

Town of Chino Valley, Arizona



Annual Budget For Fiscal Year Ending June 30, 2019



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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 are the Town's fund structure, the budget calendar, basis of accounting, and definition of funds.

Town Financial 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, Contingency and Reserve Policies and Financial Reporting 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, current fiscal year accomplishments and 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, Financial Reports section.

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

Darryl L Croft, Mayor

Lon Turner, Vice Mayor

Mike Best, Councilmember

Jack Miller, Councilmember

Annie Lane, Councilmember

Cory Mendoza, Councilmember

Cloyce Kelly, Councilmember

Budget Message – Town Manager

Honorable Mayor, Town Council, Staff and Community:

I am proud to present a balanced budget for the Town of Chino Valley for Fiscal Year 2018–19. The Town, as an organization, is always an evolving entity adjusting to its environment. This past year has seen a foundational shift in management within the organization, providing greater credibility and stability throughout.

This year's budget will appear fairly similar to last year's budget, as revenues have been optimistic but we retain our conservative and cautious approach to finances. The Town continues to provide more detail in its department budgets, offering opportunities for people to compare our community to others within the great state of Arizona or elsewhere.

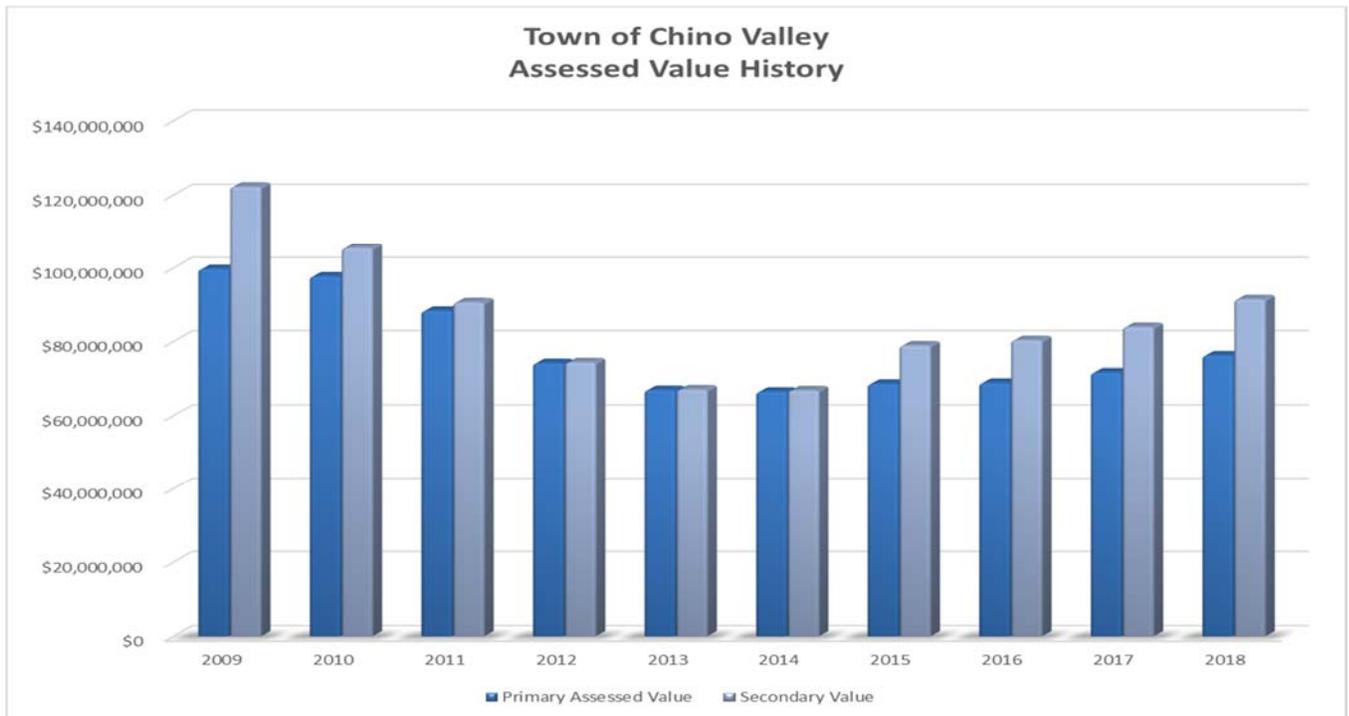
Our Enterprise funds of Sewer and Water continue a healthy climb toward sustainability as the Town capitalizes on opportunities for expanding its infrastructure footprint. Over the last several years we have seen the enterprise funds become healthier and healthier, providing the opportunity to stabilize rate increases and begin planning for capital improvements. With the stabilization of the sewer fund we were able to decrease user fees for sewer, a goal the Council had in their sights. We will continue to look for opportunities to extend sewer and water where it makes financial or economic sense within Chino Valley.

The uptick in construction sales tax has provided the Town a chance to use one-time dollars for projects or items that have been on the non-funded list for several years. The Council has looked at items they feel provide a benefit for our community and will be funding them with these one-time dollars. Items that fall under this category include the lighting of a ballfield at the Community Center Park, new restrooms and additional improvements at Memory Park, investment into some infrastructure projects, and a partial payment to our unfunded liability with the Public Safety Retirement System. Although not all these expenditures will be visible, they are all investments into our community.

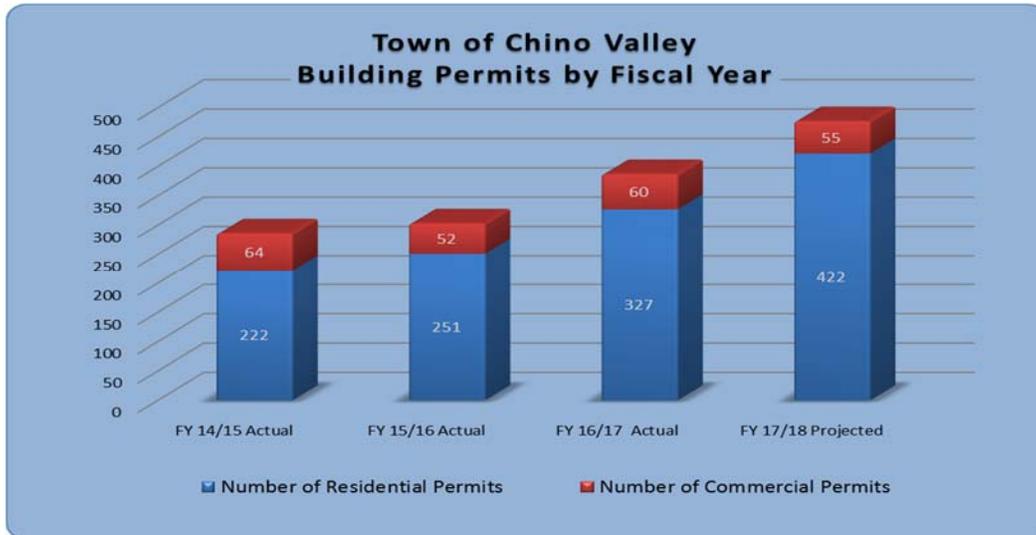
The Town is also beginning to look at long-term strategies for our roads. This next year the Council is looking to increase the funding for our street maintenance, while at the same time looking at a long-term solution that would provide a permanent funding mechanism. These solutions will be community and committee based, percolating up to the Council when the timing is right, when the community supports it, when it appears to make sense, but before it's a crisis.

The first-ever Economic Development position has been hired by the Town, and we will be focusing efforts in this area. With the completion of the 200-acre Industrial Park at Old Home Manor, the Town may have some opportunity to attract industry and jobs to our community. As the land is all town-owned, we feel we may have a competitive advantage that may help attract employers to our area. Similarly, we will also focus on community core development within the Town in an effort to develop in a responsible fashion. Hand-in-hand with economic development will be a re-write of our Unified Development Ordinance, creating a document that is more contemporary, clear, and more easily applied.

The economy continues to improve, and housing valuations are beginning to climb again, as witnessed by the chart below.



Construction activity continues to be strong. Residential permits are flying out the door, and the Town is hopeful that commercial development will follow.

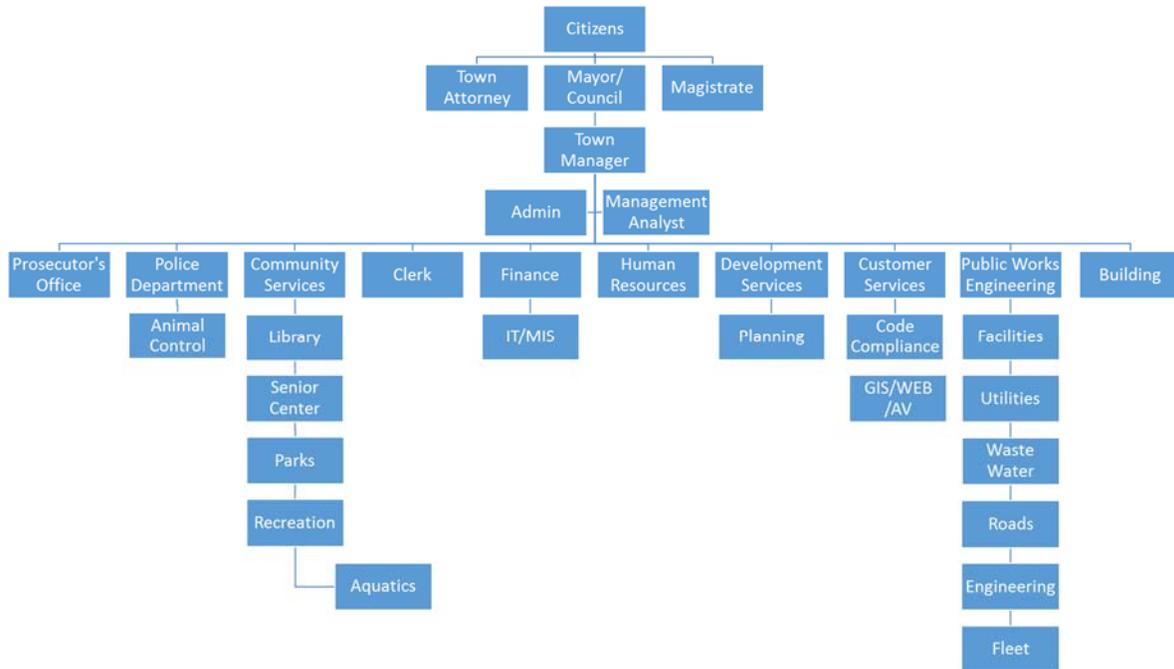


The Town will continue to be as transparent as possible, utilizing multiple mechanisms for communication. The Public is always invited to Council Meetings where budget, expenditures, land use, and ordinances are discussed and adopted. We have added additional avenues for communication in our efforts of transparency, and we welcome your respectful input. The community belongs to all of us, and the Council appreciates the input from our citizenry.

Respectfully,

Cecilia Grittman

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 six primary divisions:

- Police Department
- Community Services Division
- Administration
- Development Services Division
- Public Works/Engineering
- Customer Service

The Town Manager also oversees the following departments:

- Prosecutor's Office
- Town Clerk
- Finance / Information Technologies/Management Information Services
- Human Resources
- Building

Note: Fire Protection is provided by the Chino Valley Fire District.

Key Officials and Staff

Cecilia Grittman, Town Manager
Frank Marbury, Public Works Director
Jami Lewis, Town Clerk
Joe Duffy, Finance Director
Chuck Wynn, Chief of Police
Laura Kyriakakis, Human Resources Director
Scott Bruner, Community Services Director
Cyndi Thomas, Assistant Community Services Director
Kenny Tribolet, Public Works Manager
Jason Sanks, Development Services Director
Dan Trout, Chief Building Official
Michael Bovee, Utilities Manager
Spencer Guest, Information Technology Manager
Joann Brookins, Customer Service Manager

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

Council Retreat / Strategic Plan Update

The Council met for a Study Session/Retreat on February 21, 2018. Mayor and Council began updating the Strategic Plan and will publish the plan on the Town's website when complete.

The purpose of the Chino Valley Strategic Plan is to develop a clear picture of its future as a local government enterprise and how it will serve the community. The Plan sets into writing a vision of what Chino Valley will be five years from now, identifies the milestones to be achieved over those five years, and creates an action plan by which the Mayor, Town Council, Town Manager and staff can guide their efforts and measure progress.

Council and Staff discussed many items to be included in the new Strategic Plan including:

- Acquire private water systems within Chino Valley
- Determine the availability of an additional well to create redundancy within the water system
- Design the extension of sewer and water at Old Home Manor Industrial Park
- Review opportunities for extending sewer and/or water in Low Income/High density areas
- Develop Master Plan for Town's Municipal facilities
- Asset analysis of Town's real property
- Inventory of Town wells, including production levels and system connection costs.
- Analysis of existing Development Agreements
- Develop Transportation Strategic Plan
- Renegotiate Concessionaire Agreement at Shooting Range
- Old Home Manor Economic Development Strategic Plan
- Economic Development Strategic Plan outside of the Industrial Park
- Re-write of the Unified Development Ordinance
- Planned Area Development for the Industrial Park
- Exploration of RV Park at Old Home Manor
- Analysis of Infrastructure at the Industrial Park
- Town's 50th Birthday Party

Many of the items discussed have been incorporated into this year's budget.

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.

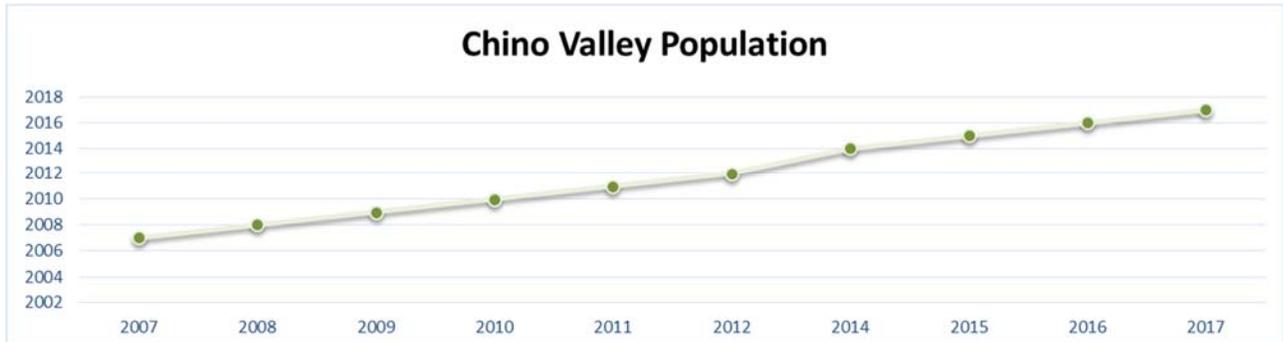
Chino Valley has experienced much growth since its early beginnings. Affordable housing, large plots of land and significant availability of services continue to draw residents and businesses to the area.

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	2017			2016	2015	2014
	Population	% of County	Land Area Square Mile	Population	Population	Population
Population Estimates for Yavapai County						
Yavapai County Total	225,562	100.00%	8128.00	225,562	213,689	218,844
Camp Verde	11,238	5.60%	42.60	11,965	11,881	11,018
Chino Valley	11,250	5.09%	63.43	10,879	10,817	10,943
Clarkdale	4,272	1.92%	10.57	4,101	4,097	4,097
Cottonwood	11,990	5.32%	16.60	11,358	11,515	11,424
Dewey-Humboldt	4,049	1.82%	18.59	3,894	3,913	3,894
Jerome	455	0.18%	0.80	392	392	444
Prescott	42,513	18.83%	45.16	40,246	40,130	40,590
Prescott Valley	43,132	18.57%	40.80	39,686	39,575	39,791
other Towns in the County	12,441	3.30%	28.05	7,042	6,970	7,015
Unincorporated Areas	84,222	39.37%	7861.40	84,129	84,399	89,620

<http://www.towncharts.com/Arizona/Demographics/Yavapai-County-AZ-Demographics-data.html>

Community Profile - Continued



Population by Sex, Est	2017	Percentage	2016	2015	2014	2010	2000
Total Population	11,250	100%	10,961	10,879	10,943	10,817	7,835
Male	5,510	49.0%	5,477	5,333	5,294	5,333	3,845
Female	5,740	51.0%	5,484	5,546	5,649	5,484	3,990

Source: <https://suburbanstats.org/population/arizona/how-many-people-live-in-yavapai-county>

Population by Age, Est	2017	Percentage	2016	2015	2010	2000
Total Population	11,250	100%	10,961	10,879	10,817	7,835
Persons under 5 years	563	5.00%	651	646	682	475
Persons under 18 years	1,564	13.90%	1,707	1,694	2,477	1,604
Persons between 18 and 65 years	6,592	58.60%	6,176	6,130	5,473	4,483
Persons 65 years and over	2,531	22.50%	2,427	2,409	2,185	1,273

Source: U.S.Census Bureau - www.census.gov

Racial/Ethnic Composition Est	2017	Percentage	2016	2015	2014	2010	2000
Total Population	11,250	100%	10,961	10,879	10,943	10,817	7,835
White, Non-Hispanic	9,989	88.79%	9,728	9,589	10,291	8,859	6,865
Am Indian	167	1.48%	166	138	138	UNK	UNK
Hispanic	798	7.09%	792	785	259	1,623	766
Other	38	0.34%	31	179	156	281	169
Two or more Races	191	1.70%	173	139	-	-	-
Black	11	0.10%	10	-	39	54	35
Asian	56	0.50%	61	-	60	UNK	UNK

Source: <https://suburbanstats.org/population/arizona/how-many-people-live-in-yavapai-county>

Schools in Chino Valley								
Public Schools - Home of the Cougars	2017	2016	2015	2014	2013	2012	2011	2010
Del Rio Elementary	542	724	696	691	686	527	520	575
Territorial Elementary School	565	428	228	187	161	383	410	429
Heritage Middle School	562	567	737	721	693	563	582	658
Chino Valley High School	729	732	777	727	724	748	779	738
Charter Schools								
Mingus Springs Charter School	167	169	174	174	151	162	158	165
College								
Yavapai College - Chino Valley Campus	286	338	379	477	375	369	342	438

Source: Chino Valley Schools/Yavapai College - as of 03/22/2018

Neighborhood Resources	
Library	1
Senior Center	1
Aquatic Center	1
Active Parks	
Memory Park	1
Community Center	1
Old Home Manner	1
Activities	
Ball Fields	6
Playgrounds	2
Dog Park	1
Park Acres	110
Passive Parks	
Center Street Park	1
Appaloosa Meadows open space	1
Trails within the town	3 Miles

Source: Town of Chino Valley as of 03/22/18

Infrastructure					
	2017	2016	2015	2014	2013
Total Miles of Streets	155	153	153	143	142
Total Paved Streets	119	119	112	105	105
Total Unpaved Streets	35	33	40	38	37
Cold Mix Repairs (lbs)	180 tons	224 tons	205 tons	168 tons	144 tons
Hot Mix Repairs (tons)	0	0	0	0	35 tons
Miles of Water Mains	19.5	18.5	18.5	18.5	18.5
Number of Water Connections	791	690	675	641	606
New Connections	101	15	34	35	0
Miles of Wastewater Lines	35	31	23	23	23
Number of Sewer Connections	2070	2004	1997	1757	1689
New Connections	66	7	240	68	0

Source: Town of Chino Valley

Community Profile - Continued

Chino Valley Fire District	
<u>Areas Covered</u>	<u>Stations & Personnel</u>
Chino Valley	Fire houses - 2
Paulden	Fire houses - 1
Unincorporated	Employees - 143

Source: Chino Valley Fire District - updated 03/20/2018

	Incident Type					
	2017	2016	2015	2014	2013	2008 - 2012
Fire	41	11	31	55	69	231
Explosion - no fire	1	1	1	2	1	2
Rescue /Medical Emergency	1,890	705	1,677	1,880	1,803	7,396
Hazardous Conditions - no fire	38	13	38	26	21	110
Public Service	465	178	361	307	263	1,334
Good Intent Call	254	56	250	135	141	577
False Alarm /False Calls	72	25	66	87	75	394
Severe Weather/Natural Disaster	2	0	2	1	6	12
Special Incident Type	1	0	1	3	2	15
Total Calls in period	2,764	989	2,427	2,496	2,381	10,071

Source: Chino Valley Fire District - updated 03/20/2018

Public Safety								
	2017	2016	2015	2014	2013	2012	2011	2010
CALLS FOR SERVICES	10,680	11,125	11,500	11,200	11,120	10,367	13,091	14,514
PART 1 CRIMES REPORTED								
Homicide	1	1	1	1	1	2	-	-
Assault Arrests (Agra. & Simple)	69	108	100	100	73	73	69	76
Burglary	67	68	60	55	50	43	62	58
Larceny-Theft	126	159	200	200	189	175	157	165
Motor Vehicle Theft	12	10	30	25	15	10	16	11
PART 2 CRIMES REPORTED								
DUI Arrests	39	44	55	50	46	70	38	47
Sex Offenses	35	25	22	20	19	22	25	14
Drugs (Sales, Mfg., Possess)	106	91	70	65	50	43	57	63
OTHER CALLS FOR SERVICE								
Domestic Violence	171	143	75	70	54	49	48	51
Accidents	272	251	210	200	170	198	203	174

Source: Chino Valley Police Department - as of 03/21/2018

Community Profile - Continued

Elections	2017	2016	2015	2014	2013	2011
<u>Primary - Mayor & Council and Ballot Measure Election</u>	<u>NO ELECTIONS</u>	<u>AUGUST</u>	<u>NO ELECTIONS</u>		<u>March</u>	<u>March</u>
Number of Registered Voters		6220			6027	5766
Number of votes Cast		2630			2092	2256
% of registered voters that Voted		42.28%			34.70%	39.12%
<u>General - Run Off and/or Single Ballot Election</u>	<u>NO ELECTIONS</u>		<u>NO ELECTIONS</u>			<u>May</u>
Number of Registered Voters						5604
Number of votes Cast						2949
% of registered voters that Voted						52.62%
<u>Special Election - Utility Measure - Sewer</u>	<u>NO ELECTIONS</u>		<u>NO ELECTIONS</u>			
Number of Registered Voters						
Number of votes Cast						
% of registered voters that Voted						
<u>Special Election - Bond Measure - Water & Sewer; General Plan</u>	<u>NO ELECTIONS</u>		<u>NO ELECTIONS</u>	<u>November</u>		
Number of Registered Voters				5914		
Number of votes Cast				3587		
% of registered voters that Voted				60.65%		

Information provided by Town Clerk's Department - as of 03/19/2018

Approximate Drive Times From Chino Valley		
Prescott, AZ		26 mins
Prescott Valley, AZ		24 mins
Grand Canyon, AZ	1 Hour	40 mins
Flagstaff, AZ	1 Hour	25 mins
Sedona, AZ	1 Hour	27 mins
Lake Powell, AZ	3 Hours	28 mins
Albuquerque, NM	5 Hours	53 mins
Kingman, AZ	1 Hour	59 mins
Las Vegas, NV	3 Hours	33 mins
Phoenix, AZ	1 Hour	49 mins
Sky Harbor Airport	1 Hour	52 mins
Tucson, AZ	3 Hours	41 mins
Los Angeles, CA	6 Hours	30 mins

Source: Mapquest updated 03/2018

Weather					
Period of Record Climate Summary					
Month	Average High	Average Low	Record High	Percipitation Average	Snow Fall Average
January	53	25	76	1.5	2.2
February	57	27	80	1.42	1.3
March	63	32	85	1.38	1.2
April	71	38	90	0.67	0.2
May	80	46	100	0.48	0
June	89	54	108	0.38	0
July	92	62	107	1.99	0
August	90	61	105	2.29	0
September	84	53	103	1.66	0
October	75	41	97	1.01	0.4
November	62	29	83	1.08	1.5
December	52	23	79	1.1	6.9
Annual	72.33	40.92	92.75	2.39	1.14

Period of Record: 2018

Source: www.usclimatedata.com/climate/chino-valley/arizona/united-states

Community Profile - Continued

2015 Housing Occupancy Statistics	Chino Valley, AZ		Arizona		United States	
Total Units	5,043		2,909,336		132,832,000	
Occupied Units	4,365	87%	2,428,743	83%	115,851,000	87%
Vacant Units	741	15%	480,593	17%	16,981,000	13%
Total Housing Units						
Owner Occupied Units	3,312	76%	1,484,857	51%	75,650,000	57%
Renter Occupied Units	1,110	25%	943,886	32%	40,201,000	30%
Vacant Units	741	15%	480,593	17%	16,981,000	13%
Vacant Housing Units						
Vacant Units For Rent	81	11%	93,569	19%	4,415,060	26%
Vacant Units For Sale	168	23%	210,597	44%	6,792,400	40%
Vacant Units Seasonal	227	31%	142,601	30%	4,067,000	24%
Vacant Units Vacant Other	265	36%	33,826	7%	1,735,083	10%

Source: www.homefacts.com/demographics/Arizona/Yavapai-County/Chino-Valley.html, census, information in some area's are an estimate

The data for Chino Valley, AZ may also contain data for the following areas: Chino Valley

Occupied Units: Housing units that are Owner Occupied or Renter Occupied.

