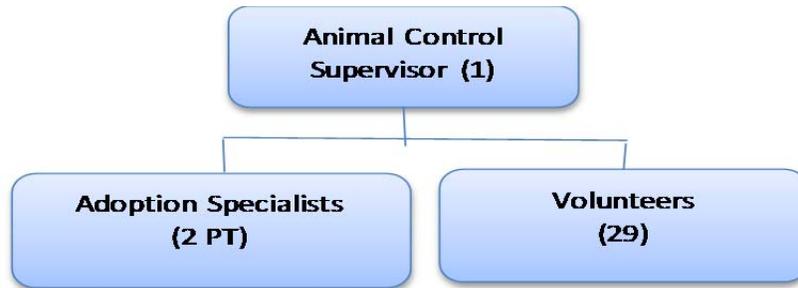
Narrative

Total Salaries are budgeted to increase due to the recommended adjustment for sworn personnel based on the Compensation and Classification Plan performed by the Town and eliminating the furlough amount for non-sworn staff. Benefits are up due to the increased employer contributions to the Public Safety Personnel Retirement System.

Operating Expenses are up 6% due to increases in the dispatch contract and maintenance costs for Mobile Data Terminals.

ANIMAL CONTROL

GENERAL FUND - DEPARTMENT 61



Mission

Promote responsible pet ownership by enforcing town ordinances in regards to domestic animals. Provide quality care and find homes for abandoned animals with their best interests at heart.

Program Description:

Animal Control is responsible for enforcing town code and state statute relating to animal issues (primarily dogs) within the town limits. Animal Control also operates the Animal Shelter and is responsible for selling dog licenses and ensuring dogs have been properly vaccinated for rabies. Animal Control responds to calls from the public as well as visual observation of dogs running at large, cruelty and neglect cases and nuisance barking complaints.

FY 13 Accomplishments:

- Increased adoptions.
- Increased donation money.
- Increased volunteers to 34.
- Maintained our goal of being a no kill shelter.
- Maintained a safe environment and minimum injury reported.
- Major cases: Hacienda De Los Milagros. Assisted Livestock to ensure owners took immediate action in rehabilitating neglected burros and horses at the sanctuary. Overseeing progress of the operations to ensure proper care of animals at sanctuary is maintained.

FY 14 New Initiatives and Goals:

- Add a full-time position for Adoption Specialist.
- Increase the number of volunteers and utilize volunteers more efficiently.
- Locate a volunteer willing to assist in applying for and setting up a 501(c)3 for the shelter.
- Increase donations.
- Replace heater/AC or repair heater/AC to function properly throughout the year.
- Paint kennel inside walls.
- T-shirts for volunteers.
- Complete epoxy urethane of floors in shelter.

Performance Measures:

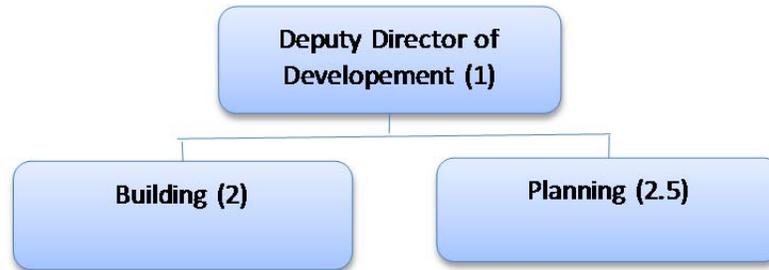
Performance Measure	FY 8/9 Actual	FY 9/10 Actual	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Projected
Animal Related Calls	1060	938	1099	785	945
Impounded Dogs	398	236	330	309	297
Adopted Dogs	61	*	*	109	102
Dog Licenses Sold	*	2137	1996	1666	1700
Dogs returned to owner	260	184	180	183	136
Total Dogs rescued by other organizations	81	*	*	5	7
* Data Not Available					

Financial Information

ANIMAL CONTROL 61					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
INTACT DOG RECOVERY FEES	2,005	1,200	2,114	2,000	
ANIMAL CONTROL FEES	25,965	23,850	22,928	24,000	
ANIMAL SHELTER DONATIONS	1,656	2,000	1,952	-	
TOTAL REVENUES	29,626	27,050	26,994	26,000	-4%
EXPENDITURES					
FULL-TIME EQUIVALENT	2	2		2	
TOTAL SALARIES	42,816	50,323	49,850	53,450	6%
TOTAL FRINGE BENEFITS	13,902	15,292	15,428	16,350	7%
TOTAL PERSONNEL	56,718	65,615	65,278	69,800	6%
TRAVEL	428	1,000	1,150	1,500	
ADVERTISING	846	800		-	
SUBSCRIPTIONS & MEMBERSHIPS	60	100	75	100	
MAINT MACHINERY & EQUIPMENT				1,250	
UTILITIES - WATER	248		450	300	
CELLULAR PHONES		1,400	1,350	1,400	
TRAINING & SEMINARS	105	1,305	900	1,500	
MEDICAL		2,000	1,500	1,500	
CLOTHING AND UNIFORMS	1,413	1,800	725	1,800	
OPERATING SUPPLIES		1,200	1,650	2,000	
OFFICE SUPPLIES	200	500	650	750	
ANIMAL FOOD	150	500	250	500	
VET AND SUPPLIES	5,750	2,300	2,550	2,500	
INTACT DOG EXPENSES		1,200	750	1,200	
ACO DONATION EXPENSE		2,000	-	2,000	
LICENSE/FEES	520	800	650	800	
SMALL TOOLS/EQUIP/FURNITURE	2,644	4,600	2,700	2,500	
TOTAL OPERATING	12,364	21,505	15,350	21,600	0%
TOTAL EXPENDITURES	69,082	87,120	80,628	91,400	5%
NET COST TO GENERAL FUND	39,456	60,070	53,634	65,400	9%
% OF COST RECOVERED	43%	31%	33%	28%	

Narrative

Total Salaries and Benefits are up due to the elimination of the 10% furlough for Animal Control Employees.



Mission

Development Services Division mission is to provide professional, competent, building and planning services to the public, developers, contractors, and business owners of our community. We work to encourage economic development through a streamlined and efficient process while maintaining a balance between the quality of life and the economic stability of the Town.

Program Description

The Development Services Division oversees the Building and Planning Departments for the Town. The Division is responsible for the Town's current and long range planning and Code Enforcement. All business licensing, construction permitting, inspections, and code inspections are conducted through the Development Services Division.

PLANNING

GENERAL FUND - DEPARTMENT 55

Planner (.5)

**Administrative
Technician (1)**

Mission

The Town of Chino Valley's Planning Department manages growth through planning and zoning with superior customer service through the department's dedication and commitment to excellence throughout the planning and zoning process.

Program Description

The Planning Department provides detailed information regarding properties, land use, and zoning regulations. The department processes rezoning applications and provides technical review for all new commercial projects and provides support to the Planning and Zoning Commission.

FY 13 Accomplishments

- Completion of a 20 megawatt solar power generating and distribution facility.
- Creation of a "one stop" window to provide better customer service.
- Development of a business support center.
- Processed complaints, non-conformities and conditional use permits.
- Seated new Planning and Zoning Board Members.
- Wireless Ordinance Revisions.
- Initial Study of Old Home Manor Industrial Park.
- Initial analysis for expired PAD's.

FY 14 New Initiatives and Goals

- Complete the General Plan update.
- Streamline the planning, licensing, and permitting processes.
- Provide additional support to new business and cooperative relationship with Chino Valley Chamber of Commerce.
- Continue zoning code revisions.

Performance Measures

Performance Measure	FY 9/10 Actual	FY 10/11 Actual	FY 11/12 Actual
Neighborhood Meetings	9	7	3
Rezones	4	4	2
Lot Splits	31	15	30
Site Plan Review	0	2	3
UDO Amendment	3	1	0
Approved Plats/S-Pad	1	0	0
CUP	4	2	-1
MGPA	2	1	0

Financial Information

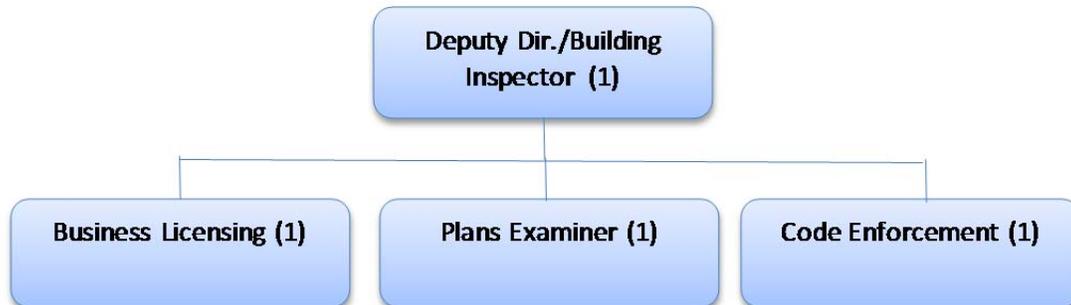
PLANNING 55					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
ZONING PERMITS	1,110	2,000	2,000	2,000	
TOTAL REVENUES	1,110	2,000	2,000	2,000	-
EXPENDITURES					
FULL-TIME EQUIVALENT	3	2		1.5	
TOTAL SALARIES	113,821	87,411	70,700	62,600	-28%
TOTAL FRINGE BENEFITS	39,395	34,277	31,608	20,150	-41%
TOTAL PERSONNEL	153,216	121,688	102,308	82,750	-32%
PROFESSIONAL SERVICES				50,000	
TRAVEL	816	400	-	500	
ADVERTISING	757	1,500	1,500	2,000	
SUBSCRIPTIONS & MEMBERSHIPS	200	500	100	300	
MAINT - OFFICE EQUIP/FURNITURE	393	450	600	800	
UTILITIES - WATER	40	60	100	100	
CELLULAR PHONES	147	-			
TRAINING & SEMINARS	513	500	500	500	
GENERAL SUPPLIES	1,057	1,800	500	2,000	
SMALL TOOLS/EQUIP/FURNITURE		1,700	250	400	
TOTAL OPERATING	3,923	6,910	3,550	56,600	719%
TOTAL EXPENDITURES	157,139	128,598	105,858	139,350	8%
NET COST TO GENERAL FUND	156,029	126,598	103,858	137,350	8%
% OF COST RECOVERED	1%	2%	2%	1%	

Narrative

Personnel is down due to reducing the full time Planner position to part time. Professional Services has been added for contract planning services. Overall the department is up 8% over the prior fiscal year.

BUILDING INSPECTION

GENERAL FUND - DEPARTMENT 56



Mission

The Town of Chino Valley's Building Department's Mission is to provide the public with superior customer service through the department's dedication and commitment to excellence throughout the building process.

Program Description

The Building Department reviews applications and issues permits for all development projects within the town. The department is responsible for enforcing all building codes adopted by the Town of Chino Valley and to establish the minimum requirements to safeguard the public health, safety and general welfare for our community throughout the building process. The department will also take over code enforcement from the Police Department this year.

FY 13 Accomplishments

- 2 new commercial greenhouse facilities.
- Adoption of latest building code.
- Transition all Business License Renewals to annual renewal date of January.

FY 14 New Initiatives and Goals

- Provide public education and information during Building Safety Month.
- Update website with the current up to date information.
- Take over Code Enforcement from the Police Department.
- Initiate and deploy new permit management software.

Performance Measures

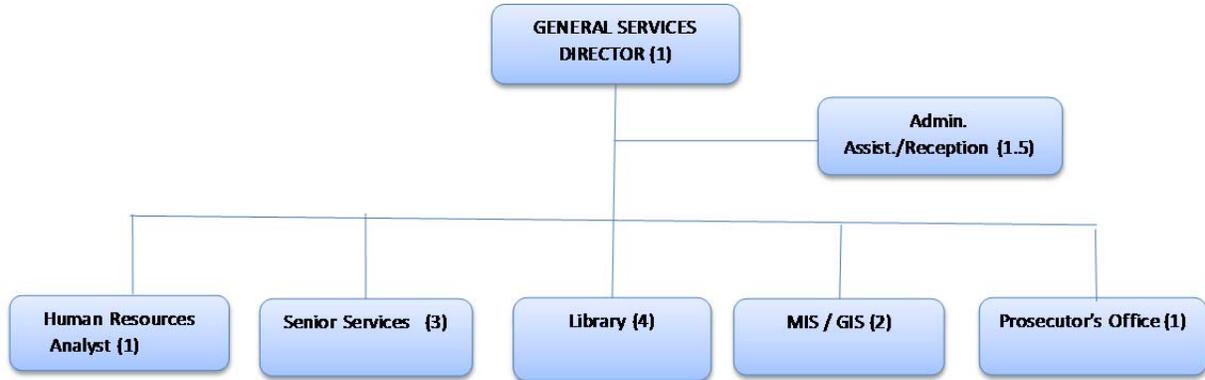
Performance Measure	FY 8/9 Actual	FY 9/10 Actual	FY 10/11 Actual	FY 11/12 Actual
Number of Residential Permits	163	194	167	165
Number of Commercial Permits	17	18	11	19
Total Building Permits	180	212	178	184
Value of Building Permits	\$ 4,912,905	\$ 4,571,107	\$ 3,887,705	\$ 19,082,877
Number of Business License Renewals		591	593	575
Number of New Business Licenses		145	110	125

Financial Information

BUILDING 56					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
BUSINESS LICENSES	64,549	65,000	58,669	53,000	
BUILDING PERMITS	131,571	71,280	64,228	65,000	
PLAN CHECK FEES	79,183	36,750	40,543	40,000	
SIGN PERMITS	4,325	5,000	4,045	5,000	
GRADING PERMITS	107	-	24	-	
TOTAL REVENUES	279,734	178,030	167,509	163,000	-8%
EXPENDITURES					
FULL-TIME EQUIVALENT	1.5	2.5		4	
TOTAL SALARIES	55,990	101,703	128,971	181,435	78%
TOTAL FRINGE BENEFITS	23,303	40,335	37,699	70,015	74%
TOTAL PERSONNEL	79,293	142,038	166,670	251,450	77%
PROFESSIONAL SERVICES	407				
TRAVEL	1,016	1,000	100	1,000	
SUBSCRIPTIONS & MEMBERSH	9	300		300	
MAINT - OFFICE EQUIP/FURN	393	450	725		
UTILITIES - WATER	40	80	75	80	
CELLULAR PHONES	488	475	300	500	
TRAINING & SEMINARS	540	800	1,500	1,500	
CLOTHING AND UNIFORMS		500	450	600	
OPERATING SUPPLIES	850	4,400	2,500	1,000	
OFFICE SUPPLIES	69	500	400	100	
SMALL TOOLS AND EQUIPME	75	350		500	
TOTAL OPERATING	3,887	8,855	6,050	5,580	-37%
INDIRECT OUT				(26,000)	
TOTAL EXPENDITURES	83,179	150,893	172,720	231,030	53%
NET COST TO GENERAL FUND	(196,555)	(27,137)	5,212	68,030	-351%
% OF COST RECOVERED	336%	118%	97%	71%	

Narrative

Personnel is over budget in FY 2012/2013 due to an administrative person only being budgeted part time in error. Personnel increased in FY 2013/2014 due to adding Code Enforcement to the Building Department.



General Services encompasses the following service departments: GIS/Access 13/Web, Information Technology, Senior Services, Human Resources, Library, Prosecutor’s Office, and Customer Service (Receptionist). Our goal is to provide outstanding service in a friendly, cost-effective way to all our internal and external customers. We strive to serve the citizens of Chino Valley in a responsible fashion.

PROSECUTOR

GENERAL FUND - DEPARTMENT 41



Mission

To prosecute criminal behavior on behalf of the people of Chino Valley by assuring justice is served, while balancing the issues of punishment for the offense, deterrent from future offenses, restitution to victims of crimes, and rehabilitation of offenders.

Program Description

CORE SERVICES

The Prosecutor's Officer processes all misdemeanor cases within the jurisdiction of the Chino Valley Magistrate Court. This includes all misdemeanor offenses in violation of the Arizona Revised Statutes (primarily Criminal and Motor Vehicle offenses) and the Chino Valley Town Code. Some of the main activities include pre-trial conferences, hearings, trials, and other matters set by the Court; filing complaints on matters referred by the police department; and extensive contact and correspondence with victims and witnesses, including interviews and further investigation of pending cases.

VICTIM ADVOCACY

The Arizona State law requires that victims of crimes be contacted regarding a proposed disposition of a pending case. The Prosecutor's Office is responsible for most of this contact. In order to accomplish this, letters are sent to every victim as soon as the defendant appears in court. Our office also has personal contact with as many victims as possible before determining the final resolution of the case.

DISCLOSURE

The Arizona State law requires that the State disclose certain information within its possession regarding a case to the defense. Our office has implemented new technology in order to disclose all the necessary documents, photographs and audio and/or video recordings all on one compact disc. This has saved on printing costs and on mailing costs for the department.

TRIAL PREPARATION

In criminal law, the State has the burden of proving that a defendant is guilty of a crime beyond a reasonable doubt. Therefore, cases must be processed from the beginning with the goal of proving the charges at trial. This

involves extensive contact with victims and witness interviews, motions, preparing exhibits, as well as preparation of direct examination, cross examination and argument.

FY 13 Accomplishments

- Received and implemented training pertaining to changes in criminal law and victim’s rights.
- Paralegal earned certification as a Certified Criminal Litigation Specialist.
- Implemented new procedures to accomplish more efficient victim contact.
- Reviewed reports submitted by the police department and filed appropriate criminal charges in a timely manner.
- Resolved pending cases in a timely manner.

FY 14 New Initiatives and Goals

- To conclude all cases within 150 days of first pre-trial conference.
- To accomplish required disclosure at or prior to the first pre-trial conference.
- To upgrade use of technology in the courtroom.
- To maintain current knowledge of the latest changes in criminal and victim’s rights laws.
- To contact all victims prior to the defendant’s first court appearance.
- Increase training contacts with Police Department and Code Enforcement personnel.
- Assist in capturing performance data for Police Department and Code Enforcement personnel for evaluation.
- Provide outcome and trend reporting on prosecutorial outcomes to the administration (Police Department, Code Enforcement and General Services Director).

Performance Measures

Performance Measure	FY 11/12 Actual	FY 12/13 Projected
Pretrial Conferences	595	600

Prior fiscal year information is not available.

Financial Information

PROSECUTOR 41					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
FULL-TIME EQUIVALENT	1	1		1	
TOTAL SALARIES	44,011	44,973	44,011	48,900	9%
TOTAL FRINGE BENEFITS	15,176	15,929	16,100	17,400	9%
TOTAL PERSONNEL	59,187	60,902	60,111	66,300	9%
PROFESSIONAL SERVICES	47,740	45,000	48,004	50,000	
TRAVEL	156	350	150	300	
SUBSCRIPTIONS & MEME	252	245	300	350	
MAINT OFFICE EQUIPMENT			150	300	
UTILITIES - WATER	36	50	90	100	
TRAINING & SEMINARS	85	290	200	300	
OPERATING SUPPLIES	704	900	900	1,000	
TOTAL OPERATING	48,973	46,835	49,794	52,350	12%
TOTAL EXPENDITURES	108,160	107,737	109,905	118,650	10%

Narrative

The Prosecutor's Office budget increased 9% over the prior fiscal year due to the reinstatement of the furlough. Professional Services increased due to the contract with the City of Prescott which will bring additional training opportunities and in-field officer advisement to the Police Department.

A laptop computer, \$2,500 was budgeted in the Management Information Technology budget to play CDs and video that officers make during arrests in court.

Human Resources
Analyst (1)

Mission

The mission of the Human Resources Department is to provide essential services and support to internal and external customers of the Town of Chino Valley in the area of employee relations, by providing the Town with well-trained and motivated employees, fostering their growth and professional development, ensuring adherence to fair, equitable and ethical personnel standards, and effectively managing risk to the Town.

Program Description

Human Resource's is responsible for the functions and administration in the areas of recruitment/selection, classification and compensation, performance, records, policies, and compliance reporting, training, Health benefits and retirement benefits.

FY 13 Accomplishments

- Provided employee meetings to educate and update staff on health benefits and conducted benefit enrollment.
- Completed 2013 Local Government Salary /Benefit Surveys with other municipal organizations.
- Facilitated supervisor and manager training on Documenting and Conducting Employee Performance Evaluations.
- Conducted a compensation and classification study; updated Town's job descriptions and pay plan according to market value.
- Implementation of classification and compensation adopted by the Town.
- Executive search to recruit a Finance Director, Utilities Technician, Administrative Aide, Animal Control Technician, Police Officer, Temporary Pool Staff, Library Clerk and Court Clerk.

FY 14 New Initiatives and Goals

- Facilitate a positive Open Enrollment to provide employee awareness of the new third party health benefits administrator and inform employees of Employee Assistance Program services.
- Develop new and update existing policies to keep current with changes in employment law, benefits and compensation.
- Develop and conduct training on "Domestic Violence in the Workplace" and offer "Microsoft Outlook" training, and other training as deemed necessary and feasible.
- Implement a Volunteer Program utilizing a Program Coordinator.
- Create and deploy a value based evaluation process.

Performance Measures

Assist departments in the recruitment / selection of highly qualified and professional employees through a strategic advertisement, applicant screening, interviewing and right-fit assignment.

Objective

Provide an aggressive and effective equal opportunity recruitment /selection process to fill vacancies within an average of 60 days following a public announcement for non-exempt positions; and within an average of 90 days following a public announcement for exempt positions.

Performance Measure	FY 12/13 Projected*
Number of exempt vacancies	0
Number of non-exempt vacancies	2
Number of recruitments processed	13
New positions created	3
Number of applications processed	209

*Prior year data not available.

Financial Information

HUMAN RESOURCES 44					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
FULL-TIME EQUIVALENT	0.9	0.9		1	
TOTAL SALARIES	35,800	36,625	36,611	45,200	23%
TOTAL FRINGE BENEFITS	6,693	7,204	6,925	9,150	27%
TOTAL PERSONNEL	42,493	43,829	43,536	54,350	24%
PROFESSIONAL SERVICES	8,252	12,000	2,000	12,000	
EMPLOYEE RECOGNITION/APPRECIATION	857	4,000	1,000	4,000	
ADVERTISING	1,566	1,000	1,000	1,200	
SUBSCRIPTIONS & MEMBERSHIPS	380	750	750	1,000	
MAINT - OFFICE EQUIPMENT			700	1,500	
UTILITIES - WATER	80	50	100	100	
TRAINING & SEMINARS	250	5,000	3,000	5,000	
OPERATING SUPPLIES	649	550	550	800	
TOTAL OPERATING	12,034	23,350	9,100	25,600	10%
INDIRECT OUT				(13,000)	
TOTAL EXPENDITURES	54,527	67,179	52,636	66,950	0%

Narrative

Total Personnel is up due to the elimination of the 10% furlough.

MIS / GIS (2)

Mission

The mission of Management Information Systems / Geographic Information Systems is to support, design, develop and enhance the Town's information technology (IT), geographic information systems (GIS) and audio visual systems.

Program Description

CORE SERVICES – MANAGEMENT INFORMATION SYSTEMS

MIS provides various services to the Town to support the entire IT infrastructure. Foremost, MIS supports resources such as computer systems, networks and servers that allow the Town staff to effectively carry out their normal duties. MIS is additionally responsible for management and preservation of electronic information created during normal Town operations. MIS maintains the vital communications avenues such as e-mail, phone and Internet access that are so necessary for any organization to conduct business. MIS manages IT related budget and expenditures throughout the fiscal year to ensure proper spending of Town funds. As technology continues to change, MIS implements new software, systems and applications to keep Town services running efficiently and maximize the Town's IT investments. With the continuous growth of the Town and community, MIS manages expansion of the IT infrastructure and accommodating additional space and staff requirements. MIS helps to establish and maintain IT related policies and procedures by protecting the Town from liabilities inherent in the usage of technology. Lastly, MIS maintains documentation and licensing for the Town to ensure compliance with IT related legal regulations.

CORE SERVICES – GEOGRAPHIC INFORMATION SYSTEMS/WEB/AV (AUDIO VISUAL)/GRAPHIC DESIGN

GIS provides various services to the Town. GIS Division maintains the GIS database. This information is available in the form of maps, tables or lists to all departments. ArcGIS Publisher/ArcReader delivers the capability for all employees to view maps electronically. GIS is responsible for management of street names and assigning address numbers to all buildings within the Town. In cooperation with MIS, GIS provides the production and design of the Town web page. The Town's web pages are authoritative and have up-to-date content. Because the website is information orientated, all departments have an input as to content. Agendas, Minutes, Announcements, Employment Opportunities, Forms of various types are available for the public to view. GIS provides greater accessibility to Town government by producing information about services, programs and events via Chino Valley Access 13 cable television, GIS production of videos presentations and graphic design for electronic video bulletin board via Chino Valley on Access 13 cable television. Management of television scheduling, including replays of televised public meeting are broadcast at various times daily. Lastly, GIS provides graphic design skills to create flyers, signs and electronic bulletin board advertisements for not only AV Division but for many different departments.