Vacant Units: Housing units that are For Sale and Vacant, For Rent and Vacant, Seasonal and Vacant and Other.

Building Permits				
	# of Permits	Value of Permits	# of Residential	# of Commercial
2017	412	\$18,386,824.66	327	60
2016	352	\$16,317,433.80	265	53
2015	286	\$11,484,340.00	222	64
2014	233	\$8,406,970.00	220	13
2013	269	\$8,527,974.91	249	20
2012	184	\$19,082,877.00	165	19
2011	178	\$3,887,705.00	167	11
2010	212	\$4,571,107.00	194	18
2009	180	\$4,912,905.06	163	17
2008	443	\$37,147,423.80	423	20
2007	750	\$24,257,802.00	727	23
2006	472	\$32,583,561.48	451	21
2005	608	\$55,009,375.24	577	31
2004	550	\$47,331,781.00	509	41

Source: Town of Chino Valley 04/10/2018

Business License - Top Categories					
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Construction Contractors	224	200	466	344	341
Retail	73	75	116	124	110
Service	89	83	93	69	72
Rental Property	28	28	59	69	50
Food/Rest - Liq	22	17	31	31	24
Medical	6	4	19	19	23
Auto Repair	11	11	27	24	21
Salons	13	12	22	17	15
Handyman Service	0	0	9	8	10
Accountant	0	0	8	6	9
Finance	3	3	6	6	7
Whole Sales	5	6	6	6	7
Miscellaneous	440	522	159	159	243
Total	914	961	1021	882	932

Source: Town of Chino Valley 04/11/2018

Community Profile - Continued

Major Employers in the area	Employee's
Chino Valley Unified School	250
Safeway	134
Drake Cement	109
Town of Chino Valley	104
Sodexo	46
CAFMA in CV	36
Bonn Fire Grill	35
Arizona Highway Safety Specialists	32
Chino Heating & Cooling	27
Bar S Machine	26
Mingus Springs Charter School	25

Source: Town of Chino Valley 04/11/2018

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:

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Primary Value	\$99,671,389	\$97,702,687	\$88,307,350	\$74,109,132	\$66,970,381	\$66,507,361	\$68,650,602	\$68,900,296	\$71,703,530	\$76,175,661
% Change	13%	-2%	-10%	-16%	-10%	-1%	3%	0%	4%	6%
Secondary Value	\$122,276,572	\$105,453,785	\$90,631,086	\$74,322,200	\$67,121,326	\$66,893,394	\$78,892,362	\$80,357,855	\$83,930,432	\$91,475,023
% Change	5%	-14%	-14%	-18%	-10%	0%	18%	2%	4%	9%

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.

* Source Yavapai County Assessor's Office

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 Library 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 2017/2018 are summarized below:

District		Chino Valley 2015/2016	Chino Valley 2016/2017	Chino Valley 2017/2018
Town of Chino Valley Primary	City			
Town of Chino Valley Secondary	City			
School Equalization	School	0.5054	0.5010	0.4875
School District Primary	School	4.4236	4.6005	4.3974
School District Secondary	School	0.0000	0.0000	0.0000
Total School District		4.9290	5.1015	4.8849
Fire Dist. Contribution	Fire	0.1000	0.1000	0.1000
Fire Districts	Fire	3.6577	3.6306	3.6175
Total Fire District		3.7577	3.7306	3.7175
Yavapai County	County	1.9317	1.9027	1.8395
Total Yavapai County		1.9317	1.9027	1.8395
Yavapai Community College	College	0.2180	0.2122	0.2001
Yavapai Community College	College	1.8721	1.8439	1.7827
Flood Control District	Flood	0.2060	0.1976	0.2346
YC Library District	Library	0.1512	0.1907	0.1815
Joint Tech. Education District	Education	0.0500	0.0500	0.0500
Total Other Districts		2.4973	2.4944	2.4489
Total All Districts		13.1157	13.2292	12.8908

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 reviewed 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 prepares the Revenue Manual, which projects each revenue line item 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 meetings 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 Town 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 Town 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 authorize a budget adjustment from one department to another or use contingency funds to cover the overage.

Budget Calendar

**Town of Chino Valley
Budget Calendar
Fiscal Year Ending June 30, 2019**

	Date
Modify/update budget database/format budget	January
Budget Calendar to departments	February 15, 2018
Distribute budget materials to departments	February 15, 2018
Council Retreat to determine next year budget goals / strategic plan	February 21, 2018
Complete first draft of Revenue Manual	February 28, 2018
Revenue Manual Presentation To Council	March 13, 2018
Finance Director meeting with departments	February 26, 2018 - March 8, 2018
Budget worksheets due from departments with performance measures	March 15, 2018
Departments budget meetings with Town Manager to review base budgets, capital budgets, new personnel requests and other issues	March 26 - 29, 2018
Council Budget Presentation	May 8, 2018
Council Budget Hearing #1	May 15, 2018
Council Budget Hearing #2 if needed	May 16, 2018
Adopt Tentative Budget Adopt CVSLID Resolution approving estimates, set public hearing	May 22, 2018
Tentative Budget posted on website (within 5 business days)	May 25, 2018
First publication of Tentative Budget	June 5, 2018
Second publication of Tentative Budget	June 12, 2018
Adopt Final Budget Public Hearing CVSLID, adopt resolution setting budget	June 26, 2018
Final Budget posted on website (within 7 business days)	June 27, 2018
Adopt CVSLID Resolution set tax rate	July 10, 2018

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.

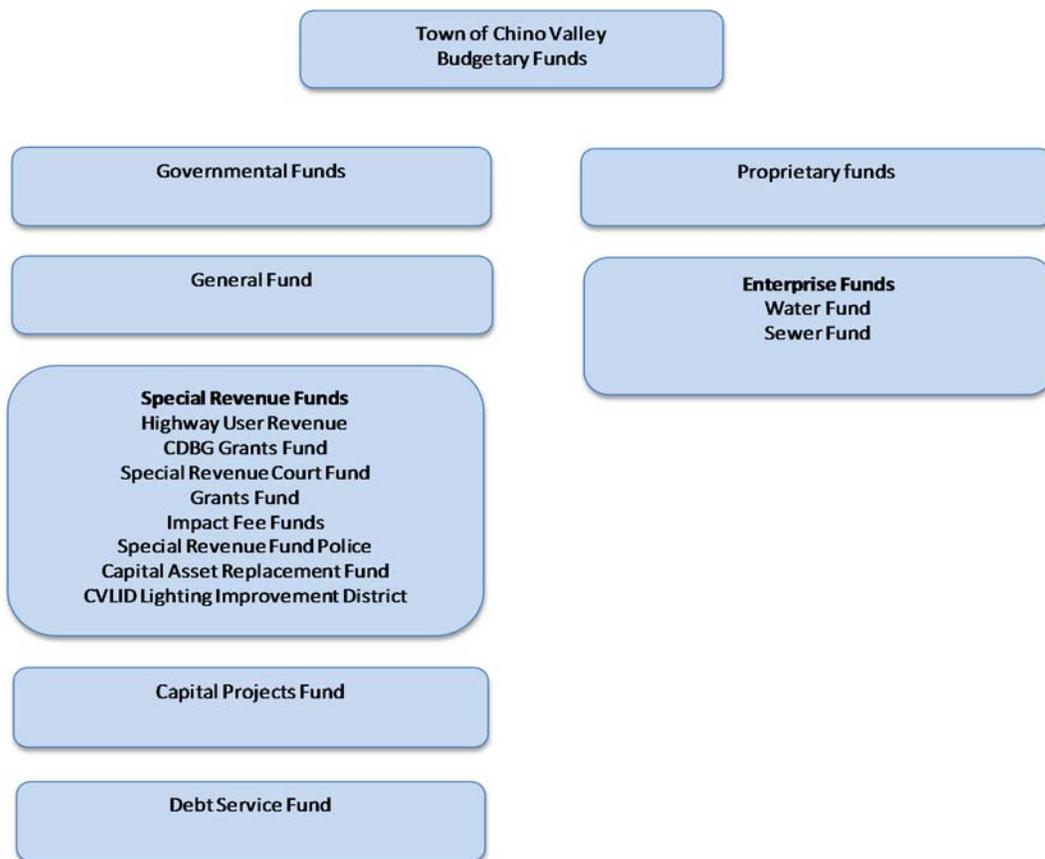
Governmental Funds – uses the modified accrual basis of accounting and budgeting.

- **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 Funds**—Special Revenue Funds are separate accounting records used to track revenues and related expenditures that are legally restricted for specific purposes. The Town maintains eight (8) different 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 program.
 - Special Revenue Fund - Court—accounts for funds received through fees/fines and collections that are usable only for court purposes.
 - Grants Fund - accounts for all grants received from outside entities except CDBG Grants.
 - 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.
- **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.

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 Wastewater Fund.



Account Structure

The account structure for expenditures is used to determine the department for which the transaction is related, as well as the detailed type of transaction. It provides the detailed characteristics for each transaction.

The Town's accounts system account hierarchy for expenditures and revenues are as follows:

Fund	Department	Object Code
XX	XX	XXXX

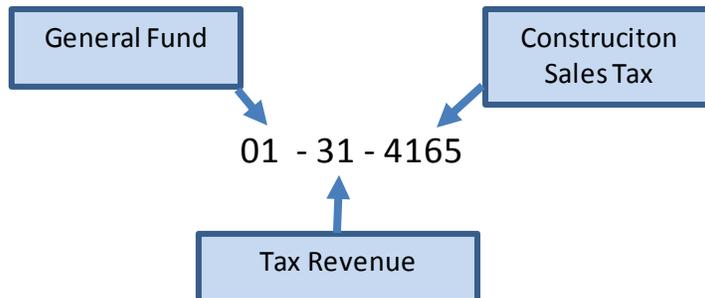
The expenditure account begins with the fund number such as 01 for the General Fund. The account is then segregated into departments for example 60 for the Police Department. Next the accounts are broken down to the Object Code for example 5350 for office supplies.

For example the complete account code for office supplies in the Police Department is:



The revenue account begins with the fund number such as 01 for the General Fund. The account is then segregated into the basic activity like 31 for Tax Revenues. Next the account is broken down to the Object Code for example 4165 Construction Sales Tax.

For a revenue account, an example of the Construction Sales Tax in the General Fund:



For budget presentation the object code is included within each department's budget summary.

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 as an 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.
-

Town of Chino Valley		
Basis of Accounting and Budgeting by Fund Type		
Fund	Basis of Accounting	Basis of Budgeting
General Fund	Modified Accrual	Modified Accrual
Special Revenue Funds		
Highway User Revenue Fund (HURF)	Modified Accrual	Modified Accrual
CDBG Grants Fund	Modified Accrual	Modified Accrual
Special Revenue Fund - Court	Modified Accrual	Modified Accrual
Grants Fund	Modified Accrual	Modified Accrual
Special Revenue Fund - Police	Modified Accrual	Modified Accrual
CVSLID Street Lighting Improvement District	Modified Accrual	Modified Accrual
Impact Fee Funds	Modified Accrual	Modified Accrual
Capital Asset Replacement Fund	Modified Accrual	Modified Accrual
Capital Project Fund	Modified Accrual	Modified Accrual
Proprietary Funds		
Water Enterprise Fund	Accrual Basis	Accrual Basis
Sewer Enterprise Fund	Accrual Basis	Accrual Basis

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.

Town of Chino Valley 2018/2019 Budget \$25,849,200

Major Funds

General Fund \$10,221,800

- Prosecutor
- Town Clerk
- Town Manager
- Human Resources
- Magistrate Court
- Finance
- Mgmt. Info Systems
- Mayor and Council
- Planning
- Building Inspection
- Police
- Animal Control
- Recreation
- Library
- Senior Center
- Parks
- Aquatic Center
- Facilities Maintenance
- Vehicle Maintenance
- Public Works / Engineering
- Customer Service
- Non-Departmental
- Contingency

HURF Fund \$1,322,700

- Roads and Streets

Utility Fund \$5,335,100

- Water Enterprise Fund
- Sewer Enterprise Fund

Capital Improvement Fund \$4,138,000

Debt Service Fund \$849,100

Non Major Funds

Grants Fund \$3,500,000

Special Revenue Fund Court \$38,500

Special Revenue Fund Police Department \$55,000

Lighting Improvement Districts \$4,000

Asset Replacement Fund \$60,000

CDBG Grant \$325,000

Town Financial Policies

Adopted by Council Resolution No. 13-1010, May 28, 2013

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 fund requires the approval of the Town Manager. 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 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:

Provide a service consistent with an existing recognized Town need, policy, and goal or objective.
Have completed the application process, and the application has been determined to be accurate and complete.

Enterprise (Water and Sewer) user fees and charges will be examined biannually 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). 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.

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 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 5 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 is 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 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 it annually 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 2nd Council meeting of each month. The reports will be 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 and an oral and written presentation will be made to the Town Council. This report is available to the Town's 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 2018/2019. The Budget was prepared with the recognition that although the Town of Chino Valley's finances have stabilized, the Town still remains conservative in its budget approach. The Town is seeing signs of economic growth but will not include the impact until it is realized.

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

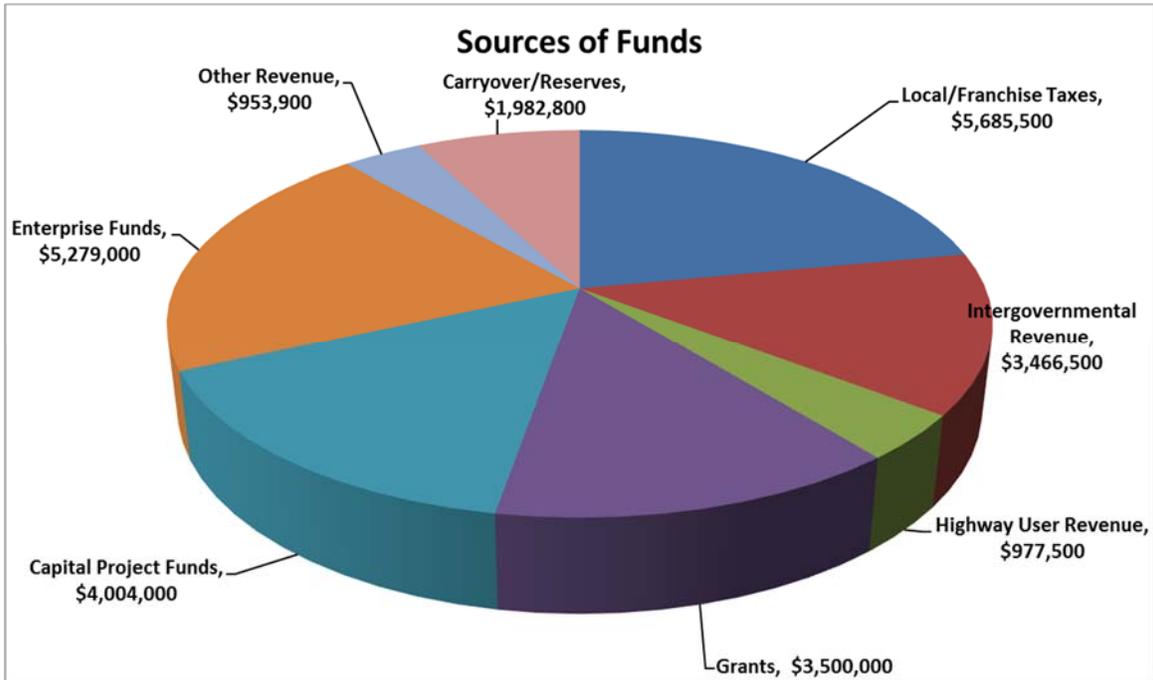
Sources and Uses of Funds

The table below summarizes the budgeted total sources and use of funds:

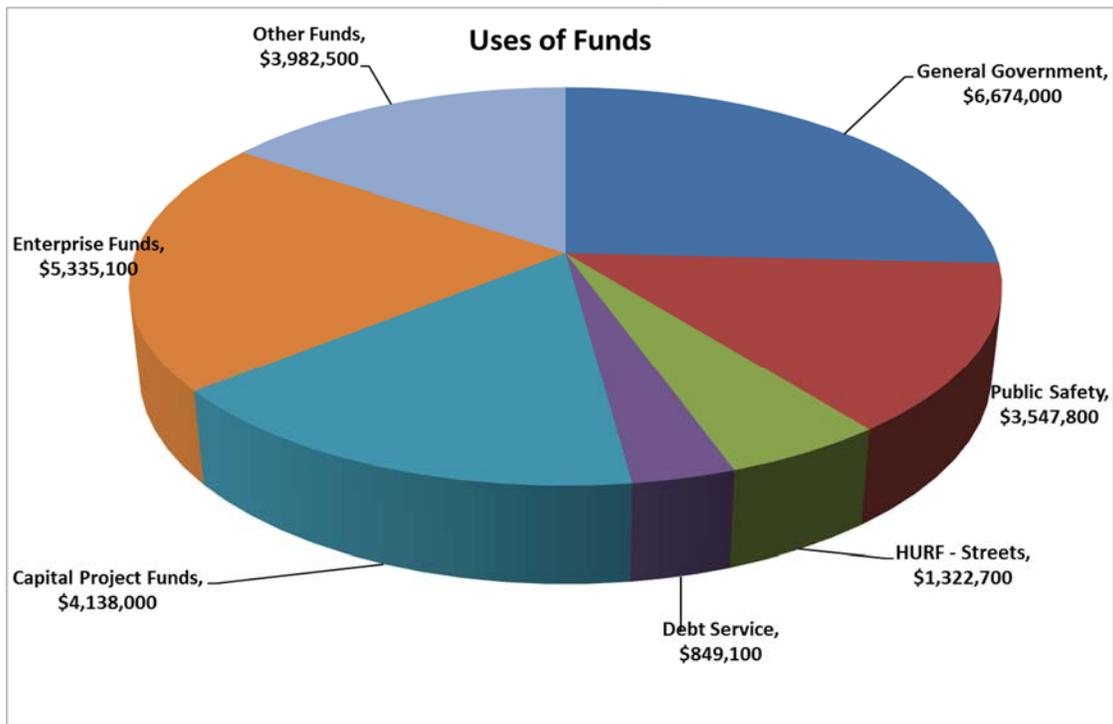
Town of Chino Valley				
Budgeted Total Sources and Uses by Fiscal Year				
	Fiscal Year 2014-15	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19
Sources of Funds				
Local/Franchise Taxes	\$ 3,897,363	\$ 4,194,000	\$ 5,112,000	\$ 5,685,500
Intergovernmental Revenue	\$ 3,063,000	\$ 3,228,500	\$ 3,353,000	\$ 3,466,500
Highway User Revenue	\$ 805,000	\$ 853,000	\$ 998,000	\$ 977,500
Grants	\$ 3,734,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000
Capital Project Funds	\$ 13,843,171	\$ 4,035,500	\$ 4,621,900	\$ 4,004,000
Enterprise Funds	\$ 1,937,423	\$ 4,725,500	\$ 5,055,600	\$ 5,279,000
Other Revenue	\$ 505,800	\$ 1,765,500	\$ 782,500	\$ 953,900
Carryover/Reserves	\$ 2,181,017	\$ 1,116,500	\$ 1,373,000	\$ 1,982,800
Total All Funding Sources	\$ 29,966,774	\$ 23,418,500	\$ 24,796,000	\$ 25,849,200
Uses of Funds				
General Government	\$ 5,097,450	\$ 5,607,400	\$ 5,901,600	\$ 6,674,000
Public Safety	\$ 2,756,850	\$ 2,897,100	\$ 3,303,300	\$ 3,547,800
HURF - Streets	\$ 1,200,350	\$ 966,000	\$ 1,094,900	\$ 1,322,700
Debt Service	\$ 741,932	\$ 727,000	\$ 698,000	\$ 849,100
Capital Project Funds	\$ 13,889,578	\$ 3,921,000	\$ 4,619,500	\$ 4,138,000
Enterprise Funds	\$ 2,467,614	\$ 5,091,000	\$ 4,973,200	\$ 5,335,100
Other Funds	\$ 3,813,000	\$ 4,209,000	\$ 4,205,500	\$ 3,982,500
	\$ 29,966,774	\$ 23,418,500	\$ 24,796,000	\$ 25,849,200

The following charts are representations of the Towns revenue and expenditure distribution for fiscal year 2018-2019:

Where the Money Comes From



Where the Money Goes



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 2022.