FY 13 Accomplishments MIS/GIS/WEB/AV/Graphic Design

- Managed Print Services Agreement.
- Library Self-Checkout and Security Gates.
- Development of a Web-based Citizen Survey.
- Research, Evaluation and Implementation of Council Laptops.
- Implementation of Secure Remote Access Solution.
- Created latitude/longitude fire hydrant data for Chino Valley Fire District and Yavapai County GIS Department.
- Created a Street and Stop Sign data for Public Works Inspector for CYMPO grant.
- Created new web pages for the Business Support Center.
- Made all web forms fillable for easier public use.
- The Town Council web page and the Planning & Zoning Commission webpage now have agendas, packets, action taken, minutes and video for better access.
- Revamped the Video Bulletin Board advertisements.
- Created an Audio Visual Division procedure manual.
- Created "Home Rule" video with PowerPoint presentation, music and voice over.
- In conjunction with Senior Center, created a monthly Senior Sentinel newsletter.
- Created a logo for the Chino Valley Business Support Center (Chino Valley is OPEN for Business).
- Created Summer Reading Program, posters, flyers, tri-fold information guide.

FY 14 New Initiatives and Goals MIS/GIS/WEB/AV/Graphic Design

- Research, evaluation and selection of a web-based document management strategy.
- Enhancement of the server and network security with improved intrusion prevention and alerting capabilities.
- Implementation of upgraded finance and municipal management software to streamline staff operations.
- Development of an improved computer imaging platform.
- Deploy an Email Archival Solution.
- Improved Utilization of Citizen Web-based Services.
- Work In conjunction with Yavapai County, to prepare the Town GIS data for the Next Generation 911 System (NG911).
- Create a fresher look to the Town website.
- Create Town produced programs for Channel 13.
- Create a video on demand system.
- To provide a "One-Stop Shop" for convenient and efficient service for publications, brochures, poster and exhibits for the Town employees.
- Add Skype capability to Council Chambers.

Performance Measures

Management Information Systems	ACTUAL	ESTIMATED
	FY 12/13	FY 13/14
# Computers in Service	107	107
# Computers Added	9	2
# Computers Replaced	11	7
# Servers in Service	11	12
# Servers added	1	2
# Servers Replaced	0	1
# Printers	40	38
# Printers Added	2	2
# Printers Replaced	6	2
Average Support Hours per Month	109 hr/mo	115 hr/mo
GIS/CAD/Web/AV Division produced the following:		
GIS database additions/changes	240	250
GIS mapping products (hard copy maps)	123	125
Web addition/changes	1071	1100
AV additions/changes	408	425
Graphic Design (flyers, signs and electronic bulletin board advertisements)	189	200

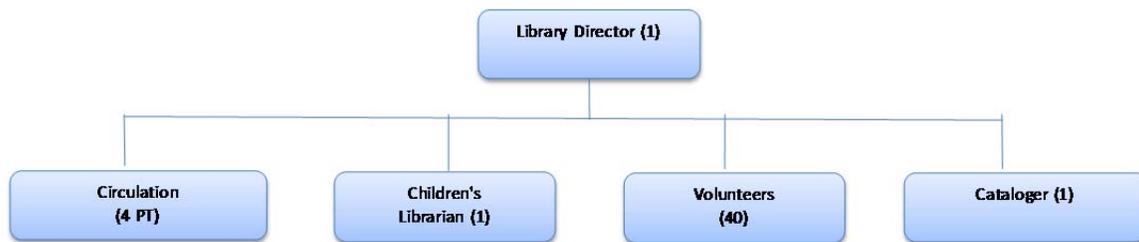
Financial Information

Narrative

MIS/GIS 47					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
EXPENDITURES					
FULL-TIME EQUIVALENT	1.95	1.95		2	
TOTAL SALARIES	78,034	91,372	92,891	104,150	14%
TOTAL FRINGE	31,114	36,153	36,087	40,250	11%
TOTAL PERSONNEL	109,148	127,525	128,978	144,400	13%
SUPPORT SERVICES	4,776	13,020	8,000	13,500	
BANDWIDTH/ISP	16,978	20,600	17,250	36,500	
MAINT - OFFICE EQUIP/FURN	1,604	2,060	2,000	2,100	
UTILITIES - WATER	50	93	100	100	
CELLULAR PHONES	463	480	395	900	
TRAINING AND SEMINARS			175	-	
OPERATING SUPPLIES	3,225	6,040	2,750	5,700	
HARDWARE MAINTENANCE	4,557	7,170	5,500	6,300	
COMPUTER SOFTWARE PURCHASE	5,796	10,510	9,500	14,000	
COMPUTER HARDWARE PURCHASE	15,997	20,050	19,250	24,500	
TOTAL OPERATING	53,447	80,023	64,920	103,600	29%
INDIRECT OUT				(3,500)	
TOTAL EXPENDITURES	162,595	207,548	193,898	244,500	18%

The MIS/GIS Department personnel increased by 13% due to the furlough being eliminated. Bandwidth/ISP costs increased \$15,900 due to an additional leased fiber connection to connect the Community Center facility. Computer Software increased due to the planned Caselle Permit Management System purchase of \$7,500.

Computer Hardware reflects the cost of an additional Document Management Server and the ongoing replacement of Computers related hardware throughout the Town's departments. The department manages an ongoing computer hardware and replacement program in an effort to keep the Town's computer systems up to date.



Mission

The Chino Valley Public Library exists to serve and service the informational needs of our community. We strive to create a friendly environment that connects people with resources, programs, referrals, and technology to enrich their lives and expand their imagination and knowledge.

Program Description

The Chino Valley Public Library offers a vast variety of free educational materials and services to the public. The Library has over 40,000 books, 4,000 videos, 100 magazines, 8 local and national newspapers, and puzzles and CDs for the whole family. Over 200 educational and children's programs are available throughout the year.

In addition, the Library offers eleven online computerized card catalogs, ten internet terminals (plus wireless) that also offer word-processing and spreadsheets. Internet computers are equipped with headphones and have downloading capability and online access with full text research articles and electronic reference databases.

The Chino Valley Library is a member of the Yavapai Library Network, giving Chino Valley citizens access to all 40 libraries in the County and their holdings. Chino Valley citizens have access to over one million items which they can place holds on. Chino Valley patrons can access our web site from the comfort of their home, or wherever they may be in the world, and place holds, renew their books or videos, search our database, or download e-books.

Childrens programs are offered free to the public three or four times a week throughout the year. The Summer Reading Program is the most popular programming in the Library.

It should be noted that The Friends of the Chino Valley Library saved the Town \$52,869.15 in volunteer labor costs and invested over \$40,000 in library purchases and operating costs.

FY 13 Accomplishments

- The installation and implementation of RFID (Radio Frequency Identification) security gates.
- Cataloging and Circulation RFID check in/check out sensor pads, and RFID patron self-check out service.
- The installation included replacement of all Circulation and Cataloging computers, receipt printers, and screens. Extensive electrical wiring and expansion of the library front entrance was required. The cost of this project exceeded \$30,000 and was paid for by the Friends of the Chino Valley Library and library impact fees.

FY 14 New Initiatives and Goals

- Library expansion and renovation will be the primary initiative and goal. The project is projected to cost \$235,000. The Library will be expanding into the former town management offices and council chambers adding 3,444 square feet of additional space. This large renovation project will remove old walls, flooring and ceilings, to return the interior of the building to its former construction and design. The new Library wing will accommodate and feature wireless Internet stations, a Young Adult area, expanded Southwest Section, Large Print, and Western collection, a Community Meeting Room and Community Center.

Library Expansion Project Funding Sources	
Impact Fee Funds	105,000
Friends of the Library	50,000
Arizona State Library Archives	30,000
Yavapai County Library	50,000
Total Project	235,000

The Library expansion and renovation project will be funded by library impact fees, library state grant, library county grant, public donations, and Friends of the Chino Valley Library.

Performance Measures

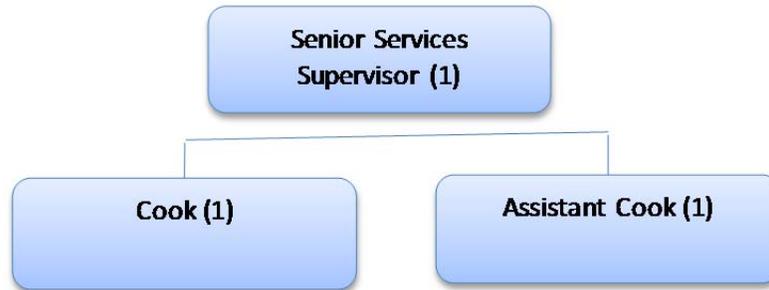
Performance Measure	FY 8/9 Actual	FY 9/10 Actual	FY 10/11 Actual	FY 11/12 Actual
Number of Registered Library users	16835	16230	9622	9011
Total Attendance in Library per year	72302	59082	68791	58934
Total Circulation Transactions per Year	131446	129982	90701	110928
Total Circulation Children's Materials per Year	41071	40909	30793	29306
Annual number of Public Internet Users	15000	14100	15600	15603
Online Library Catalog Searches	13918	13503	14102	78373
Annual Visits to Library Web Site	10492	9847	10315	11689
Printed materials	43059	42273	45909	45201
Audio materials	1145	990	1011	1284
Video materials	4678	4694	5414	4096
E-Books Titles			157	3050
E Books Downloads				33246
Public Service Hours	2478	2478	1872	1872
Total Volunteer Hours	5114	5161	7109	6911
Number of interlibrary loans provided	10916	11362	12696	8904
Number of interlibrary loans received	22213	23071	21770	18061
Childrens Programs	514	514	261	204
Total Attendance of Childrens Programs	7759	8107	8027	7432

Financial Information

LIBRARY 64					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
COUNTY LIBRARY FUNDS	126,753	126,753	107,599	110,000	
COPIES & MAPS (LIBRARY)	117	150	116	100	
LIBRARY FINES	3,085	3,150	2,539	2,500	
LOST BOOKS	897	650	762	1,000	
LIBRARY CONTRIBUTIONS	-	4,800	4,800	4,800	
TOTAL REVENUES	130,852	135,503	115,816	118,400	-13%
EXPENDITURES					
TOTAL SALARIES	170,715	168,915	171,500	183,500	9%
TOTAL FRINGE BENEFITS	43,219	44,713	47,000	49,350	10%
TOTAL PERSONNEL	213,934	213,628	218,500	232,850	9%
TRAVEL	550	520	800	500	
PUBLIC RELATIONS	142			500	
SUBSCRIPTIONS & MEMBERSHIPS	967	887	1,200	1,100	
POSTAGE AND SHIPPING		4,800	4,800	4,800	
MAINT - OFFICE EQUIP/FURNITURE	1,705	225	700	500	
UTILITIES - WATER	1,146	995	1,000	1,000	
VIDEOS	1,974	2,000	1,500	1,500	
GENERAL SUPPLIES	3,520	6,500	4,500	4,500	
BOOKS	4,747	7,000	7,000	7,000	
PERIODICALS	2,172	2,000	1,900	1,900	
AUTOMATION	21,869	17,926	17,000	17,900	
AUDIO COMPACT DISKS	1,025	1,300	500	1,000	
CHILDRENS PROGRAM	3,369	3,500	3,500	3,500	
EBOOKS	1,136		1,100	1,000	
OFFICE EQUIPMENT & FURNITURE	301	-	1,400	1,500	
TOTAL OPERATING	44,622	47,653	46,900	48,200	1%
TOTAL EXPENDITURES	258,556	261,281	265,400	281,050	8%
NET COST TO GENERAL FUND	127,704	125,778	149,584	162,650	29%
% OF COST RECOVERED	51%	52%	44%	42%	

Narrative

Library Revenues are projected to remain even with the prior fiscal year. The major revenue source is County Library Funds, contributed from the County Library District, which decreased 15% this fiscal year. Personnel is up due to the elimination of the 10% furlough.



Mission

The Mission of Chino Valley Senior Services is to provide opportunities and participation for social interaction, education, recreation, nutrition, wellness, and referral information to enhance the quality of life for the adult population of Chino Valley

Program Description

The Chino Valley Senior Center administers and supports the Meals on Wheels program and provides a setting for daily congregate meals, artistic performances and exhibits, social gatherings, dances, enrichment programming, health programming, social services, referral services and educational and life skill training for our adult population. Additionally, many off campus programs and trips are planned each year. The center provides activity and meeting space for numerous community organizations and other Town departments.

Currently, Senior Services staff consists of a supervisor, cook and two part time assistant cooks. Additionally, numerous volunteers are utilized as meals-on-wheels drivers, program drivers, program facilitators, facility hosts, kitchen help and thrift store operators.

FY 13 Accomplishments

- In Fiscal Year 12/13, the Chino Valley Senior Center, through creative staffing, was able to return to a 5 day work week, therefore ensuring meals to our seniors Monday through Friday.
- This past year, the Chino Valley Meals on Wheels program has had more volunteer drivers than ever before. Currently we have over 20 volunteer drivers that use their own vehicles and gas to deliver noon time meals to our homebound seniors.
- We have been able to place two (2) part-time assistant cooks in the kitchen.
- The Senior Center has partnered with the GIS Technician for help and support creating and publishing the monthly newsletter; hence the publication looks professionally done.

FY 14 Initiatives and Goals

- Develop a more comprehensive activities program to include enrichment and fitness programs at the Center.
- Develop stronger partnerships with other senior programs in the quad-city area to provide more community wide programming through shared resources.
- Develop a strategy to market and manage the thrift store.
- Increase the congregate mealtime participant numbers by 100%.
- Develop Facility Management Forms for facility rental and provision of rental oversight to assist users of the facility.

Performance Measures

Performance Measure	FY 8/9 Actual	FY 9/10 Actual	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Projected
Meals Served					
Total meals Served In House	11,030	10,267	9,205	8,565	8,000
Total meals on Wheels	12,266	12,085	10,377	8,091	9,000
Total Meals	23,296	22,352	19,582	16,656	17,000
Building Usage					
Non Profit/Private Users	2,687	2,458	2,569	2,677	3,000
Games/Cards/Pool/Horseshoes	946	1,324	1,265	1,110	1,500
Programs	1,187	1,456	1,324	1,217	1,500
Community Resouce Referrals	658	789	463	546	600
Trips	439	594	582	529	550
Computer Lab	265	203	192	199	250
	6,182	6,824	6,395	6,278	7,400

Financial Information

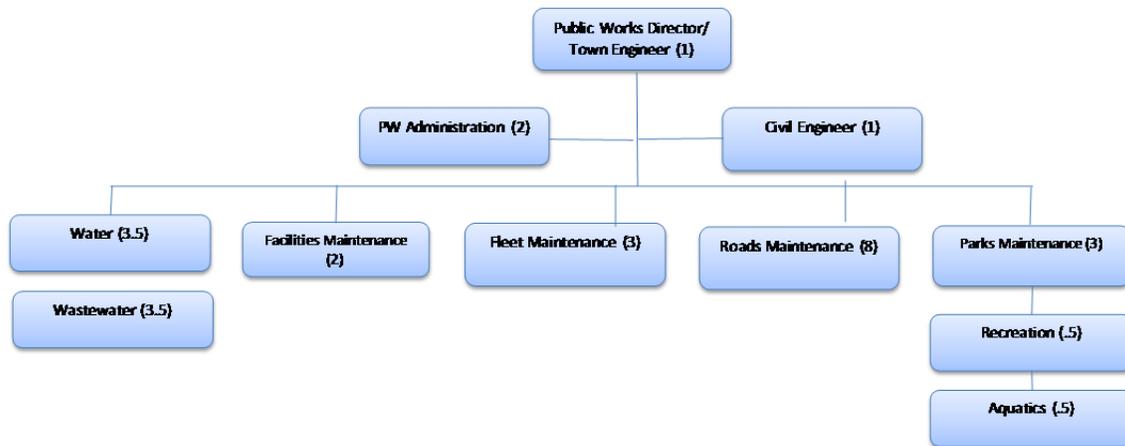
SENIOR CENTER 66					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
SENIOR NUTRITION REVENUE	42,015	50,500	49,657	71,000	
YAVAPAI CTY LONG TERM CARE	3,438	13,000	-	-	
FACILITIES USE-SENIOR CENTER	5,935	4,500	3,200	4,000	
S/C NUTRITION PROGRAM INCOME	9,572	8,500	9,445	9,000	
SENIOR CTR THRIFT STORE	924	1,000	727	1,000	
SR CTR SPONSORSHIPS	-	2,000	-	-	
SR CTR PROGRAM INCOME	325	500	3,397	3,000	
TOTAL REVENUES	62,209	80,000	66,426	88,000	10%
EXPENDITURES					
FULL-TIME EQUIVALENT	3	3		3	
TOTAL SALARIES	73,608	80,643	80,532	83,500	4%
TOTAL FRINGE BENEFITS	37,562	41,084	39,280	33,050	-20%
TOTAL PERSONNEL	111,170	121,727	119,812	116,550	-4%
PROFESSIONAL SERVICES		900	650	6,400	
TRAVEL		-		6,200	
MAINT - MISCELLANEOUS	6,758	3,650	3,650	4,500	
UTILITIES - WATER	451	600	500	600	
CELLULAR PHONES	577	600	600		
SENIOR PROGRAMS	1,242	1,000	2,500	3,000	
KITCHEN SUPPLIES	4,756	5,400	4,000	2,500	
OFFICE SUPPLIES	1,065	800	600	700	
FOOD PURCHASES	52,670	58,900	58,900	59,000	
SPONSOR FUNDED EXPENDITURES		2,000			
TOTAL OPERATING	67,519	73,850	71,400	82,900	12%
TOTAL EXPENDITURES	178,689	195,577	191,212	199,450	2%
NET COST TO GENERAL FUND	116,480	115,577	124,786	111,450	-4%
% OF COST RECOVERED	35%	41%	35%	44%	

Narrative

Personnel is down due to restructuring the department's staffing levels.

PUBLIC WORKS DIVISION

GENERAL FUND/SPECIAL REVENUE/ENTERPRISE



The Public Works Division exists to provide the maintenance and construction of public roads and streets, water and sewer systems, and parks that are used by the general public in a safe and useful condition while maintaining the rural character of Chino Valley.

The Public Works Division is an amalgam of many departments of the Town of Chino Valley that includes Engineering, Roads and Streets Maintenance, Facilities Maintenance, Fleet Maintenance, Parks Maintenance, Utilities, Recreation, and Aquatics. The essence of Public Works is to provide professional services necessary to keep the public safe on the roads and streets of Chino Valley and maintain the fleet of vehicles and equipment, the parks and recreation fields, water and sewer systems, and the pool. The staff of the Public Works Department stands ready to assist the citizens with issues relating to roadways, water and sewer, and recreation.

The Town of Chino Valley Public Works Division oversees the following departments within the following funds:

General Fund

- Engineering
- Facilities Maintenance
- Fleet Maintenance
- Parks Maintenance
- Recreation
- Aquatics

Special Revenue Fund

- Road Maintenance

Enterprise Fund

- Water
- Wastewater

Employees in the Water and Wastewater Department's time is allocated equally between the two departments.

PARKS MAINTENANCE

GENERAL FUND - DEPARTMENT 68

Parks Maint Worker (3)

Mission

The Parks and Recreation Department is committed to providing safe, welcoming parks, recreation facilities, and programs and events that encourage a healthy lifestyle, citizen participation and a strong sense of community.

Program Description

The Parks and Recreation Division is responsible for creating and maintaining parks and recreational programs for the citizens of the Town of Chino Valley. Each facility requires the maintenance of turf, foliage, shrubs, aggregate, playground equipment, irrigation systems, etc., necessary to provide a safe and convenient recreation experience for both adults and children participating in organized sports or just a casual location for the family seeking to experience the beauties of Chino Valley.

FY 13 Accomplishments

- Community Center Park Expansion Project.
- Coordination of user groups for use of Town parks and recreational facilities.
- Rehabilitated Community Center Concession Building.
- Landscaping of the Town of Chino Valley South Campus.
- Rehabilitated Allen’s Park adjacent to the Town Library.

FY 14 New Initiatives and Goals

- Rehabilitate Old Home Manor ball field irrigation system.
- Rehabilitate Playground Facility at Community Center.
- Rehabilitate Town owned portions of the Peavine Trail System.
- Reduce water use on turf facilities.

Performance Measures

	2010 Actual	2011 Actual	2012 Actual	2013 Projected
Total Parks Acres	114	114	114	114
Total Miles of Trails	3	3	3	3
Total Acres of Active Parks	2.3	2.3	2.3	9.3
Total Open Space Acres	89	89	89	82
Total Acres of Turf	19.65	19.65	19.65	19.65
Gallons Water used per Acre of Turf	N/A	N/A	1,041,365	931,758
Full Time Parks Employees	4	4	3	3
Number Youth Organizations Utilizing Parks Facilities	4	4	5	9

Financial Information

PARKS MAINTENANCE 68					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
FACILITIES USE-PARKS	2,404	2,500	6,807	5,000	
PARKS SPONSORSHIPS	-	2,000	-	-	
TOTAL REVENUES	2,404	4,500	6,807	5,000	11%
EXPENDITURES					
FULL-TIME EQUIVALENT	3	3		3	
TOTAL SALARIES	58,183	79,651	78,613	87,050	9%
TOTAL FRINGE BENEFITS	29,723	38,332	38,179	42,650	11%
TOTAL PERSONNEL	87,906	117,983	116,792	129,700	10%
CONTRACT AND SUPPORT SERVICE	237	300	300	300	
PROFESSIONAL SERVICES		2,500	2,500	2,500	
TRAVEL		550	150	600	
MAINT - PARKS	17,220	17,000	17,000	20,000	
MAINT - MACH/EQUIP	1,125	2,000	2,000	2,000	
IRRIGATION REPAIRS	1,033	10,000	-		
UTILITIES - WATER	154,758	170,000	170,000	175,000	
UTILITIES - ELECTRIC	6,312	5,000	6,500	31,500	
SANITATION/REFUSE	8,266	9,000	9,000	9,300	
MAINT VANDALISM	515	4,500	4,500	4,500	
CELLULAR PHONES	287	500	500	500	
RENT - MACHINERY AND EQUIPME	324	1,800		1,800	
CLOTHING AND UNIFORMS	355	1,650	1,200	1,200	
JANITORIAL & SANITATION SUPPLI	132	200	200	500	
OPERATING SUPPLIES	15	500	500	500	
SMALL TOOLS/EQUIP/FURNITURE	1,452	5,000	3,500	5,000	
SAFETY SUPPLIES	204	400	400	400	
SPONSOR FUNDED EXPENDITURES		2,000			
TOTAL OPERATING	192,235	232,900	218,250	255,600	10%
INDIRECT IN				17,500	
TOTAL EXPENDITURES	280,141	350,883	335,042	385,300	10%
NET COST TO GENERAL FUND	277,737	346,383	328,235	380,300	10%
% OF COST RECOVERED	1%	1%	2%	1%	

Narrative

The Parks Maintenance Department personnel is up 10% due to reinstating the furlough. Budgeted operating expenses are up 10% from the prior fiscal year, primarily due to coding the electric costs from Aquatics to Parks Maintenance.

FACILITIES MAINTENANCE

GENERAL FUND - DEPARTMENT 71



Mission

The Facilities Maintenance Department is committed to maintaining the Town’s facilities in a manner to guarantee the safety of the facilities users while performing routine maintenance and repairs in a responsible manner.

Program Description

The Facilities Department is responsible for maintenance services including scheduled and preventive maintenance, in house remodeling projects and divisional moves. The Facilities Department is also responsible for a master meter. This is the natural gas system in the town complex which is controlled through the Arizona Corporation Commission.

The Facilities Department is responsible for all janitorial services, which include 30 public restrooms, cleaning and vacuuming all floors, trash removal, lighting, alarm systems, HVAC repair, roofing, painting, carpentry, plumbing, pest control, monthly and annual fire extinguisher inspection and monthly filter changes in all HVAC units.

The Facilities Department is on call 24 hours a day.

Town of Chino Valley Facilities				
		Square Footage	Number of HVAC units	
1	TOWN HALL	5,256	4	
2	LIBRARY	6,476	3	
3	OLD TOWN HALL	3,444	2	
4	PUBLIC WORKS	3,923	3	
5	SHOP (LOWER)	2,400	4	
6	SHOP (UPPER)	575	2	
7	SENIOR CENTER	4,524	5	
8	FOOD BANK	1,242	2	
9	COURT	3,544	2	
10	POLICE DEPARTMENT	2,839	2	
11	COMMUNITY CENTER	4,004	4	
12	ANIMAL CONTROL	1,500	1	
13	POLICE TRAINING FACILITY	1,326	1	
14	FACILITY SHOP	680	1	
15	HEALTH CARE MOBILE	1,088	1	
16	ROAD BUILDING	1,792	1	
17	QUANSET ROAD SHOP	4,000		
18	AQUATIC CENTER	4,457	5	
19	AQUATIC EQUIPMENT BLDG.	1,080		
20	CONCESSION BUILDING	1,554	1	
	Total	55,704	44	

FY 13 Accomplishments

- Assisted in the remodel of the new Town Hall Facility.
- Moved from old Town Hall building to the new Town Hall building (all furniture and equipment) and making sure everybody is comfortable and safe and is still ongoing.
- The daily routine of all maintenance and janitorial services of all of our facilities to make it a safe and a clean work environment for all our customers, volunteers and Town employees.

FY 14 New Initiatives and Goals

- Establish a painting schedule for the facilities.
- Keep Maintenance at a high quality.
- Try to keep cost to a minimum.

Performance Measures

Task	Frequency	Desired Outcome
Maintain facilities weekly tasks such as: routine maintenance and repairs, lights, obvious surface damage, surface water damage, etc.	Visually inspect each building weekly.	Prevent safety violations such as combustible storage, ADA issues, building concerns.
Maintain facilities monthly tasks such as: in addition to items listed above, operation maintenance of ventilation filter systems, inspection of emergency equipment, etc.	Visually inspect each building monthly.	Ongoing prevention of safety violations and the failure of large operational items.
Maintain facilities quarterly tasks such as: in addition to items listed above, electrical panel inspection, visible mold, door/lock operations, etc.	Visually inspect each building quarterly.	Prevent failure of large operational items and safety violations.
Maintain facilities annual tasks such as: in addition to items listed above, painting, repair/review of HVAC, fire extinguisher inspection, testing of fire alarm systems, plumbing and septic system operations, etc.	Provide a thorough inspection of all interior and exterior of each building.	Look for signs of water infiltration, inspect roofing condition, inspect HVAC.

Facility	Total Acres	Active Park Acres	Open Space Acres	Acres of Turf
Town North Campus	12.3		12.3	
Memory Park	2.4	1		1.4
Library use area	0.3	0.3		
Community Center Park	36	1	20.5	14.5
Old Home Manor Ball Fields	14.5		10.75	3.75
Center Street Park	2.17		2.17	
Town South Campus	4.9		4.9	
Appaloosa Meadows Open Space	5.38		5.38	
Peavine Trail	36		33	
Total	113.95	2.3	89	19.65

Financial Information

FACILITIES MAINTENANCE 71					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
EXPENDITURES					
FULL-TIME EQUIVALENT	2.33	2.33		2	
TOTAL SALARIES	67,395	73,891	73,807	61,700	-16%
TOTAL FRINGE BENEFITS	31,316	34,803	33,639	30,700	-12%
TOTAL PERSONNEL	98,710	108,694	107,446	92,400	-15%
CONTRACT AND SUPPORT SERVICES	1,920	2,525	2,525	12,000	
MAINTENANCE - TOWN FACILITIES	10,402	25,000	25,000	25,000	
UTILITIES - GAS	22,039	35,000	35,000	35,000	
UTILITIES - WATER	343	800	800	800	
UTILITIES - ELECTRIC	94,252	120,000	100,000	100,000	
UTILITIES - TELEPHONE	27,239	23,000	23,000	23,000	
CELLULAR PHONES	1,371	1,500	1,500	1,500	
UTILITIES - SEWER	3,096	5,000	5,000	5,000	
RENT - MACHINERY AND EQUIPMEN	15	500	500	500	
CLOTHING AND UNIFORMS	441	1,000	1,000	1,000	
JANITORIAL & SANITATN SUPPLIES	5,223	6,000	6,000	6,000	
BUILDING MATERIALS & SUPPLIES	5,166	10,000	10,000	10,000	
GENERAL/OPERATING SUPPLIES	88	300	300	300	
MOVING SUPPLIES	1,939	2,000	2,000	2,000	
SMALL TOOLS/EQUIP/FURNITURE	659	500	500	500	
SAFETY SUPPLIES		500	500	500	
TOTAL OPERATING	174,194	233,625	213,625	223,100	-5%
INDIRECT IN				33,500	
TOTAL EXPENDITURES	272,904	342,319	321,071	349,000	2%

Narrative

Personnel down due to the new indirect cost allocation between departments.

VEHICLE MAINTENANCE

GENERAL FUND – DEPARTMENT 73

Vehicle Maintenance (3)

Mission

To provide an efficient, comprehensive fleet management program, which responsively fulfills the vehicle and equipment needs of the various Town Divisions through cost-effective practices and dedicated personal service.

Program Description

The Fleet/Vehicle Department of the Public Works Division provides the required operation and maintenance of all rolling stock that is owned by the Town of Chino Valley. This includes Police Vehicles, all Town vehicles, heavy equipment, motor grader, chip spreader, 10 yard dump trucks, VacCon Vactor Truck, mowers and small power tools, trailers, generators, etc.

FY 13 Accomplishments

- Purchased two new 2013 Ford Expedition Police units and up-fit in house within budget.
- Located and purchased a used 2008 Bearcat BC-2002 Self Propelled Chip Spreader from Ronald R. Wagner & CO in Texas.
- Processed approximately 350 written service requests.
- Participated in a test drive and evaluated a Ford Police Interceptor Utility and Sedan for Ford Motor Co.

FY 14 New Initiatives and Goals

- Develop a more cost effective program in preventive maintenance and repair.
- Incorporate photo identification for Town vehicles and equipment.
- Supply additional help and support in the form of man power and or fabrication to all Departments.
- Review procedures and develop maintenance for higher mile equipment at a cost savings without sacrificing safety and service.
- Update scan tool to aid in-house repairs for less outsourcing cost with additional training.

Performance Measures

Task	Frequency	Desired Outcome
Provide routine maintenance of all Police vehicles, Town vehicles, heavy equipment, mowers, etc.	As needed based on mileage, hours of operation, crucial value of equipment being down, etc. Visually inspect each Police vehicle every 2,000 miles.	Keep critical equipment up and running, such as Police vehicle and critical heavy equipment.
Provide engine repair, tire and brake replacement, windshield repair, maintenance of seasonal equipment such as mowers, sweepers, power brooms, weed whackers, etc.	As needed based on mileage, hours of operation, crucial value of equipment being down, etc.	Reduce cost of outside repair and maintenance.
Provide professional review and recommendations regarding the acquisition of used equipment.	As needed based on immediate needs and available funding based on equipment availability.	To minimize the cost of acquisition of large ticket items.

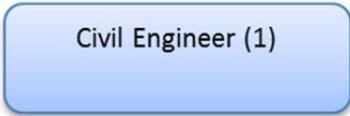
Financial Information

VEHICLE MAINTENANCE 73					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
FULL-TIME EQUIVALENT	2.38	2.38		3	
TOTAL SALARIES	101,240	104,970	103,093	140,700	34%
TOTAL FRINGE BENEFITS	38,317	40,055	39,863	54,900	37%
TOTAL PERSONNEL	139,557	145,025	142,956	195,600	35%
CONTRACT AND SUPPORT SERVICES		1,355	1,355	1,350	
MAINT - MOTOR POOL VEHICLES	13,009	15,000	15,000	15,000	
MAINT - POLICE VEHICLES	31,333	34,000	34,000	34,000	
MAINT - PARKS VEHICLES	2,177	4,500	4,500	4,500	
CELLULAR PHONES	343	444	444	450	
RENT - MACHINERY AND EQUIPMENT		200	200	200	
TRAINING & SEMINARS	40	500	500	500	
CLOTHING AND UNIFORMS	75	2,000	2,000	2,000	
SHOP SUPPLIES	849	2,200	2,200	2,200	
GAS/OIL POOL VEHICLES	23,086	22,000	22,000	22,000	
GAS/OIL POLICE VEHICLES	67,956	75,000	75,000	75,000	
GAS/OIL PARKS VEHICLES	6,243	12,000	12,000	12,000	
OFFICE SUPPLIES	574	550	550	550	
SMALL TOOLS/EQUIP/FURNITURE	3,804	5,000	5,000	5,000	
TOTAL OPERATING	149,490	174,749	174,749	174,750	0%
INDIRECT OUT				(38,000)	
TOTAL EXPENDITURES	289,047	319,774	317,705	332,350	4%

Narrative

Personnel is up due to the new indirect cost allocation between departments and elimination of the furlough.

ENGINEERING



Mission

The Engineering Department of the Public Works Division provides professional engineering advice to the Town Council, while working with citizens and developers regarding competing goals of efficient cost delivery systems and public health/safety issues.

Program Description

The Engineering Department provides professional engineering services for all public improvements within the Town of Chino Valley right-of-way. They are responsible for the delivery of the capital improvement program, review and oversight of private and public development/construction projects. In addition, this department represents the Town of Chino Valley on various regional technical committees such as the Central Yavapai Metropolitan Planning Organization, the Water Advisory Committee, the Upper Verde Water Protection Coalition, etc.

FY 13 Accomplishments

The Engineering Department successfully delivered to the public the Chino Valley Shooting Range, the Chino Meadows Unit 5 Drainage and Box Culvert project, the design and construction of the Community Center Park Expansion Project, the Road 2 North Box Culvert at the Santa Cruz Wash, The Road 3 North Stormwater Project at Old Town Hall, the design of the Chino Valley Library remodel, and developed a conceptual layout of water and sewer extensions along Highway 89 between Road 3½ North and approximately 1,000' north of the future alignment of Road 5 South.

FY 14 New Initiatives and Goals - None Noted

Performance Measures

Project	Desired Outcome
Design and construction of Road 4 South across the northern boundary of Section 1 of T15N R2W.	Provide access to future transportation network.
Design and construction of the box culvert at Center Street and the Santa Cruz Wash.	Provide critical infrastructure for the future extension of Center Street.
Design and construction of the Chino Meadows Unit 5 Drainage Improvement Project.	Prevent future flooding.
Provide necessary input for Community Development Block Grant to Pave Dirt Streets in Chino Meadows Unit 5.	Prevent fugitive dust issues.
Provide necessary input and direction for the Highway 89 Water and Sewer Project between Road 3½ North and approximately 1,000' north of the future alignment of Road 5 South	Provide Chino Valley a solid economic foundation.

Financial Information

ENGINEERING 74					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
ENGINEERING REPORTS	-	500	-	-	
ENGINEERING SERVICES	21,159	4,000	3,900	4,000	
ENGINEERING INSPECTIONS	100	100	100	100	
TOTAL REVENUES	21,259	4,600	4,000	4,100	-11%
EXPENDITURES					
FULL-TIME EQUIVALENT	0.39	0.39		1	
TOTAL SALARIES	18,806	23,250	23,379	70,200	202%
TOTAL FRINGE BENEFITS	5,192	6,002	6,719	9,700	62%
TOTAL PERSONNEL	23,998	29,252	30,098	79,900	173%
CONTRACT AND SUPPORT SERVICES	64	-	100		
PROFESSIONAL SERVICES	6,416	9,011	12,000	8,500	
TRAVEL	152	919	70	500	
ADVERTISING	128	420		300	
SUBSCRIPTIONS & MEMBERSHIPS	1,158	900	678	900	
CELLULAR PHONES	973	1,500	1,400	1,500	
TRAINING		-	68		
OPERATING SUPPLIES	912	1,200	1,100	1,200	
SMALL TOOLS/EQUIP/FURNITURE	20	50	10	100	
TOTAL OPERATING	9,822	14,000	15,425	13,000	-7%
INDIRECT OUT				(28,000)	
TOTAL EXPENDITURES	33,821	43,252	45,523	64,900	50%
NET COST TO GENERAL FUND	12,562	38,652	41,523	60,800	57%
% OF COST RECOVERED	63%	11%	9%	6%	

Narrative

Personnel up due increasing the part time Engineer to full time.

RECREATION



Mission

The Parks and Recreation Division is committed to providing safe, welcoming parks, recreation facilities, programs and events that encourage a healthy lifestyle, citizen participation and a strong sense of community.

Program Description

The Parks and Recreation Division is responsible for creating and maintaining parks and recreational programs for the citizens of the Town of Chino Valley.

FY 13 Accomplishments

- Develop a continuing coordination effort between Town of Chino Valley and local non-profit organizations to provide Fourth of July activities at little or no cost.
- Coordination of user groups for use of Town parks and recreational facilities.
- Development of a comprehensive directory of census of regional recreational opportunities to assist in planning and development of new recreational programs in Chino Valley.

FY 14 New Initiatives and Goals

- Develop a continuing coordination effort between Town of Chino Valley and local non-profit organizations to provide Halloween activities at little or no cost.
- Develop a continuing coordination effort between Town of Chino Valley and local non-profit organizations to provide recreational activities at little or no cost.
- Develop and expand statistical data for performance measures and development of new programs.

Performance Measures

Task	Frequency	Desired Outcome
Monitor and begin collecting data on park utilization by organized user groups.	Spring/Summer/Fall	Provide better data to meet user group needs.
Monitor and begin collecting data on the number of contracts issued to park users.	Spring/Summer/Fall	To better tailor the park features to the park users.
Monitor and begin collecting data on the turnout that utilizes recreational events	Spring/Summer/Fall	To determine the community support for the proposed events.

Financial Information

RECREATION 63					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
SPECIAL REC PROGRAM INCOME	95	3,000	-	-	
ADULT SPORTS	4,674	5,000	2,250	3,000	
PROGRAM INCOME	692	2,000	1,485	2,000	
RECREATION CONCESSIONS	-	900	-	-	
FACILITIES USE-RECREATION	2,900	2,500	3,688	4,000	
RECREATION CLASSES INCOME	-	-	960	1,000	
RECREATION SPONSORSHIPS	1,200	5,000	4,405	5,000	
TOTAL REVENUES	9,561	18,400	12,788	15,000	-18%
EXPENDITURES					
FULL-TIME EQUIVALENT	0.68	0.6		0.5	
TOTAL SALARIES	32,232	30,431	14,000	28,650	-6%
TOTAL FRINGE BENEFITS	10,939	10,704	4,650	10,350	-3%
TOTAL PERSONNEL	43,171	41,135	18,650	39,000	-5%
PROFESSIONAL SERVICES	37	150			
LICENSES AND PERMITS	-	250	250	250	
PUBLIC RELATIONS	150	200			
ADVERTISING	749	750	100	500	
SUBSCRIPTIONS & MEMBERSHIPS	110	300	250		
MAINT - EQUIP/FURN/AGREEMENTS		150	150		
UTILITIES - WATER	991	1,500	1,500	1,500	
CELLULAR PHONES	397	450	50		
TRAINING & SEMINARS	900				
RECREATIONAL PROGRAMS	7,913	10,350	10,000	10,000	
JANITORIAL SUPPLIES	532	750			
OPERATING SUPPLIES	746	480	500	500	
OFFICE SUPPLIES	1,199	1,000			
SMALL TOOLS/EQUIP/FURNITURE	982	150			
SAFETY SUPPLIES		200			
SPONSOR FUNDED EXPENDITURES	2,769	5,000	2,500	5,000	
TOTAL OPERATING	17,473	21,680	15,300	17,750	-18%
INDIRECT IN				17,500	
TOTAL EXPENDITURES	60,644	62,815	33,950	74,250	18%
NET COST TO GENERAL FUND	51,084	44,415	21,162	59,250	33%
% OF COST RECOVERED	5%	4%	11%	5%	

Narrative

Personnel down due to reorganization within the department. Total Operating expenses were reduced reflecting additional reorganization savings.

AQUATIC CENTER

GENERAL FUND – DEPARTMENT 69

Aquatics (.5)

Mission

The Parks and Recreation Division is committed to providing safe, welcoming parks, recreation facilities, programs and events that encourage a healthy lifestyle, citizen participation and a strong sense of community.

Program Description

The Parks and Recreation Division is responsible for creating and maintaining parks, recreational and aquatics programs for the citizens of the Town of Chino Valley.

FY 13 Accomplishments

- Aquatics facility rehabilitation program.
- Developed and implemented American Red Cross Junior Lifeguard Program.

FY 14 New Initiatives and Goals

- Develop and implement water safety training program.
- Reduce overall labor hours needed for aquatics season operation.
- Develop teen night aquatic recreation program.
- Increase cost recovery percentage.
- Operate Aquatics in a more efficient manner.
- Maximize the intensity of use of the facility.
- Develop and expand statistical data for performance measures.

Performance Measures

	2012 Actual*	2013 Projected
General Admission	12,324	18,500
Lap Swim Attendance	1,069	1,500
Therapy Swim Attendance	558	1,000
Dollar Swim Night Attendance	2,608	0
Aquafit Attendance	92	110
Swim Lessons Attendance	202	150
Teen Club Night		2,000

* Prior year data was not available.

Financial Information

AQUATICS CENTER 69					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
AQUATIC CENTER ENTRANCE FEES	35,079	30,000	34,425	35,000	
AQUATIC CENTER CONCESSIONS	10,992	5,000	9,777	10,000	
AQUATIC CTR PROGRAM FEES	18,457	14,000	19,868	19,000	
FACILITIES USE-AQUATIC CENTER	1,308	4,000	-	-	
AQUATIC CTR SPONSORSHIPS	3,097	4,000	34	-	
TOTAL REVENUES	68,933	57,000	64,105	64,000	12%
EXPENDITURES					
FULL-TIME EQUIVALENT	0.32	0.73		0.5	
TOTAL SALARIES	86,617	91,994	78,800	88,950	-3%
TOTAL FRINGE BENEFITS	11,177	18,112	11,105	16,650	-8%
TOTAL PERSONNEL	97,794	110,106	89,905	105,600	-4%
CONTRACT AND SUPPORT SERVICES	2,225	2,700	1,000	200	
ALARM SERVICE		200	200	200	
LICENSES AND PERMITS	956	957	957	100	
TRAVEL	155	200	200	200	
MAINT - AQUATICS CENTER	24,872	15,000	12,000	12,000	
MAINT - EQUIP/FURNITURE	287	500	500		
MAINT -- POOL	88,310	3,500	8,000	10,000	
UTILITIES - GAS	22,267	27,000	27,000	27,000	
UTILITIES - WATER	23,204	20,000	20,000	20,000	
UTILITIES - ELECTRIC	42,593	33,600	42,000	17,000	
UTILITIES - TELEPHONE	1,570	3,000	300	3,000	
CELLULAR PHONES	93	-	41		
TRAINING & SEMINARS	2,174	1,100	1,100	1,100	
PROGRAM SUPPLIES	485	1,000	1,000	1,000	
TRAINING SUPPLIES	1,014	1,104	1,100	1,000	
CLOTHING AND UNIFORMS	585	850	850	850	
JANITORIAL SUPPLIES	1,697	1,750	1,750	1,750	
POOL CHEMICALS	23,023	34,000	18,800	20,000	
OPERATING SUPPLIES	762	880	880	500	
OFFICE SUPPLIES	755	750	750	500	
SMALL TOOLS/EQUIP/FURNITURE	558	4,000	4,000	6,000	
RESALE SUPPLIES-AQUATIC CTR	9,582	-	6,450	5,000	
SAFETY SUPPLIES	1,562	1,550	1,550	1,500	
LIABILITY/PROPERTY INSURANCE	8,500	8,500	8,500	8,500	
SPONSOR FUNDED EXPENDITURES	3,235	4,000			
TOTAL OPERATING	260,463	166,141	158,928	137,400	-17%
INDIRECT IN				34,500	
TOTAL EXPENDITURES	358,257	276,247	248,833	277,500	0%
NET COST TO GENERAL FUND	289,324	219,247	184,728	213,500	-3%
% OF COST RECOVERED	19%	21%	26%	23%	

Narrative

Operating Expenses down due to coding Utilities – Electric to Parks Maintenance and pool chemical savings.

HIGHWAY USER REVENUE (HURF) – ROADS

SPECIAL REVENUE FUND – DEPARTMENT 02-78

Mission

To identify and implement roadway and other related transportation system solutions for the safe and efficient movement of goods, services and people to support a high quality of life in Chino Valley.

Program Description

The Roads Division takes a proactive stance to citizens needs by maintaining 140 miles of paved, chip sealed or dirt streets which include:

- Repairing potholes.
- Culvert drainage maintenance.
- Grading roads.
- Mowing/ trash pickup.
- Tree trimming along Town right of way.
- Repair and replacement of Town signage.
- Light construction of new streets.
- Chip seal program..

The Roads Division utilizes the IWorq software system to assist staff with maintenance schedules and work order tracking.

FY 13 Accomplishments

- Assisted in the Santa Cruz Wash Project, which included the installation of box culverts and reshaping the wash to handle the over-flooding on Road 2 North.
- Extensive drainage maintenance projects throughout the town with bigger culverts and clean ditches.
- Implemented and completed the annual mowing and maintenance program on major Town roads, including Highway 89.
- Assisted in traffic counts and installed formatted signs to conform to the new regulated speed zones approved by Chino Valley P.D. along the major arteries on the east side of Highway 89.
- Replace and Install new stop and street name signs on major arteries on the east side of Highway 89 with Telspar and in accordance with the MUTCD.
- Repair severely damaged roads with cold mix to fill potholes to make roads safe for travel.

FY 14 New Initiatives and Goals

- Implement the chip seal program for badly damaged roads.
- Establish a crack-seal program to save the asphalt roads around town.
- Continue to improve weed control and mowing program.
- Drainage improvements throughout the town.

Performance Measures

Task	Frequency	Desired Outcome
Implement chip seal program in house by surfacing approximately 4-5 miles of roadways.	Summer	Maintain better roadways for traveling public.
Establish crack seal program by sealing 2 miles of roadways.	Winter	Maintain better roadways for traveling public.
Weed Control and Mowing Program for all numbered streets (arterials and minor arterials) and Highway 89.	Each roadway ditch will be mowed monthly	Better visibility.
Drainage improvements throughout Town.	As Needed	To assist in the drainage system operation.

Financial Information

ROAD MAINTENANCE 02-78					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
RIGHT-OF-WAY PERMITS	919	1,500	825	1,000	
DRIVEWAY PERMITS	360	350	240	350	
HIGHWAY USERS REVENUE	684,748	762,561	751,073	763,000	
TOTAL REVENUES	686,027	764,411	752,138	764,350	0%
EXPENDITURES					
FULL-TIME EQUIVALENT	9.08	9.08		11	
TOTAL SALARIES	280,709	340,091	308,846	485,150	43%
TOTAL FRINGE BENEFITS	118,649	145,788	130,390	182,800	25%
TOTAL PERSONNEL	399,358	485,879	439,236	667,950	37%
CONTRACT AND SUPPORT SERVICES	1,854	5,025	5,025	5,000	
PROFESSIONAL SERVICES	1,541	-	5,000	5,000	
RIGHT-OF-WAY ACQUISITIONS	1,283	10,000	5,000	10,000	
ADVERTISING		800	800	800	
MAINT - MACHINERY & EQUIPMENT	39,986	30,000	30,000	30,000	
COPIER AND PRINTER EXPENSE			1,950	3,500	
UTILITIES - WATER	7,104	20,000	20,000	20,000	
SANITATION/REFUSE					
CELLULAR PHONES	536	1,050	1,050	1,050	
RENT - MACHINERY AND EQUIPMENT		8,000	8,000	8,000	
CLOTHING AND UNIFORMS	273	5,000	5,000	5,000	
GAS/OIL	37,757	30,000	30,000	30,000	
GENERAL SUPPLIES	421	750	750	750	
ROAD SIGNS	10,018	15,000	15,000	15,000	
SMALL TOOLS/EQUIP/FURNITURE	4,558	6,000	6,000	6,000	
STOCK PIPE INVENTORY	1,902	10,000	1,000	1,000	
ROAD MATERIALS	44,231	100,000	100,000	300,000	
CONTINGENCIES		17,630		9,500	
RESERVE FUND		12,360			
ON-LINE AUCTION EXPENSES	195	500			
TFRS TO DEBT SERVICE FUND	31,231	26,263	13,267		
TOTAL OPERATING	182,892	298,378	247,842	450,600	51%
INDIRECT IN				-	
INDIRECT OUT				(99,000)	
				(99,000)	
TOTAL EXPENDITURES	582,249	784,257	687,078	1,019,550	30%
NET COST TO HURF FUND	(103,778)	19,846	(65,060)	255,200	1186%
% OF COST RECOVERED	118%	97%	109%	75%	

Narrative

Personnel is up due to eliminating the 10% furlough and the new indirect cost allocation between departments. Road materials are up due to the planned additional road work next fiscal year.