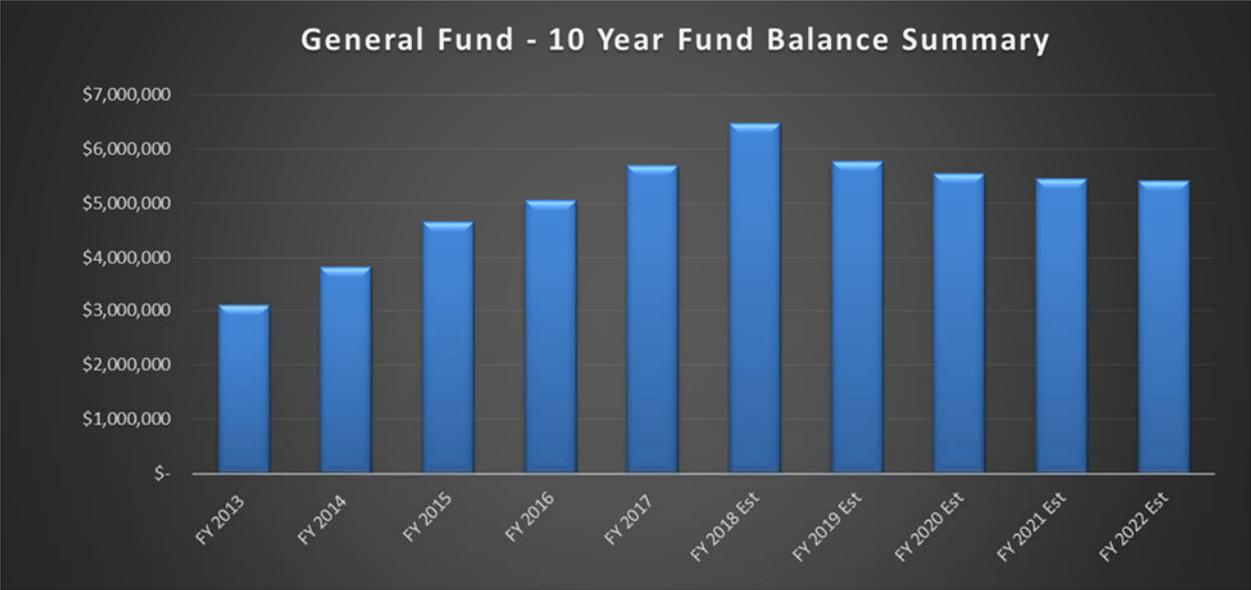
Town of Chino Valley								
Fund Balance by Fiscal Year								
	Total All Funds	General Fund	HURF Fund	Water Enterprise	Sewer Enterprise	Capital Improvement	Debt Service	Total Non Major Funds
Fund Balance 6/30/17	20,217,379	5,702,385	875,403	3,858,452	8,053,165	895,422	457,028	375,524
Fiscal Year 2017-18								
Revenues	20,684,578	9,703,882	1,121,085	897,835	2,214,951	2,465,716	698,000	3,583,108
Expenditures	18,846,100	8,939,600	973,900	563,600	1,737,700	2,334,900	698,000	3,598,400
Fund Balance 6/30/18	22,055,857	6,466,667	1,022,588	4,192,687	8,530,416	1,026,238	457,028	360,232
Fiscal Year 2018-19								
Revenues	24,591,400	9,522,000	977,500	2,886,000	2,393,000	4,004,000	849,000	3,959,900
Expenditures	25,849,200	10,221,800	1,322,700	2,897,400	2,437,700	4,138,000	849,100	3,982,500
Fund Balance 6/30/19	20,798,056	5,766,867	677,388	4,181,287	8,485,716	892,238	456,928	337,632
Fiscal Year 2019-20								
Revenues	24,177,400	9,780,500	1,029,500	2,722,000	2,441,500	3,728,000	891,000	3,584,900
Expenditures	23,964,800	10,008,100	986,000	2,685,500	2,204,300	3,621,000	891,300	3,568,600
Fund Balance 6/30/20	21,010,657	5,539,267	720,888	4,217,787	8,722,916	999,238	456,629	353,932
Fiscal Year 2020-21								
Revenues	24,672,900	10,046,500	1,107,500	2,714,000	2,492,000	3,772,000	956,000	3,584,900
Expenditures	24,537,200	10,147,700	1,268,800	2,649,400	2,199,300	3,746,000	956,500	3,569,500
Fund Balance 6/30/21	21,146,356	5,438,067	559,588	4,282,386	9,015,616	1,025,238	456,128	369,332
Fiscal Year 2021-22								
Revenues	25,155,400	10,319,500	1,186,500	2,730,000	2,543,500	3,817,000	974,000	3,584,900
Expenditures	24,847,300	10,346,400	1,150,100	2,649,600	2,483,900	3,674,000	973,800	3,569,500
Fund Balance 6/30/22	21,454,456	5,411,168	595,988	4,362,786	9,075,216	1,168,238	456,328	384,732

The charts on the following pages detail each of the Town's Major Funds Fund Balance projections from Fiscal Year 2017/2018 through Fiscal Year 2021/2022. 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.

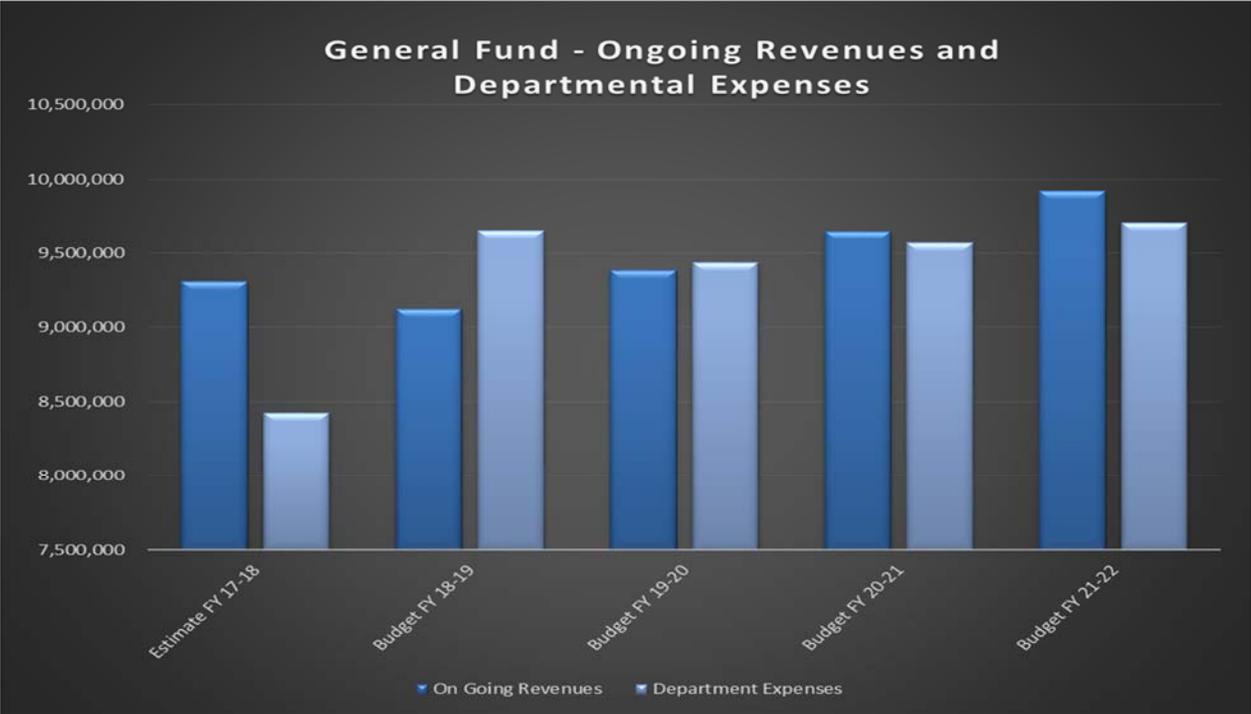
General Fund Balance

TOWN OF CHINO VALLEY			
GENERAL FUND			
	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
REVENUES			
On Going Revenues	8,465,000	9,303,882	9,122,000
Transfers In - Capital Improvement Fund	400,000	400,000	400,000
Carry Over	339,900		-
TOTAL REVENUES	\$ 9,204,900	\$ 9,703,882	\$ 9,522,000
EXPENDITURES			
Department Expenditures	8,689,900	8,424,600	9,656,800
Contingencies	440,000	440,000	490,000
Transfers To HURF	75,000	75,000	75,000
TOTAL EXPENDITURES	\$ 9,204,900	\$ 8,939,600	\$ 10,221,800
REVENUES (UNDER) OVER EXPENDITURES	\$0	\$764,282	(\$699,800)
BEGINNING FUND BALANCE	\$ 5,046,649	\$ 5,702,385	\$ 6,466,667
REVENUES (UNDER) OVER EXPENDITURES	\$0	\$764,282	(\$699,800)
ENDING FUND BALANCE	\$ 5,046,649	\$ 6,466,667	\$ 5,766,867
LESS INTERFUND LOANS	\$ 1,800,000	\$ 1,266,462	\$ 1,100,000
TOTAL AVAILABLE RESOURCES	\$ 3,246,649	\$ 5,200,205	\$ 4,666,867
Minimum Reserve Requirement @ 25% of total expenditures	2,301,225	2,234,900	2,555,450

The General Fund Balance first met its required reserve level in Fiscal Year 2013/2014. The Town will continue transferring a portion of its Carry-Over balance to the HURF fund each fiscal year to begin funding additional road improvements. Contingency amount is set per Town Policy.



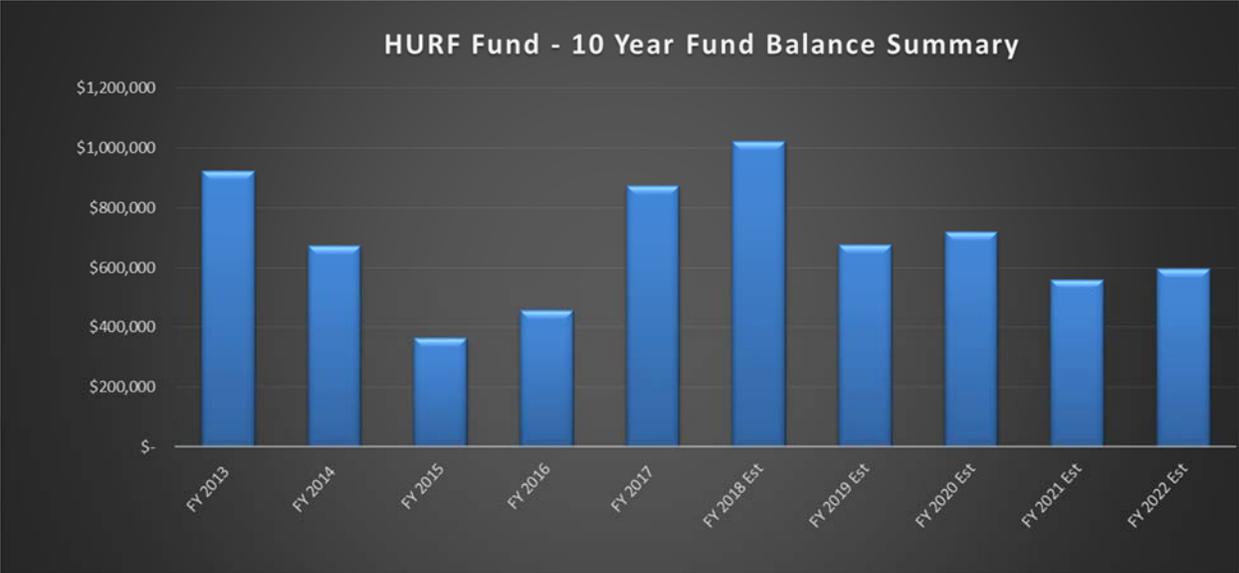
The General Fund Balance has shown steady growth since 2013. The Town has exceeded the required reserve requirement in the General Fund and will be using the carryover from FY 2018 in FY 2019.



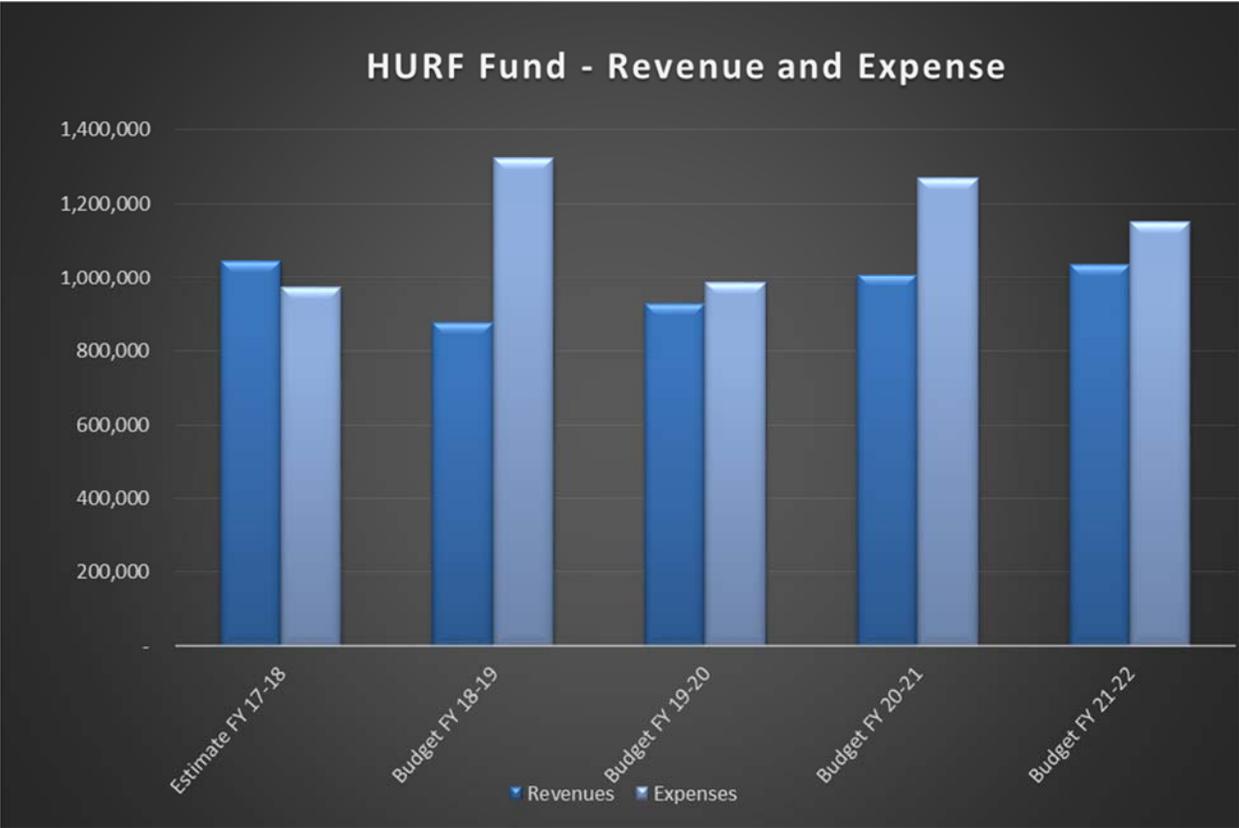
Special Revenue Fund – Highway User Fund (HURF)

TOWN OF CHINO VALLEY			
HURF FUND			
	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
REVENUES			
On Going Revenues	923,000	1,046,085	902,500
Transfers In - General Fund	75,000	75,000	75,000
Carry Over	96,900	-	-
TOTAL REVENUES	\$ 1,094,900	\$ 1,121,085	\$ 977,500
EXPENDITURES			
Department Expenditures	844,900	443,900	1,072,700
Road Material	250,000	530,000	250,000
TOTAL EXPENDITURES	\$ 1,094,900	\$ 973,900	\$ 1,322,700
REVENUES (UNDER) OVER EXPENDITURES	\$0	\$147,185	(\$345,200)
BEGINNING FUND BALANCE	\$ 464,591	\$ 875,403	\$ 1,022,588
REVENUES (UNDER) OVER EXPENDITURES	\$0	\$147,185	(\$345,200)
ENDING FUND BALANCE	\$ 464,591	\$ 1,022,588	\$ 677,388
Minimum Reserve Requirement @ 25% of department expenditures	273,725	243,475	330,675

Highway User Funds are restricted and must be used solely for street and highway purposes. At the end of Fiscal Year 2018 the Town is projecting a fund balance of \$1,022,588. The Town has increased the HURF budget over the last two fiscal years to use a portion of the fund balance to complete a significant amount of road maintenance work. The Town intends to supplement the HURF from the General Fund each year to increase the amount available for road maintenance.



The Town has been budgeting to use the accumulated Fund Balance in order to complete as much road work as possible while maintaining the required reserve balance.



In Fiscal Year 2018 the town did not spend more than the incoming revenues, the excess amount will be carried over into Fiscal Year 2019.

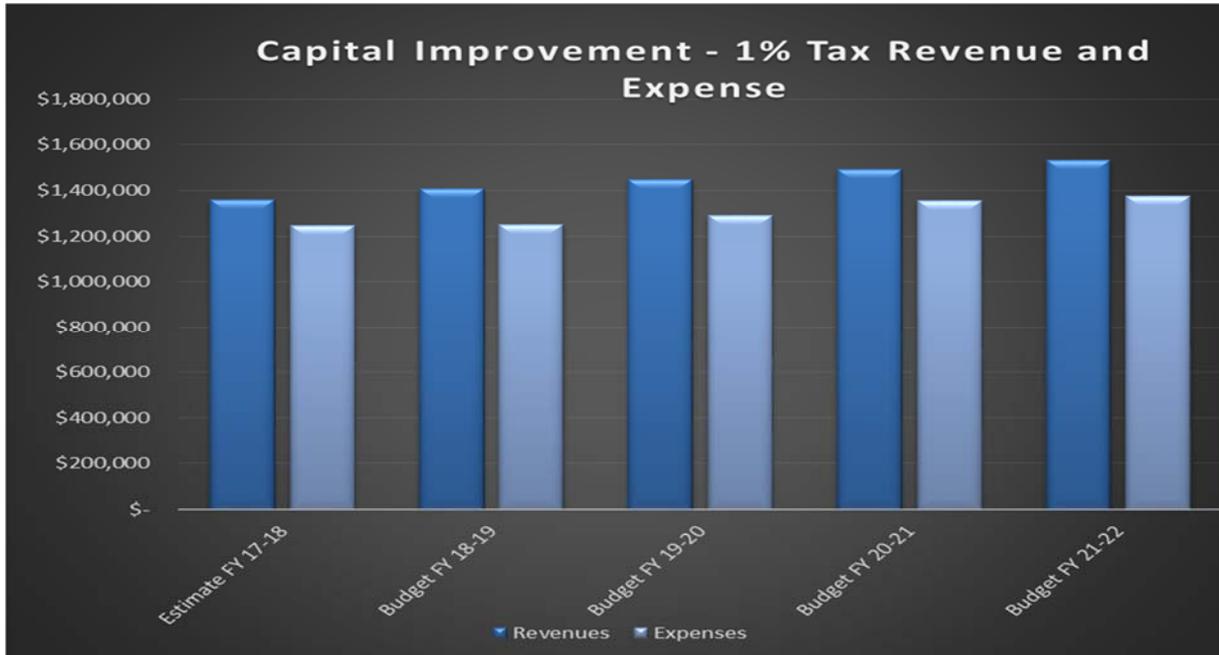
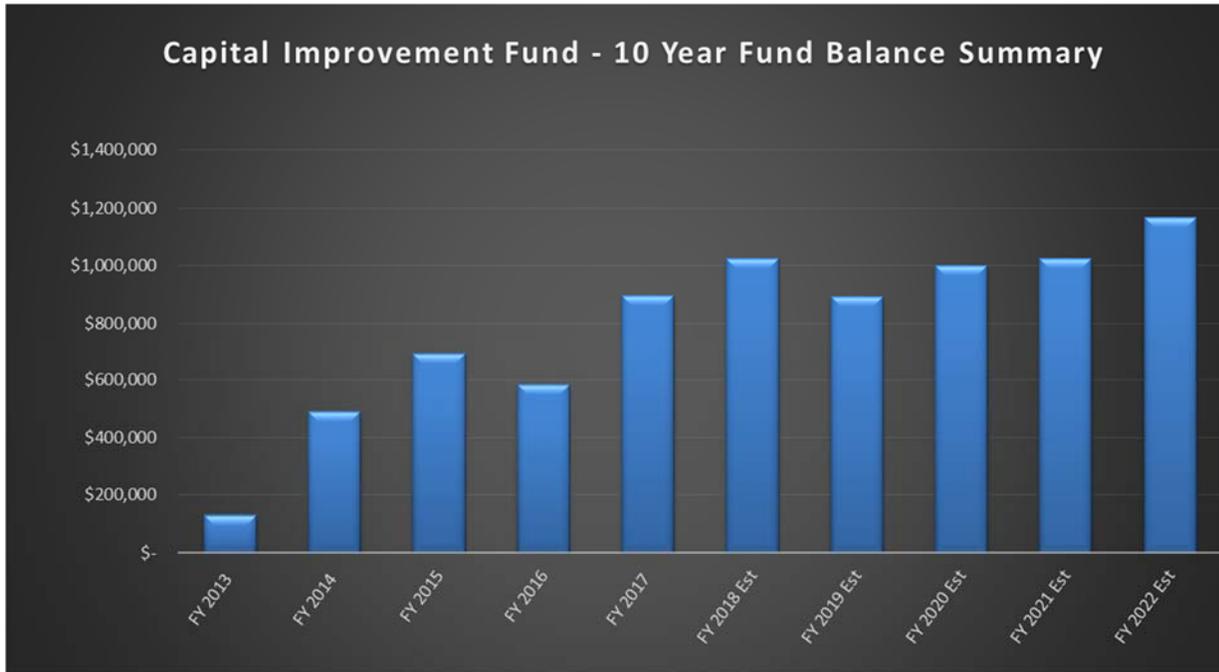
Capital Improvements Fund

TOWN OF CHINO VALLEY			
CAPITAL IMPROVEMENT FUND			
	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
REVENUES			
On Going Revenues	2,013,900	1,242,716	1,884,000
Transfers In from Road Impact Fees	498,000	498,000	-
Bond Proceeds/Other	2,000,000	615,000	2,000,000
Yavapai Drainage District	110,000	110,000	120,000
TOTAL REVENUES	\$ 4,621,900	\$ 2,465,716	\$ 4,004,000
EXPENDITURES			
Department Expenditures	2,745,000	615,000	2,030,000
Road Impact Fee Projects	498,000	178,000	320,000
Yavapai Drainage District	110,000	110,000	120,000
Community Center Remodel	-	58,000	-
Memory Park Expansion		25,000	50,000
Grant Match	143,500	225,900	69,000
Ball Field Lighting			300,000
TFRS To General Fund	400,000	400,000	400,000
TFRS To Water Enterprise	25,000	25,000	-
TFRS To Debt Service Fund	698,000	698,000	849,000
TOTAL EXPENDITURES	\$ 4,619,500	\$ 2,334,900	\$ 4,138,000
REVENUES (UNDER) OVER EXPENDITURES	\$2,400	\$130,816	(\$134,000)
BEGINNING FUND BALANCE	\$ 652,256	\$ 895,422	\$ 1,026,238
REVENUES (UNDER) OVER EXPENDITURES	\$2,400	\$130,816	(\$134,000)
ENDING FUND BALANCE	\$ 654,656	\$ 1,026,238	\$ 892,238

The Capital Improvement Fund anticipates completion of several major projects this fiscal year. The funds for these projects will be transferred in from the Roads Impact Fee Fund and the Yavapai Drainage District.

The Capital Improvement Fund is projected to continue supporting the General Fund, Water Enterprise Fund and Debt Service Fund next fiscal year. The General Fund transfer is \$150,000 for the Aquatic Center and \$250,000 for the Police Department.

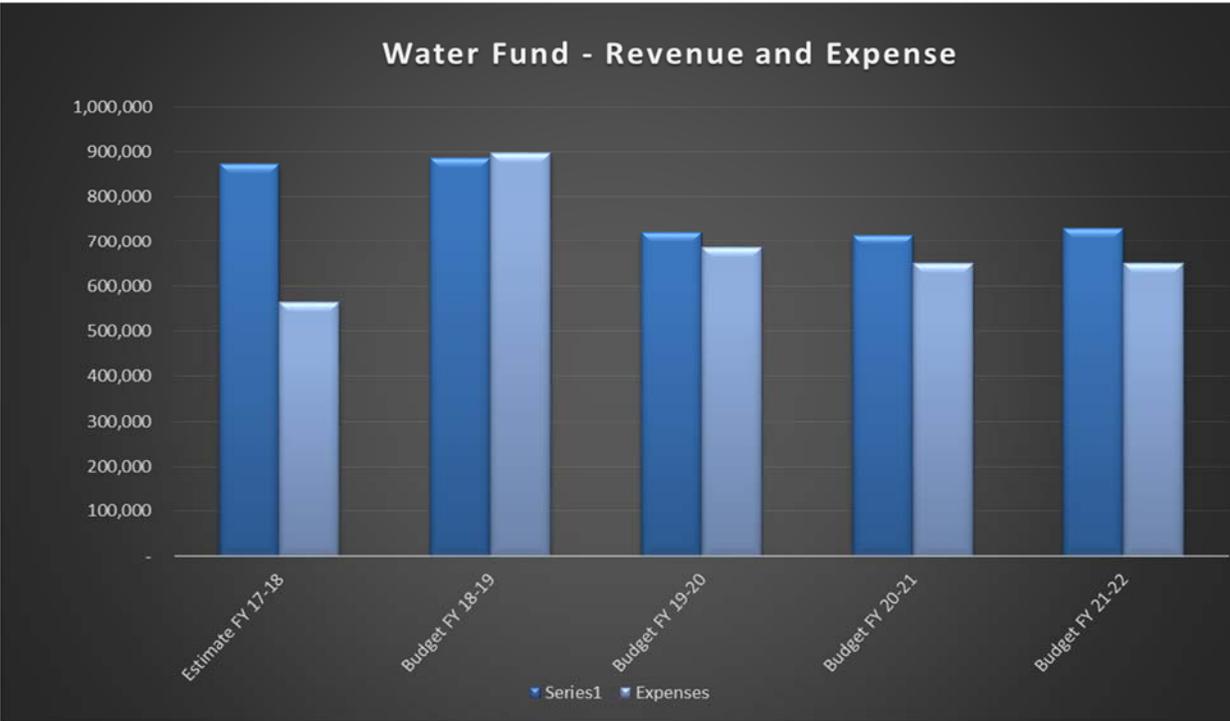
Per resolution number 04-711 adopted June 24, 2004 the funds from the 1% sales tax accounted for in the Capital Improvement Fund are to be used for water acquisition and extension, sewer extensions, park and pool improvements and additional police officers.



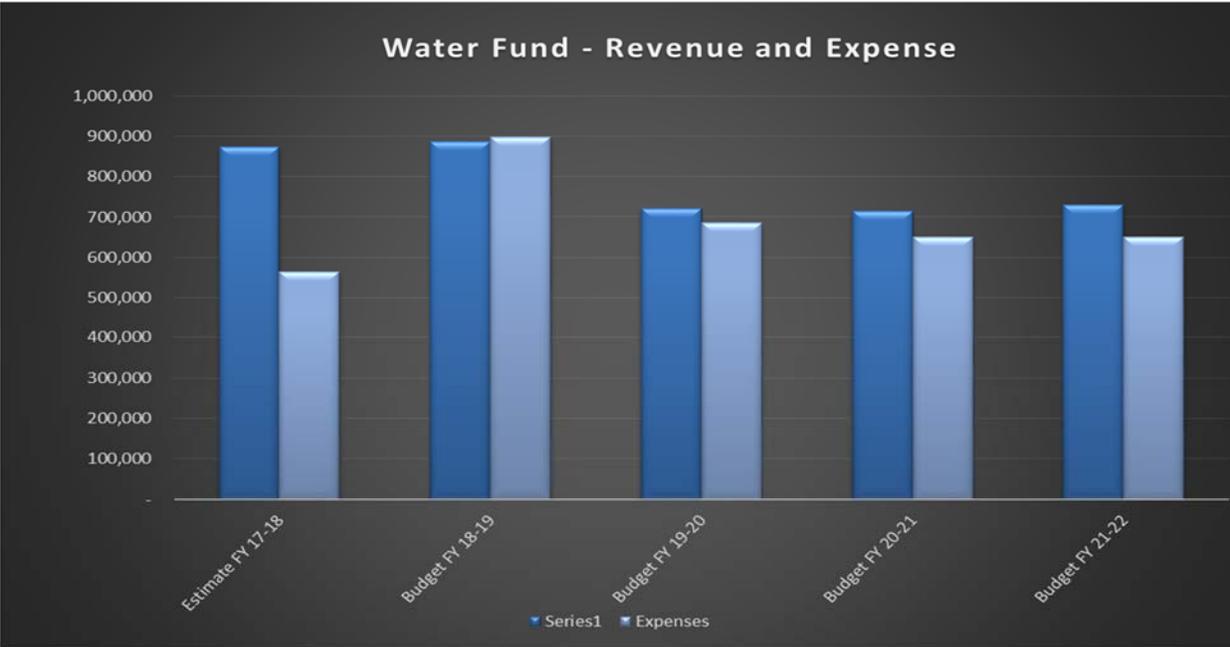
Water Enterprise Fund

TOWN OF CHINO VALLEY			
WATER FUND			
	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
REVENUES			
On Going Revenues	608,600	808,662	823,000
Prescott IGA/Misc.	57,000	64,173	63,000
Transfers From Capital Improvement Fund	25,000	25,000	-
Water System Acquisition Funds	2,000,000		2,000,000
TOTAL REVENUES	\$ 2,690,600	\$ 897,835	\$ 2,886,000
EXPENDITURES			
Department Expenditures	561,300	491,900	827,600
Debt/Contingency	71,700	71,700	69,800
Water System Acquisition Expense	2,000,000		2,000,000
TOTAL EXPENDITURES	\$ 2,633,000	\$ 563,600	\$ 2,897,400
REVENUES (UNDER) OVER EXPENDITURES	\$57,600	\$334,235	(\$11,400)
BEGINNING FUND BALANCE	\$ 3,941,156	\$ 3,858,452	\$ 4,192,687
REVENUES (UNDER) OVER EXPENDITURES	\$ 57,600	\$334,235	(\$11,400)
ENDING FUND BALANCE	\$ 3,998,756	\$ 4,192,687	\$ 4,181,287
Minimum Reserve Requirement @ 25% of total department expenditures	158,250	140,900	224,350

The Town adopted new water rates during Fiscal Year 2013. The effect of the rate increase has reduced the subsidy the Water Fund is receiving from the Capital Improvement Fund each year. The General Fund will not subsidize the Water Fund next fiscal year. The Town is seeing strong account user growth with additional housing being added. The Town is also actively pursuing adding new customers by acquiring other water systems already operating within the community.



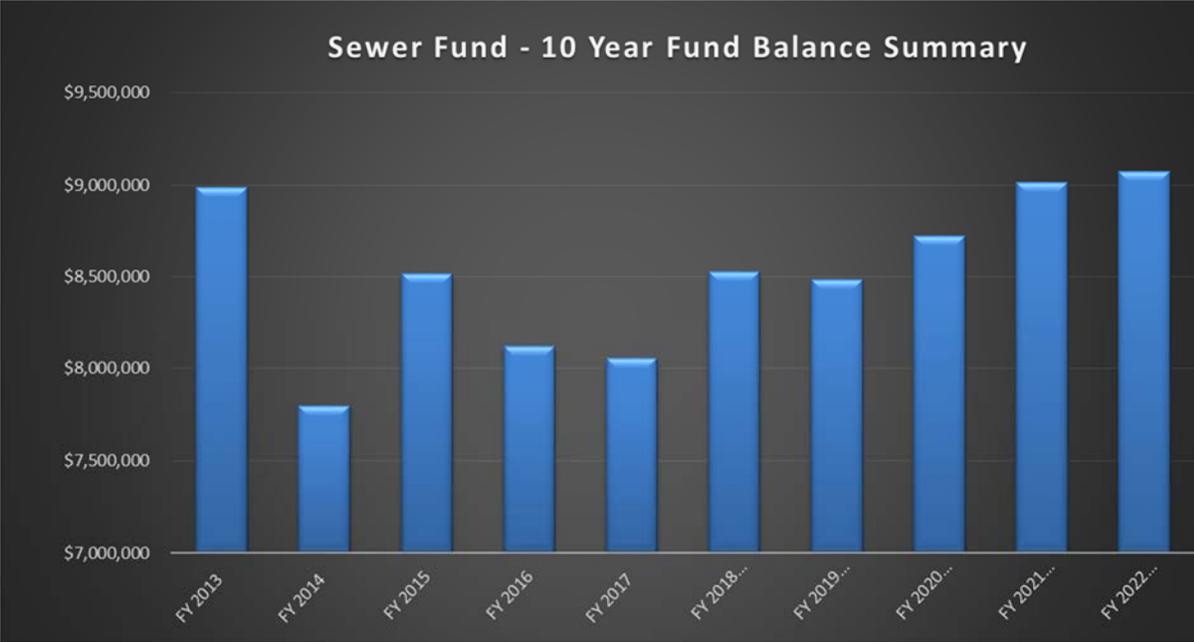
Although the Water Enterprise Fund Balance has begun to improve, it is due to the ongoing subsidy from the Capital Improvement Fund. The subsidy has decreased from \$75,000 to \$25,000 this fiscal year. The General Fund will no longer need to subsidize the water fund in next fiscal year. The Water Fund owed the General Fund \$678,000 at the end of FY 2016/2017. The addition of new customers through growth and planned acquisitions should allow the fund to continue to operate in the black each fiscal year and begin repaying the General Fund.



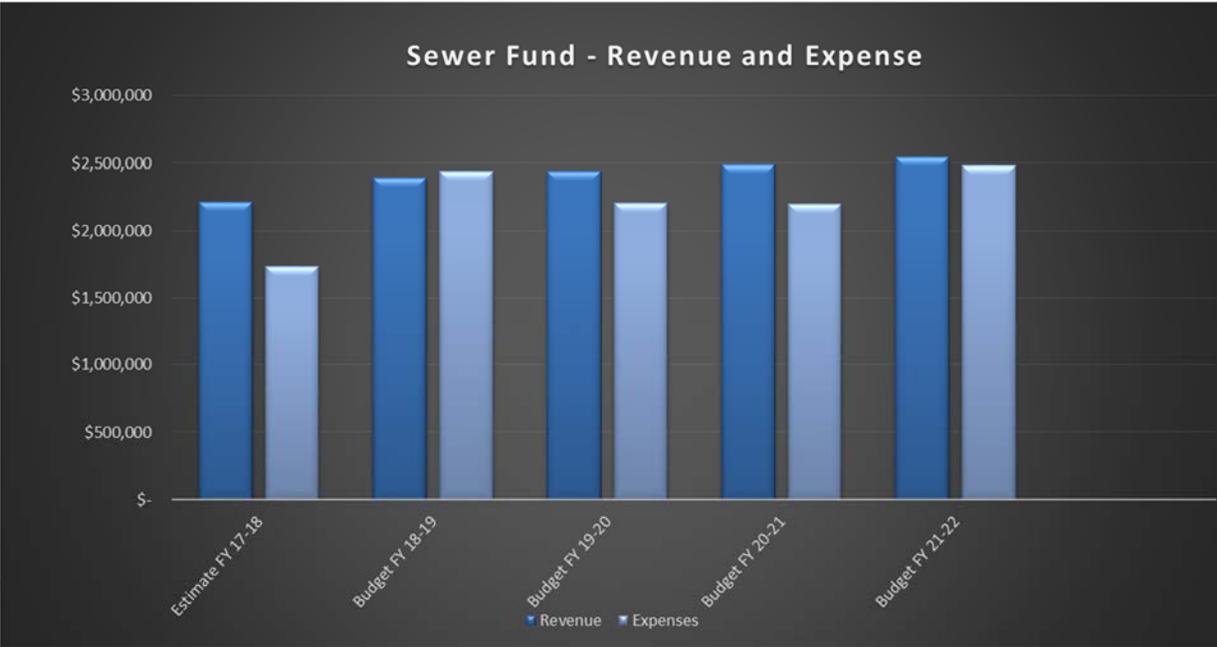
Sewer Enterprise Fund

TOWN OF CHINO VALLEY			
SEWER FUND			
	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
REVENUES			
On Going Revenues	1,865,000	2,214,951	1,893,000
Bond Proceeds - WIFA	500,000	-	500,000
Carry Over	-	-	-
TOTAL REVENUES	\$ 2,365,000	\$ 2,214,951	\$ 2,393,000
EXPENDITURES			
Department Expenditures	938,200	835,744	1,038,700
WIFA Project	500,000	-	500,000
Debt/Contingency	902,000	901,956	899,000
TOTAL EXPENDITURES	\$ 2,340,200	\$ 1,737,700	\$ 2,437,700
REVENUES (UNDER) OVER EXPENDITURES	\$24,800	\$477,251	(\$44,700)
BEGINNING FUND BALANCE	\$ 7,761,619	\$ 8,053,165	\$ 8,530,416
REVENUES (UNDER) OVER EXPENDITURES	\$24,800	\$477,251	(\$44,700)
ENDING FUND BALANCE	\$ 7,786,419	\$ 8,530,416	\$ 8,485,716
Minimum Reserve Requirement @ 25% of total department expenditures	585,050	434,425	609,425

The Town adopted a five year sewer rates increase plan during Fiscal Year 2013. The Town froze the current sewer rates in December 2015 and on-going revenue projections assume adding 20 to 30 additional customers to the system each year. The Town took over operations of the Waste Water Treatment plant in 2015. The Town is projecting the Sewer Fund to break even in fiscal year 2017/2018 after making several major repairs in Fiscal Year 2016/2017.



The Town adopted a five year rate plan, purchased the Construction Manager at Risk Contract and took over operation of the Waste Water Treatment Plant. These efforts combined with moderate housing growth have the Town projecting the Sewer Enterprise Fund will breakeven by Fiscal Year 2017/2018. The Sewer Enterprise Fund owed the General Fund \$588,302 at the end of FY 2016/2017. It is anticipated the fund will begin paying back the General fund this fiscal year.



Interdepartmental Charges

The Town of Chino Valley departments provide services and incur expenses assisting other departments with their programs and services. The Town has changed the focus of the Interdepartmental Charges to the fund level instead of the department level. This approach allows each fund to pay its proportionate share of the costs incurred by other funds and reduces the number of allocations within the General Fund. Management believes this approach also simplifies the process and will help make it easier to understand. The funds that provide services to other funds will charge the expenses through the Interdepartmental line item. The funds receiving the services record the expense through the Interdepartmental line item. The schedule below summarizes the net charges between the Town's departments and funds and the net change made this budget year.

Town of Chino Valley Interdepartmental Charges

	Budget FY 18-19 Public Works	Budget FY 18-19 Customer Service	Net Effect FY 18-19
General Fund			
74 Engineering	(100,000)	-	
75 Customer Service		(190,000)	
Total General Fund	(100,000)	(190,000)	(290,000)
Total Water Fund	50,000	50,000	100,000
Total Sewer Fund	50,000	140,000	190,000
Net Interdepartmental by Fund	-	-	-

Inter fund Transfers Summary

The Town transfer funds between funds each year. The table below summarizes the transfers between funds.

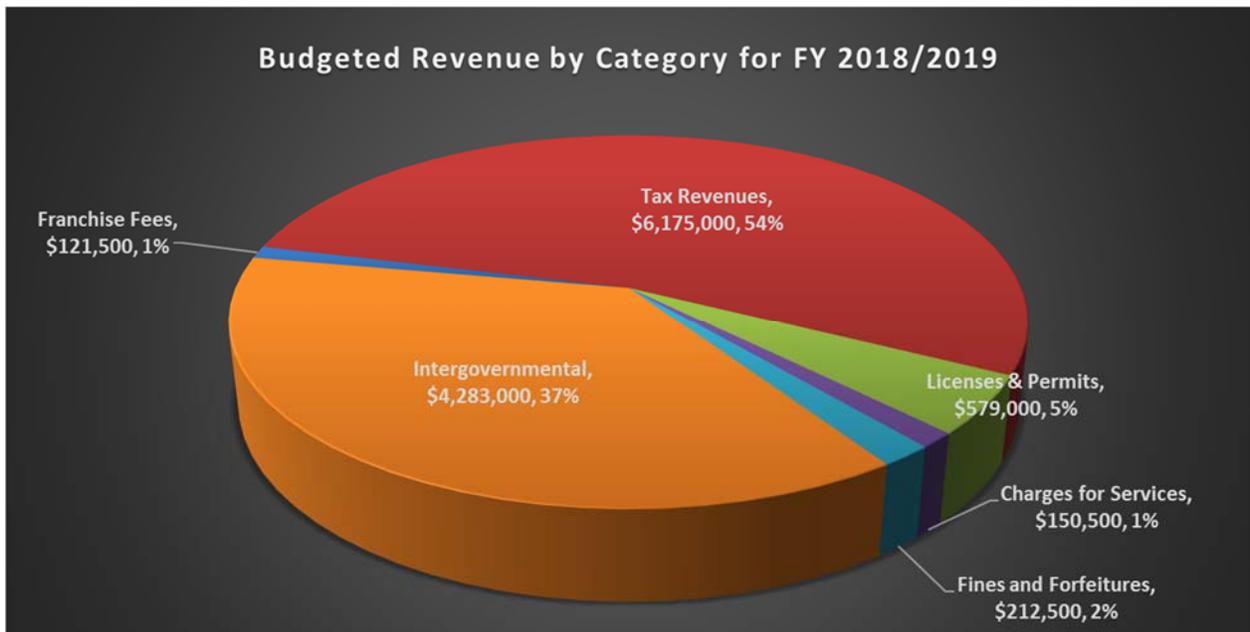
Town of Chino Valley				
Interfund Transfers				
Budget 2018/2019				
	Capital Improvement	General Fund	HURF Fund	Debt Service
General Fund To Hurf for Road Materials		\$ (75,000)	\$ 75,000	
Capital Improvement to General Fund - Police	\$ (250,000)	\$ 250,000		
Capital Improvement to General Fund - Acquatics	\$ (150,000)	\$ 150,000		
Capital Improvement to Debt Service Fund	\$ (849,000)			\$ 849,000
Total Transfer by Fund	\$ (1,249,000)	\$ 325,000	\$ 75,000	\$ 849,000
Net Transfers In	\$ -	\$ 400,000	\$ 75,000	\$ 849,000
Net Transfers Out	\$ (1,249,000)	\$ (75,000)		
Total Transfer by Fund	\$ (1,249,000)	\$ 325,000	\$ 75,000	\$ 849,000

Revenue

The Town receives money from various sources including Franchise Fees, Taxes, Licenses & Permits, Intergovernmental, Charges for Services, Fines and Forfeitures, Utility Fees and Other Sources including Grants and Bond Proceeds.

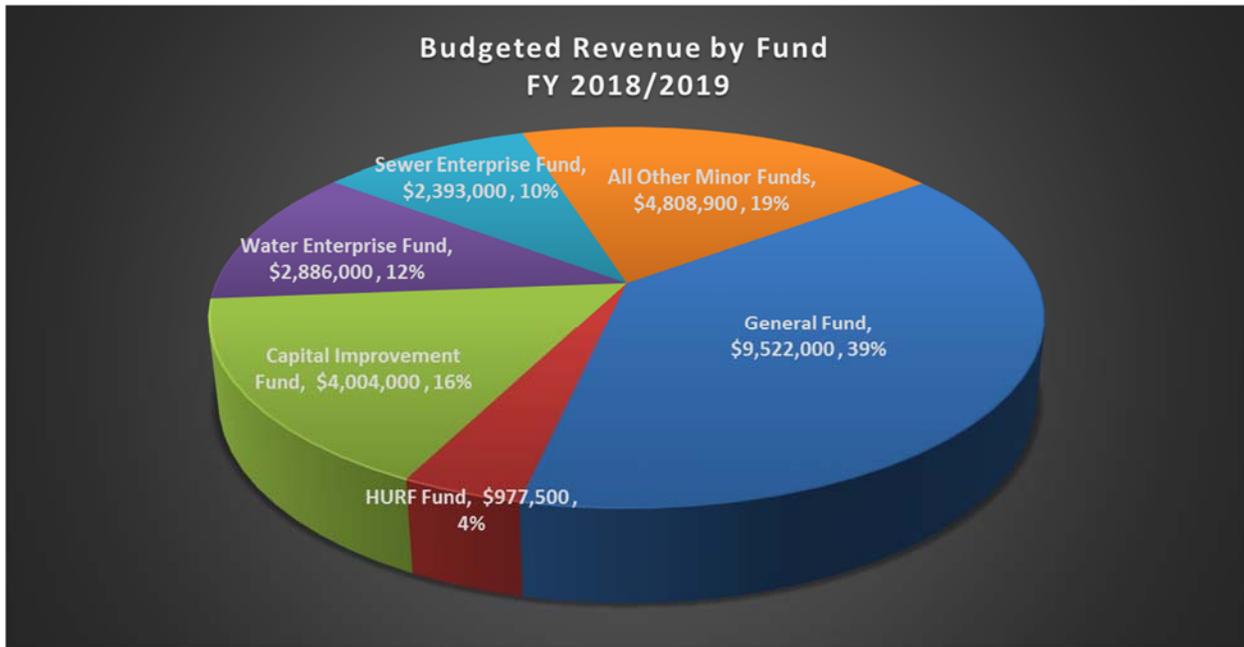
FY 2018-19 Budget			
	Governmental Funds	Enterprise Funds	Total
Franchise Fees	\$121,500		\$121,500
Tax Revenues	\$6,175,000		\$6,175,000
Licenses & Permits	\$579,000		\$579,000
Intergovernmental	\$4,283,000		\$4,283,000
Charges for Services	\$150,500		\$150,500
Fines and Forfeitures	\$212,500		\$212,500
Business Type Activities		\$2,779,000	\$2,779,000
Other Sources	\$7,790,900	\$2,500,000	\$10,290,900
Total	\$19,312,400	\$5,279,000	\$24,591,400

Total Revenue by Category



Revenue Detail by Fund

The following pages detail the Revenues by fund including detail and analysis of the major revenues within each Fund Type. Highlighted Revenues designate major revenues within each fund and transfers in from other funds. The individual charts for each major revenue show a four year history, the current fiscal years projection, next fiscal year's budget projection, and the projected next four fiscal years.



Total Revenue Summary by Fund				
	Actual FY 16-17	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
General Fund	\$ 8,714,536	\$ 8,865,000	\$ 9,703,882	\$ 9,522,000
HURF Fund	\$ 1,036,198	\$ 998,000	\$ 1,121,085	\$ 977,500
Capital Improvement Fund	\$ 1,590,842	\$ 4,621,900	\$ 2,465,716	\$ 4,004,000
Water Enterprise Fund	\$ 747,909	\$ 2,690,600	\$ 897,835	\$ 2,886,000
Sewer Enterprise Fund	\$ 1,864,951	\$ 2,365,000	\$ 2,214,951	\$ 2,393,000
All Other Minor Funds	\$ 1,742,942	\$ 4,282,500	\$ 4,281,108	\$ 4,808,900
	\$ 15,697,378	\$ 23,823,000	\$ 20,684,578	\$ 24,591,400

Revenue Projection Methodology

The Town prepares estimates of current year and future year revenues from all revenue sources. The first step in the process is to prepare a Revenue Manual annually that itemizes each revenue on a monthly basis and then projects each revenue forward for future fiscal years. The projections are based on each revenues history, seasonality, and other information available at the time. The Town considers current economic conditions, legislative changes and other factors when preparing projections. For State Shared Revenues, the Town receives estimates prepared by the Arizona League of Cities and Town each year as a basis for the projections. The Revenue Manual is published on the Town's website at www.chinoaz.net, and is updated several times throughout the budget process. The Town projects revenue growth conservatively, usually 3% or less, unless other information is available to base the projection on.

Revenue projections for the next 5 years can be found later in the budget.