ENTERPRISE FUNDS

The Town of Chino Valley operates two Enterprise Funds:

The Water Enterprise Fund – the Water Fund has 573 connections. The Town is responsible for maintaining the water supply and distribution system for its water customers. The Town operated 1 well and has 19.5 miles of water mains. The Town is not the only provider of water in the community. Currently 7 other water companies provide services to the citizens of Chino Valley.

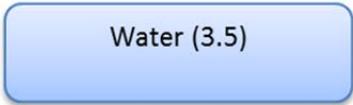
The Town of Chino Valley maintains approximately 8-9 miles of water pipes and has the capacity to store over one million gallons of water for fire protection. The predominate area for water service (demand) is the Road 2 North corridor along with the Bright Star and Highlands Ranch subdivisions.

The Wastewater Enterprise Fund – The Wastewater Fund has 1,685 connections. Operation of the Town's one half million gallon per day wastewater treatment plant is provided by Fann Construction through and operation and maintenance agreement that expires August 2014. . The Town pays \$ 21.00 per month for each sewer connection to Fann to operate the plant.

The Town of Chino Valley maintains approximately 20 miles of wastewater collection lines and has the capacity to treat over 500,000 gallons of wastewater per day for recharge. The predominate area for sewer service is the Road 2 North corridor along with the Chino Meadows, Bright Star, and Highlands Ranch subdivisions.

The Town Council commissioned Economists.com to conduct a Water and Wastewater Rate Study. The recommended 5 year rate plan was adopted by Council on February 12, 2013, and went into effect on April 1, 2013. The rate increase also affected the Water and Wastewater buy-in fee amounts. The Water and Sewer Rates are available on the Town's website at www.chinoaz.net.

WATER ENTERPRISE



Mission

The Water Department and its employees are committed to delivering the highest quality water that meets or exceeds all federal and state requirements to every customer at fair and reasonable rates. We remain vigilant in meeting the challenges of protecting our sole water source that is the heart of our community, our way of life and our children’s future.

Program Description

The Water Department is responsible for the day to day operations of public water in Chino Valley which includes customer service, general administration, operations and general maintenance, project planning and implementation, and policy development, while ensuring the Town of Chino Valley is in compliance with State and Federal regulations.

FY 13 Accomplishments

- Conducted and implemented a water and wastewater rate study.
- Developed and implemented delinquent utility fee lien program.
- Relocated 12” water main for the construction of Road 2 North box culvert crossing.
- Replaced water well pump and motor for the Town complex water system.

FY 14 New Initiatives and Goals

- Negotiate purchase of City of Prescott water distribution system within Chino Valley.
- Reduce amount of delinquent fees owed to the Town of Chino Valley from Utility Customers.
- Renovate production well at production and storage facility No. 2 located at 853 North Hwy 89.

Performance Measures

Task	Frequency	Desired Outcome
Maintain the Bright Star Booster Station and Water Production Facility.	Daily	Assure water and fire protection service.
Service and maintain approximately 125 fire hydrants.	Annually	Assure water and fire protection service.
Prepare Annual Report of Testing Results and Water Quality.	Annually	Document the safe operation of the water system.

Financial Information

Department 04-82 accounts for the Water Department's operating expenses.

WATER UTILITY OPERATION 04 - 82					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
FULL-TIME EQUIVALENT	3.35	4.08		3.5	
TOTAL SALARIES	140,939	183,693	177,519	147,150	-20%
TOTAL FRINGE BENEFITS	52,099	68,765	67,007	59,050	-14%
TOTAL PERSONNEL	193,037	252,458	244,526	206,200	-18%
CONTRACT AND SUPPORT SERVICES	7,419	5,290	5,290	5,500	
PROFESSIONAL SERVICES	45,983	55,500	50,000	55,000	
COMPLIANCE MONITORING/TESTING	6,179	7,770	7,700	7,700	
ADWR ANNUAL WATER USER FEE	495	550	550	600	
BAD DEBT EXPENSE	76	1,000		1,000	
STATE ADWR ASSESSMENT	13,476				
ADVERTISING		100			
SUBSCRIPTIONS & MEMBERSHIPS	3,130	3,610	3,600	3,600	
POSTAGE	5,975	6,000	7,000	6,000	
MAINT - REPAIR - VEHICLES	6,037	1,000	1,000	1,000	
SYSTEM MAINTENANCE AND REPAIR	43,035	65,000	35,000	50,000	
UTILITIES - ELECTRIC	61,648	67,000	64,700	65,000	
CELLULAR PHONES	2,825	2,500	2,500	3,000	
RENT - MACHINERY AND EQUIPMENT	654	2,500	2,500	2,500	
TRAINING & SEMINARS	1,309	1,600	1,600	2,000	
CLOTHING AND UNIFORMS	624	1,000	1,000	1,200	
GAS/OIL - UTILITIES VEHICLES	7,449	5,000	7,000	7,000	
OPERATING SUPPLIES	1,181	1,100	1,000	1,000	
OFFICE SUPPLIES	1,089	600	600	600	
ADEQ AQUIFER RECHARGE FEE		7,500	7,500	7,500	
NAMUA	2,484	2,500	2,385	2,500	
YAVAPAI COUNTY WAC	11,334	11,333	11,585	12,000	
SMALL TOOLS/EQUIP/FURNITURE	8,639	6,000	5,000	6,000	
SERIES 2010 REV OBLIG DEF CHGS	1,880				
WATER/SEWER RATE STUDY		12,500	12,875		
LEASE PURCHASE - CWMHP LOT	4,277	4,278	4,277	4,300	
WATER METERS	6,500	2,000	6,000		
COUNTRY WEST WELL REHABILITATION		45,000	5,000		
ON-LINE AUCTION EXPENSES	1,145	100			
WATER OPERATING COSTS	1,566				
TOTAL OPERATING	246,411	318,331	245,662	245,000	-23%
INDIRECT IN				114,500	
INDIRECT OUT				(26,000)	
				88,500	
TOTAL EXPENDITURES	439,448	570,789	490,188	539,700	-5%

Narrative

Personnel is down due to the new indirect cost allocation between departments. Total operating expenses are down 23% due to deferring the Country West Well Rehabilitation.

Department 04-95 accounts for the Water Department's debt service payments and reserve requirements.

WATER ENTERPRISE FUND 04-95					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
2010 BONDS -- PRINCIPAL		45,000	45,000	45,000	
2010 BONDS -- INTEREST	35,262	28,208	14,010	26,895	
CONTINGENCIES		44,921		23,000	
RESERVE		144,921		-	
TOTAL EXPENDITURES	35,262	263,050	59,010	94,895	-64%

Contingencies are budgeted per policy.

WASTEWATER ENTERPRISE

ENTERPRISE FUND – DEPARTMENT 06

Wastewater (3.5)

Mission

The Town of Chino Valley Wastewater Collection and Treatment facility is dedicated in its approach in collecting and treating wastewater within the Town of Chino Valley in a manner that meets or exceeds federal and state regulations while placing the highest priority on courteously serving the public and protecting the environment.

Program Description

The Wastewater Department conducts utility location services, system flushing, and inspections and maintenance for the wastewater collection system.

FY 13 Accomplishments

- Conducted and implemented a water and wastewater rate study.
- Developed and implemented delinquent utility fee lien program.
- Connected Aquatics facility backwash connection to the wastewater collection system.
- Rehabilitated wastewater collection pipeline cleaning truck.

FY 14 New Initiatives and Goals

- Negotiate buy-out of Fann Contracting contract for the construction and operations of the wastewater treatment facility.
- Reduce amount of delinquent fees owed to the Town of Chino Valley from Utility Customers.

Performance Measures

Task	Frequency	Desired Outcome
Develop strategy to assume operation and maintenance of WWTP.	Annually	Assure a smooth transition from the current operator to the Town of Chino Valley.
Service and maintain the sewer system by Vactor, jetting, and general maintenance.	Annually	Assure the proper operation of the wastewater collection system.
Prepare Annual Report for ADWR on Groundwater Recharge.	Annually	Document the annual recharge.
Track number of gallons recharged per year and resulting water credits.	Annually	Annual Report.

Financial Information

Department 06-83 Accounts for the Sewer Department's operating expenses.

SEWER 06-83					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
FULL-TIME EQUIVALENT	4.1	4.03		3.5	
TOTAL SALARIES	134,093	164,675	177,859	147,150	-11%
TOTAL FRINGE BENEFITS	49,421	63,397	66,045	59,100	-7%
TOTAL PERSONNEL	183,514	228,072	243,904	206,250	-10%
CONTRACT AND SUPPORT SERVICES	600	1,200	900	1,200	
PROFESSIONAL SERVICES	12,147	25,000	19,000	25,000	
ADEQ ANNUAL REGISTRATION FEE		7,500	6,000	6,500	
BAD DEBT EXPENSE	6,719	5,000		5,000	
POSTAGE	6,090	7,600	7,600	7,600	
OPERATIONS/MAINT-CM@RISK	443,625	444,731	444,731	445,000	
MAINT/REPAIR-EQUIP & VEHICLES	24,841				
MAINT - MISCELLANEOUS	18,333	40,000	10,000	30,000	
SEPTAGE RECOVERY	19,711	30,000			
UTILITIES - ELECTRIC	89,224	90,000	90,000	90,000	
OFFICE SUPPLIES	1,290	650	1,500	1,500	
SMALL TOOLS AND EQUIPMENT	3,578	8,000	5,000	5,000	
WATER/SEWER RATE STUDY		12,500	12,875	-	
SEWER OPERATING COSTS	2,105				
TOTAL OPERATING	628,263	672,181	597,606	616,800	-8%
INDIRECT IN				95,500	
INDIRECT OUT				(26,500)	
				69,000	
TOTAL EXPENDITURES	811,777	900,253	841,510	892,050	-1%

Narrative

Personnel is down due to eliminating the 10% furlough and the new indirect cost allocation between departments. Operating expenses are down due to no Septage Recovery Expenses being budgeted and no Rate Study in the current budget.

Department 06-95 accounts for the Sewer Department's debt service, and contingency requirements.

SEWER 06-95					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
EECBG EXPS (SOLAR PANELS PJT)		130,000	55,000		0%
WIFA 2007 PRINCIPAL		294,577	294,577	75,796	
WIFA 2007 INTEREST	161,048	152,460	152,460	32,161	
WIFA 2008 PRINCIPAL				235,511	
WIFA 2008 INTEREST				111,819	
USDA 2007 PRINCIPAL		96,151	96,151	37,140	
USDA 2007 INTEREST	175,257	171,377	171,377	59,136	
USDA 2008 PRINCIPAL				33,470	
USDA 2008 INTEREST				57,382	
USDA 2008 (2) PRINCIPAL				29,577	
USDA 2008 (2) INTEREST				50,823	
WIFA R & R RESERVE -- LOAN 1		42,183	42,183		
CONTINGENCIES		109,947		68,500	
RESERVE FUND		109,947		-	
TFRS TO WATER ENTERPRISE FUND		-			
	336,305	976,642	756,748	791,315	81%
TOTAL EXPENDITURES	336,305	1,106,642	811,748	791,315	72%

Contingencies are budgeted per policy.

NON MAJOR FUNDS

In addition to the Major Operating funds, the Town of Chino Valley oversees the following Non Major Funds:

- Community Development Block Grant (CDBG)
- Grants Fund
- Special Revenue Fund - Court
- Capital Asset Replacement
- Impact Fee Funds
- Special Revenue Fund - Police
- CVSLID Lighting Improvement Districts

COMMUNITY DEVELOPMENT BLOCK GRANT

SPECIAL REVENUE FUND 03

The Town of Chino Valley receives funding from the U.S. Department of Housing and Urban Development for the Small Cities Community Development Block Grant Program (CDBG). The Arizona Department of Housing (ADOH) is the state agency in Arizona responsible for administering the program.

Community Development Block Grant funds don't require a match from the Town; however, the Town has historically contributed additional funding when needed to complete a project.

The Town receives a funding allocation every four years. During this fiscal year the Town completed the Chino Meadows 5 Drainage Project for \$371,473.

The Town anticipates receiving funding of \$380,000 in fiscal year 2014/2015. The actual project to be completed will be determined by Town Council after a public application and hearing process. The staff proposed Community Development Block Grant project will be the paving of the dirt streets within Chino Meadows Unit 5. This project will involve the surfacing of Cottonwood Drive, Railroad Ave, Lazy Loop, Lobo Lane, Sunset Drive, Jean Drive, Margie Drive, and Sharon Drive. Other roadways may be added pending bid results.

Financial Information

CDBG 03						
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted	2014-15 Projected
ADMINISTRATIVE COSTS	5,000	18,059				
CONSTRUCTION COSTS	51,311	294,941	315,162			380,000
TOTAL EXPENDITURES	56,311	313,000	315,162	-	-100%	380,000

GRANTS FUND

SPECIAL REVENUE FUND 07

The Grants Fund accounts for the miscellaneous grants received throughout the fiscal year. The type and amount of grants received each fiscal year is unknown, therefore the Town estimates the amounts to be received by each department. Matching funds are accounted for within each department.

The table below summarizes the estimated grant receipts and expenditures for Fiscal Year Ending June 30, 2014.

GRANTS 07				
Description	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
COURT GRANTS	25,000	3,000	25,000	
PLANNING GRANTS	25,000		25,000	
POLICE DEPARTMENT GRANTS	297,903	150,000	100,000	
RECREATION GRANTS	15,000		25,000	
LIBRARY GRANTS	25,000	50,000	50,000	
TRANSIT GRANTS	197,012	100,000	50,000	
SENIOR CENTER GRANTS	25,000	25,000	25,000	
PARKS GRANTS	16,000		25,000	
PUBLIC WORKS GRANTS	25,000	200,000	375,000	
TOTAL GRANTS	650,915	528,000	700,000	8%

The Table below summarizes the grant activity for fiscal year 2013 through April 30, 2013.

Town of Chino Valley				
Grant Fund Summary				
Fiscal Year Ended June 30, 2013				
	Balance June 30, 2012	Revenue	Expense	Balance April 30, 2013
POLICE GRANTS				
Homeland Security Grant	20,428.30			20,428.30
Anti-Racketeering Funds	4,942.00	22,000.00		26,942.00
GOHS - Police Traffic PT 043	-	170.30	170.30	-
GOHS - Alcohol - AL055	-	9,966.83	7,102.40	2,864.43
DPS GITM				-
				-
SHOOTING RANGE				
Az Game & Fish Dept Grant	2,815.42	15,195.73	15,000.00	3,011.15
Shooting Range Public		75,000.00	14,551.45	60,448.55
Shooting Range Law Enforcement		55,000.00	8,635.77	46,364.23
				-
ANIMAL CONTROL				
K9 Donations		492.00	312.47	179.53
				-
SENIOR CENTER				
Senior Center LTAF Grant		1,425.00		1,425.00
Herman Fund		387.85	387.85	-
				-
LIBRARY				
LIBRARY CONTRIBUTIONS				-
				-
COURT				
MISC GRANT COURT	-	1,020.00	1,020.00	-
				-
PUBLIC WORKS				
MISC PUBLIC WORKS GRANT		209,089.13	226,689.13	(17,600.00)
Parks & Rec Heritage Grant	5,744.45			5,744.45
				-
TRANSIT				
ADOT TRANSPORTATION GRANT RE	12,572.29	23,134.70	23,571.29	12,135.70
LTAF II	23,567.54			23,567.54
Transit Advertising		1,875.00		1,875.00
	-			-
Carry Forward Interest Earnings	57.36			57.36
Interest Earnings LGIP	200.48	179.08		379.56
Total Grant Fund	70,327.84	414,935.62	297,440.66	187,822.80

SPECIAL REVENUE FUND – COURT

SPECIAL REVENUE FUND 09

The Court Special Revenue Fund is a restricted fund per Town Code.

The Town Code established the Special Revenue Fund, which determines how the funds are to be expended.

The Municipal Court Improvement Account shall be used exclusively to enhance the technological, operational, and security capabilities of the Municipal Court. The Municipal Court Improvement Account shall be established as an interest bearing account in accordance with town policies and procedures. The Municipal Court shall collect the court improvement fees as defined in this section and deposit them in the court improvement account on a monthly basis.

The Municipal Court Collection Account shall be used exclusively to enhance the technological, operational, and security capabilities of the Municipal Court collection program. The Court Collection Account shall be established as an interest bearing account in accordance with town policies and procedures. The Municipal Court shall collect probation client, Municipal Court time payment, warrant, suspension, and house arrest fees as defined in this section and deposit them in the court collection account on a monthly basis.

SPECIAL REVENUE COURT 09					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
COURT IMPROVEMENT FEES	12,407	12,000	11,690	12,000	
COURT COLLECTION FEES	3,742	5,000	2,698	3,500	
INTEREST INCOME-LGIP	66	65	89	100	
CARRYOVER		73,000			
TOTAL REVENUES	16,214	90,065	14,477	15,600	-83%
EXPENDITURES					
SALARIES AND BENEFITS	5,574				
MERCHANT BANK CARD FEES	1,364	1,500		1,500	
COURT COLLECTION EXPENSES	815	19,257	2,000	5,000	
COURT IMPROVEMENTS	28,582	53,930	14,000	8,600	
TOTAL EXPENDITURES	36,336	74,687	16,000	15,100	-80%
NET INC/DEC IN FUND BALANCE	(20,122)	15,378	(1,523)	500	-97%
FUND BALANCE SUMMARY					
COURT IMPROVEMENT FUND					
FUND BALANCE BEGINNING OF YEAR	46,810		30,685	28,588	
NET CHANGE DURING YEAR	(16,125)		(2,310)	3,400	
FUND BALANCE END OF YEAR	30,685		28,375	31,988	
COURT COLLECTION FUND					
FUND BALANCE BEGINNING OF YEAR	40,585		36,587	37,967	
NET CHANGE DURING YEAR	(3,997)		787	(3,400)	
FUND BALANCE END OF YEAR	36,587		37,374	34,567	
TOTAL FUND BALANCE					
FUND BALANCE BEGINNING OF YEAR	87,395		67,272	65,749	
NET CHANGE DURING YEAR	(20,122)		(1,523)	500	
FUND BALANCE END OF YEAR	67,272		65,749	66,249	

In FY 2011-12 the Court made major improvements including installation of Wainscot and matching trim in the hallway and waiting area of the court building, and installation of Canyon pine tongue and groove behind the dais. Court Improvement funds were also used to replace cloth furniture in the waiting area with furniture that can be cleaned and sanitized.

In FY 2012-13 the Court used the funds to install a stationary table in the corner of the waiting area, a file sorting system in the judge's chambers, upgrade the current security monitoring system, and replace the glass table in the jury/lunch room.

In FY 2013-14 the Court plans to replace flooring in the entire Court building, and the office furniture in the judge's chambers.

CAPITAL ASSET REPLACEMENT

CAPITAL PROJECTS FUND 10

In accordance with Town Policy, special one-time revenue sources (e.g., sales tax audit revenue) will be used to purchase non-recurring items like capital goods. One-time revenues will not be used to support items that will have a long-term operational impact on future Town expenditures. The Town has established the Capital Asset Replacement Fund to account for these one-time revenues and expenditures.

CAPITAL ASSET REPLACEMENT FUND 10						
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted	
REVENUES						
SALES TAX AUDIT REVENUE		10,000				
AARRP DIVIDEND	42,836	35,000				
INTEREST INCOME-LGIP	358	50	500	500		
DEVELOPER CONTRIBUTIONS	105,000					
TOTAL REVENUES	148,194	45,050	500	500		-99%
EXPENDITURES						
SALES TAX AUDIT EXPENDITURES	8,000	10,000	8,000	10,000		
CAPITAL ASSET REPLACEMENTS		258,865	4,000			
TFRS TO WATER ENTERPRISE FUND		-				
TFRS TO DEBT SERVICE FUND	80,000	-				
TOTAL EXPENDITURES	88,000	268,865	12,000	10,000		-96%
NET INC/DEC IN FUND BALANCE	60,194	(223,815)	(11,500)	(9,500)		-96%
ENDING FUND BALANCE	141,400		129,900	120,400		

IMPACT FEE FUNDS

CAPITAL PROJECTS FUND 11 , 12, 13, 15

Arizona law allows cities and towns to assess development fees to offset costs associated with providing necessary public services to a development, including costs of infrastructure, improvements, real property, engineering and architectural services, financing and professional services. The Town of Chino Valley collects impact fees for the Police Department, Library, Parks and Recreation, and Roads. These funds can only be used for growth related projects related to each category and must be accounted for separately.

Senate Bill 1525 has made significant changes in the way cities and towns can impose Impact Fees on future development. The Town of Chino Valley will be undertaking a development fee study during the fiscal year.

TOTAL IMPACT FEES

The table below summarizes the estimated and budgeted impact fee expenditures for each impact fee category.

IMPACT FEES					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
POLICE IMPACT PROJECTS	59,430	58,354	1,500	50,000	
LIBRARY IMPACT FEES PROJECT	19,250	111,608	100,000	7,000	
PARKS/REC IMPACT FEES PROJECTS	5,847	117,952	90,000	29,000	
GENL GOVT IMPACT FEES PROJECTS	40,365	-			
ROAD IMPACT FEES PROJECTS	68,204	370,000	750,000	1,000,000	
TOTAL EXPENDITURES	193,096	657,914	941,500	1,086,000	65%

The table below summarizes the total Impact Fees Beginning and Ending Fund Balance projected through fiscal year 2017.

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Beginning Fund Balance	2,895,907	1,989,198	905,498	907,798	910,098
Projected Revenues	34,791	2,300	2,300	2,300	2,300
Projected Expenditures	941,500	1,086,000	-	-	-
Ending Fund Balance	1,989,198	905,498	907,798	910,098	912,398
Net Change In Fund Balance	(906,709)	(1,083,700)	2,300	2,300	2,300

POLICE IMPACT FEES

Police Impact Fees are budgeted to be used to assist with Improvements to the Food Bank/Evidence Building during fiscal year 2014.

POLICE IMPACT FEES (11)					
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Beginning Fund Balance	76,636	78,744	28,844	28,944	29,044
Projected Revenues	3,608	100	100	100	100
Projected Expenditures	1,500	50,000			
Ending Fund Balance	78,744	28,844	28,944	29,044	29,144
Net Change In Fund Balance	2,108	(49,900)	100	100	100

LIBRARY IMPACT FEES

Library Impact Fees are budgeted to be used to complete the Library Expansion Project being completed in fiscal year 2013 and fiscal year 2014.

LIBRARY IMPACT FEES (12)					
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Beginning Fund Balance	106,295	7,121	221	321	421
Projected Revenues	826	100	100	100	100
Projected Expenditures	100,000	7,000			
Ending Fund Balance	7,121	221	321	421	521
Net Change In Fund Balance	(99,174)	(6,900)	100	100	100

PARKS/RECREATION IMPACT FEES

Parks and Recreation Impact Fees are budgeted to be used for the Park Project being completed in fiscal year 2014.

PARKS/REC IMPACT FEES (13)					
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Beginning Fund Balance	118,000	29,369	469	569	669
Projected Revenues	1,369	100	100	100	100
Projected Expenditures	90,000	29,000			
Ending Fund Balance	29,369	469	569	669	769
Net Change In Fund Balance	(88,631)	(28,900)	100	100	100

ROADS IMPACT FEES

Roads Impact Fees were used to complete the Road 2 North Box Culvert project in fiscal year /2013. Fiscal year 2014 fees will be transferred to the Capital Improvement Fund to complete the budgeted Capital Improvement Projects.

ROAD IMPACT FEES (15)	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Beginning Fund Balance	2,594,975	1,873,963	875,963	877,963	879,963
Projected Revenues	28,988	2,000	2,000	2,000	2,000
Projected Expenditures	750,000	1,000,000			
Ending Fund Balance	1,873,963	875,963	877,963	879,963	881,963
Net Change In Fund Balance	(721,012)	(998,000)	2,000	2,000	2,000

SPECIAL REVENUE FUND - POLICE DEPARTMENT

SPECIAL REVENUE FUND 16

Per ARS 28-3513 the Police Department may charge an administrative charge not to exceed \$150.00 for an administrative or post storage hearing for vehicles impounded under ARS 28-3511. Administrative charges must be deposited in a special fund for the purpose implementation of this program and ARS 28-872. This charge is in addition to any other immobilization, impoundment or storage charges.

The Town receives these funds when vehicles are released after an administrative hearing. The Town transfers the amounts collected for storage fees to the General Fund each year.

SPECIAL REVENUE POLICE DEPARTMENT 16					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
REVENUES					
VEHICLE IMPOUND HEARING FEE	12,407	20,000	27,510	15,000	
VEHICLE IMPOUND STORAGE FEE				10,000	
INTEREST INCOME-LGIP	66	2	2	-	
TOTAL REVENUES	12,472	20,002	27,512	25,000	25%
EXPENDITURES					
TRANSFERS TO GENERAL FUND	11,400	20,002	20,002	10,000	
TOWING EXPENSES				10,000	
TRAFFIC RELATED EQUIPMENT				10,000	
TOTAL EXPENDITURES	11,400	20,002	20,002	30,000	50%
NET INC/DEC IN FUND BALANCE	1,072	-	7,510	(5,000)	
ENDING FUND BALANCE	5711		13,221	8,221	

CVSLID – STREET LIGHTING IMPROVEMENT DISTRICTS

SPECIAL REVENUE FUND 40

The Town of Chino Valley administers three lighting districts. The property owners within each district pay for the projected amount of electricity used through their property taxes each year. The funds are disbursed by the Yavapai County Treasurer, which the Town uses to pay the utility bills as received.

CVSLID 40					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
CVSLID #1 UTILITIES - ELECTRIC	1,714	1,992	1,992	1,923	
CVSLID #2 UTILITIES - ELECTRIC	881	1,024	1,024	986	
CVSLID #3A UTILITIES - ELECTRIC	800	930	930	897	
RESERVE		12	12		
TOTAL EXPENDITURES	3,394	3,958	3,958	3,806	-4%

The table below summarizes the annual assessment calculation for the Street Lighting Improvement District.

TOWN OF CHINO VALLEY, ARIZONA							
Street Lighting Improvement Districts							
Schedule of Estimated Assessments							
Fiscal Year - 2013-2014							
Co. Dist. No.	Town ID No.	Town ID Name	A 2012/2013 Estimated Actual Expenses	B 2012/2013 Levy Request	C 2012/2013 Difference on Expenses vs. Levy	D 2013/2014 Projected Expenses	E 2013/2014 Levy Request
13004	CVSLID 1	Chino Valley, Arizona, CVSLID #1 Lighting Improvement District	\$ 1,884	\$ 2,003	\$ (119)	\$ 1,923	\$ 1,804
13005	CVSLID 2	Chino Valley, Arizona, CVSLID #2 Lighting Improvement District	\$ 967	\$ 1,022	\$ (55)	\$ 986	\$ 931
13006	CVSLID 3A	Chino Valley, Arizona, CVSLID #3A Lighting Improvement District	\$ 879	\$ 933	\$ (54)	\$ 897	\$ 843

CAPITAL IMPROVEMENT FUND

CAPITAL PROJECTS FUND 05

FY 2014 CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) for FY 2014 represents a 2.8 million dollar investment of public funds in infrastructure and public facilities. This year's capital improvement program is funded except for the planned Highway 89 project being taken to the voters in November 2013.

The Five-Year Capital Improvement Plan (multi-year, long-range study of construction and/or acquisition of high cost items with an extended useful life) is prepared as part of the Annual Budget.

FINANCING THE CAPITAL PLAN

The major sources of financing capital improvements in the upcoming fiscal year are:

- Operating Funds
- Debt Financing
- Grants

The Town currently is financing its CIP out of operating funds. However, because of large funding requirements, debt financing still continues to be the major source of financing for capital improvements. A brief description of the major types of financing available and limitations as to use is presented below.

GENERAL OBLIGATION (G.O.) BONDS

Bonds issued as general obligations of the Town are secured by the full faith and credit of the Town through its power to tax. In order for bonds to be issued, voter authorization must be obtained. Debt service (payment of principal and interest) is to be paid from the proceeds of ad valorem taxes, i.e., property taxes. The Arizona Constitution and State Statutes limit the indebtedness that a jurisdiction may incur by the type of project constructed. The Town can issue G.O. bonds up to 20% of the secondary assessed valuation for projects involving water, sewer, artificial lighting, parks, open space, recreational facilities, public safety, law enforcement, fire and emergency services, and street and transportation facilities. For all other general-purpose improvements, the Town may issue up to 6% of its secondary assessed valuation.

HIGHWAY USER REVENUE (HURF) BOND

The State distributes a share of the motor vehicle fuel tax to cities and towns based partially on population (50% of allocation) and partially on jurisdiction of origin. This special revenue source can only be used for maintenance or construction of streets and highways. Special revenue bonds can be issued for construction of street projects, with the gas tax revenues pledged as a source of debt repayment. The annual total debt service, both principal and interest, cannot exceed 50% of the HURF distribution received for the most recent twelve month period by the Town.

WATER AND SEWER REVENUE BONDS

In addition to water/sewer G.O. bonds, the Town can sell bonds that pledge utility revenues. Debt service requirements are paid from the net revenue derived by the Town from the operations of its water and sewer system after provision has been made for the payment from such revenues of the reasonable and necessary

expenses of the operation and maintenance of such systems. Therefore, there is no legal limitation on indebtedness that can be incurred; rather, there is only the practical limitation imposed by what the utility rate structures will support.

SPECIAL IMPROVEMENTS/ASSESSMENT DISTRICTS

Special improvements/assessments are a means of financing services or capital improvements that benefit specific property owners more than the general public. Majority consent must be obtained from the property owners within the designated geographic assessment district. The property owners are then levied a supplemental property tax assessment for their share of the costs of the improvements.

MUNICIPAL PROPERTY'S CORPORATION (MPC) BONDS

The Municipal Property's Corporation, Inc. (MPC) is a not for profit corporation over which the Town exercises significant oversight authority. It was formed to assist the Town in acquiring land and constructing improvements thereon, constructing and acquiring improvements upon land owned by the Town, and in any other way incurring expenses to improve the use of presently owned facilities, or as they may be expanded in the future.

The Corporation finances various projects for the benefit of the Town by issuing MPC bonds. Bonds may be issued without voter approval and without limitation as to interest rate or amount. The Town enters into a rental lease agreement with the corporation sufficient to service the debt on the MPC bonds. The bonds are made marketable by assuring, prior to entering into any lease agreement with the MPC, the Town will maintain an excise, transaction privilege, and franchise tax base at least three times the maximum annual debt service.

Most municipalities in Arizona have utilized this method of financing to construct major public projects such as municipal complexes, civic centers, and sports complexes.

LEASE FINANCING

Under this type of debt financing, a governmental entity enters into a contractual arrangement with the issuer to construct or otherwise acquire facilities and/or equipment that is needed by the entity. Ordinarily, all operation and maintenance costs are the responsibility of the lessee (borrower).

The lease terms are generally structured such that the rental payments are sufficient to meet debt service costs as well as any administrative expenses. Usually a reserve fund is set aside at inception as security to obtain a competitive interest rate.

Typically, lease financing is used for acquisition of major capital equipment, e.g., computer systems, vehicles and equipment, which are very expensive and have useful life greater than five years but typically are not expected to have a useful life as long as the terms of bonds issued.

GRANTS

Grants are contributions of cash or other assets from another governmental entity to be used or expended for a specified purpose, activity, or facility. Grants can be either capital grants or operating grants. Capital grants are for the acquisition or construction of fixed assets and usually require some local effort match. All other grants are considered operating grants. Grants have specific compliance requirements including prescribing the activities allowed and not allowed, eligibility requirements, matching level of effort or earmarking requirements, reporting requirements, and special provisions to be taken into consideration.

INTERGOVERNMENTAL AGREEMENTS (IGA)

Infrastructure needs may, at times, overlap different jurisdictional boundaries. Jurisdictions then often enter into an IGA for the construction and proportionally shared payment of the project. One jurisdiction will act as primary lead agent for project management purposes. The Transportation Regional Plan and Storm Drainage Master Plan, in particular, may often require coordinated efforts between the Town, Arizona Department of Transportation (ADOT) and Yavapai County.

STATE REVOLVING LOAN FUND

Arizona has established a revolving fund empowered to accept Federal capitalization grants for publicly owned wastewater treatment projects pursuant to the Federal Water Pollution Control Act and Water Quality Act. In order to qualify for the Federal monies, the State must match a 20% contribution into the fund. The Water Infrastructure Finance Authority of Arizona (WIFA) that issues bonds that are then lent to different governmental entities to finance project manages Arizona's fund. Projects are submitted to WIFA for review, and prioritization. Based on this compilation, projects are then eligible for funding.

PAY AS YOU GO FINANCING

Projects funded on a pay as you go basis derive their financing from current revenue streams or prior savings that have been kept in fund balance. This method of financing eliminates the need for borrowing and thereby preserves debt capacity for other purposes. Costs are lower because non-debt financing does not incur interest costs. The major drawbacks of pay as you go financing include inadequacy of funds available (taxes, reserves); erratic impact on rate structures (water/sewer rates); legislative approval (formation of improvement district); and political difficulties (impact fees or other exactions).

Capital improvements that are considered ongoing improvements and maintenance required expenditures are built into the rate structure of the two enterprise funds (Water and Wastewater Funds).

UNFUNDED PROJECTS

Projects that do not have a funding source are classified as unfunded Town capital projects. These projects are evaluated annually as changes in funding occur and estimates are revised, as well as changes in Town priorities.

The following pages provide a listing of the Capital Improvement projects.

CAPITAL IMPROVEMENT PROJECTS FY 13/14

Project Name: Center Street Box Culvert at the Santa Cruz Wash

Project Location: Center Street at the Santa Cruz Wash

CIP Category: Public Works/Drainage

Project Description and Justification:

This project will construct a multi-barrel box culvert over the Santa Cruz Wash at the future alignment of Center Street between Road 1 East and Chino Meadows. This box culvert is necessary for the future construction of Center Street between Road 1 East and the Peavine Trail Road. This project is part of a multi-year roadway system designed to create new connectivity to the Town's arterial roadway system in the southeast portion of Chino Valley.

Estimated Cost and Funding Source:

\$500,000 from Roads Impact Fees

Project Name: Road 4 South Extension from the Sun Edison Project to the Peavine Trail

Project Location: Road 4 South between the Sun Edison Project to the Peavine Trail

CIP Category: Public Works/Roads

Project Description and Justification:

This project will construct a new two lane roadway along the Road 4 South alignment between the Sun Edison Project to the Peavine Trail east of Highway 89, a distance of approximately 1 mile. This project is part of a multi-year roadway system designed to create new connectivity to the Town's arterial roadway system in the southeast portion of Chino Valley.

Estimated Cost and Funding Source:

\$300,000 from Roads Impact Fees

Project Name: Road 1 East between Road 3 South and Approximately 1,000' North of the Future alignment of Road 5 South, Including the Construction of Two East/West Roadways between Road 1 East and Highway 89

Project Location: Road 1 East between Road 3 South and Approximately 1,000' North of the Future alignment of Road 5 South

CIP Category: Public Works/Roads

Project Description and Justification:

This project will construct a new two lane roadway along the alignment of Road 1 East between Road 3 South and approximately 1,000' north of the future alignment of Road 5 South. The roadway will turn westerly to intersect with Highway 89 at a future roundabout currently under design by ADOT. This project will also construct an east/west connection between Road 1 South and Highway 89 in the general vicinity of Road 4½ South. The exact alignment will be determined at the direction of the property owner. ADOT has committed to the Town a sufficient volume of millings from the Highway 89 widening project to allow the Town to construct the base for this roadway. Because of the construction schedule of the Highway 89 project, millings may not be available until the later part of FY 13/14.

Estimated Cost and Funding Source:

\$200,000 from Roads Impact Fees

Project Name Chino Meadows Unit 5 at Peavine Trail

Project Location: East side of the Peavine Trail

CIP Category: Public Works/Drainage

Project Description and Justification: This project will provide a drainage analysis of the region, including the design and installation of a series of retention/detention ponds with drywells and a controlled outlet structure on the east side of the Peavine Trail to reduce flow through Chino Meadows Unit 5 and redirect flow to the north to a more confined channel. Improvements to the existing channel from the Peavine trail box culvert outlet down to the Santa Cruz Wash will also be included in this project. The project will also need to evaluate the channel that crosses Little Doggie Draw Lane and Porcupine Pass Road.

Estimated Cost and Funding Source:

\$1,084,000 from Yavapai County Drainage District

Financial Information

CAPITAL IMPROVEMENT FUND 05-90						
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	2014-15 Projected	
REVENUES						
1% TPT REVENUES-RETAIL/OTHER	1,101,985	1,082,500	1,115,271	1,138,000	1,160,760	
1% CONSTRUCTION TPT REVENUES	62,429	55,000	149,928	60,000	61,200	
1% BED TAX REVENUES	4,884	8,500	7,957	8,000	8,160	
MISC CAPITAL PROJECTS		2,000,000	-	2,000,000	2,000,000	
INTEREST INCOME LGIP	2,968	650	2,164	800	800	
LEASE PURCHASE PROCEEDS					210,000	
YAVAPAI COUNTY DRAINAGE DISTRICT BOND PROCEEDS				1,084,000	500,000	8,000,000
TRANSFERS IN FROM ROAD IMPACT FEES				1,000,000		
CARRYOVER		211,740		-		
TOTAL REVENUES	1,172,266	3,358,390	1,275,320	5,790,800	11,440,920	
EXPENDITURES						
MISC CAPITAL PROJECTS	45,220	2,000,000	175,000	2,000,000	2,000,000	
CENTER STREET BOX CULVERT				500,000		
ROAD 4 SOUTH EXTENSION				300,000		
ROAD 1 EAST BETWEEN ROAD 3 SOUTH WATER AND SEWER HIGHWAY 89				200,000		
CHINO MEADOWS UNIT 5 AT PEAVINE				500,000	8,000,000	
BOND ISSUANCE/ADMIN COSTS	200			1,084,000		
TFRS TO GENERAL FUND	526,555	418,652	418,652	55,480	185,085	
TFRS TO WATER ENTERPRISE FUND	244,016	362,990	362,990	220,000	236,000	
TFRS TO SEWER ENTERPRISE FUND				-	10,000	
TFRS TO DEBT SERVICE FUND	570,284	576,748	576,748	582,619	739,432	
TOTAL EXPENDITURES	1,386,275	3,358,390	1,533,390	5,442,099	11,390,517	
NET COST TO CAPITAL IMPROVEMENT FUND	(214,009)	-	(258,070)	348,701	50,403	

CAPITAL IMPROVEMENT PROJECTS FIVE YEAR PROJECTION

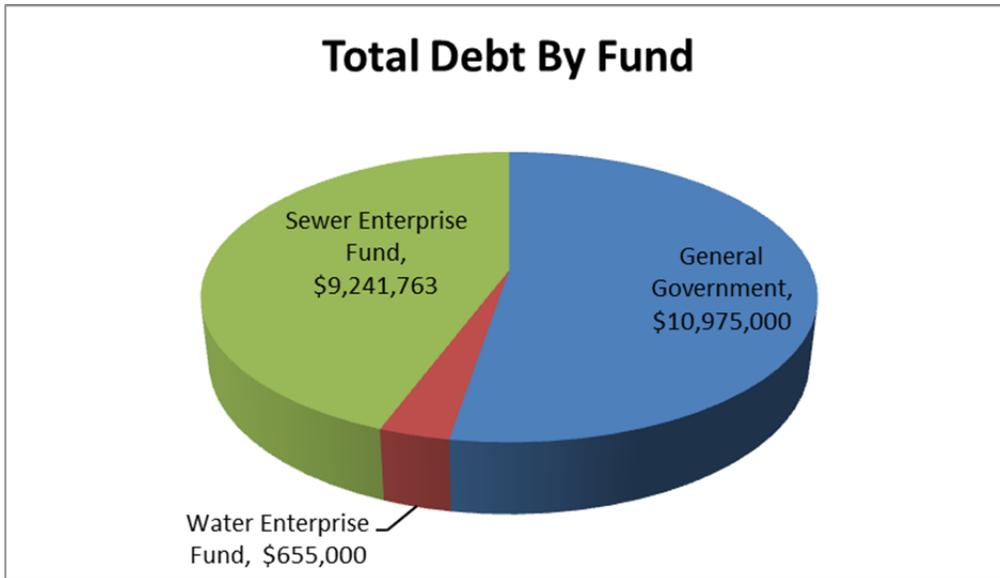
CAPITAL IMPROVEMENT FUND 05-90					
Description	2013-14 Adopted Budget	2014-15 Projected	2015-16 Projected	2016-17 Projected	2017-18 Projected
REVENUES					
1% TPT REVENUES-RETAIL/OTHER	1,138,000	1,160,760	1,183,975	1,207,655	1,231,808
1% CONSTRUCTION TPT REVENUES	60,000	61,200	62,424	63,672	64,946
1% BED TAX REVENUES	8,000	8,160	8,323	8,490	8,659
MISC CAPITAL PROJECTS	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
INTEREST INCOME LGIP	800	800	800	800	800
LEASE PURCHASE PROCEEDS		210,000	40,000		
YAVAPAI COUNTY DRAINAGE DISTRICT	1,084,000				
BOND PROCEEDS	500,000	8,000,000	8,000,000		
TRANSFERS IN FROM ROAD IMPACT FEE	1,000,000				
CARRYOVER	-		126,619	61,708	112,497
TOTAL REVENUES	5,790,800	11,440,920	11,422,141	3,342,325	3,418,710
EXPENDITURES					
MISC CAPITAL PROJECTS	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
CENTER STREET BOX CULVERT	500,000				
ROAD 4 SOUTH EXTENSION	300,000				
ROAD 1 EAST BETWEEN ROAD 3 SOUTH	200,000				
WATER AND SEWER HIGHWAY 89	500,000	8,000,000	8,000,000		
CHINO MEADOWS UNIT 5 AT PEAVINE	1,084,000				
STORAGE BUILDING / RECORDS		10,000			
BACKHOE		120,000			
UTILITY TRUCK		40,000			
BOB TAIL TRUCK		50,000			
UTILITY TRUCK			40,000		
BOND ISSUANCE/ADMIN COSTS					
TFRS TO GENERAL FUND	55,480	185,085	223,697	286,081	334,666
TFRS TO WATER ENTERPRISE FUND	220,000	236,000	134,000	137,000	135,000
TFRS TO SEWER ENTERPRISE FUND	-	10,000	290,000	180,000	60,000
TFRS TO DEBT SERVICE FUND	582,619	739,432	734,444	739,244	889,044
TOTAL EXPENDITURES	5,442,099	11,390,517	11,422,141	3,342,325	3,418,710
NET COST TO CAPITAL IMPROVEMENT	348,701	50,403	-	-	-

BONDED INDEBTEDNESS

DEBT SERVICE FUND 08

The total indebtedness for the Town is summarized below. The payments for General Government Debt are recorded and paid in the Debt Service Fund. The Town transfers the amount of money required to make the General Government Debt Service payments from the Capital Improvement Fund. The Enterprise funds account for their debt within their respective funds.

Town of Chino Valley					
Annual Debt Service Summary By Fund					
Fiscal Year Ended June 30, 2014					
Debt Issue	Date Issued	Original Amount	Outstanding Amount as of June 30, 2013	FY 2014 Principal	FY 2014 Interest
General Government					
GADA Loan 2007A	7/1/2011	\$ 3,825,000	\$ 3,695,000	\$ 75,000	\$ 175,981
US Bank Series 2010	12/15/2010	\$ 7,280,000	\$ 7,280,000		\$ 331,638
		\$ 11,105,000	\$ 10,975,000	\$ 75,000	\$ 507,619
Water Enterprise Fund					
US Bank Series 2010	12/15/2010	\$ 745,000	\$ 655,000	\$ 45,000	\$ 26,895
Sewer Enterprise Fund					
WIFA	1/10/2007	\$ 1,580,000	\$ 1,166,086	\$ 75,796	\$ 32,161
WIFA	1/11/2008	\$ 4,853,000	\$ 3,973,676	\$ 235,511	\$ 111,819
USDA	2/16/2007	\$ 1,595,000	\$ 1,450,165	\$ 37,140	\$ 59,136
USDA	4/10/2008	\$ 1,505,000	\$ 1,406,302	\$ 33,470	\$ 57,382
USDA	4/16/2008	\$ 1,332,000	\$ 1,245,534	\$ 29,577	\$ 50,823
		\$ 10,865,000	\$ 9,241,763	\$ 411,494	\$ 311,321
Total Town of Chino Valley Debt		\$ 22,715,000	\$ 20,871,763	\$ 531,494	\$ 845,835
General Government					
	Payment Date				
GADA Loan 2007A	1/1/2014	3,825,000	3,695,000	-	87,991
	7/1/2014			75,000	87,991
US Bank Series 2010	1/1/2014	7,280,000	7,280,000		165,819
	7/1/2014				165,819
		11,105,000	10,975,000	75,000	507,619
Water Enterprise Fund					
US Bank Series 2010	1/1/2014	745,000	655,000	-	13,448
	7/1/2014			45,000	13,448
Sewer Enterprise Fund					
WIFA	1/1/2014	1,580,000	1,166,086	-	16,080
	7/1/2014			75,796	16,080
WIFA	1/1/2014	4,853,000	3,973,676	-	55,910
	7/1/2014			235,511	55,910
USDA	Monthly	1,595,000	1,450,165	37,140	59,136
USDA	Monthly	1,505,000	1,406,302	33,470	57,382
USDA	Monthly	1,332,000	1,245,534	29,577	50,823
		10,865,000	9,241,762	411,494	311,321
Total Town of Chino Valley Debt		22,715,000	20,871,762	531,494	845,834



Financial Information

DEBT SERVICE 08					
Description	2011-12 Actual	2012-13 Adopted Budget	2012-13 Estimated	2013-14 Adopted Budget	% Change Adopted to Adopted
BANK AMERICA PUBLIC CAPITAL	88,979	37,029	37,029		
DEBT SVC 2010 BONDS - PRINCIPAL					
DEBT SVC 2010 BONDS -- INTEREST	373,978	331,638	331,638	331,638	
GADA LOAN 2007A PRINCIPAL	65,000	65,000	65,000	75,000	
GADA LOAN 2007A INTEREST	90,672	180,110	178,738	175,982	
VEHICLES/EQUIPMENT PURCHASES		235,697	230,000	5,500	
FISCAL AGENT FEES	2,370	2,501	2,501	2,500	
TOTAL EXPENDITURES	620,999	851,975	844,905	590,620	69%

Narrative

The Town began the fiscal year with a Vehicle Acquisition fund of \$ 235,697 that could only be used for the acquisition of vehicles and equipment. The Town purchased two police cars, a bucket truck and a chip seal machine during fiscal year 2012-13. The Town is combining the remaining funds with the Police department and auction proceeds to acquire one police car in in fiscal year 2013-14.

BONDED DEBT CAPACITY – GENERAL OBLIGATION BONDED DEBT

State Law limits the amount of General Obligation Bonded Debt that the Town of Chino Valley can issue. The debt authorization must be approved by the Town’s voters. The Town currently has not General Obligation Bonded Debt.