General Fund

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
GENERAL FUND			
CABLE FRANCHISE FEES	54,000	50,222	50,000
WATER FRANCHISE FEES	9,000	8,893	9,000
GAS FRANCHISE FEES	40,000	40,726	42,000
ELECTRIC FRANCHISE FEES	20,000	20,581	20,500
TOWN SALES TAX-RETAIL	3,859,000	4,116,804	4,132,000
CONSTRUCTION SALES TAX	350,000	524,425	400,000
BED TAX	71,000	77,196	79,000
BUILDING PERMITS	225,000	409,882	350,000
BUSINESS LICENSES	58,000	60,196	60,000
PLAN CHECK FEES	110,000	198,215	150,000
SIGN PERMITS	3,000	1,535	3,000
ZONING PERMITS	10,000	16,415	15,000
GRADING PERMITS	1,000	1,698	1,000
P.A.N.T.	5,000	3,654	5,000
VEHICLE LICENSE TAX	727,500	785,805	784,000
COUNTY LIBRARY FUNDS	110,000	101,087	102,000
SENIOR NUTRITION REVENUE	52,000	75,000	75,000
BULLET PROOF VEST PARTNERSHIP	2,500	2,661	2,500
STATE SHARED SALES TAX	1,058,000	1,063,037	1,117,000
STATE SHARED INCOME TAX	1,398,000	1,393,416	1,381,000
COPIER FEES	500	323	500
ENGINEERING SERVICES	5,000	5,983	5,000
PROGRAM INCOME	2,000	9,941	1,000
AQUATIC CENTER ENTRANCE FEES	49,000	44,129	48,000
AQUATIC CENTER CONCESSIONS	13,000	12,821	13,500
FACILITIES USE/UTILITY REIMBURSE	10,000	9,600	10,000
AQUATIC CTR PROGRAM FEES	12,000	13,615	12,000
FACILITIES USE-RECREATION	1,000	3,037	1,000
FACILITIES USE-SENIOR CENTER	5,000	600	2,000
FACILITIES USE-AQUATIC CENTER	2,000	3,666	2,000
FACILITIES USE-PARKS	5,000	3,274	5,000
S/C NUTRITION PROGRAM INCOME	16,500	6,423	17,000

General Fund – Continued

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
GENERAL FUND			
POLICE REPORTS	3,000	3,940	3,500
ANIMAL CONTROL FEES	30,000	29,668	30,000
LIBRARY FINES	3,000	3,237	3,500
TRAFFIC FINES	125,000	146,857	150,000
REIMBURSEMENT COURT ATTORNEY	3,000	2,649	3,000
RESTITUTION	1,000	1,187	1,000
ADMINISTRATIVE FEES-FINANCE	1,500	1,554	1,500
MISCELLANEOUS REVENUE	1,000	1,662	1,000
SALE OF FIXED ASSETS	1,000	13,458	1,000
SENIOR CTR THRIFT STORE	1,500	657	1,500
SR CTR PROGRAM INCOME	1,000	270	1,000
INTEREST INCOME	10,000	33,884	30,000
TFRS FROM CAPITAL IMPROVE FUND	400,000	400,000	400,000
TOTAL GENERAL FUND	8,865,000	9,703,882	9,522,000
	-9%	11%	7%

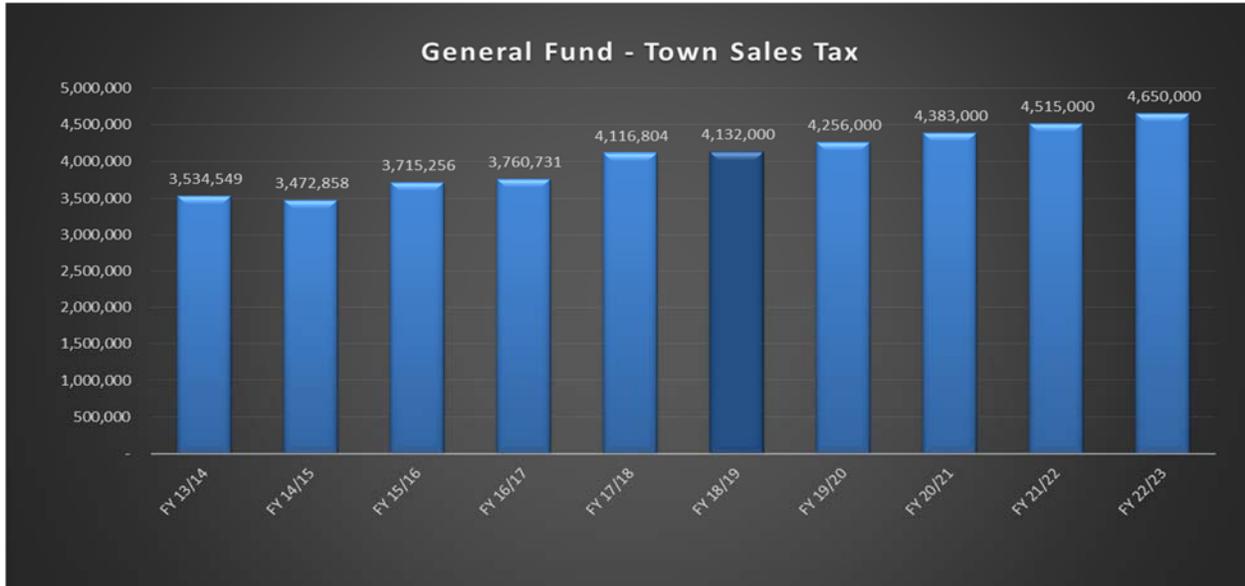
Accounts highlighted in blue represent major revenues and transfers from other funds.

Individual General Fund Revenues are projected to increase by a conservative 3% unless additional information is available to justify a different amount. The Town anticipates a 7% increase in total General Fund Revenues next fiscal year.

General Fund Revenues have shown steady growth during fiscal year 2018. Tax Collections and State Shared Revenues are showing steady growth over last fiscal year. Construction related revenues exceeded the original projections and are projected to continue to be strong next fiscal year.

TOWN SALES TAX

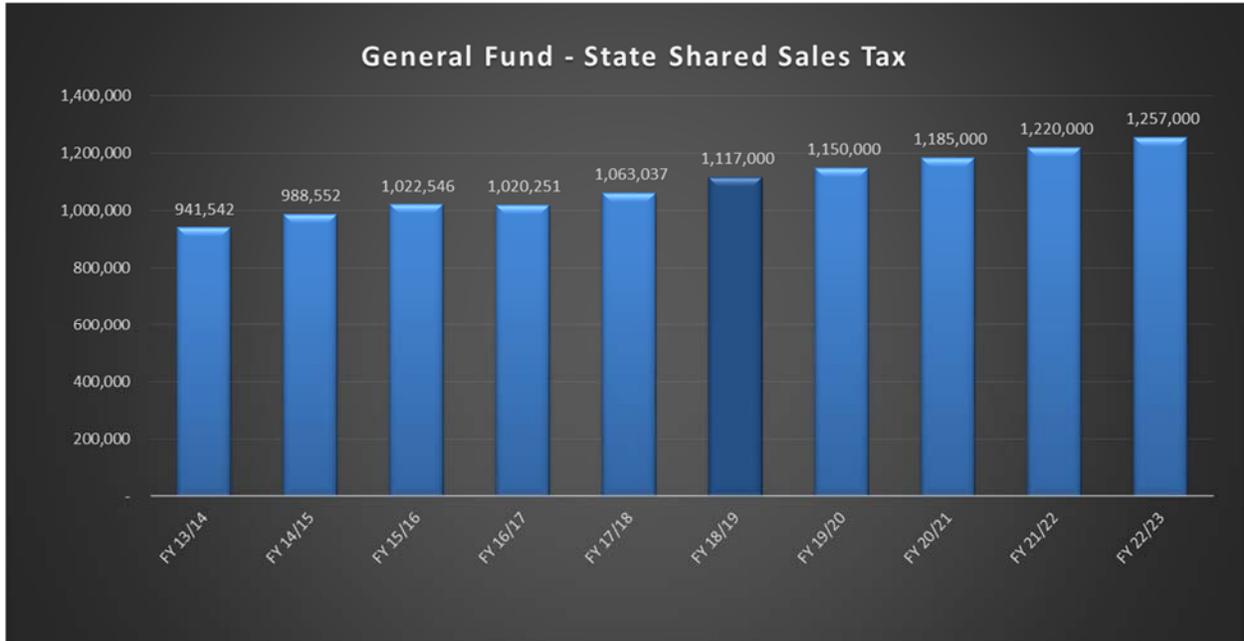
The Town of Chino Valley collects a transaction privilege tax (sales tax) of 4% on the gross receipts of business activities. 1% of the Towns sales tax collected is recorded in the Capital Improvement Fund.



The chart above summarizes the actual Town Sales Tax collections through fiscal year 2017 and the projected collections through fiscal year 2023. The fiscal year 2014 figures include the 1% tax rate increase and a one-time payment from the City of Prescott of \$220,000. Fiscal year 2019 through 2023 are projected to increase at a conservative rate of 3% per year.

STATE SHARED SALES TAX

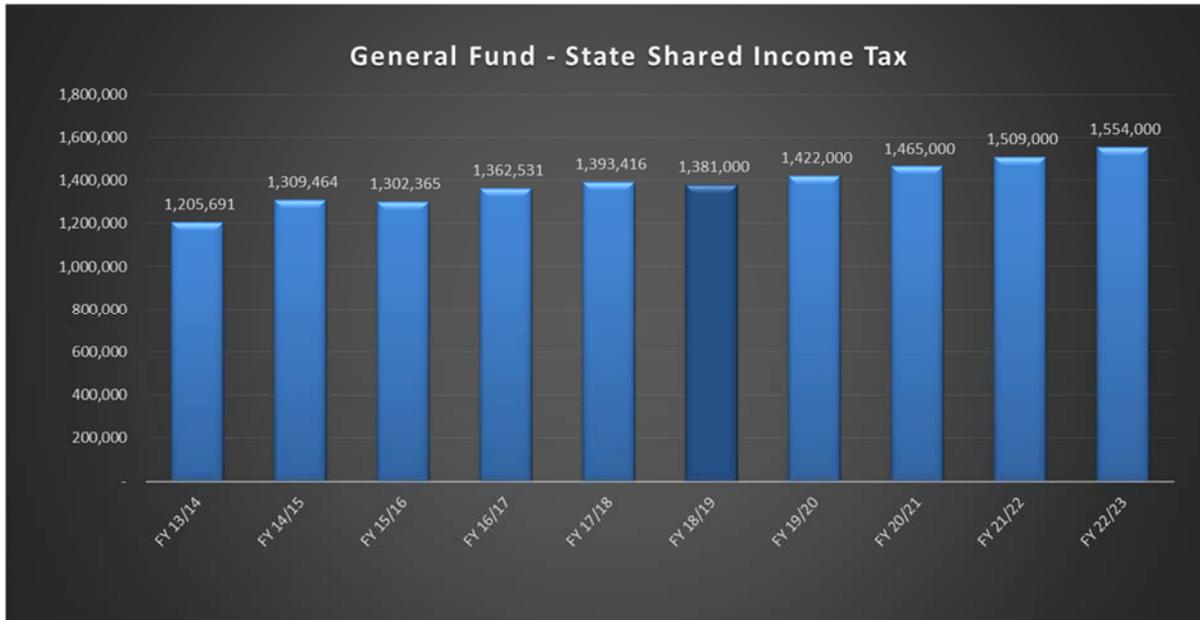
Arizona cities and towns share a portion of the total amount collected from State Sales Tax. The town's portion of the State Sales Tax is based on the relationship of its population to the total population of all cities and towns within the State.



The chart above summarizes the actual State Shared Sales Tax collections through fiscal year 2017 and the projected collections through fiscal year 2023. The fiscal year 2019 projection is based on an estimate provided by the Arizona Department of Revenue and the League of Arizona Cities and Towns. Fiscal year 2019 through 2023 are projected to increase at a conservative rate of 3% per year.

STATE SHARED INCOME TAX

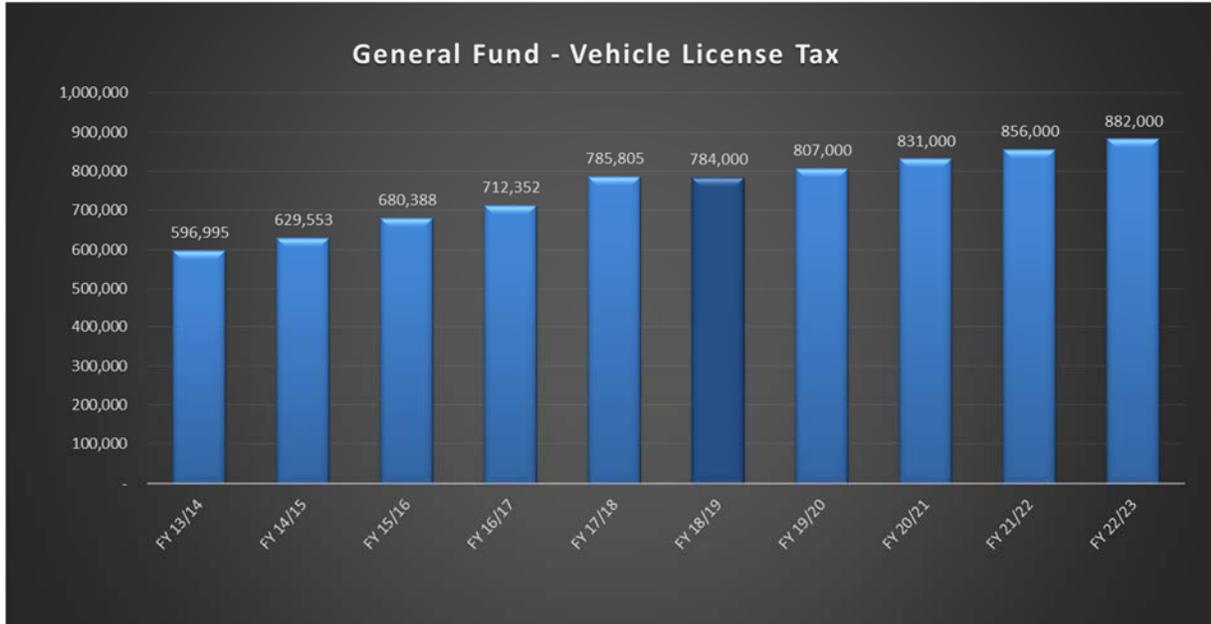
Arizona cities and towns share a portion of the total amount collected from the State Income Tax. A town's portion of the State Income Tax is based on the relationship of its population to the total population of all cities and towns within the state.



The chart above summarizes the actual State Income Tax collections through fiscal year 2017 and the projected collections through fiscal year 2023. The fiscal year 2019 projection is based on an estimate provided by the Arizona Department of Revenue and the League of Arizona Cities and Towns. Fiscal year 2020 through 2023 are projected to increase at a conservative rate of 3% 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 collected 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.



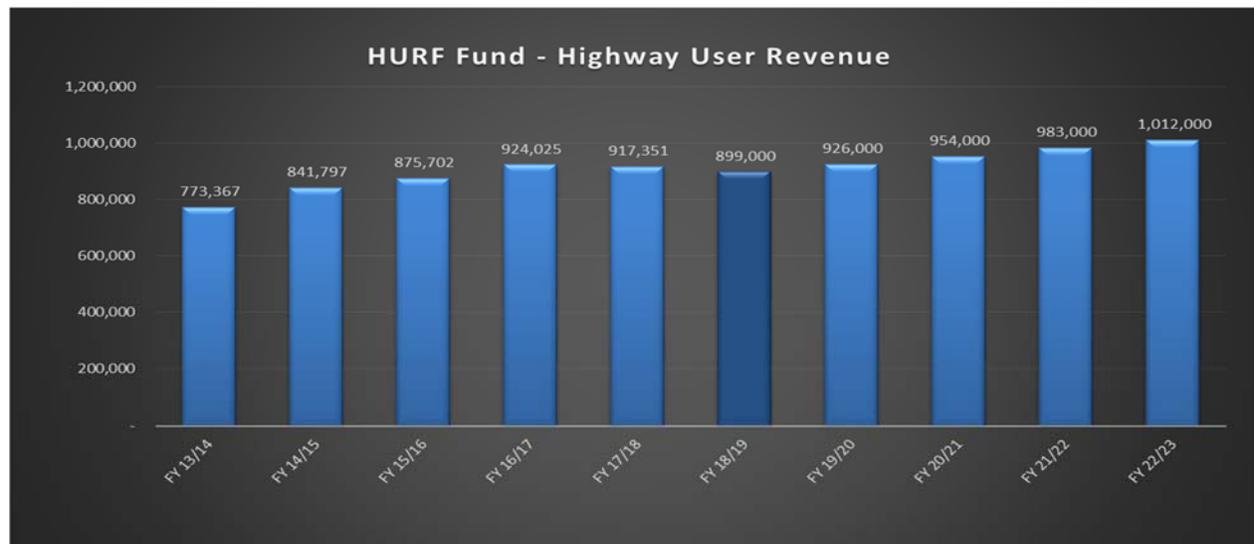
The chart above summarizes the actual Vehicle License Tax collections through fiscal year 2017 and the projected collections through fiscal year 2023. The fiscal year 2019 projection is based on an estimate provided by the League of Arizona Cities and Towns. Fiscal year 2019 through 2023 are projected to increase at a conservative rate of 3% per year.

Special Revenue Funds – Highway User Revenue

HIGHWAY USER REVENUE

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
HIGHWAY USER REVENUE FUND			
RIGHT-OF-WAY PERMITS	1,000	80	1,000
DRIVEWAY PERMITS	500	1,980	1,000
MISCELLANEOUS REVENUE	-	585	-
INTEREST INCOME	1,500	4,196	1,500
HIGHWAY USER REVENUE	920,000	917,351	899,000
SALE OF FIXED ASSETS	-	121,893	-
INTERFUND CHARGES			
TRANSFER FROM GENERAL FUND	75,000	75,000	75,000
TOTAL HIGHWAY USER REVENUE FUND	998,000	1,121,085	977,500
	-11%	8%	-2%

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 2017 and the projected collections through fiscal year 2023. The fiscal year 2019 projection is based on an estimate provided by the League of Arizona Cities and Towns. Fiscal year 2019 through 2023 are projected to increase at a conservative rate of 3% per year.

Capital Improvement Funds

Town of Chino Valley Total Revenue Summary			
	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
CAPITAL IMPROVEMENT FUND			
1% TPT REVENUES-RETAIL/OTHER	1,281,900	1,371,888	1,399,000
1% CONSTRUCTION TPT REVENUES	97,000	164,520	140,000
1% BED TAX REVENUES	20,000	26,308	25,000
MISC. CAPITAL PROJECTS	2,000,000		2,000,000
INTEREST INCOME LGIP	-	-	-
YAVAPAI COUNTY DRAINAGE DISTRICT	110,000	110,000	120,000
LEASE PURCHASE PROCEEDS	615,000	615,000	
TFRS IN FROM ROAD IMPACT FEES	498,000	178,000	320,000
TOTAL CAPITAL IMPROVEMENT FUND	4,621,900	2,465,716	4,004,000
	87%	55%	-13%

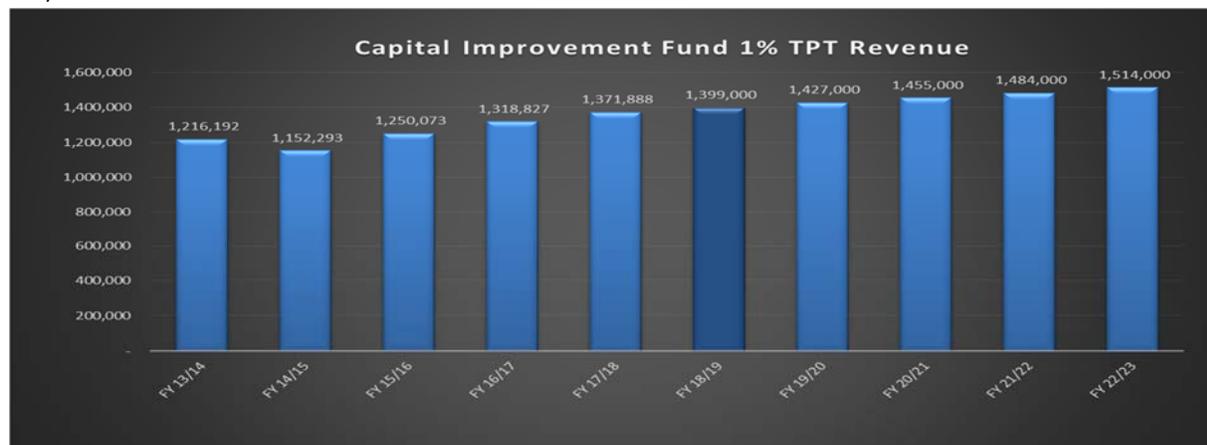
The major on-going revenue for the Capital Improvements Fund is 1% of the Retail Sales Tax. The Town also separates the construction and bed tax portion from the 1%.

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 capital improvement grant funds from Federal, State, County, or local sources.

The Town intends to transfer \$320,000 from the Roads Impact Fee Fund and anticipated receiving \$120,000 from the Yavapai County Drainage District this fiscal year. The Town accounts for all of its Governmental Capital Projects over \$50,000 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 2017 and the projected collections through fiscal year 2023. Fiscal year 2018 through 2022 taxes are projected to increase at conservative rate of 2% per year.

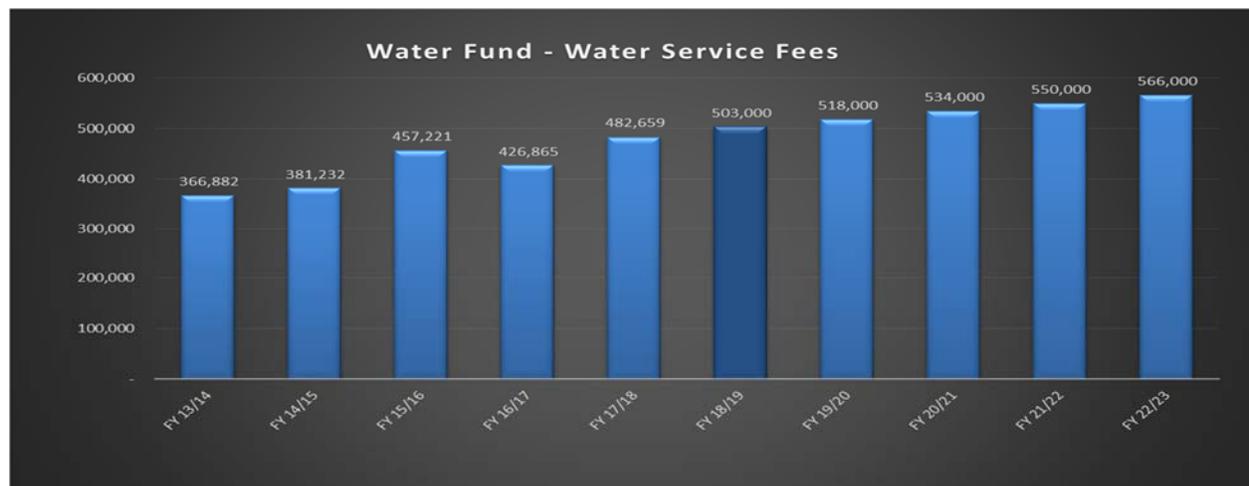
Enterprise Funds – Water

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
WATER ENTERPRISE FUND			
WATER SERVICE FEES	459,600	482,659	503,000
WATER SYSTEM BUY-IN FEES	80,000	296,000	150,000
WATER METER FEES	8,000	29,363	20,000
SALE OF FIXED ASSETS	-	-	150,000
MISCELLANEOUS REVENUE	63,000	64,813	63,000
LEASE PURCHASE PROCEEDS	55,000		
WATER SYSTEM AQ BOND PROCEEDS	2,000,000	-	2,000,000
TFRS FROM CAPT. IMPROVEMENT FUND	25,000	25,000	-
TOTAL WATER ENTERPRISE FUND	2,690,600	897,835	2,886,000
	200%	20%	7%

Water Enterprise Fund Revenues reflect the effects of the adopted rate increase in Fiscal Year 2012/2013. Water rates increased by approximately 3% per year through Fiscal Year 2017. The Town is budgeting \$2,000,000 for a potential water system acquisition.