Fiscal Year 2013/14 Direct General Obligation Bonded Debt, Legal Limitation and Unused Borrowing Capacity

	6%		
General Municipal Purpose Bonds		20% Water, Light, Sewer, Open Space, Public Safety, Law Enforcement, Fire/Emergency Services, Streets/Transportation Facilities and Park Bonds	
2012/13 Secondary Assessed Valuation	<u>\$67,121,326</u>	2012/13 Secondary Assessed Valuation	<u>\$67,121,326</u>
6% Limitation	<u>\$4,027,280</u>	20% Limitation	<u>\$13,424,265</u>
6% Direct General Obligation Bonds	<u>0</u>	20% Direct General Obligation Bonds	<u>0</u>
Unused 6% Borrowing Capacity	<u>\$4,027,280</u>	Unused 20% Borrowing Capacity	<u>\$13,424,265</u>
Fiscal Year 2012/13	\$4,459,332	Fiscal Year 2012/13	\$14,864,440

From: Reader, Mark (Public Finance)

	GADA Loan 2007 A Issued 7/1/2011 Original Amount \$3,825,000			US Bank Series 2010 Issued 12/15/2010 Original Amount \$7,280,000		
Fiscal Year	Pincipal	Interest	Total	Pincipal	Interest	Total
2014	75,000	175,981	250,981		331,638	331,638
2015	235,000	172,794	407,794		331,638	331,638
2016	240,000	162,806	402,806		331,638	331,638
2017	255,000	152,606	407,606		331,638	331,638
2018	265,000	142,406	407,406	150,000	331,638	481,638
2019	275,000	129,156	404,156	205,000	325,638	530,638
2020	290,000	115,406	405,406	280,000	317,438	597,438
2021	305,000	100,906	405,906	310,000	306,238	616,238
2022	320,000	85,656	405,656	330,000	293,838	623,838
2023	335,000	69,656	404,656	345,000	279,813	624,813
2024	350,000	55,000	405,000	360,000	265,150	625,150
2025	365,000	37,500	402,500	380,000	252,850	632,850
2026	385,000	19,250	404,250	400,000	233,700	633,700
2027			-	820,000	214,700	1,034,700
2028			-	860,000	175,750	1,035,750
2029			-	905,000	134,900	1,039,900
2030				945,000	91,913	1,036,913
2031				990,000	47,025	1,037,025
2032						
2033						
2034						
2035						
2036						
2037						
	3,695,000	1,419,125	5,114,125	7,280,000	4,597,138	11,877,138

	US Bank Series 2010 Issued 12/15/2010 Original Amount \$745,000			WIFA Issued 1/10/2007 Original Amount \$1,580,000		
Fiscal Year	Pincipal	Interest	Total	Pincipal	Interest	Total
2014	45,000	26,895	71,895	75,796	32,161	107,956
2015	45,000	25,883	70,883	77,886	30,070	107,956
2016	45,000	24,713	69,713	80,034	27,922	107,956
2017	50,000	23,363	73,363	82,242	25,715	107,956
2018	50,000	21,663	71,663	84,510	23,447	107,956
2019	50,000	19,813	69,813	86,841	21,116	107,956
2020	55,000	17,813	72,813	89,236	18,721	107,956
2021	55,000	15,475	70,475	91,697	16,260	107,956
2022	60,000	13,000	73,000	94,226	13,731	107,956
2023	65,000	10,000	75,000	96,825	11,132	107,956
2024	65,000	6,750	71,750	99,495	8,461	107,956
2025	70,000	3,500	73,500	102,239	5,717	107,956
2026				105,059	2,898	107,956
2027						
2028						
2029						
2030						
2031						
2032						
2033						
2034						
2035						
2036						
2037						
	655,000	208,865	863,865	1,166,086	237,349	1,403,434

	WIFA Issued 1/11/2008 Original Amount \$4,853,000			USDA Issued 2/16/2007 Original Amount \$1,595,000		
Fiscal Year	Pincipal	Interest	Total	Pincipal	Interest	Total
2014	235,511	111,819	347,330	37,140	59,136	96,276
2015	242,138	105,192	347,330	38,702	57,574	96,276
2016	248,952	98,378	347,330	40,329	55,947	96,276
2017	255,957	91,373	347,330	42,024	54,252	96,276
2018	263,160	84,170	347,330	43,791	52,485	96,276
2019	270,565	76,765	347,330	45,632	50,644	96,276
2020	278,179	69,151	347,330	47,550	48,726	96,276
2021	286,007	61,323	347,330	49,549	46,727	96,276
2022	294,055	53,275	347,330	51,632	44,644	96,276
2023	302,330	45,000	347,330	53,802	42,474	96,276
2024	310,837	36,493	347,330	56,064	40,212	96,276
2025	319,584	27,746	347,330	58,421	37,855	96,276
2026	328,577	18,753	347,330	60,877	35,399	96,276
2027	337,824	9,506	347,330	63,436	32,840	96,276
2028				66,103	30,173	96,276
2029				68,882	27,394	96,276
2030				71,778	24,498	96,276
2031				74,795	21,481	96,276
2032				77,939	18,337	96,276
2033				81,216	15,060	96,276
2034				84,630	11,646	96,276
2035				88,188	8,088	96,276
2036				91,895	4,381	96,276
2037				55,792	784	56,576
	3,973,676	888,943	4,862,619	1,450,165	820,760	2,270,924

	USDA Issued 4/10/2008 Original Amount \$1,505,000			USDA Issued 4/16/2008 Original Amount \$1,332,000		
Fiscal Year	Pincipal	Interest	Total	Pincipal	Interest	Total
2014	33,470	57,382	90,852	29,577	50,823	80,400
2015	34,877	55,975	90,852	30,820	49,580	80,400
2016	36,343	54,509	90,852	32,116	48,284	80,400
2017	37,871	52,981	90,852	33,466	46,934	80,400
2018	39,463	51,389	90,852	34,873	45,527	80,400
2019	41,122	49,730	90,852	36,339	44,061	80,400
2020	42,851	48,001	90,852	37,866	42,534	80,400
2021	44,652	46,200	90,852	39,458	40,942	80,400
2022	46,530	44,322	90,852	41,117	39,283	80,400
2023	48,486	42,366	90,852	42,846	37,554	80,400
2024	50,524	40,328	90,852	44,647	35,753	80,400
2025	52,648	38,204	90,852	46,524	33,876	80,400
2026	54,861	35,991	90,852	48,479	31,921	80,400
2027	57,167	33,685	90,852	50,517	29,883	80,400
2028	59,571	31,281	90,852	52,641	27,759	80,400
2029	62,075	28,777	90,852	54,854	25,546	80,400
2030	64,684	26,168	90,852	57,160	23,240	80,400
2031	67,404	23,448	90,852	59,563	20,837	80,400
2032	70,237	20,615	90,852	62,067	18,333	80,400
2033	73,190	17,662	90,852	64,676	15,724	80,400
2034	76,267	14,585	90,852	67,395	13,005	80,400
2035	79,473	11,379	90,852	70,228	10,172	80,400
2036	82,814	8,038	90,852	73,181	7,219	80,400
2037	86,295	4,557	90,852	76,257	4,143	80,400
2038	63,426	1,045	64,471	58,866	1,011	59,876
	1,406,302	838,616	2,244,919	1,245,534	743,942	1,989,476

Total Town of Chino Valley Combined Debt Service All Debt Issues			
Fiscal Year	Pincipal	Interest	Total
2014	531,494	889,470	1,420,963
2015	704,423	876,521	1,580,944
2016	722,774	856,309	1,579,083
2017	756,560	835,388	1,591,948
2018	930,796	813,788	1,744,584
2019	1,010,499	782,647	1,793,146
2020	1,120,682	748,304	1,868,986
2021	1,181,363	709,507	1,890,871
2022	1,237,559	668,244	1,905,804
2023	1,289,288	623,688	1,912,976
2024	1,336,567	579,181	1,915,748
2025	1,394,416	533,770	1,928,186
2026	1,382,854	480,072	1,862,926
2027	1,328,945	320,613	1,649,558
2028	1,038,315	264,963	1,303,278
2029	1,090,811	216,617	1,307,428
2030	1,138,622	165,818	1,304,441
2031	1,191,762	112,791	1,304,553
2032	210,244	57,284	267,528
2033	219,082	48,446	267,528
2034	228,292	39,236	267,528
2035	237,889	29,639	267,528
2036	247,890	19,638	267,528
2037	218,345	9,484	227,828
2038	122,291	2,056	124,347
	<u>20,871,762</u>	<u>10,683,475</u>	<u>31,555,237</u>

PERSONNEL SCHEDULES & BENEFITS

EMPLOYEE BENEFITS

The full time town employees benefit package consists of the following item:

Arizona State Retirement System

The Town contributes to a cost-sharing multiple-employer defined benefit pension plan; a cost-sharing, multiple-employer defined benefit health care plan; and a cost-sharing, multiple-employer defined benefit long-term disability plan, all of which are administered by the Arizona State Retirement System (ASRS). The plan covers employees of the State of Arizona and participating political subdivisions and school districts. The ASRS (through its Retirement Fund) provides retirement, death, and survivor benefits; the Health Benefit Supplement Fund provides health insurance premium benefits and the Long-Term Disability Funds provides long-term disability benefits. Benefits are established by state statute.

ASRS Contribution Rates are summarized below:

	Fiscal Year 2010-11	Fiscal Year 2011-12	Fiscal Year 2012-13	Fiscal Year 2013-14
Employee Contribution Rate	9.85	10.74%	11.14%	11.54%
Employer Contribution Rate	9.85	10.74%	11.14%	11.54%
Total Contribution Rate	19.70	21.48%	22.28%	23.08%

Health / Dental / Vision Insurance

Operations of the Yavapai Combined Trust are governed by a Trust Agreement executed by each of the participating entities; Yavapai County, the City of Prescott, Yavapai College and the Town of Chino Valley. The Town of Chino Valley has participated for over ten years in the Trust. The Third-Party Administrator of our Health Care is Summit, and we utilize Blue Cross / Blue Shield's PPO. The Town provides 100% medical coverage (medical, dental, vision) for qualified employees, and contributes 25% of the cost for dependent coverage for qualified employees, for a total up to \$606.00 per employee per month. The Town offers two types of medical coverage, a Premier Plan and a Basic Plus Plan. The plan offers prescription services through Catamaran.

The Trust also offers the option of Dental coverage. Dental coverage operates differently than a PPO, allowing employees to choose the dentist of their choice, but benefits are capped, thus limiting each entity's exposure.

Vision coverage has recently been re-introduced to employees. This coverage offers a maximum benefit of \$300.00 per year with a provider of your choice.

Our health benefits also include an Employee Assistance Plan, offering 3 covered visits per incident for mental health benefits.

Health care costs generally increase every year, but through good stewardship from the Trust as well as the employees, the Trust experienced only a 2% increase in fiscal year 2012/13, and no increase in premium costs for fiscal year 2013/14. Also because of the Trust’s good standing, we were able to experience a “benefit holiday” in the month of December 2012, where employees who paid for family coverage and each entity were excused from paying the premium for the month.

Life Insurance

The Town pays for Life Insurance for employees for coverage at 1½% an employee’s annual salary. Employees may buy additional life insurance coverage at an additional cost, and they may also buy coverage for their dependents.

Public Safety Personnel Retirement System (PSPRS)

The Town contributes to the Public Safety Personnel Retirement System (PSPRS), an agent multiple-employer defined benefit pension plan and an agent multiple-employer defined benefit health insurance premium plan that covers public safety personnel who are regularly assigned hazardous duty in the employ of the State of Arizona or a political subdivision thereof.

PSPRS Contribution Rates are summarized below:

	Fiscal Year 2010-11	Fiscal Year 2011-12	Fiscal Year 2012-13	Fiscal Year 2013-14
Employee Contribution Rate	7.65%	7.65%	9.55%	10.35%
Employer Contribution Rate	13.62%	13.53%	17.29%	19.31%
Total Contribution Rate	21.27%	21.18%	26.84%	29.66%

Employee Assistance Program (EAP)

Employee Assistance Program (EAP) Counseling and referral for up to 3 free behavioral health (mental health and substance abuse) counseling sessions per problem.

Wellness Program

We are working with YCT to provide a wellness program for employees. This is just in the development stages.

Vacation

To provide a traditional paid-time-off benefit that will provide a restful break in the yearly work routine and support the Town’s goals to attract and retain quality employees. This applies to full-time and qualified part-time Town employees.

The following schedule specifies the amount of vacation a regular full-time employee earns for a corresponding period of continuous service:

Length of Service Completed	Hours per pay period	Equivalent days per year
Less than two years	3.077	10
Two to five years	4.615	15
Five to ten years	5.539	18
Over ten years	6.154	20

Qualified part-time employees are entitled to one-half (1/2) of this benefit.

Sick Leave

To provide income protection for employees who, because of illness or accident, are temporarily disabled and absent from work for limited periods.

Each full-time employee shall accrue 3.692 hours of sick leave per pay period (equal to 12 days per year). Each qualified part-time employee shall earn sick leave at one-half that rate.

Holidays

This provides a competitive paid-time-off benefit to recognize traditional holidays.

The Town observes the following holidays:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25 th

PERSONNEL SUMMARY BY DEPARTMENT

FISCAL YEAR 2013-14									
Staff Positions by Department with Prior Year Comparisons									
(excludes temporary and seasonal employees)									
		FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
Prosecutor									
	Prosecutor	1	1	1	1				
	Paralegal	1	1	1	1	1	1	1	1
	Total	2	2	2	2	1	1	1	1
Town Clerk									
	Town Clerk	1	1	1	1	1	1	1	1
	Town Clerk Assistant/Records Technician						1	1	1
	Admin Clerk II	1	1	1	1	1	1		
	Total	2	2	2	2	2	3	2	2
Town Manager									
	Town Manager	1	1	1	1	1	1	1	1
	Assistant Town Manager	1	1						
	General Services Director						1	1	1
	Management Assistant	1	1	1	1	1			
	Administrative Assistant						1	1	1
	Administrative Aide							2	1
	Volunteer Coordinator						1		
	Access Channel Tech	1	1	1	1	1	1		
	Total	4	4	3	3	3	3	4	4
Human Resources									
	Director	1	1	1	1	1			
	HR Analyst						1	1	1
	HR Assistant	1	1	1	1	1			
	Total	2	2	1	1	2	1	1	1
Magistrate Court									
	Magistrate	1	1	1	1	1	1	1	1
	Court Administrator	1	1	1		1			
	Court Coordinator				1		1	1	1
	Deputy Court Clerk	1	1	1			1	1	1
	Court Clerk	1	1	1					
	Admin Clerk I - PT	1		1					
	Collections Clerk	1	1	1					
	Court Clerk II				2	2	1	1	1
	Total	6	5	6	4	4	4	4	4
Mgmt Info Systems/Geographical Info Systems									
	MIS Tech	1	1	1	1	1	1	1	1
	GIS Tech	1	1	1	1	1	1	1	1
	Total	2	2	2	2	2	2	2	2

FISCAL YEAR 2013-14									
Staff Positions by Department with Prior Year Comparisons									
(excludes temporary and seasonal employees)									
		FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
Finance									
	Director	1	1	1	1	1	1	1	1
	Senior Accountant						1	1	1
	Accounting Clerk		1	2	1	1	1	1	1
	Financial Analyst	1	1						
	Management Assistant	1							
	Budget Analyst	1	1						
	Finance Manager			1	1				
	Total	4	4	4	3	2	3	3	3
Planning									
	Director	1	1	1		1	1		
	Deputy Director				1				
	Planner	1	1	1	1	1	1		
	Associate Planner							1	1
	Admin Assistant	1	1	1					
	Administrative Technician							1	1
	Admin Clerk II	2	2	2	1	1	1		
	Total	5	5	4	3	3	3	2	2
Code Enforcement									
	Code Enforcement Officer	2	2	1	1	1	1		
	Total	2	2	1	1	1	1	0	0
Building Inspection									
	Chief Bldg Official	1	1	1					
	Building Official							1	1
	Bldg Inspector	1	1						
	Code Inforcement								1
	Sr Bldg Inspector	1	1	1	1	1	1		
	Admin Clerk II	1						1	1
	Plans Examiner/Inspector							1	1
	Plans Examiner	1	1		1	1	1		
	Total	5	4	2	2	2	2	3	4
Dispatch									
	Lead Dispatcher	1	1	1	1	1			
	Dispatcher	6	6	6	5	5			
	Total	7	7	7	6	6	0	0	0

FISCAL YEAR 2013-14									
Staff Positions by Department with Prior Year Comparisons									
(excludes temporary and seasonal employees)									
		FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
Police									
	Chief	1	1	1	1	1	1	1	1
	Asst Chief	1	1	1					
	Commander				2	2	2	1	0
	Lieutenant								1
	Sergeant	5	5	5	4	4	4	4	4
	Detective	2	2	2	2	2	2	2	2
	Police Officer	20	20	19	18	18	18	16	16
	Management Assistant						1	1	1
	Community Service Officer	1	1	1	1	1			
	Code Enforcement Officer							0	0
	Civilian Officers						3	3	3
	Records Clerk	1	1	1	1	1			
	Admin Assistant	1	1	1	1	1			
	Admin Clerk II	1	1						
	Total	33	33	31	30	30	31	28	28
Animal Control									
	AC Supervisor	1							
	AC Officer	2	2	2	1	1	1	1	1
	Adoption Specialists						1	1	1
	Total	3	2	2	1	1	2	2	2
Recreation									
	Director	1	1	1	1	0			
	Aquatic Center Mgr	1	1	1	0				
	Recreation Manager						1	1	
	Rec Coordinator II			1	1	1			
	Rec Coordinator I	2	2						1
	Rec Clerk	1	1	1					
	Rec Specialist		0	0	0	1			
	Total	5	5	4	3	2	1	1	1
Library									
	Director	1	1	1	1	1	1	1	1
	Asst Librarian	1	1						
	Children's Librarian	1	1	1	1	1	1	1	1
	Cataloger	1	1				1	1	1
	Circulation Clerk	3	3	2	2	3	2	1	1
	Total	7	7	4	4	5	5	4	4
Aquatics Center									
	Recreation Manager						0	0	1
	Utilities Maintenance Technician							0	
	Rec Specialist					1			
	Total	0	0	0	0	1	0	1	1

FISCAL YEAR 2013-14									
Staff Positions by Department with Prior Year Comparisons									
(excludes temporary and seasonal employees)									
		FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
Senior Center									
	Sr. Center Supervisor					1	1	1	1
	Cook	1	1	1	1	1	1	1	1
	Admin Assistant	1	1	1	1				
	Admin Clerk I								
	Asst Cook	1	1			1	1	1	1
	Kitchen Assistant	1	1	1	1				
	Total	4	4	3	3	3	3	3	3
Parks Maintenance									
	Superintendent	1	1	1	1	1			
	Supervisor	1							
	Groundskeeper II	1	1	1	1	1	1		
	Groundskeeper I	3	3	2	2	2	2		
	Parks Maintenance Worker							3	3
	Rec Specialist		0	0	0				
	Total	6	5	4	4	4	3	3	3
Public Works Administration									
	Director	1	1		1	1			
	Executive Assistant	1	1	1	1	1			
	Admin Clerk II						0	0	0
	Admin Clerk	1	1	1	1	1			
	Total	3	3	2	3	3	0	0	0
Facilities Maintenance									
	PW Director/Town Engineer						0	0	0
	Supervisor	1	1	1	1	1	0	0	1
	Laborer II	1	1	1	1	1	1		
	Laborer I						1	1	0
	Facilities Maintenance Worker							1	1
	Custodian	1	1						
	Total	3	3	2	2	2	2	2	2
Vehicle Maintenance									
	PW Director/Town Engineer						0	0	0
	Supervisor	1	1	1	1	1	1	1	1
	Mechanics	2	2	2	2	2	1	1	2
	Total	3	3	3	3	3	2	2	3

FISCAL YEAR 2013-14									
Staff Positions by Department with Prior Year Comparisons									
(excludes temporary and seasonal employees)									
		FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
Engineering									
	PW Director/Town Engineer	1	1	1	1	1	0	0	0
	Civil Engineer	1	1	1	1	1	0	0	1
	Senior Project Manager	1	1						
	Executive Assistant	1	1	1	1	1	0		
	Senior Administrative Technician							0	0
	PW Inspector	2	2	1	1	1			
	Admin Assistant		1						
	Total	6	7	4	3	3	0	0	1
Roads									
	PW Director/Town Engineer				1	1	0	0	1
	Supervisor	1	1	1	1	1	1	1	2
	Lead Operator		1	1	1	1			
	Heavy Equip Operator	2	2	2	1	1	2	2	2
	Medium Equip Operator	3	2	2	2	2	2	2	2
	Laborer II	3	3	1			2	2	2
	Mechanics		1	1	1	1	1	1	0
	Admin Clerk II						0	0	1
	Vehicle Maint Supervisor						0	0	0
	Civil Engineer						0	0	0
	PW Technician						1	1	0
	Executive Assistant						0	0	1
	Town Manager						0	0	0
	General Services Director						0	0	0
	Finance Director						0	0	0
	MIS Tech						0	0	0
	HR Analyst						0	0	0
	Total	9	9	7	6	6	9	9	11
Water Resources									
	Director	1	1	1	1	1			
	Executive Assistant		1	1	1	1	0	0	0
	Total	1	2	2	2	2	0	0	0

FISCAL YEAR 2013-14

Staff Positions by Department with Prior Year Comparisons
(excludes temporary and seasonal employees)

		FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
Water Utilities									
	Supervisor	1	1	1	1	1	1	1	1
	Technician I	1	1	1	1	1	1		
	Technician II					1	1	1	1
	Utilities Maint Technician							1	2
	Operator	1	1						
	Laborer				0	0			
	Admin Clerk II	1	1	1	1	1	1	1	1
	Lein Position							0	1
	PW Director/Town Engineer						0	0	0
	PW Supervisor						0	0	0
	Vehicle Maint Supervisor						0	0	0
	Mechanics						0	0	0
	Civil Engineer						0	0	0
	PW Technician						0	0	0
	Executive Assistant						0	0	0
	Town Manager						0	0	0
	General Services Director						0	0	0
	Finance Director						0	0	0
	MIS Tech						0	0	0
	HR Analyst						0	0	0
	Total	4	4	3	2	3	3	4	4
Sewer Utilities									
	Supervisor				1	1	1	1	1
	Technician I				1	1	1		
	Technician II					1	1		
	Utilities Technician II							1	1
	Utilities Maint Tech							1	2
	Laborer				0	0			
	Admin Clerk II				1	1	1	1	1
	Lein/Collections Technician						1	0	1
	PW Director/Town Engineer						0	0	0
	Vehicle Maint Supervisor						0	0	0
	Mechanics						0	0	0
	Civil Engineer						0	0	0
	PW Technician						0	0	0
	Executive Assistant						0	0	0
	Town Manager						0	0	0
	General Services Director						0	0	0
	Finance Director						0	0	0
	MIS Tech						0	0	0
	HR Analyst						0	0	0
	Total	0	0	0	2	3	4	4	4
Total Positions		126	123	101	94	94	89	85	87

PERSONNEL SUMMARY BY POSITION

Job Description and Pay Ranges			
Job Title	Department	Minimum - Annual	Maximum - Annual
Accounting Technician	Finance	\$32,918.00	\$43,191.00
Administrative Aide	Various Departments	\$25,792.00	\$33,841.00
Administrative Technician	Various Departments	\$29,857.00	\$39,175.00
Adoption Specialist/Shelter Technician	Police	\$24,564.00	\$32,230.00
Animal Control Officer/Shelter Manager	Police	\$31,350.00	\$41,134.00
Assistant Cook	Senior Center/Town Manger's Office	\$22,280.00	\$29,233.00
Associate Planner	Development Services	\$48,635.00	\$63,813.00
Baliff	Town Magistrate	\$25,792.00	\$33,841.00
Cashier	General Services	\$7.65	
Chief Building Official	Development Services	\$53,620.00	\$70,353.00
Chief of Police	Police	\$91,708.00	\$120,328.00
Civilian/Cole Enforcement Officer	Police	\$32,918.00	\$43,191.00
Cook	Senior Center/Town Manger's Office	\$27,082.00	\$35,533.00
Court Administrator	Town Magistrate	\$40,012.00	\$52,499.00
Court Clerk	Town Magistrate	\$32,918.00	\$43,191.00
Detective	Police	\$46,319.00	\$60,774.00
Facilities Maintenance Worker	Public Works/Engineering	\$27,082.00	\$35,533.00
Facilities Maintenance Worker - Senior	Public Works/Engineering	\$31,350.00	\$41,134.00
Field Training Officer	Police	\$42,012.00	\$55,124.00
Finance Director	Finance	\$91,708.00	\$120,328.00
Fleet mechanic	Public Works/Engineering	\$34,564.00	\$45,350.00
Fleet Supervisor	Public Works/Engineering	\$46,319.00	\$60,774.00
General Services Director	General Services	\$91,708.00	\$120,328.00
GIS/CAD/WED Technician	General Services	\$42,012.00	\$55,124.00
HR Analyst	HR/General Services	\$44,113.00	\$57,880.00
Information Technology Specialist	General Services	\$46,319.00	\$60,774.00
Library Clerk	Library	\$25,792.00	\$33,841.00
Library Director	Library	\$62,071.00	\$81,443.00
Lieutenant	Police	\$68,434.00	\$89,791.00
Lifeguard	General Services	\$8.05	
Paralegal	Prosecutor/General Services	\$40,012.00	\$52,499.00
Parks Maintenance Worker	Public Works/Engineering	\$27,082.00	\$35,533.00
Plans Examiner/Inspector	Development Services	\$44,113.00	\$57,880.00
Police Civilian Operations Supervisor	Police	\$46,319.00	\$60,774.00
Police Officer	Police	\$42,012.00	\$55,124.00
Pool Manager	General Services	\$10.30	
Public Works Director/Town Engineer	Public Works/Engineering	\$91,708.00	\$120,328.00
Public Works Inspector	Public Works/Engineering	\$38,106.00	\$49,999.00
Public Works Manager	Public Works/Engineering	\$53,620.00	\$70,353.00
Recreation Manager	General Services	\$42,012.00	\$55,124.00
Roads Maintenance Worker	Public Works/Engineering	\$27,082.00	\$35,533.00
Roads Maintenance Worker - Senior	Public Works/Engineering	\$31,350.00	\$41,134.00
Senior Accountant	Finance	\$46,319.00	\$60,774.00
Senior Administrative Technician	Public Works/Engineering	\$34,564.00	\$45,350.00
Senior Engineering Project Manager	Public Works/Engineering	\$65,175.00	\$85,515.00
Senior Services Supervisor	Senior Center/Town Manger's Office	\$34,564.00	\$45,350.00
Sergeant	Police	\$53,620.00	\$70,353.00
Technical Services Librarian	Library	\$29,857.00	\$39,175.00
Town Clerk	Town Clerk	\$62,071.00	\$81,443.00
Town Clerk Assistant/ Record Technician	Town Clerk	\$32,918.00	\$43,191.00
Town Magistrate	Town Magistrate	Contract	Contract
Town Manager	Town	Contract	Contract
Utilities Crew Leader	Public Works/Engineering	\$36,292.00	\$47,618.00
Utilities Lien & Collections Technician	Public Works/Engineering	\$32,918.00	\$43,191.00
Utilities Maintenance Technician	Public Works/Engineering	\$31,350.00	\$41,134.00
Utilities Supervisor	Public Works/Engineering	\$46,319.00	\$60,774.00
Water Safety Instructor	General Services	\$8.55	
Youth Services Librarian	Library	\$34,564.00	\$45,350.00