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 2016 and the projected collections through fiscal year 2023. Fiscal year 2018 through 2022 are projected to increase based on minimal new customer growth.

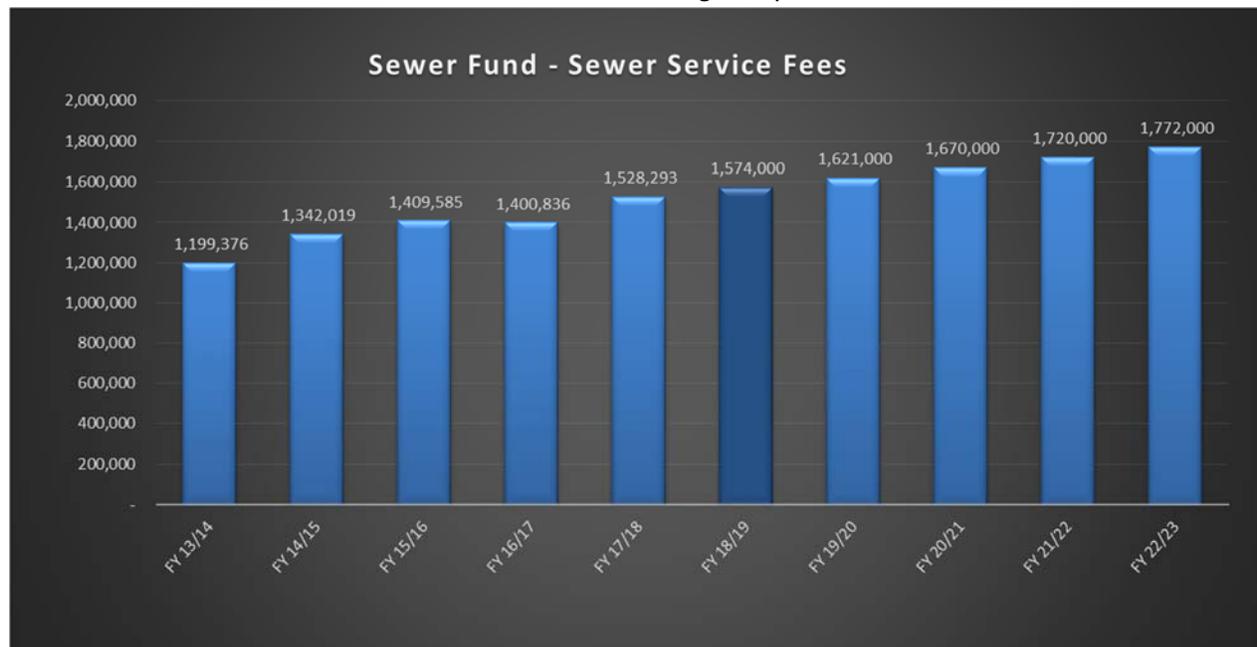
Enterprise Funds – Sewer

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 17-18	Estimate FY 17-18	Budget FY 18-19
SEWER ENTERPRISE FUND			
SEWER SERVICE FEES	1,533,000	1,528,293	1,574,000
SEWER SYSTEM BUY-IN FEES	224,000	617,410	250,000
MISCELLANEOUS REVENUE	51,000	61,604	61,000
INTEREST INCOME	2,000	7,644	8,000
LEASE PURCHASE PROCEEDS	55,000		
BOND PROCEEDS - WIFA	500,000	-	500,000
TOTAL SEWER ENTERPRISE FUND	2,365,000	2,214,951	2,393,000
	7%	19%	1%

Sewer Enterprise Fund Revenues reflect the effects of the adopted rate increase in Fiscal Year 2012/2013. The original sewer rates increases were projected to increase each year through 2017. However, Council froze the Sewer Service Fee Rates in December 2015.

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 2017 and the projected collections through fiscal year 2023. Fiscal year 2018 through 2023 are projected to increase based on 3% new customer growth.

Debt Service Fund

DEBT SERVICE 08					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
DEBT SVC 2010 BONDS - PRINCIPAL				150,000	
DEBT SVC 2010 BONDS -- INTEREST	332,013	332,000	332,000	325,700	
NATIONAL BANK GADA REFI - PRINCIPAL	-	309,000	309,000	320,000	
NATIONAL BANK GADA REFI - INTEREST	64,319	54,000	54,000	50,400	
FISCAL AGENT FEES	2,348	3,000	3,000	3,000	
TOTAL EXPENDITURES	398,680	698,000	698,000	849,100	22%

Debt Service Funds are used to make principal and interest payments on general government debt. Funds are transferred from the Capital Improvement Fund on an annual basis to make the required debt service payments. Principal payments for the 2010 Bonds will begin in Fiscal Year 2018/2019.

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 collected impact fees for the Police Department, Library, Parks, Recreation and Roads. These funds could 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.

Senate Bill 1525 has made significant changes in the way Cities and Towns can impose Impact Fees on future development. The Town stopped charging impact fees after August 2014 and will not begin charging them again until the development fee study is complete and adopted by Council.

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.

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.

General Fund Expenditure Detail by Department

GENERAL FUND

The table below summarizes each department's expenditures within the General Fund. The table compares the fiscal year 2018 adopted budget, fiscal year 2018 estimate, fiscal year 2019 adopted budget and the % increase/decrease in fiscal year's 2019 budget over fiscal year 2018 budget.

Town of Chino Valley					
Total Expenditure Summary by Department					
	Description	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
GENERAL FUND					
41	PROSECUTOR	116,100	116,800	119,800	3%
42	TOWN CLERK	193,800	178,800	247,600	28%
43	TOWN MANAGER	313,000	289,600	383,500	23%
44	HUMAN RESOURCES	233,000	221,600	252,200	8%
45	MUNICIPAL COURT	279,400	270,700	275,900	-1%
46	FINANCE	356,200	353,400	372,600	5%
47	MGMT INFORMATION	285,400	239,800	275,900	-3%
50	MAYOR AND COUNCIL	40,700	34,700	50,200	23%
55	PLANNING	208,500	192,200	207,200	-1%
56	BUILDING INSPECTION	186,700	181,100	193,600	4%
60	POLICE	3,174,200	3,165,400	3,423,000	8%
61	ANIMAL CONTROL	129,100	117,600	124,800	-3%
63	RECREATION	112,700	112,700	132,900	18%
64	LIBRARY	329,700	336,000	350,700	6%
66	SENIOR CENTER	317,400	310,500	303,300	-4%
68	PARKS MAINTENANCE	430,300	426,200	491,600	14%
69	AQUATICS CENTER	215,800	237,300	235,700	9%
71	FACILITIES MAINTENANCE	422,100	410,400	508,500	20%
73	FLEET MAINTENANCE	279,200	241,400	279,100	0%
74	ENGINEERING	216,500	325,200	373,300	72%
75	CUSTOMER SERVICE	237,600	189,700	295,400	24%
95	NON DEPARTMENTAL	1,127,500	988,500	1,325,000	18%
TOTAL GENERAL FUND		9,204,900	8,939,600	10,221,800	11%

The Town is projecting the General Fund expenditures to end fiscal year 2018 under budget. Overall the General Fund expenditures are projected to increase 11% over last budget year.

Prosecutor

General Fund - Department 41

Michelle Codega

Paralegal

mcodega@chinoaz.net

928-636-8004



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 Office 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

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

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 2018 Accomplishments

Continued tracking new prosecution statistics for management.
 Received and implemented updated training pertaining to changes in criminal law and victim’s rights.
 Accomplished efficient disclosure and victim notification prior to first Pre-trial Conference.
 Reviewed submitted reports from the Police Department and filed appropriate criminal charges in a timely manner.
 Resolved pending cases in a timely manner.

FY 2019 Initiatives and Goals

Accomplish required disclosure at or prior to the first Pre-trial Conference.
 Maintain current knowledge of the latest legal standards and apply it in resolving pending cases.
 Contact all victims prior to the defendant’s first Court appearance.
 Capture performance data for the Police Department.
 Track statistics data for reports to the administration

Financial Information

Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 53,091	\$ 54,436	\$ 54,500	\$ 56,654	
Benefits	\$ 18,345	\$ 19,064	\$ 20,500	\$ 19,646	
Services and Supplies	\$ 43,007	\$ 42,600	\$ 41,800	\$ 43,500	
Total	\$ 114,443	\$ 116,100	\$ 116,800	\$ 119,800	3%
Number of Employees	1	1		1	

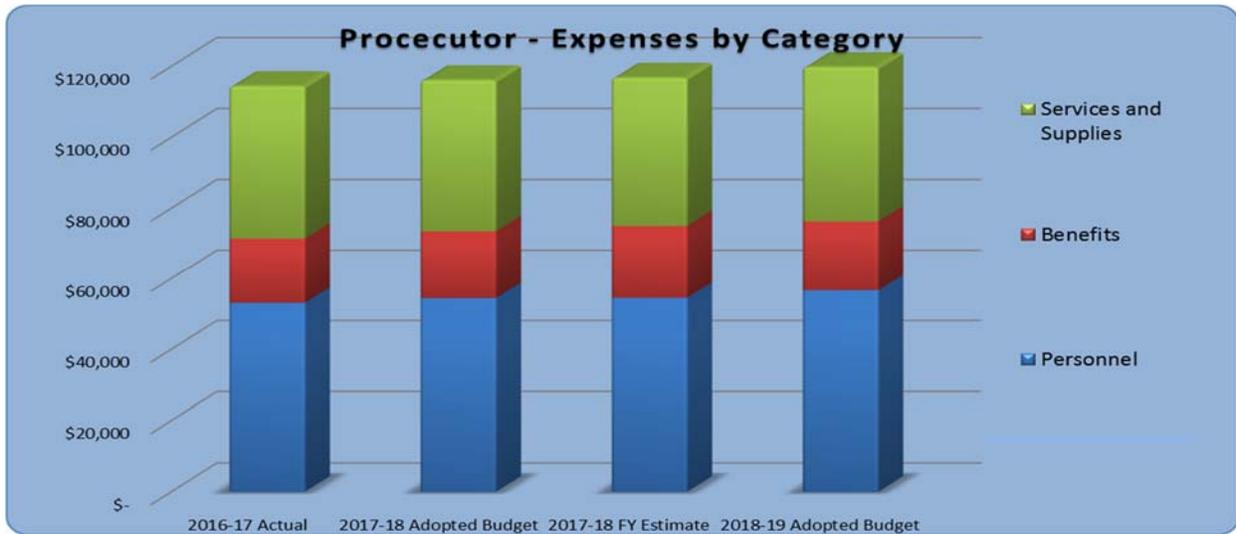
Total Department Change over
Prior Fiscal Year

3%

Increases
Salaries and Benefits \$2,200

Overall the department is projecting an increase of 3% in next year’s budget due to an increase in personnel costs.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Pre-trial conferences	894	780	825	850
Total cases	366	354	339	350
Cases with convictions	289	315	287	0
Cases not concluded within 180 days	2	3	2	0
Deferred Prosecution Agreements	20	17	14	15

Town Clerk

General Fund – Department 42

Jami Lewis

Town Clerk

jlewis@chinoaz.net

928-636-2646



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’s Office provides the following services for the Town:

Keeps a true and correct record of all business transacted by the Town Council and Council-appointed public bodies and subcommittees.

Prepares meetings, agenda packets, and minutes, and administers the Town’s compliance under the Open Meeting Laws.

Administers all election-related services in accordance with state and federal law.

Administers public records and records management program.

Provides support services for Town staff and the public related to public information, Town Codes, citizen complaints, local legislation, web pages, and notary services.

FY 2018 Accomplishments

Trained two new deputy clerks with minimum of interruption in department services, and established new processes to outsource minute’s transcription.

Assisted Council Subcommittee and staff with recruitment of new Councilmember and new staff members, and worked with new department leaders to educate and improve inter-departmental processes.

Administered Town-wide document destruction of 120 cubic feet of expired records; reorganized records adopted by reference; and continued collaboration with other departments to research new software solutions to increase shared program efficiencies.

Administered Town-wide document destruction of 120 cubic feet of expired records; reorganized records adopted by reference; and continued collaboration with other departments to research new software solutions to increase shared program efficiencies.

Worked with political committees to reach compliance with new laws.



FY 2019 Initiatives and Goals

Complete training of new Deputy Clerk.

Hold 2018 General Election and possible 2019 Special Election in accordance with state and federal law.

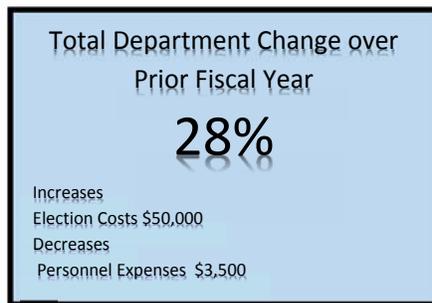
Continue and complete collaboration with other departments to research, purchase, and implement new electronic document management software solution.

Update Standard Operating Procedures in preparation for succession planning for the Clerk’s Office.

Complete review of old attorney records files for retention and disposition.

Financial Information

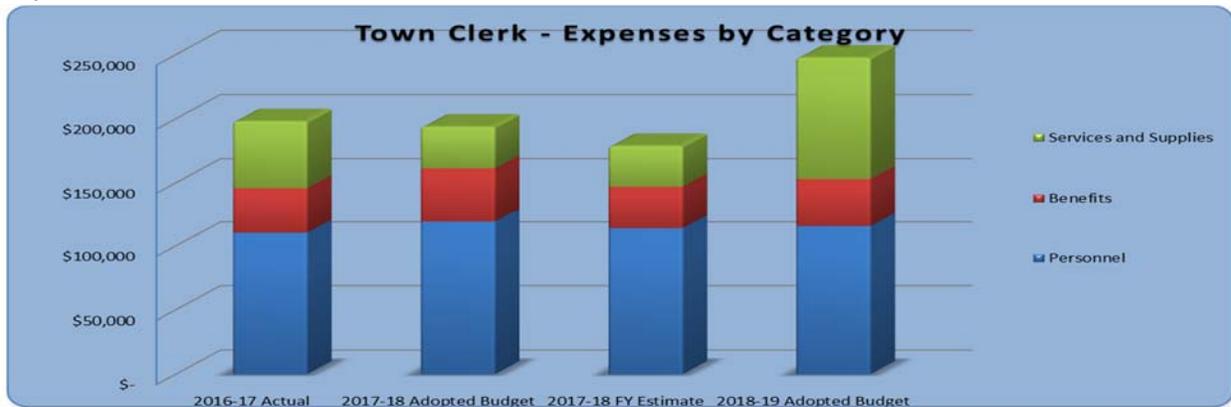
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 110,400	\$ 119,220	\$ 114,000	\$ 115,633	
Benefits	\$ 35,425	\$ 42,080	\$ 33,000	\$ 37,367	
Services and Supplies	\$ 52,239	\$ 32,500	\$ 31,800	\$ 94,600	
Total	\$ 198,064	\$ 193,800	\$ 178,800	\$ 247,600	28%
Number of Employees	2	2		2	



Narrative

Services and Supplies additional costs increase is related to the cost of having an election every two fiscal years plus a potential special election this budget year. All other expenses are flat year over year. The department is projecting an increase of 28% in next year's budget.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Public Record Requests processed	172	60	99	144
Public Records Requests, total labor hours to fill request (does not include processing)	244	138	121	79
Public body agendas and minutes prepared	65	85	101	101
Elections conducted/Registered Voters/ballots cast	1 / 5,914 / 3,587	0	1 / 6,220 / 2,630	3 / 6,672 / 2,802
Total Cost of Election	\$18,341	0	\$19,642	\$50,000

Town Manager

Town Manager 3.5 FTE
\$383,500

General Fund – Department 43

Cecilia J. Grittman

Town Manager

cgrittman@chinoaz.net

928-636-2646

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 as the Chief Operating and Administrative Officer of the Town, has overall responsibility for the proper conduct of all procedures, policies and operations of all Town departments, as well as the effective and efficient operation and provision of services and products to the community. The department includes the Town Manager, a Management Analyst, one part-time Administrative Technician and one part-time Senior Administrative Technician.

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

\$ SPENT PER CITIZEN
\$34.08

FY 2018 Accomplishments

Begin work on the next rifle range at the shooting range.

Complete the EDA, ACA and APS grant funds to create the industrial park at Old Home Manor and extension of Road 4 North.

Update Council’s Strategic Plan.

Explore the expansion of additional recreational and tourism related functions at Old Home Manor.

FY 2019 Initiatives and Goals

Continue discussions / analysis with area water providers.

Develop Economic Development strategies for the Industrial Park, commercial nodes of the community.

Work with staff / committees / council in developing a roads maintenance program and suggested funding sources.

Work with staff / committees / council to develop a comprehensive UDO update to include property maintenance.

Evaluate real estate owned by the Town and prepare recommendations for Council regarding use.

Financial Information

Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 298,660	\$ 216,664	\$ 205,000	\$ 257,958	
Benefits	\$ 54,579	\$ 65,036	\$ 45,000	\$ 75,042	
Services and Supplies	\$ 33,198	\$ 31,300	\$ 34,600	\$ 43,900	
Capital	\$ -	\$ -	\$ 5,000	\$ 6,600	
Total	\$ 386,437	\$ 313,000	\$ 289,600	\$ 383,500	23%
Number of Employees	3.5	2.5		3.25	

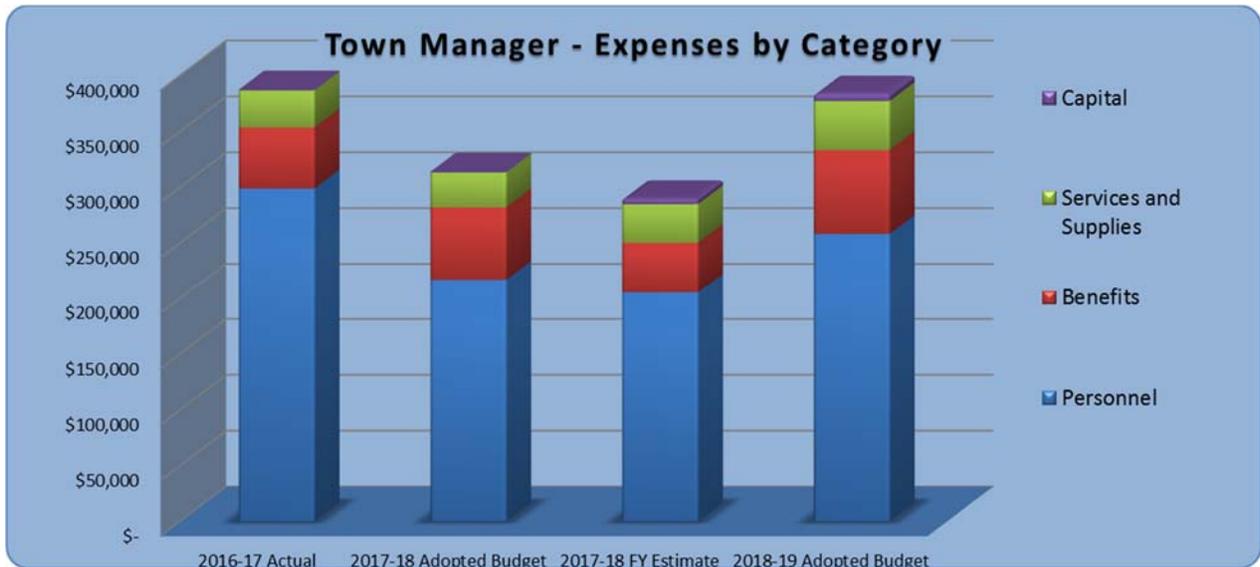
Total Department Change over Prior Fiscal Year

23%

Increases
Economic Development Director \$51,300

Narrative
Personnel and Benefits is up due filling the Economic Development Director position. Overall the department is projecting an increase of 23%.

Department Summaries and Performance Measures



Human Resources

General Fund – Department 44
Laura Kyriakakis
Human Resources Director
HumanResources@chinoaz.net
928-636-2646



Human Resources 2.0 FTE
\$252,200

Mission – Develop, implement and support programs and processes that add value to the Town of Chino Valley and its employees, leading to their improved well-being, empowerment, growth and retention, while simultaneously providing a continued commitment to key business strategies and employment law compliance.

Program Description

Human Resources is responsible for the functions and administration in the areas of recruitment and selection, job classification and compensation planning, employee development, employee relations, the total rewards program, and compliance with employment regulations and guidelines as dictated by federal, state and local laws.

FY 2018 Accomplishments

Created procedure to ensure town compliance with ARS 38-962 (required counseling for public safety staff, for traumatic events). Conducted an internal compensation and classification study for sworn officers; created a separate Police Department salary range and implemented required changes. Rolled out new Sick Time Policy that is in compliance with AZ Proposition 206. With input from the Personnel Committee, updated the Accrued Time-Off Donation Policy and revised the Per Diem Policy. Ensured compliance with the Affordable Care Act 1094/1095 requirements. Rolled out a Document and Task Management Module an online, on-boarding process through the Town’s HRIS system. Facilitated refunds as required by the PSPRS Hall/Parker case. Rolled out an Employee Spot Award Program.



\$ SPENT PER CITIZEN
\$22.42

FY 2019 New Initiatives and Goals

Roll out an on-line health insurance enrollment program that links directly to the Town’s HRIS and payroll system, to create a more efficient reporting and tracking process. Conduct a compensation and classification survey for the Town (excluding sworn officers). Formalize a risk management process, starting with the Recreation Department, by tracking certificates of insurance that are required by parties partnering with the Town, that are called out in contracts/agreement, or that are required for special events held on Town property. With Finance, assess, develop and implement a standardized uniform allowance policy and procedure. Reformat the Employee Handbook and continue to review and update employee handbook policies as necessary.

Financial Information

Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 137,055	\$ 140,612	\$ 140,600	\$ 146,276	
Benefits	\$ 42,404	\$ 36,187	\$ 37,000	\$ 38,024	
Services and Supplies	\$ 36,242	\$ 56,200	\$ 44,000	\$ 67,900	
Total	\$ 215,701	\$ 233,000	\$ 221,600	\$ 252,200	8%
Number of Employees	2	2		2	

Total Department Change over Prior Fiscal Year

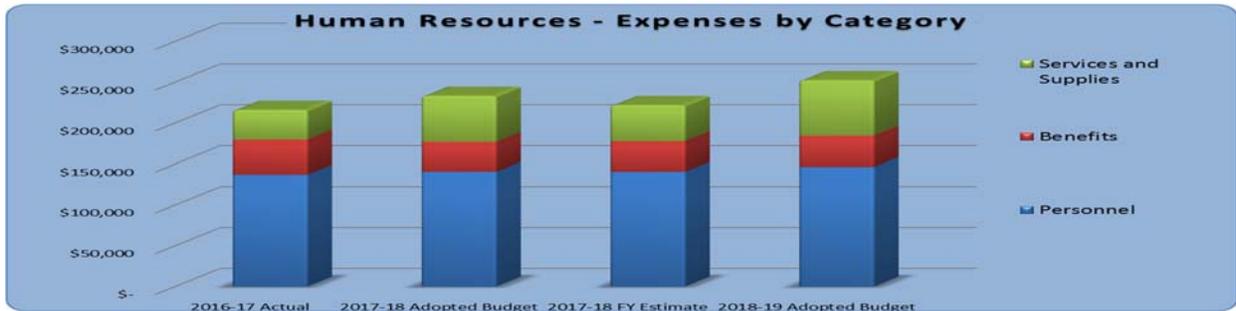
8%

Increases
 Contract Service \$8,000
 Advertising \$2,000

Narrative

Services and Supplies additional costs are associated with the additional cost of the cloud based payroll services and increased advertising expenses for the Police Department. Overall the department is projecting an increase of 8%.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
# of recruitments processed	21	18	22	20
New positions created	3	1	3	6
# of applications processed	304	232	161	200
Employee turnover rate	23%	20%	14%	15%
Work-related injuries and illnesses	4	7	2	5

Municipal Court



Municipal Court 4.5 FTE
\$ 275,900

General Fund – Department 45

Mary E. Hamm
mhamm@courts.az.gov
928-636-4534

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.