REVENUE PROJECTIONS – 5 YEAR

Town of Chino Valley					
Total Revenue Summary					
Description	Budget FY 13-14	Budget FY 14-15	Budget FY 15-16	Budget FY 16-17	Budget FY 17-18
GENERAL FUND					
CABLE FRANCHISE FEES	64,000	65,000	66,000	67,000	68,500
WATER FRANCHISE FEES	7,000	7,000	7,000	7,000	7,000
GAS FRANCHISE FEES	50,000	51,000	52,000	53,000	54,000
ELECTRIC FRANCHISE FEES	17,500	18,000	18,500	19,000	19,500
TOWN SALES TAX-RETAIL	3,670,000	3,519,000	3,589,380	3,661,168	3,734,391
CONSTRUCTION SALES TAX	225,000	229,500	234,090	238,772	243,547
BED TAX	16,000	16,500	17,000	17,500	18,000
BUILDING PERMITS	65,000	65,000	65,000	65,000	65,000
BUSINESS LICENSES	53,000	54,000	55,000	56,000	57,000
PLAN CHECK FEES	40,000	41,000	42,000	43,000	44,000
SIGN PERMITS	5,000	5,000	5,000	5,000	5,000
ZONING PERMITS	2,000	2,000	2,000	2,000	2,000
GRADING PERMITS	-	-	-	-	-
P.A.N.T.	-	-	-	-	-
DUI TASK FORCE REIMB	-	-	-	-	-
VEHICLE LICENSE TAX	563,000	584,000	595,000	607,000	619,000
COUNTY LIBRARY FUNDS	110,000	112,000	114,000	116,000	118,000
SENIOR NUTRITION REVENUE	71,000	46,000	46,000	46,000	46,000
YAVAPAI CTY LONG TERM CARE	-	-	-	-	-
VICTIM/WITNESS GRANT	3,900	3,900	3,900	3,900	3,900
BULLET PROOF VEST PARTNERSHIP	2,500	2,500	2,500	2,500	2,500
STATE SHARED SALES TAX	935,000	950,000	965,000	981,000	1,000,000
STATE SHARED INCOME TAX	1,207,000	1,231,000	1,255,000	1,280,000	1,305,000
SALE OF PRINTED MATTER	100	100	100	100	100
COPIER FEES	500	500	500	500	500
ENGINEERING REPORTS	-	-	-	-	-
GIS PRODUCT REVENUE	-	-	-	-	-
ENGINEERING SERVICES	4,000	4,000	4,000	4,000	4,000
ENGINEERING INSPECTIONS	100	100	100	100	100
SPECIAL REC PROGRAM INCOME	-	-	-	-	-
ADULT SPORTS	3,000	3,000	3,000	3,000	3,000
PROGRAM INCOME	2,000	2,000	2,000	2,000	2,000
AQUATIC CENTER ENTRANCE FEES	35,000	35,000	35,000	35,000	35,000
AQUATIC CENTER CONCESSIONS	10,000	10,000	10,000	10,000	10,000
RECREATION CONCESSIONS	-	-	-	-	-
FACILITIES USE/UTILITY REIMB	2,500	2,500	2,500	2,500	2,500
AQUATIC CTR PROGRAM FEES	19,000	19,000	19,000	19,000	19,000
FACILITIES USE-RECREATION	4,000	4,000	4,000	4,000	4,000
FACILITIES USE-SENIOR CENTER	4,000	4,000	4,000	4,000	4,000
FACILITIES USE-AQUATIC CENTER	-	-	-	-	-
FACILITIES USE-PARKS	5,000	5,000	5,000	5,000	5,000
COPIES & MAPS (LIBRARY)	100	100	100	100	100
S/C NUTRITION PROGRAM INCOME	9,000	9,000	9,000	9,000	9,000
RECREATION CLASSES INCOME	1,000	1,000	1,000	1,000	1,000
POLICE REPORTS	3,000	3,000	3,000	3,000	3,000
INTACT DOG RECOVERY FEES	2,000	2,000	2,000	2,000	2,000
ANIMAL CONTROL FEES	24,000	24,000	24,000	24,000	24,000
LIBRARY FINES	2,500	2,500	2,500	2,500	2,500
LOST BOOKS	1,000	1,000	1,000	1,000	1,000
TRAFFIC FINES	100,000	100,000	100,000	100,000	100,000
REIMBURSEMENT COURT ATTORNEY	3,000	3,000	3,000	3,000	3,000
RESTITUTION	-	-	-	-	-
BOND FORFEITURES	-	-	-	-	-
ADMINISTRATIVE FEES-FINANCE	2,000	2,000	2,000	2,000	2,000
MISCELLANEOUS REVENUE	300	300	300	300	300
SALE OF FIXED ASSETS	-	-	-	-	-
WORKERS COMP REFUND	-	-	-	-	-

**Town of Chino Valley
Total Revenue Summary**

Description	Budget FY 13-14	Budget FY 14-15	Budget FY 15-16	Budget FY 16-17	Budget FY 17-18
GENERAL FUND					
DONATIONS/FUNDRISING	-	-	-	-	-
SENIOR CTR THRIFT STORE	1,000	1,000	1,000	1,000	1,000
ANIMAL SHELTER DONATIONS	-	-	-	-	-
RECREATION SPONSORSHIPS	5,000	5,000	5,000	5,000	5,000
PARKS SPONSORSHIPS	-	-	-	-	-
SR CTR SPONSORSHIPS	-	-	-	-	-
AQUATIC CTR SPONSORSHIPS	-	-	-	-	-
LIBRARY CONTRIBUTIONS	4,800	4,800	4,800	4,800	4,800
SR CTR PROGRAM INCOME	3,000	3,000	3,000	3,000	3,000
INTEREST INCOME - HERMAN ESTATE	50	50	50	50	50
INTEREST INCOME	500	500	500	500	500
TFRS FROM CAPITAL IMPROV FUND	55,480	185,085	223,697	286,081	334,666
TFRS FROM PD SPECIAL REVENUE FUND	10,000	10,000	10,000	10,000	10,000
TOTAL GENERAL FUND	7,423,830	7,448,935	7,619,517	7,818,370	8,008,454
HIGHWAY USER REVENUE FUND					
RIGHT-OF-WAY PERMITS	1,000	1,000	1,000	1,000	1,000
DRIVEWAY PERMITS	350	350	350	350	350
MICELLANEOUS REVENUE	-	-	-	-	-
INTEREST INCOME	1,500	1,500	1,500	1,500	1,500
SALE OF FIXED ASSETS	-	-	-	-	-
HIGHWAY USERS REVENUE	763,000	778,000	793,000	808,000	824,000
COURT FINES -- HURF	-	-	-	-	-
CARRYOVER	253,700	259,472	55,471	63,221	69,743
TOTAL HIGHWAY USER REVENUE FUND	1,019,550	1,040,322	851,321	874,071	896,593
CDBG GRANT					
CDBG GRANTS	-	380,000	-	320,000	-
	-	380,000	-	320,000	-
WATER ENTERPRISE FUND					
WATER SERVICE FEES	467,000	481,000	495,000	510,000	525,000
WATER SYSTEM BUY-IN FEES	-	-	-	-	-
WTR SERVICE CONNECTION TAP FEE	-	-	-	-	-
WATER METER FEES	-	-	-	-	-
SALE OF FIXED ASSETS	-	-	-	-	-
LEASE PURCHASE PROCEEDS	-	-	-	-	-
MISCELLANEOUS REVENUE	5,000	5,000	5,000	5,000	5,000
CARRYOVER	-	-	-	-	-
TFR FROM CAPT IMPROVEMENT FUND	220,000	236,000	134,000	137,000	135,000
TOTAL WATER ENTERPRISE FUND	692,000	722,000	634,000	652,000	665,000
CAPITAL IMPROVEMENT FUND					
1% TPT REVENUES-RETAIL/OTHER	1,138,000	1,160,760	1,183,975	1,207,655	1,231,808
1% CONSTRUCTION TPT REVENUES	60,000	61,200	62,424	63,672	64,946
1% BED TAX REVENUES	8,000	8,160	8,323	8,490	8,659
MISC CAPITAL PROJECTS	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
INTEREST INCOME LGIP	800	800	800	800	800
YAVAPAI COUNTY DRAINAGE DISTRICT	1,084,000	-	-	-	-
BOND PROCEEDS	500,000	8,000,000	8,000,000	-	-
LEASE PURCHASE PROCEEDS	-	210,000	40,000	-	-
TFR IN FROM ROAD IMPACT FEES	1,000,000	-	-	-	-
CARRYOVER	-	-	-	-	-
TOTAL CAPITAL IMPROVEMENT FUND	5,790,800	11,440,920	11,295,522	3,280,617	3,306,213
SEWER ENTERPRISE FUND					
SEWER SERVICE FEES	1,125,000	1,237,500	1,361,250	1,497,375	1,647,113
SEPTAGE RECOVERY FEES	-	-	-	-	-
SEWER SYSTEM BUY-IN FEES	28,000	28,000	28,000	28,000	28,000
CHINO MEADOWS SEWER HOOKUPS	95,000	95,000	95,000	95,000	95,000
ANNUAL PERMIT FEE-SEPTAGE	-	-	-	-	-
MISCELLANEOUS REVENUE	30,000	30,000	30,000	30,000	30,000
EECBG EXPS (SOLAR PANELS PJT)	-	-	-	-	-
INTEREST INCOME	30,000	30,000	30,000	30,000	30,000
CARRYOVER	375,365	279,056	-	-	-
TFR FROM CAPT IMPROVEMENT FUND	-	10,000	290,000	180,000	60,000
TOTAL SEWER ENTERPRISE FUND	1,683,365	1,709,556	1,834,250	1,860,375	1,890,113

**Town of Chino Valley
Total Revenue Summary**

Description	Budget FY 13-14	Budget FY 14-15	Budget FY 15-16	Budget FY 16-17	Budget FY 17-18
GRANTS FUND					
TOTAL GRANTS FUND	700,000	600,000	600,000	600,000	600,000
DEBT SERVICE FUND					
CARRYOVER					
TFRS FROM GENERAL FUND					
TFRS FROM CAPITAL IMPROV FUND	585,120	739,432	736,944	741,744	891,544
TFRS FROM HIGHWAY USER FUND					
TFRS FROM CAPITAL REPLAC FUND					
TOTAL DEBT SERVICE FUND	585,120	739,432	736,944	741,744	891,544
SPECIAL REVENUE FUND - COURT					
COURT IMPROVEMENT FEES	12,000	12,000	12,000	12,000	12,000
COURT COLLECTION FEES	3,500	3,500	3,500	3,500	3,500
INTEREST INCOME-LGIP	100	100	100	100	100
CARRYOVER					
TOTAL SPECIAL REVENUE FUND	15,600	15,600	15,600	15,600	15,600
CAPITAL ASSET REPLACEMENT FUND					
SALES TAX AUDIT REVENUES					
TFRS FROM HURF					
AMRRP DIVIDEND	-	-	-	-	-
INTEREST INCOME LGIP	500	500	500	500	500
DEVELOPER CONTRIBUTIONS					
CARRYOVER	24,500	9,500	9,500	9,500	9,500
TOTAL CAPITAL ASSET REPLACEMENT FUND	25,000	10,000	10,000	10,000	10,000
IMPACT FEES					
POLICE IMPACT FEES - RESIDENTIAL	-	-	-	-	-
INTEREST INCOME LGIP	100	100	100	100	100
CARRYOVER	49,900				
LIBRARY IMPACT FEES-RESID	-	-	-	-	-
INTEREST INCOME LGIP	100	100	100	100	100
CARRYOVER	6,900				
PARKS/REC IMPACT FEES - RESIDENTIAL	-	-	-	-	-
INTEREST INCOME LGIP	100	100	100	100	100
CARRYOVER	28,900				
ROADS IMPACT FEES - RESIDENTIAL	-	-	-	-	-
INTEREST INCOME POOL	2,000	2,000	2,000	2,000	2,000
CARRYOVER	998,000				
TOTAL IMPACT FEE	1,086,000	2,300	2,300	2,300	2,300
SPECIAL REVENUE FUND - PD					
INTEREST INCOME LGIP					
VEHICLE IMPOUND FEE REVENUE	25,000	25,000	25,000	25,000	25,000
TOTAL SPECIAL REVENUE FUND -PD	25,000	25,000	25,000	25,000	25,000
LIGHTING IMPROVEMENT DISTRICTS					
TOTAL LIGHTING IMPROVEMENT DISTRICTS	3,578	4,000	4,000	4,000	4,000
TOTAL REVENUE PLUS CARRYOVER AND TRANSFERS	19,049,843	24,138,065	23,628,454	16,204,077	16,314,817

Town of Chino Valley
Total Revenue Summary

Description	Budget FY 13-14	Budget FY 14-15	Budget FY 15-16	Budget FY 16-17	Budget FY 17-18
TFRS FROM CAPITAL IMPROV FUND	55,480	185,085	223,697	286,081	334,666
TFRS FROM PD SPECIAL REVENUE FUND	10,000	10,000	10,000	10,000	10,000
CARRYOVER	253,700	259,472	55,471	63,221	69,743
CARRYOVER					
TFR FROM CAPT IMPROVEMENT FUND	220,000	236,000	134,000	137,000	135,000
TFR IN FROM ROAD IMPACT FEES	1,000,000	-	-	-	-
CARRYOVER					
CARRYOVER	375,365	279,056	-	-	-
TFR FROM CAPT IMPROVEMENT FUND	-	10,000	290,000	180,000	60,000
CARRYOVER					
TFRS FROM GENERAL FUND					
CARRYOVER	-	-	-	-	-
TFRS FROM GENERAL FUND	-	-	-	-	-
TFRS FROM CAPITAL IMPROV FUND	585,120	739,432	736,944	741,744	891,544
TFRS FROM HIGHWAY USER FUND	-	-	-	-	-
TFRS FROM CAPITAL REPLAC FUND	-	-	-	-	-
CARRYOVER					
CARRYOVER	24,500	9,500	9,500	9,500	9,500
CARRYOVER	49,900	-	-	-	-
CARRYOVER	6,900	-	-	-	-
CARRYOVER	28,900	-	-	-	-
CARRYOVER	998,000	-	-	-	-
	3,607,865	1,728,545	1,459,612	1,427,546	1,510,453
TOTAL REVENUES LESS CARRYOVER AND TRANSFERS - STATE BUDGET FORMS	15,441,978	22,409,520	22,168,842	14,776,531	14,804,364

EXPENDITURE PROJECTIONS – 5 YEAR

Town of Chino Valley						
Total Expenditure Summary by Department						
	Description	2013-14 Adopted Budget	2014-15 Projected	2015-16 Projected	2016-17 Projected	2017-18 Projected
GENERAL FUND						
41	PROSECUTOR	118,650	118,639	122,198	125,864	129,640
42	TOWN CLERK	233,850	208,865	215,131	221,585	228,233
43	TOWN MANAGER	348,850	359,476	370,435	381,238	392,395
44	HUMAN RESOURCES	66,950	82,349	84,819	87,364	89,984
45	MUNICIPAL COURT	294,800	303,644	296,819	290,253	283,941
46	FINANCE	279,050	301,842	310,897	320,224	329,830
47	MGMT INFORMATION	244,500	255,440	263,103	270,996	279,126
50	MAYOR AND COUNCIL	29,550	30,126	30,719	31,330	31,960
55	PLANNING	139,350	142,031	144,791	147,635	150,564
56	BUILDING INSPECTION	231,030	264,741	272,683	280,864	289,290
60	POLICE	2,491,650	2,566,400	2,643,391	2,722,693	2,804,374
61	ANIMAL CONTROL	91,400	94,142	96,966	99,875	102,872
63	RECREATION	74,250	76,453	78,706	81,012	83,373
64	LIBRARY	281,050	289,482	298,166	307,111	316,324
66	SENIOR CENTER	199,450	199,242	205,219	211,375	217,717
68	PARKS MAINTENANCE	385,300	393,241	402,149	418,477	430,228
69	AQUATICS CENTER	277,500	250,290	257,799	265,533	273,499
70	PUBLIC WORKS ADMIN	-	-	-	-	-
71	FACILITIES MAINTENANCE	349,000	324,965	334,714	344,755	355,098
73	FLEET MAINTENANCE	332,350	381,461	392,904	404,691	416,832
74	ENGINEERING	64,900	36,687	37,558	39,514	40,560
95	NON DEPARTMENTAL	868,800	765,700	756,000	761,500	758,000
TOTAL GENERAL FUND		7,402,230	7,445,212	7,615,168	7,813,890	8,003,839
HIGHWAY USER REVENUE FUND						
278	ROAD MAINTENANCE	1,019,550	1,040,322	851,321	874,071	896,593
CDBG GRANTS						
390	CDBG PROJECTS	-	380,000	-	-	-
WATER ENTERPRISE FUND						
482	WATER UTILITY OPERATION	539,700	564,607	478,416	492,640	502,990
495	WATER ENTERPRISE FUND EXP	94,895	100,883	99,713	103,363	101,663
		634,595	665,490	578,129	596,003	604,653
CAPITAL IMPROVEMENT FUND						
590	MISC CAPITAL PROJECTS	5,442,099	11,390,517	11,422,141	3,342,325	3,418,710
SEWER ENTERPRISE FUND						
683	SEWER	892,050	911,742	939,174	967,369	996,350
695	CAP/DEBT CONTINGENCIES	791,315	797,814	797,814	797,815	797,815
		1,683,365	1,709,556	1,736,988	1,765,184	1,794,165

Town of Chino Valley						
Total Expenditure Summary by Department						
	Description	2013-14 Adopted Budget	2014-15 Projected	2015-16 Projected	2016-17 Projected	2017-18 Projected
GRANTS FUND						
	7 GRANTS	700,000	600,000	600,000	600,000	600,000
DEBT SERVICE FUND						
	8 DEBT SERVICE	590,620	741,932	736,944	741,744	891,544
SPECIAL REVENUE FUND COURT						
	9 SPECIAL REV FUND	15,100	16,500	16,500	16,500	16,500
CAPITAL ASSET REPLACEMENT						
	10 ASSET REPLACEMENT EXPENSE	30,000	10,000	10,000	10,000	10,000
IMPACT FEE FUNDS						
	11 TOTAL IMPACT FEES	1,086,000	-	-	-	-
SPECIAL REVENUE FUND PD						
	16 VEHICLE IMPOUND EXPEND	30,000	25,000	25,000	25,000	25,000
LIGHTING IMPROVEMENT DISTRICTS						
	40 CVSLID	3,806	4,100	4,100	4,100	4,100
TOTAL EXPENDITURES		18,637,365	24,028,628	23,596,291	15,788,817	16,265,104
GENERAL FUND TRANS						
HURF FUND TRANS						
	CAP IMPROVE FUND TRANS	(858,099)	(1,170,517)	(1,382,141)	(1,342,325)	(1,418,710)
	POLICE SPECIAL FUND TRANS	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
	ROAD IMPACT FEE FUND TRAN	(1,000,000)				
		16,769,266	22,848,111	22,204,150	14,436,492	14,836,394

OFFICAL BUDGET FORMS

TOWN OF CHINO VALLEY

Fiscal Year 2014

TOWN OF CHINO VALLEY

TABLE OF CONTENTS

Fiscal Year 2014

Schedule A—Summary Schedule of Estimated Revenues and Expenditures/Expenses

Schedule B—Tax Levy and Tax Rate Information

Schedule C—Revenues Other Than Property Taxes

Schedule D—Other Financing Sources/<Uses> and Interfund Transfers

Schedule E—Expenditures/Expenses by Fund

Schedule F—Expenditures/Expenses by Department

Schedule G—Full-Time Employees and Personnel Compensation

TOWN OF CHINO VALLEY
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2014

FUND	ADOPTED BUDGETED EXPENDITURES/EXPENSES* 2013	ACTUAL EXPENDITURES/EXPENSES** 2013	FUND BALANCE/ NET ASSETS*** July 1, 2013**	PROPERTY TAX REVENUES 2014	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2014	OTHER FINANCING 2014		INTERFUND TRANSFERS 2014		TOTAL FINANCIAL RESOURCES AVAILABLE 2014	BUDGETED EXPENDITURES/EXPENSES 2014
						SOURCES	<USES>	IN	<OUT>		
1. General Fund	\$ 6,828,443	\$ 6,423,064	\$ 1,563,692	Primary: \$ 7,355,350 Secondary:	\$ 7,355,350	\$	\$	\$ 65,480	\$	\$ 9,007,822	\$ 7,402,230
2. Special Revenue Funds	1,800,854	1,536,631	1,132,081		1,510,028				10,000	2,832,109	1,758,456
3. Debt Service Funds Available	851,975	844,905	271,003					565,120		856,123	590,620
4. Lees: Amounts for Future Debt Retirement											
5. Total Debt Service Funds	851,975	844,905	271,003					565,120		856,123	590,620
6. Capital Projects Funds	2,926,779	1,128,800	3,086,829		4,793,800			1,000,000	1,860,600	7,018,829	4,700,000
7. Permanent Funds											
8. Enterprise Funds Available	2,840,734	2,202,457	1,944,622		1,760,000			220,000		3,944,622	2,317,960
9. Lees: Amounts for Future Debt Retirement											
10. Total Enterprise Funds	2,840,734	2,202,457	1,944,622		1,760,000			220,000		3,944,622	2,317,960
11. Internal Service Funds											
12. TOTAL ALL FUNDS	\$ 15,248,465	\$ 12,135,657	\$ 6,017,127		\$ 15,441,978	\$	\$	\$ 1,870,600	\$ 1,870,600	\$ 23,459,105	\$ 16,769,266

EXPENDITURE LIMITATION COMPARISON

	2013	2014
1. Budgeted expenditures/expenses	\$ 15,248,465	\$ 16,769,266
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	15,248,465	16,769,266
4. Lees: estimated exclusions		
5. Amount subject to the expenditure limitation	\$ 15,248,465	\$ 16,769,266
6. EEC or voter-approved alternative expenditure limitation	\$ 15,248,465	\$ 16,769,266

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts in this column represent Fund Balance/Net Asset amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

TOWN OF CHINO VALLEY
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2014

SOURCE OF REVENUES	ESTIMATED REVENUES 2013	ACTUAL REVENUES* 2013	ESTIMATED REVENUES 2014
GENERAL FUND			
Local taxes			
Sales Taxes	\$ 2,292,000	\$ 2,620,802	\$ 3,911,000
Franchise Taxes	143,500	132,484	138,500
Licenses and permits			
Building Permits	71,280	64,228	65,000
Business Licenses	65,000	58,669	53,000
Plan Check Fees	36,750	40,543	40,000
Other Licenses and Permits	7,000	6,045	7,000
Intergovernmental			
State Shared Sales Tax	904,520	897,678	935,000
State Shared Income Tax	1,104,833	1,104,700	1,207,000
Vehicle License Tax	562,089	562,768	563,000
Yavapai County Library Funds	126,753	107,599	110,000
Police Dept Grants	31,500	35,826	2,500
Senior Nutrition Grant	50,500	49,657	71,000
Miscellaneous Intergovernmental	16,900	3,920	3,900
Charges for services			
Engineering Fees	4,650	4,016	4,100
Parks & Recreation Fees	10,900	4,695	6,000
Senior Nutrition Program Fees	8,500	9,445	9,000
Facility Use Fees	348,900	352,912	15,500
Police Report Fees	4,000	2,468	3,000
Aquatic Center Fees	49,000	64,099	64,000
Library Fees	150		
Other Charges for Services	1,032	502	700
Fines and forfeits			
Animal Control Fees	25,050	25,042	26,000
Library Fines	3,800	3,301	3,500
Court Fines and Forfeitures	157,250	97,984	103,000
Interest on investments			
Interest	500	566	550
Contributions			
Sponsorships	15,500	9,788	8,000
Senior Center Thrift Store	1,000	727	1,000
Senior Center Donations	2,500		
Friends of the Library	4,800	4,800	4,800
Miscellaneous			
Other Revenues	14,850	4,016	2,300
Total General Fund	\$ 6,065,007	\$ 6,269,280	\$ 7,358,350

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

TOWN OF CHINO VALLEY
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2014

SOURCE OF REVENUES	ESTIMATED REVENUES 2013	ACTUAL REVENUES* 2013	ESTIMATED REVENUES 2014
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund			
Highway User Revenue	\$ 762,561	\$ 751,073	\$ 763,000
Interest	1,500	1,502	1,500
Miscellaneous	7,200	10,599	1,350
	<u>\$ 771,261</u>	<u>\$ 763,174</u>	<u>\$ 765,850</u>
CDBG Grants	\$ 313,000	\$ 315,162	\$
	<u>\$ 313,000</u>	<u>\$ 315,162</u>	<u>\$</u>
Miscellaneous Grants	\$ 546,635	\$ 700,000	\$ 700,000
	<u>\$ 546,635</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>
Special Revenue Fund-Court	\$ 17,065	\$ 14,477	\$ 15,600
Special Revenue Fund-PD	20,002	27,512	25,000
Lighting Improvement Districts #1, #2, #3	3,958	3,958	3,578
	<u>\$ 41,025</u>	<u>\$ 45,947</u>	<u>\$ 44,178</u>
Total Special Revenue Funds	<u>\$ 1,671,921</u>	<u>\$ 1,824,283</u>	<u>\$ 1,510,028</u>
CAPITAL PROJECTS FUNDS			
Impact Fee Funds	\$ 20,520	\$ 34,791	\$ 2,300
Capital Improvements Fund	3,146,650	1,275,320	4,790,800
Replacement Fund	45,050	530	500
	<u>\$ 3,212,220</u>	<u>\$ 1,310,641</u>	<u>\$ 4,793,600</u>
Total Capital Projects Funds	<u>\$ 3,212,220</u>	<u>\$ 1,310,641</u>	<u>\$ 4,793,600</u>
ENTERPRISE FUNDS			
Water Enterprise Fund	\$ 419,060	\$ 451,931	\$ 472,000
Sewer Enterprise Fund	1,389,920	1,263,216	1,308,000
	<u>\$ 1,808,980</u>	<u>\$ 1,715,147</u>	<u>\$ 1,780,000</u>
Total Enterprise Funds	<u>\$ 1,808,980</u>	<u>\$ 1,715,147</u>	<u>\$ 1,780,000</u>
TOTAL ALL FUNDS	<u>\$ 12,758,128</u>	<u>\$ 11,119,351</u>	<u>\$ 15,441,978</u>

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

TOWN OF CHINO VALLEY
Summary by Fund Type of Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2014

FUND	OTHER FINANCING 2014		INTERFUND TRANSFERS 2014	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
Capital Improvement Fund	\$	\$	\$ 55,480	\$
PD Special Revenue			10,000	
Total General Fund	\$	\$	\$ 65,480	\$
SPECIAL REVENUE FUNDS				
HURF	\$	\$	\$	\$
Special Revenue - PD				10,000
Misc Grants				
Total Special Revenue Funds	\$	\$	\$	\$ 10,000
DEBT SERVICE FUNDS				
Capital Improvement Fund	\$	\$	\$ 585,120	\$
Total Debt Service Funds	\$	\$	\$ 585,120	\$
CAPITAL PROJECTS FUNDS				
Capital Improvement Fund	\$	\$	\$ 1,000,000	\$ 860,600
Road Impact Fee Fund				1,000,000
Total Capital Projects Funds	\$	\$	\$ 1,000,000	\$ 1,860,600
PERMANENT FUNDS				
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Water Enterprise	\$	\$	\$ 220,000	\$
Total Enterprise Funds	\$	\$	\$ 220,000	\$
INTERNAL SERVICE FUNDS				
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$ 1,870,600	\$ 1,870,600

TOWN OF CHINO VALLEY
Summary by Department of Expenditures/Expenses Within Each Fund Type
Fiscal Year 2014

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2013	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2013	ACTUAL EXPENDITURES/ EXPENSES* 2013	BUDGETED EXPENDITURES/ EXPENSES 2014
GENERAL FUND				
Prosecutor	\$ 107,737	\$	\$ 109,905	\$ 118,650
Town Clerk	213,351		183,129	233,850
Town Manager	306,844		324,414	348,850
Human Resources	67,179		52,636	66,950
Magistrate Court	268,554		271,254	294,800
Finance	248,154		252,283	279,050
Mgmt Info Systems	207,548		193,898	244,500
Mayor & Council	29,730		28,675	29,550
Planning	128,598		105,858	139,350
Building Inspection	150,893		172,720	231,030
Police	2,134,957		2,291,250	2,491,650
Dispatch	140,201			
Animal Control	87,120		82,628	91,400
Recreation	62,815		33,950	74,250
Library	261,281		265,400	281,050
Senior Center	195,577		191,212	199,450
Parks	350,883		335,042	385,300
Aquatic Center	276,247		248,833	277,500
Public Works Admin	19,355		18,764	
Facilities Maintenance	342,319		321,071	349,000
Vehicle Maintenance	319,774		317,705	332,350
Engineering	43,252		45,523	64,900
Non-Departmental	543,027		472,843	547,300
Contingency	323,047		104,071	321,500
Total General Fund	\$ 6,828,443	\$	\$ 6,423,064	\$ 7,402,230
SPECIAL REVENUE FUNDS				
Highway User Revenue Fund	\$ 757,994	\$	\$ 673,811	\$ 1,019,550
CDBG Grant Fund	313,000		315,162	
Miscellaneous Grants Fund	650,915		528,000	700,000
Special Revenue Fund -- Court	74,687		16,000	15,100
Special Revenue Fund -- PD				20,000
Lighting Improvement Districts	3,958		3,958	3,806
Total Special Revenue Funds	\$ 1,800,554	\$	\$ 1,536,931	\$ 1,758,456
DEBT SERVICE FUNDS				
Debt Service Fund	\$ 851,975	\$	\$ 844,905	\$ 590,620
Total Debt Service Funds	\$ 851,975	\$	\$ 844,905	\$ 590,620
CAPITAL PROJECTS FUNDS				
Capital Improvements Fund	\$ 2,000,000	\$	\$ 175,000	\$ 4,584,000
Impact Fees Funds	657,914		941,500	86,000
Asset Replacement Fund	268,865		12,000	30,000
Total Capital Projects Funds	\$ 2,926,779	\$	\$ 1,128,500	\$ 4,700,000
PERMANENT FUNDS				
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Water Enterprise Fund	\$ 833,839	\$	\$ 549,198	\$ 634,595
Sewer Enterprise Fund	2,006,895		1,653,259	1,683,365
Total Enterprise Funds	\$ 2,840,734	\$	\$ 2,202,457	\$ 2,317,960
INTERNAL SERVICE FUNDS				
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 15,248,485	\$	\$ 12,135,857	\$ 16,769,266

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

TOWN OF CHINO VALLEY
Summary by Department of Expenditures/Expenses
Fiscal Year 2014

<u>DEPARTMENT/FUND</u>	<u>ADOPTED BUDGETED EXPENDITURES/ EXPENSES</u> 2013	<u>EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED</u> 2013	<u>ACTUAL EXPENDITURES/ EXPENSES *</u> 2013	<u>BUDGETED EXPENDITURES/ EXPENSES</u> 2014
Mayor & Council				
General Fund	\$ 29,730	\$	\$ 28,675	\$ 29,550
Department Total	\$ 29,730	\$	\$ 28,675	\$ 29,550
Town Manager				
General Fund	\$ 306,844	\$	\$ 324,414	\$ 348,850
Department Total	\$ 306,844	\$	\$ 324,414	\$ 348,850
Magistrate Court				
General Fund	\$ 268,554	\$	\$ 271,254	\$ 294,800
Special Revenue Fund	74,687		16,000	15,100
Misc Grants Fund	25,000		3,000	25,000
Department Total	\$ 368,241	\$	\$ 290,254	\$ 334,900
Finance				
General Fund	\$ 248,154	\$	\$ 252,283	\$ 279,050
Department Total	\$ 248,154	\$	\$ 252,283	\$ 279,050
Human Resources				
General Fund	\$ 67,179	\$	\$ 52,636	\$ 66,950
Department Total	\$ 67,179	\$	\$ 52,636	\$ 66,950
Town Clerk				
General Fund	\$ 213,351	\$	\$ 183,129	\$ 233,850
Department Total	\$ 213,351	\$	\$ 183,129	\$ 233,850
Prosecutor				
General Fund	\$ 107,737	\$	\$ 109,905	\$ 118,650
Department Total	\$ 107,737	\$	\$ 109,905	\$ 118,650
Mgmt Info Systems				
General Fund	\$ 207,548	\$	\$ 193,898	\$ 244,500
Department Total	\$ 207,548	\$	\$ 193,898	\$ 244,500
Police				
General Fund	\$ 2,275,158		2,291,250	2,491,650
Misc Grants Fund	297,903		150,000	100,000
Vehicle Impounds			20,002	20,000
Impact Fee Fund	58,354	\$	\$ 1,500	\$ 50,000
Department Total	\$ 2,631,415	\$	\$ 2,462,752	\$ 2,661,650
Animal Control				
General Fund	\$ 87,120	\$	\$ 82,628	\$ 91,400
Department Total	\$ 87,120	\$	\$ 82,628	\$ 91,400
Recreation				
General Fund	\$ 62,815		33,950	74,250
Misc Grants Fund	15,000			25,000
Impact Fee Fund (Parks&Rec)	117,952		90,000	29,000
Department Total	\$ 195,767	\$	\$ 123,950	\$ 128,250
Aquatic Center				
General Fund	\$ 276,247	\$	\$ 248,833	\$ 277,500
Department Total	\$ 276,247	\$	\$ 248,833	\$ 277,500

TOWN OF CHINO VALLEY
Summary by Department of Expenditures/Expenses
Fiscal Year 2014

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2013	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2013	ACTUAL EXPENDITURES/ EXPENSES * 2013	BUDGETED EXPENDITURES/ EXPENSES 2014
Parks				
General Fund	\$ 350,883		335,042	385,300
Misc Grants Fund	16,000			25,000
Department Total	\$ 366,883		\$ 335,042	\$ 410,300
Senior Center				
General Fund	\$ 195,577		\$ 191,212	\$ 199,450
Misc Grants Fund	222,012		25,000	25,000
Department Total	\$ 417,589		\$ 216,212	\$ 224,450
Library				
General Fund	\$ 261,281		\$ 265,400	\$ 281,050
Misc Grants Fund	25,000		50,000	50,000
Impact Fee Fund	111,608		100,000	7,000
Department Total	\$ 397,889		\$ 415,400	\$ 338,050
Planning				
General Fund	\$ 128,598		\$ 105,858	\$ 139,350
Misc Grants Fund	25,000			25,000
Department Total	\$ 153,598		\$ 105,858	\$ 164,350
Building Inspection				
General Fund	\$ 150,893		\$ 172,720	\$ 231,030
Department Total	\$ 150,893		\$ 172,720	\$ 231,030
Code Enforcement				
General Fund	\$		\$	\$ -
Department Total	\$		\$	\$ -
Public Works Admin				
General Fund	\$ 19,355		\$ 18,764	
Misc Grants Fund	25,000			
Department Total	\$ 44,355		\$ 18,764	
Facilities Maintenance				
General Fund	\$ 342,319		\$ 321,071	\$ 349,000
Department Total	\$ 342,319		\$ 321,071	\$ 349,000
Vehicle Maintenance				
General Fund	\$ 319,774		\$ 317,705	\$ 332,350
Department Total	\$ 319,774		\$ 317,705	\$ 332,350
Engineering				
General Fund	\$ 43,252		\$ 45,523	\$ 64,900
Grant Fund			200,000	375,000
Department Total	\$ 43,252		\$ 245,523	\$ 439,900
Non-Departmental				
General Fund	\$ 866,074		\$ 634,580	\$ 868,800
Highway User Rev Fund	29,990			
CDBG Grant	313,000		315,162	
Debt Service Fund	851,975		844,905	590,620
Capital Improvement Fund	2,000,000		1,533,390	4,584,000
Asset Replacement Fund	268,865		12,000	30,000
Water Enterprise Fund	263,050			
Grant Fund Transit			100,000	50,000
Sewer Enterprise Fund	1,106,642			
Department Total	\$ 5,699,596		\$ 3,440,037	\$ 6,123,420

TOWN OF CHINO VALLEY
Summary by Department of Expenditures/Expenses
Fiscal Year 2014

<u>DEPARTMENT/FUND</u>	<u>ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2013</u>	<u>EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2013</u>	<u>ACTUAL EXPENDITURES/ EXPENSES * 2013</u>	<u>BUDGETED EXPENDITURES/ EXPENSES 2014</u>
<u>Water Utilities</u>				
Water Enterprise Fund	\$ 466,211	\$	\$ 549,198	634,595
Department Total	\$ 466,211	\$	\$ 549,198	\$ 634,595
<u>Water Resources</u>				
Water Enterprise Fund	\$ 104,578	\$	\$	\$
Department Total	\$ 104,578	\$	\$	\$
<u>Sewer Utilities</u>				
Sewer Enterprise Fund	\$ 900,253	\$	\$ 1,653,259	1,683,365
Department Total	\$ 900,253	\$	\$ 1,653,259	\$ 1,683,365
<u>Roads</u>				
HURF	\$ 728,004	\$	\$ 700,074	1,019,550
Impact Fee Fund	370,000		750,000	
Department Total	\$ 1,098,004	\$	\$ 1,450,074	\$ 1,019,550
<u>Street Lighting Improvement District</u>				
SLID Fund	\$ 3,958	\$	\$ 3,958	3,806
Department Total	\$ 3,958	\$	\$ 3,958	\$ 3,806
 TOTAL ALL DEPARTMENTS	 \$ 15,248,485	 \$	 \$ 13,598,178	 \$ 16,769,266

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

TOWN OF CHINO VALLEY
Full-Time Employees and Personnel Compensation
Fiscal Year 2014

FUND	Full-Time Equivalent (FTE) 2014	Employee Salaries and Hourly Costs 2014	Retirement Costs 2014	Healthcare Costs 2014	Other Benefit Costs 2014	Total Estimated Personnel Compensation 2014
GENERAL FUND	69.0	\$ 3,560,443	\$ 477,470	\$ 508,703	\$ 341,172	\$ 4,887,788
SPECIAL REVENUE FUNDS						
Highway User Revenue	11.0	\$ 485,122	\$ 53,013	\$ 72,072	\$ 57,705	\$ 667,912
Total Special Revenue Funds	11.0	\$ 485,122	\$ 53,013	\$ 72,072	\$ 57,705	\$ 667,912
ENTERPRISE FUNDS						
Water Enterprise Fund	3.5	\$ 147,121	\$ 16,977	\$ 26,853	\$ 15,225	\$ 206,176
Sewer Enterprise Fund	3.5	\$ 147,121	\$ 16,977	\$ 26,853	\$ 15,251	\$ 206,202
Total Enterprise Funds	7.0	\$ 294,242	\$ 33,954	\$ 53,706	\$ 30,476	\$ 412,378
TOTAL ALL FUNDS	87.0	\$ 4,339,807	\$ 564,437	\$ 634,481	\$ 429,353	\$ 5,968,078

GLOSSARY

Alternative Expenditure Limitation - A voter approved alternative to the state imposed annual expenditure limitation. The alternative to the state plan is effective for a four year period. This alternative allows local government to establish its own spending cap each year.

Appropriation - A legal authorization granted by Town Council to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and duration as to when it may be expended.

Arizona Department of Transportation (ADOT) - A State of Arizona agency responsible for the administration of state highways, transportation and aeronautics. ADOT administrates and funds various road, transit and airport grants.

Arizona Revised Statutes - Laws governing the State of Arizona, as amended by the state legislature.

Base Budget - Cost of continuing the existing levels of service in the current budget year.

Bonds - A written instrument to pay a sum of money at a specified interest rate, on a specific date or dates in the future, called maturity dates. The interest payments and the repayment of the principal are detailed in a bond resolution or ordinance. Two common types of bonds are general obligation and revenue bonds which are most commonly used for construction of large capital projects such as buildings, streets and sewers.

Budget - A plan of financial operation representing an estimate of Final expenditures and the Final means of financing them for a given period. This official public document reflects decisions, measures service needs, establishes the allocation of resources and is the pecuniary plan for achieving goals and objectives.

Budget Calendar - The schedule of key dates or events which the city follows in the preparation, adoption, and administration of the budget.

Capital Outlay - Expenditures resulting in the acquisition or addition to the government's general fixed assets. These assets generally have a useful life of more than one year.

Capital Projects Fund - A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by propriety funds and fiduciary funds).

Carryover - The amount of fund balance from the prior fiscal year used in the current fiscal year.

Classification Plan - Employee positions, which are authorized in the Final budget, to be filled during the year.

Community Development Block Grant (CDBG) - A grant program administrated through the state's Department of Commerce focusing on neighborhood rehabilitation and other community based needs.

Comprehensive Annual Financial Report (CAFR) - The official annual audited financial report of the city.

Consumer Price Index (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services - Professional, technical or maintenance expertise typically purchased from external sources.

Cost-of-living Adjustment (COLA) - An increase in salaries to offset the adverse effect of inflation on compensation.

Debt - An obligation resulting from borrowing money or from the purchase of goods and services. Types of governmental debts includes bonds, loans, time warrants and notes.

Debt Service - The long-term payment of principal and interest on borrowed funds.

Debt Service Fund - A fund organized to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department - The basic organizational unit of government which is functionally unique in its delivery of services.

Designated Reserves - Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

Employee Benefit Trust Fund - Accounts for the Town's partially self-funded health and accident insurance program for the Town's employees and their dependents.

Enterprise Fund - A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The governing body's intention is to finance or recover operation costs through user fees.

Expenditure - Decreases in net financial resources in accordance with budgeted appropriations. Expenditures include operating expenses such as the acquisition of assets or goods and services.

Fiduciary Funds - Funds used to account for assets held by a government unit in a trustee capacity (i.e., Alternative Pension and Benefits Plan Fund, Employee Benefit Trust Fund).

Fines & Forfeitures - Income received through the assessments of fines and penalties through the municipal court.

Fiscal Year - A time period designated by the Town signifying the beginning and ending period for recording financial transactions. The City of Cottonwood has a fiscal year beginning July 1 and ending June 30.

Franchise Fee - A fee paid by public service business for the special privilege to use Town streets, alley and property in providing their services to the citizens of the community. Services requiring franchise fees include electricity, water, natural gas, and cable television.

Full-time Equivalent Position (FTE) - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be the equivalent to .5 of a full-time position.

Fund - An accounting entity having a set of self-balancing accounts and records all financial transactions for specific activities or government functions in attaining certain objectives governed by special regulations, restrictions, or limitations.

Fund Balance - Fund balance is the excess of assets over liabilities of governmental and fiduciary funds.

Greater Arizona Development Authority - Created by the Arizona Legislature to assist local and tribal governments and special districts with the development of public infrastructure. Housed in the Arizona Department of Commerce, this \$20 million bond authority leverages funding for infrastructure projects, helping accelerate project development and lower costs of financing.

General Fund - The operating fund established to account for resources and uses of general operating functions of Town departments that are not required to be accounted for in another fund. Resources are, in the majority, provided by taxes.

General Obligation Bonds - Bonds that finance a variety of public projects and require voter approval. These bonds are backed by the full faith and credit of the city. Limitations for bonding capacity are set by State Statute.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting.

Governmental Funds - Funds used to account for the acquisition, use and balances of expendable financial resources and related current liabilities, except those accounted for in propriety funds and fiduciary funds (i.e., General Fund, Special Revenue Fund, Debt Service Fund, Capital Projects Fund).

Enterprise Fund - A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The governing body's intention is to finance or recover operation costs through user fees.

Grant - Contributions or gifts of cash or other assets from another government to be used for a specified purpose, activity or facility.

Indirect Cost - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

Infrastructure - The physical assets of a government (e.g., streets, water, sewer, public buildings and parks).

Intergovernmental Revenue - Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Internal Service Fund - A fund used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

Line-item Budget - A budget prepared along departmental lines that focuses on what is to be bought.

Local Transportation Assistance Fund - A state fund established and funded by lottery proceeds to provide grants for local transit systems, parks and other open space needs, and street maintenance and improvements.

Long-term Debt - Debt with a maturity of more than one year after the date of issuance.

Municipal Property Corporation - A component unit of the Town established for the purposes of providing funding for capital projects which directly benefit the Town.

Objective - Something to be accomplished in specific, well-defined, and measurable terms and that is achievable with a specific time frame.

Obligations - Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

Operating Budget - Plan of current expenditures and the prepared means to finance them. This budget, associated with providing on-going services to citizens, includes general expenditures such as personal services, contractual services, operating supplies and operating capital items. The budget is the primary measure of controlling financing, acquisition, spending and delivering of services of the entity.

Operating Expenses - The cost for personnel, materials and equipment required for a department to function.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-today services.

Proprietary Funds - Funds used to account for a government's ongoing activities that are similar to those often found in the private sector (i.e., Water & Wastewater Enterprise Funds).

Public Hearing - A hearing, publically advertised to promote public input into the annual budget process, held each year prior to the adoption of the Final and Final budget.

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resolution - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue - Sources of income financing the operations of government.

Revenue Bonds - Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

Service Level - Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

Special Revenue Fund - A fund used to finance distinct activities and is created out of receipts of specific revenues.

Unreserved Fund Balance - Undesignated monies available for appropriations.

ACRONYMS

AC - Animal Control	GPU - General Plan Update
ACO - Animal Control Officer	HR - Human Resources
ADOH - Arizona Department of Housing	HR - Human Resources
ADOT – Arizona Department of Transportation	HURF - Highway User Revenue Fund
ADWR - Arizona Department of Water Resource	HVAC - Heating Ventilation and Air Conditioning
AMRRP - Arizona Municipal Risk Retention Pool	ID - Improvement District
ARS - Arizona Revised Statutes	IGA - Intergovernmental Agreement
ASRS - Arizona State Retirement System	ISP - Internet Service Provider
ASSMT - Assessment	JCEF - Judicial Collection Enhancement Fund
AV - Audio Visual	JTED - Joint Technology Education District
AZ - Arizona	LGIP - Local Government Investment Pool
CAFR - Comprehensive Annual Financial Report	LTAf - Local Transportation Assistance Fund
CD - Compact Disc	MGPA - Minor General Plan Amendment
CDBG - Community Development Block Grant	MIS - Management Information Systems
CIP - Capital Improvement Plan	MPC - Municipal Property Corporation
COC - Chamber of Commerce	MUTCD - Manual of Uniform Traffic Control Devices
COLA - Cost of Living Adjustment	NACOG - Northern Arizona Council of Governments
COP - Citizens on Patrol	NAMUA - Northern Arizona Water Users Association
CPI - Consumer Price Index	Officer
CTR - Center	OSHA - Occupational Safety & Health Administration
CUP - Conditional Use Permit	PAD - Planned Area of Development
CVSLID - Chino Valley Street Lighting Improvement District	PANT - (P.A.N.T.) Prescott Area Narcotics Taskforce
CWRF - Clean Water Revolving Fund	PD - Police Department
CYMPO - Central Yavapai Metropolitan Planning Organization	PPO - Preferred Provider Organization
DPS GITM - Department of Public Safety Gang Intervention Team	PSPRS - Public Safety Personnel Retirement System
DUI - Driving Under the Influence	PT - Part-time
DWRF - Drinking Water Revolving Fund	PVEDF - Prescott Valley Economic Development Foundation
EAP - Employee Assistant Program	PW - Public Works
EDF - Economic Development Fund	R&R - Reserve and Replacement
EECBG - Energy Efficiency and Conservation Block Grant	RFID - Radio Frequency
EEOC - Equal Employment Opportunity Compliance	RFP - Request for Proposal
ENR - Engineering News Record	RFQ - Request for Qualifications
FEMA - Federal Emergency Management Administration	S/C - Senior Center
FTE – Full-Time Equivalent	SVCS - Services
FY - Fiscal Year	TFR - Transfer
GAAP - Generally Accepted Accounting Principles	TPT - Transaction Privilege Tax
GADA - Greater Arizona Development Authority	UDO - Unified Development Ordinance
GASB - Government Accounting Standards Board	US - United States
GFOA - Government Finance Officers Association	USDA - United States Department of Agriculture
GIITEM - Gang and Immigration Intelligence Team	WC - Workers Compensation
GIS - Graphical Information Systems	WIFA - Water Infrastructure Finance Authority
GO Bond - General Obligation Bond	YC - Yavapai County
GOHS - Governor's Office of Highway Safety	YCT - Yavapai County Trust