FY 2018 Accomplishments

The Chino Valley Town Council appointed Honorable Mary E. Hamm as Magistrate on July 1, 2017. Along with a change in management, a new case management system (AJACS) was implemented by the Administrative Offices of the Court. Court administration and staff brought the new case processing flow to life with minimal training. The court has adopted and is implementing court security standards as defined by the Supreme Court of the State of Arizona. The court added a new Bailiff position which will provide routine daily inspections of the courthouse, administer risk assessment, emergency planning, maintaining order within the courtroom, and providing security for the magistrate, court staff, and the public.



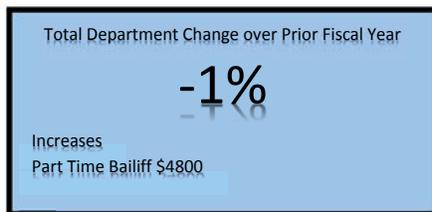
\$ SPENT PER CITIZEN
\$24.52

FY 2019 Initiatives and Goals

A change in leadership and the new CMS created a need for new policies and procedures. Court leadership will complete the policy and procedure manual, set them in place with clearly defined duties and a case flow management process. Another initiative and goal for FY 2019 is to comply with the second year of implementing court security standards which include, training for security officer, court employees, magistrate, and new hires as well as upgrading facilities and security equipment.

Financial Information

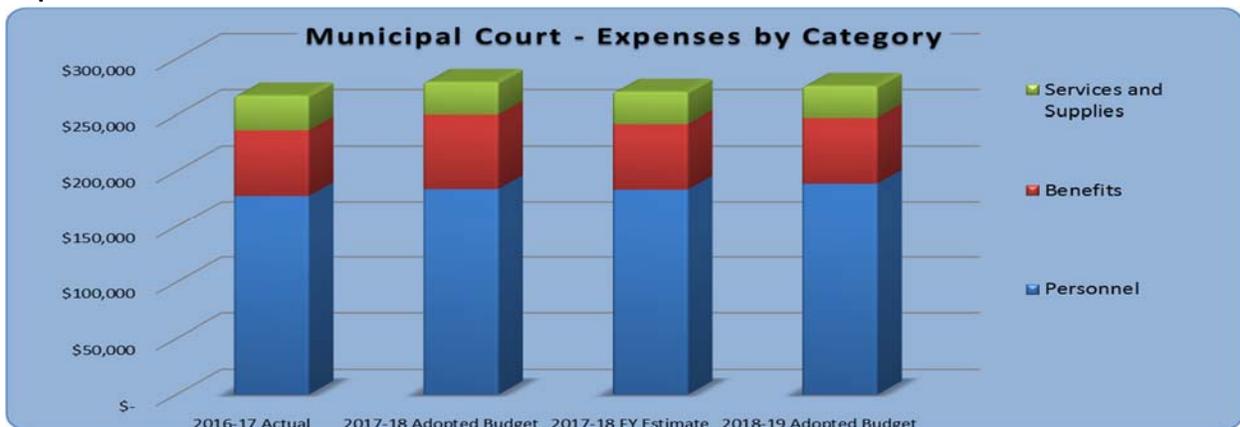
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 177,986	\$ 184,278	\$ 183,800	\$ 189,084	
Benefits	\$ 58,771	\$ 66,022	\$ 58,500	\$ 58,716	
Services and Supplies	\$ 30,535	\$ 29,100	\$ 28,400	\$ 28,100	
Total	\$ 267,292	\$ 279,400	\$ 270,700	\$ 275,900	-1%
Number of Employees	4	4		4.5	



Narrative

Personnel and Benefits were up due to adding a part-time Bailiff position. Services and Supplies reduced costs are associated with engaging an audit firm that conducts an audit every three fiscal years. Overall the department is projecting a slight increase next fiscal year.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
DUI	56	71	79	97
Total Criminal Traffic	215	155	236	226
Total Civil Traffic	711	828	1618	1271
Misdemeanors	414	396	350	315
Fine Revenue by Calendar Year	\$80,549	\$130,169	\$146,004	\$143,000

Finance

General Fund – Department 46

Joe Duffy, CPA
Finance Director
jduffy@chinoaz.net
928-636-2646



Mission – The Chino Valley Finance Department’s mission is to administer the financial affairs of the Town through sound financial management practices 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.

\$ SPENT PER CITIZEN
\$31.97

FY 2018 Accomplishments

- Received an unqualified opinion on the Fiscal Year 2017 Annual Audit.
- Prepared the Town’s Fiscal Year 2018 budget in conformity with the GFOA recommended practices.
- Submitted and received the GFOA Distinguished Budget Award.
- Prepared the Town’s third Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2017.
- Submitted and received the Certificate of Achievement for Excellence in Financial Reporting.

FY 2019 Initiatives and Goals

- Oversee the compilation of the Town’s Fiscal Year 2019 Budget in conformity with the GFOA recommended practices.
- Prepare a Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2018.
- Upgrade current accounting system software.
- Set up ACH vendor payment system for all vendors.
- Upgrade and integrate current fixed asset records with Town Clerks, Public Works, and Development Services new document management system.

Financial Information

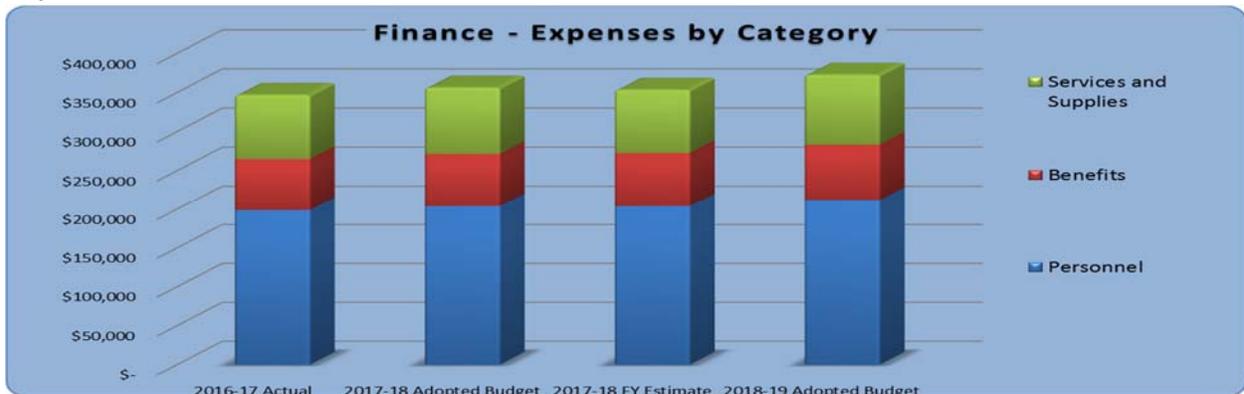
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 198,853	\$ 204,044	\$ 204,000	\$ 212,210	
Benefits	\$ 66,135	\$ 67,556	\$ 68,800	\$ 71,190	
Services and Supplies	\$ 81,785	\$ 84,600	\$ 80,600	\$ 89,200	
Total	\$ 346,773	\$ 356,200	\$ 353,400	\$ 372,600	5%
Number of Employees	3	3		3	

Total Department Change over Prior Fiscal Year
5%
Increases
Personnel and Benefits \$ 11,800
Audit Expense \$2,000
Maint Office Equipment \$1,500

Narrative

Personnel and Benefits are up slightly. Services and Supplies additional costs are associated the contractual increase in audit fees. Overall the department is projecting an increase of 4%.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Unqualified Audit Report	Yes	Yes	Yes	Yes
GFOA CAFR Certificate of Achievement Award	Yes	Yes	Yes	Yes
Audit Completion Date	10/30/15	11/29/16	10/30/17	10/30/18
GFOA Distinguished Budget Award	Yes	Yes	Yes	No
Accounts Payable and Payroll Payments Processed	5,016	5,100	5,500	6,000

Management Information Systems

General Fund – Department 47
Spencer Guest
IT Manager
sguest@chinoaz.net
928-636-2646



MIS 2.0 FTE
\$275,900

Mission – The mission of Management Information Systems is to support, design, develop and enhance the Town’s information technology (IT), Web 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 and implements new software, systems and applications to keep Town services running efficiently and maximize the Town’s IT investments. MIS continuously works to keep the Town web page updated with the latest content about services, programs and events and manages the audio/visual equipment, filming and production of information and programming that is vital for the Chino Access Television Station. MIS manages IT related budget and expenditures throughout the fiscal year to ensure proper spending of Town funds. 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.



\$ SPENT PER CITIZEN
\$24.52

FY 2018 Accomplishments

- Completion, presentation and approval of the Town's first Technology Plan.
- Document management Review and RFP Process.
- Selection, purchase and implementation of new television automation system and upgraded camera system.
- Installation of screens and projection systems in both the Senior Center and Community Center facilities.
- Position establishment, supervision and training of new staff in the areas of MIS, GIS and Access Television operations.
- Renegotiation, presentation and management of new managed print services contract with Arizona Office Technologies.

Installation, configuration and implementation new Windows Server 2016 Hyper V server.
 Selection configuration and implementation of new backup server allowing for future backup needs.
 Civic Rec demonstration, presentation, approval, training and implementation to improve Recreation,
 Senior Center and Library community services.

FY 2019 Initiatives and Goals

Deployment of a new network management system that will allow for improved server, desktop, network and trouble ticket tracking for all staff and enhance network documentation.
 Begin deployment of new document management system and begin migration of the Town's files from the file shares into the new system.
 Explore and evaluate potential video on demand and live meeting streaming options for the Town meetings.
 Fully implement and deploy the new Civic Rec system and ensure it can be used to its full capabilities.
 Deployment of improved video conferencing and web meeting software.

Financial Information

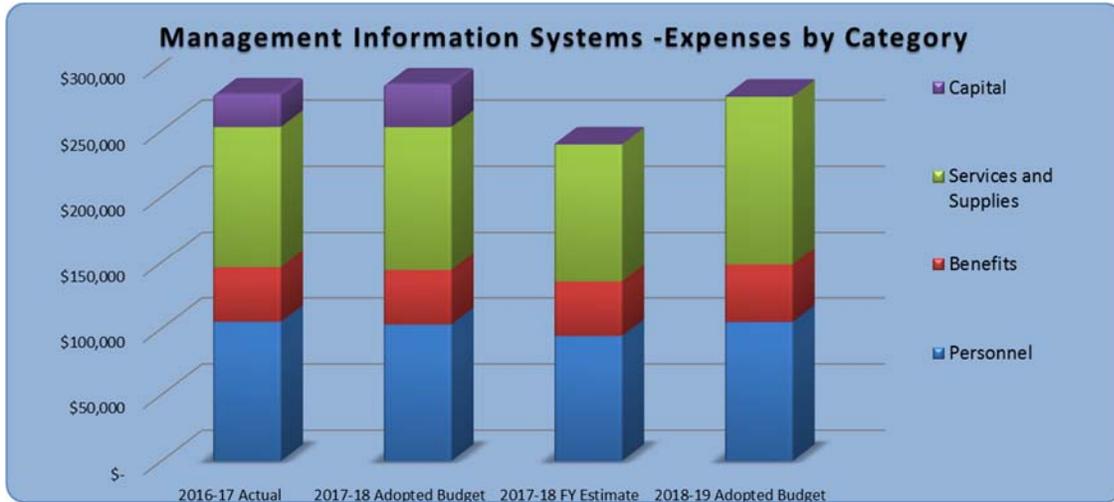
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 105,135	\$ 103,125	\$ 94,500	\$ 105,002	
Benefits	\$ 41,319	\$ 41,275	\$ 41,100	\$ 43,498	
Services and Supplies	\$ 106,528	\$ 108,500	\$ 104,200	\$ 127,400	
Capital	\$ 25,008	\$ 32,500	\$ -	\$ -	
Total	\$ 277,990	\$ 285,400	\$ 239,800	\$ 275,900	-3%
Number of Employees	2	2.5		2.0	



Narrative

Services and Supplies increased due to requested hardware and software needs from other departments. Overall the department is projecting a decrease of 3%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
# of Computers in Service	127	129	145	142
# of Servers in Service	15	16	18	19
# of Printers In Service	32	39	41	40
Number of Service Tickets Closed	491	350	482	550

Mayor and Council



General Fund – Department 50

Darryl L Croft

Mayor

dcroft@chinoaz.net

928-636-2646

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 is 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.

\$ SPENT PER CITIZEN
\$4.46

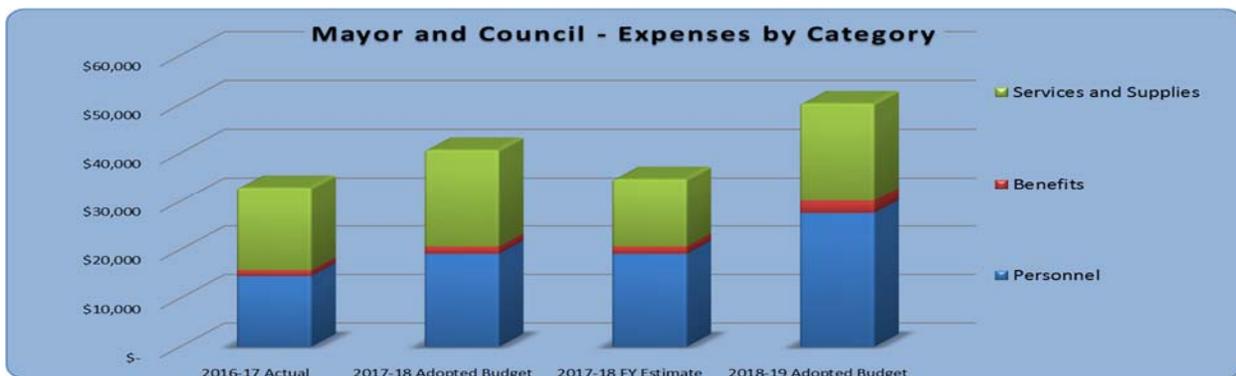
Financial Information

Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 14,600	\$ 19,186	\$ 19,200	\$ 27,600	
Benefits	\$ 1,206	\$ 1,514	\$ 1,514	\$ 2,600	
Services and Supplies	\$ 17,089	\$ 20,000	\$ 14,000	\$ 20,000	
Total	\$ 32,895	\$ 40,700	\$ 34,714	\$ 50,200	23%

Total Department Change over Prior Fiscal Year
23%

Narrative

Personnel and Benefits are up due to an increase in Council Members monthly stipend. Services and Supplies are down slightly over last fiscal year. Overall the department is projecting an increase of 23%.



Planning

General Fund – Department 55
Jason Sanks
Development Services Director
928-636-4427



Planning 2.0 FTE
\$207,200

Mission - The mission of the Planning Department is to facilitate growth and development within the Town of Chino Valley. By following the General Plan and supporting Specific Area Plans, staff will assist in creating a community that provides employment, recreation, residential, and retail opportunities for all.

Program Description

The Planning Department provides detailed information regarding properties, land use, and zoning regulations. The department processes rezoning applications, provides technical review for development projects, administers the General Plan, and provides support to the Planning and Zoning Commission and Town Council.



\$ SPENT PER CITIZEN
\$19.14

As the economy continues to remain strong, development activities will continue to increase. The number of site plan reviews nearly doubled from 2016/2017 to 2017/2018 while the number of zone change requests has more than doubled. The significant increase in rezoning cases is a precursor to actual development that generally ensues within 12 months of the rezone. This indicates that plan review and additional planning related cases will remain strong into 2019.

FY 2018 Accomplishments

- Initiated the Unified Development Ordinance (UDO) rewrite.
- Initiated a comprehensive case filing system for all entitlement related cases (zone change, CUP, etc.)
- Created new zoning exhibit and notice of public hearing documents that are more professional.
- Continued work with EPS Group on the Old Home Manor Master Plan.
- Overhauled the Staff Report and Presentation documents to be more informative and graphic intensive in an effort to better serve PZ and Council, as well as the general public.

FY 2019 Initiatives and Goals

- Complete the Old Home Manor Industrial Park Master Plan.
- Complete the UDO rewrite.
- Complete the case filing system backlog to the year 2000.
- Initiate Commercial Design Guidelines for development along State Highway 89.
- Overhaul entitlement applications and consider changes to the existing fee schedule.

Financial Information

Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 119,581	\$ 141,452	\$ 50,500	\$ 58,017	
Benefits	\$ 37,234	\$ 46,448	\$ 20,500	\$ 19,783	
Services and Supplies	\$ 21,289	\$ 20,600	\$ 121,200	\$ 129,400	
Total	\$ 178,104	\$ 208,500	\$ 192,200	\$ 207,200	-1%
Number of Employees	2	2		2	

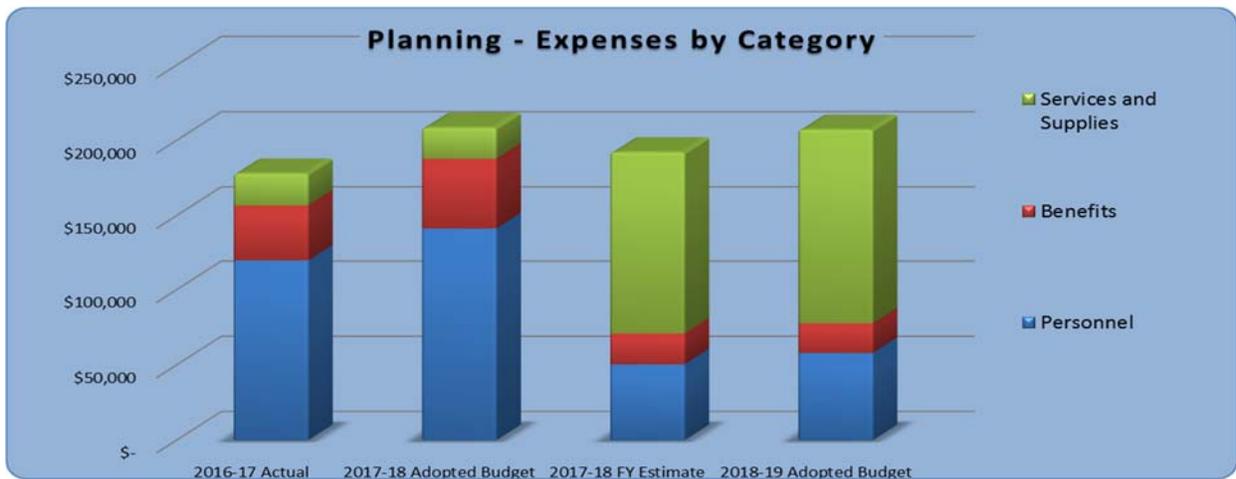
Total Department Change over Prior Fiscal Year

-1%

Narrative

Personnel and Benefits are down due to contracting for the Development Services Director Position. Overall the department is projecting a decrease of 1%.

Summaries and Performance Measures



	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Neighborhood Meetings	9	7	16	18
UDO Amendment	3	12	3	Rewrite
Rezones	7	10	14	16
Lot Splits	94	90	90	90
Site Plan Reviews	10	19	27	38

Building Inspection

General Fund – Department 56

Dan Trout

Chief Building Official

dtroat@chinoaz.net

928-636-4427



Mission - The Town of Chino Valley’s Building Department’s mission is to provide the public with outstanding customer service through dedication and commitment to excellence throughout the entire process for building.

Program Description - The Building Division reviews all applications and building plans for compliance and issues building permits for all development projects, residential and commercial, in the town. The safety of residential and commercial structures is regulated by the enforcement of building codes adopted by the Town Council. These codes include the 2012 International Building, Residential, Mechanical, Plumbing, and Fuel Gas Codes, as well as the 2011 National Electrical Code.

FY 2018 Accomplishments

Began the process of amending for adoption, the 2015 International Building Codes. These periodic adoptions help maintain consistency in building regulations with neighboring jurisdictions as well as satisfying requirements from ISO for audits.

Began data migration of the entire parcel file history to Citizen Serve Software Application.

FY 2019 Initiatives and Goals

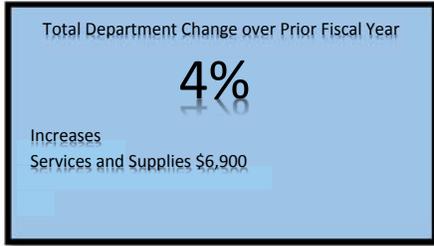
Continue streamlining permitting and inspection process.

Continue to transition to a paperless process of plan submittal, plan review and inspections.

Continue data migration of the entire parcel file history to Citizen Serve Software Application.

Financial Information

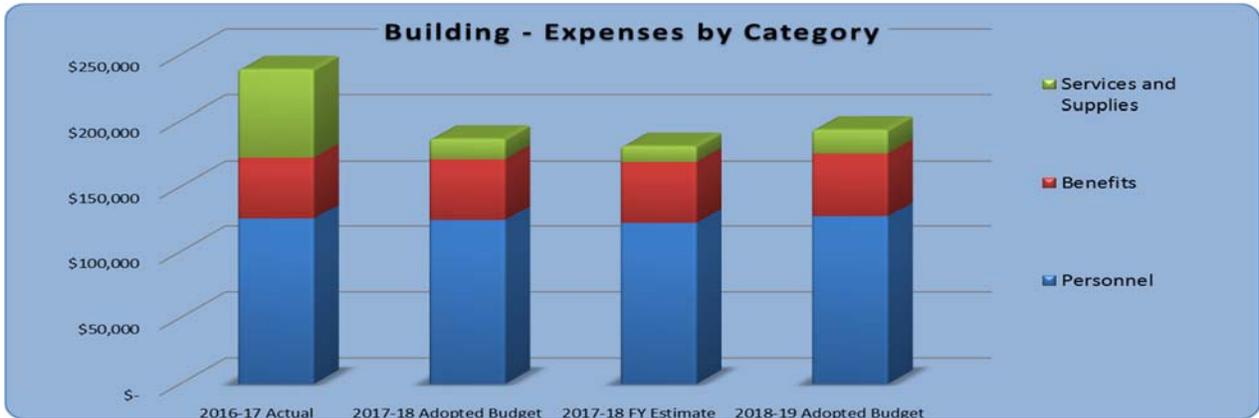
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 125,325	\$ 124,220	\$ 122,000	\$ 127,131	
Benefits	\$ 47,049	\$ 46,880	\$ 47,000	\$ 48,369	
Services and Supplies	\$ 66,787	\$ 15,600	\$ 12,100	\$ 18,100	
Total	\$ 239,161	\$ 186,700	\$ 181,100	\$ 193,600	4%
Number of Employees	2	2		2	



Narrative

Overall the department is projecting an increase 4% primarily due to the planned 2018 building code update.

Summaries and Performance Measures



	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Performance Measures				
Number of Residential Permits	222	251	327	422
Number of Commercial Permits	64	52	60	55
Value of Building Permits	\$11,484,340	\$12,121,864	\$28,798,780	\$35,908,462
Number of Code Enforcement Cases Initiated/Completed	77	160	128	132
Number of Code Enforcement Citations Issued	28	47	196	133

Police

General Fund – Department 60

Chuck Wynn

Chief of Police

cwynn@chinoaz.net

928-636-4223



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

Utilizing state of the art policing methods the police department is able to proactively patrol and enforce criminal, traffic and town laws and ordinances. The department has utilized staff to provide ideas, methods and solutions by “thinking outside the box”. This approach has allowed the department to stretch the limited operating budget and provide the highest level of policing service to the public. The production, dedication and enthusiasm provided by the department ensures we maximize resources to ensure success of the department’s mission.

Police Department staff have donated time and expertise to ensure outside funding and resources, such as the Federal 1033 program, RICO funds and collaboration with private organizations, are obtained and utilized to increase training capabilities of the department and town. We have a facility and location to train our staff, as well as those around us, which enables our staff to obtain the latest and greatest training in the profession. The ability of the department to tap internal resources to ensure the training facility is operational, functional and capable of providing the needed training is like none seen anywhere else in this profession.

\$ SPENT PER CITIZEN
\$304.26

The department has been, and continues to be, successful in obtaining federal, state and private grants to provide equipment, resources and staffing outside those available through the town.

FY 2018 Accomplishments

Began construction of a tactical village for training

 First building installed

 Basic berm work started

Moved some Sergeant training responsibilities to new Civilian Training Officer.

Decreased turnover with the help of pay adjustments.

Hosted 5 firearms trainings on the simulator with 2 civilian organizations.

Remodeled Records room to increase file storage and efficiency.

FY 2019 Initiatives and Goals

- Purchase, train and deploy Taser body camera system.
- Purchase and utilize evidence software system to improve tracking of evidence.
- Purchase and utilize National Incident Based Reporting System.
- Continue work on tactical range.
- Begin work on new pistol range.
- Add afternoon Coffee with Cops once a month.

Financial Information

Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 1,602,638	\$ 1,720,385	\$ 1,700,000	\$ 1,789,118	
Benefits	\$ 738,896	\$ 1,010,014	\$ 1,000,000	\$ 1,049,382	
Services and Supplies	\$ 331,543	\$ 362,000	\$ 369,700	\$ 379,700	
Capital	\$ 49,561	\$ 81,800	\$ 95,700	\$ 204,800	
Total	\$ 2,722,638	\$ 3,174,200	\$ 3,165,400	\$ 3,423,000	8%
Number of Employees	28	28.5		30.0	

Total Department Change over Prior Fiscal Year

8%

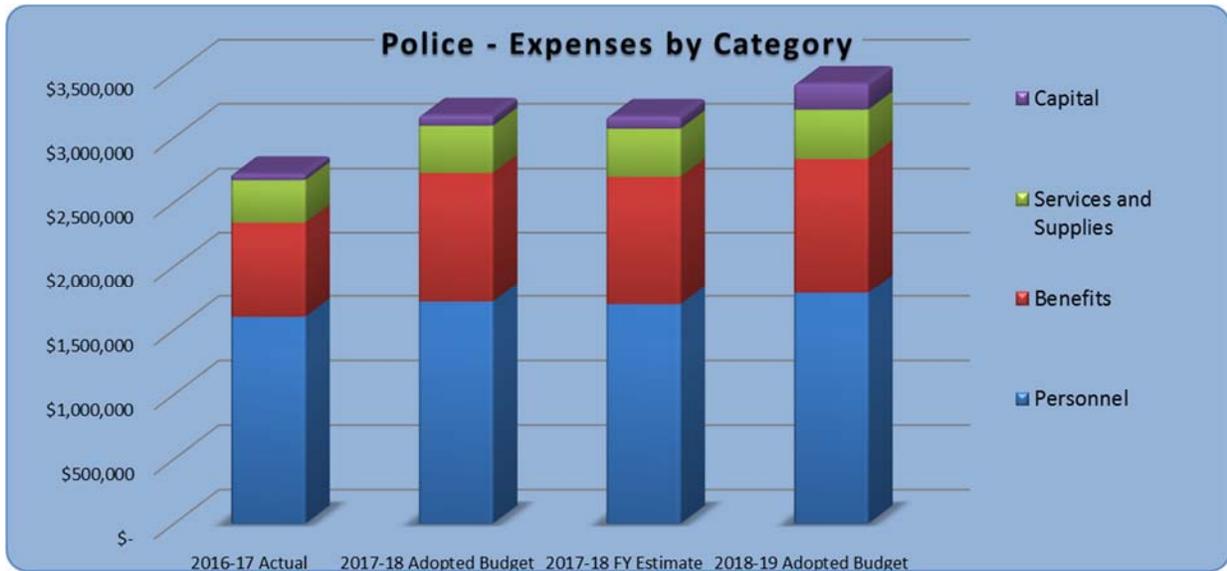
Increases

- Personnel and Benefits \$108,000
- Police Cars Lease Payment \$35,000
- Evidence/Body Cameras \$46,000
- Vehicle Grant Match \$35,000

Narrative

Services and Supplies due to an increase in the Yavapai County Sheriffs contract and an overall increase in operating expenses. Capital reflects the lease purchase payments for new police cars and new body cameras. Overall the department is projecting an increase of 8%.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Total Arrests	720	795	452	500
Citations Issued	815	1,169	1,204	1,300
Warnings Issued	2,173	2,034	1,801	2,000
Total Departmental Reports	10,957	11,125	10,680	11,000
Dispatched Calls for Service	4,473	4,871	5,079	5,200

Animal Control

General Fund – Department 61
 Angela Olander Chamberlin
 Animal Control Officer
 928-636-2646

Animal Control 2.5 FTE
\$124,800

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.

\$ SPENT PER CITIZEN
\$11.09

FY 2018 Accomplishments

Changed organizational structure to save money.
 Applied for and received grant for guillotine doors.

FY 2019 Initiatives and Goals

Increase TNR (Trap Neuter Release) program participation.
 Install guillotine doors in kennels to increase the emergency capacity.
 Advanced training for new Animal Control Officer.

Financial Information

Expenditure by Type					
Description	2014-15 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 67,545	\$ 73,341	\$ 68,000	\$ 68,642	
Benefits	\$ 20,561	\$ 24,059	\$ 21,000	\$ 22,358	
Services and Supplies	\$ 32,353	\$ 31,700	\$ 28,600	\$ 33,800	
Interdepartmental/Capital	\$ -	\$ -	\$ -		
Total	\$ 120,459	\$ 129,100	\$ 117,600	\$ 124,800	-3%
Number of Employees	2.5	2.5		2.5	

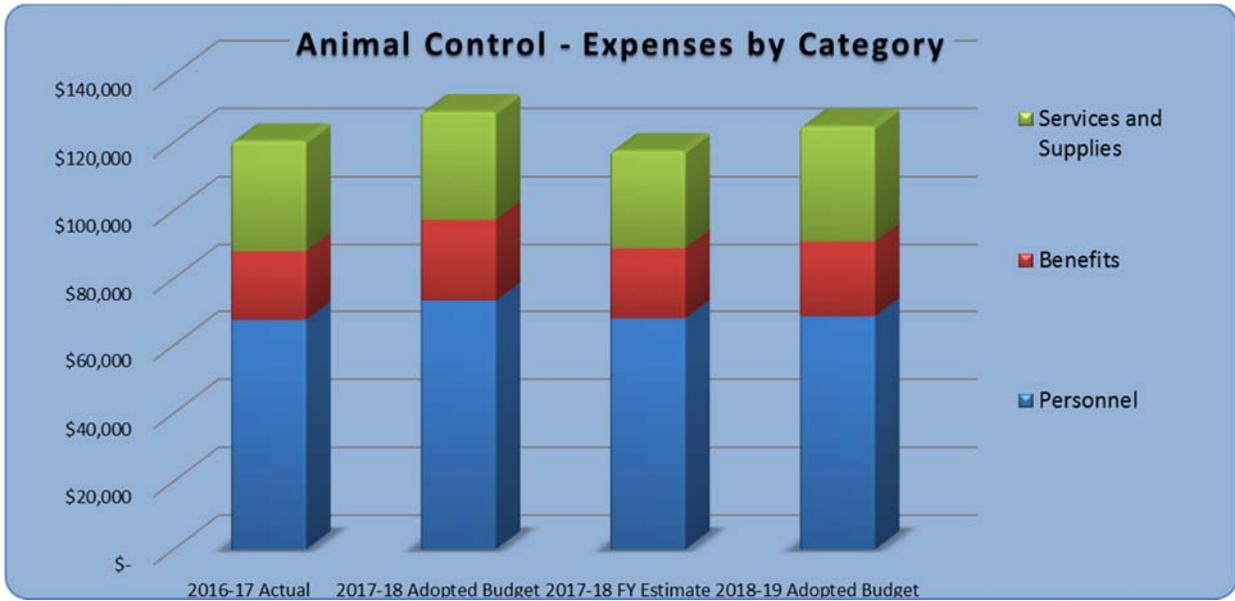
Total Department Change over Prior Fiscal Year

-3%

Narrative

Overall the department is projecting a decrease of 3%.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Animal Related Calls	1272	880	941	950
Impounded Dogs	301	340	400	420
Adopted Dogs	136	137	150	160
Dog Licenses Sold	1839	1889	1994	2000
Dogs Returned to Owner	160	195	249	260

Recreation

General Fund – Department 63
Scott Bruner
Community Services Director
sbruner@chinoaz.net
928-636-9780



Recreation 1.5 FTE
\$132,900

Mission

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



\$ SPENT PER CITIZEN
\$11.81

FY 2018 Accomplishments

- Remodel and repair Community Center.
- Establish a Boys and Girls Club in Chino Valley.
- Purchase recreation reservation software to improve management of recreational facilities.
- Add a new Recreation Lead to oversee all recreational activities, programs, and events.
- Restructure and implantation of User Group contracts.

FY 2019 Initiatives and Goals

- Installation of ballfield lighting.
- Relocate Memory Park basketball court.
- Establish adult softball tournaments.
- Installation of a nine hole Disc Golf course.

Financial Information

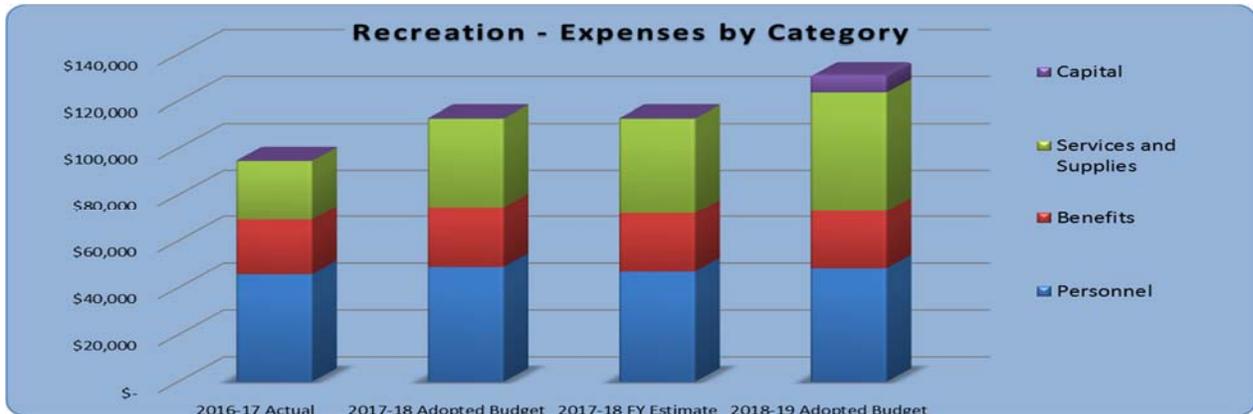
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 45,857	\$ 48,923	\$ 47,000	\$ 48,321	
Benefits	\$ 23,362	\$ 25,678	\$ 25,000	\$ 24,579	
Services and Supplies	\$ 25,423	\$ 38,100	\$ 40,700	\$ 52,500	
Capital	\$ -	\$ -	\$ -	\$ 7,500	
Total	\$ 94,642	\$ 112,700	\$ 112,700	\$ 132,900	18%
Number of Employees	0.5	1.5		1.5	



Narrative

Personnel and Benefits are down slightly. Services and Supplies additional costs are associated with additional recreation program and advertising expenses. Fireworks were also budgeted separately this year. Overall the department is projecting an increase of 16%.

Department Summaries and Performance Measures



Library

General Fund – Department 64
Scott Bruner
Community Services Director
sbruner@chinoaz.net
928-636-2687



Library 5.5 FTE
\$350,700

Mission

The Chino Valley Public Library exists to serve 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, 1,000 Audio's, 100 magazines, 8 local and national newspapers, with puzzles and CD's for the whole family. Over 200 educational and children's programs are available throughout the year.

In addition, the Library offers nine on-line computerized card catalogs, sixteen internet terminals (plus wireless) that also feature word-processing and spreadsheets. Internet computers are equipped with headphones with downloading capability and online access with full text research articles and electronic reference databases. There is also a children's computer room with seven educational computers offering a vast array of learning programs.

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 comforts of their home, or wherever they may be in the world, and place holds, renew their books, videos, search our database or download e-books.



\$ SPENT PER CITIZEN
\$31.17

Children's programs are offered free to the public four times a week throughout the year. The Summer Reading Program is the most popular program in the Library.

It should be noted that The Friends of the Chino Valley Library continue to save the Town thousands of dollars each year in volunteer labor costs.

FY 2018 Accomplishments

Start and completion of phase 1 Memory Park/Library expansion.
 Downsizing, purging, deletion and relocation of the Reference section.
 Relocation, back shifting of Science Fiction and Biographies collection.
 Expand/increase Library programs.
 Replace and update all public computers.

FY 2019 Initiatives and Goals

Start and completion of phase 2 Memory Park/Library expansion.
 Create outdoor reading areas with additional benches and tables.
 Replace failing heating and cooling units.
 Inventory, analysis, and weeding, entire DVD collection.
 Complete two-year collection development inventory and analysis of the non-fiction collection.

Financial Information

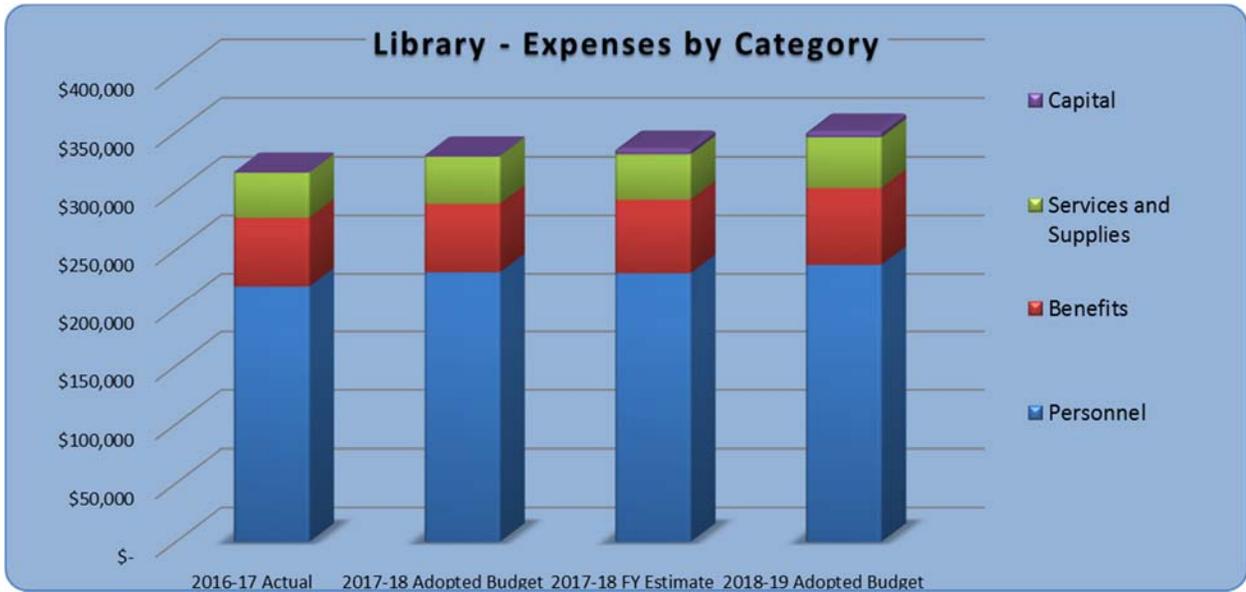
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 218,637	\$ 230,873	\$ 230,000	\$ 237,189	
Benefits	\$ 58,908	\$ 58,627	\$ 63,000	\$ 65,811	
Services and Supplies	\$ 38,460	\$ 40,200	\$ 38,200	\$ 42,700	
Capital	\$ -	\$ -	\$ 4,800	\$ 5,000	
Total	\$ 316,005	\$ 329,700	\$ 336,000	\$ 350,700	6%
Number of Employees	4	5		5.5	



Narrative

Personnel and Benefits are up slightly over the prior fiscal year. Services and Supplies remain flat and Interdepartmental charges are no longer being assessed to the department. Capital is up slightly due to the purchase of a new van. Overall the department is projecting an increase of 6%.

Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Number of Registered Library Users	5,152	6,307	7,399	6,698
Total Attendance in Library per year	60,380	62,346	66,131	64,960
Total Circulation Transactions per year	119,033	112,843	119,721	107,359
Printed materials	44,249	45,557	56,671	61,959
Total Volunteer hours	7,226	6,420	5,728	5,631

Senior Center

General Fund – Department 66
Cyndi Thomas
Senior Services Administrator
cthomas@chinoaz.net
928-636-9114



Senior Center 4.25 FTE
\$303,300

Mission

The Mission of Chino Valley Senior Services is to provide opportunities for participation with 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 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 an administrator, cook, an assistant cook and a part time kitchen assistant. Additionally, numerous volunteers are utilized as Meals-on-Wheels drivers, program drivers, program facilitators, facility hosts, kitchen help and thrift store operators.



\$ SPENT PER CITIZEN
\$26.96

FY 2018 Accomplishments

In Fiscal Year 17/18, along with Senior Services Staff and various partners, we have facilitated many educational and informative seminars regarding aging issues in not only the Chino Valley area, but also the Tri-City area and have increased awareness for the ability of older adults to remain active and healthy.

The Senior Services Administrator has been appointed to the Yavapai Regional Transit Advisory Board, which will help to enhance opportunities for transportation services for seniors in the Chino Valley Community.

The senior center Administrator has been trained in three different courses, a *fall prevention program*, a *diabetes management program* and a *chronic disease management program* with being certified in these three different programs, we are able to offer bi-annual classes in each of these areas to the community.

Remodeled restrooms to be ADA compliant.

FY 2019 Initiatives and Goals

Continue researching the possibility of implementing a data management system to improve operational efficiency.

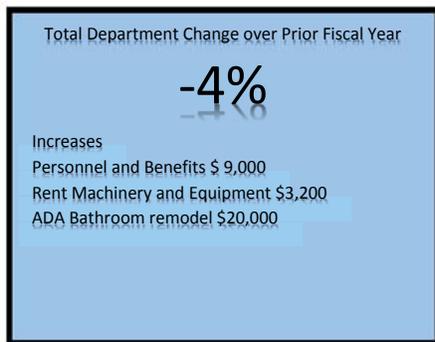
Develop a strategy for private pay and/or sliding fee scale for meal services that will not interfere with Older American Act and/or State funds as appropriate.

Develop a strategy to market and manage the thrift store.

Continue to spread awareness for senior health, wellness and security throughout the Chino Valley Area.

Financial Information

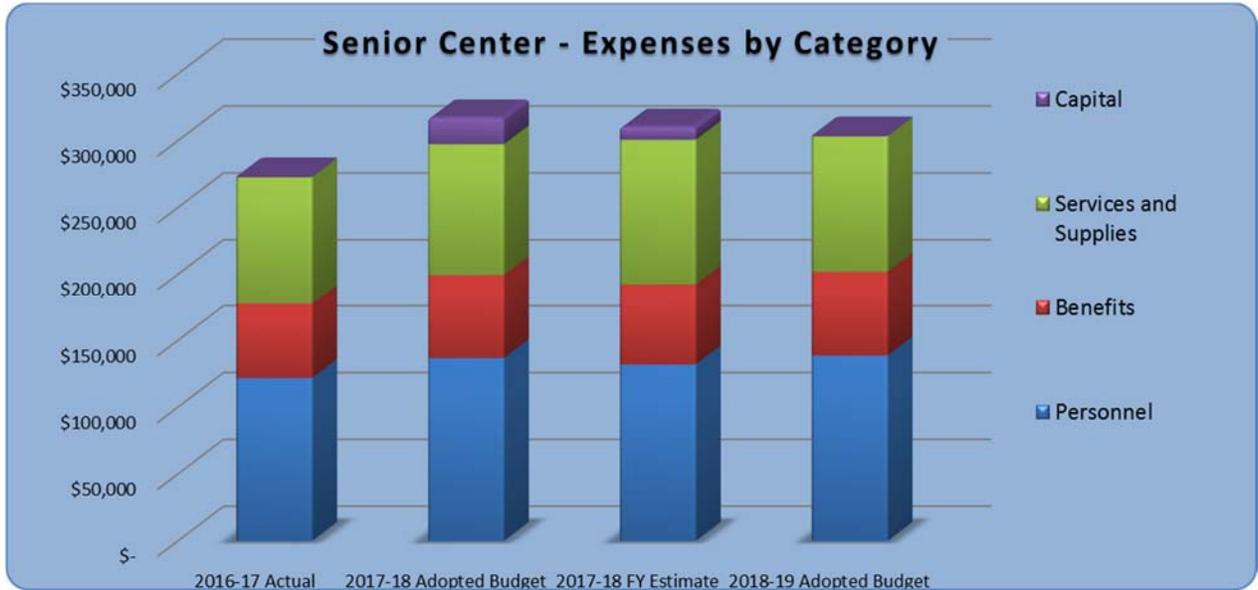
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 121,792	\$ 136,713	\$ 132,000	\$ 138,662	
Benefits	\$ 55,810	\$ 62,787	\$ 60,500	\$ 63,338	
Services and Supplies	\$ 95,051	\$ 97,900	\$ 108,200	\$ 101,300	
Capital	\$ -	\$ 20,000	\$ 9,800	\$ -	
Total	\$ 272,653	\$ 317,400	\$ 310,500	\$ 303,300	-4%
Number of Employees	3.5	3.5		4.25	



Narrative

Personnel and Benefits are up due to an increased number of hours for the assistant cook. Services and Supplies additional costs are associated with renting a dishwasher. Capital includes remodeling bathrooms to be ADA compliant. Overall the department is projecting a decrease of 4%.

Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Total Meals Served In House	11,606	13,452	13,526	14,608
Total Meals Delivered	10,582	13,200	11,549	10,684
Building Usage	4,284	4,162	3,652	3,400
Programs	1,036	10,250	1,989	2,080
Trips	572	432	306	292

Parks Maintenance

General Fund – Department 68
Scott Bruner
Community Services Director
sbruner@chinoaz.net
928-636-6084



Parks Maintenance
3.0 FTE \$491,600

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.



\$ SPENT PER CITIZEN
\$43.69

FY 2018 Accomplishments

- Began Phase 1 of Memory Park/Library expansion.
- Began Phase 1 of Old Home Manor rehabilitation project.
- Installed sculpture in Memory Park.
- Restructure and implementation of park User Group contracts.

FY 2019 Initiatives and Goals

- Begin Phase 2 of Memory Park/Library expansion.
- Begin Phase 2 of Old Home Manor rehabilitation project.
- Build new Memory Park restrooms.
- Installation of ballfield lighting.
- Coordination with the City of Prescott in the connectivity of the Peavine Trail system.

Financial Information

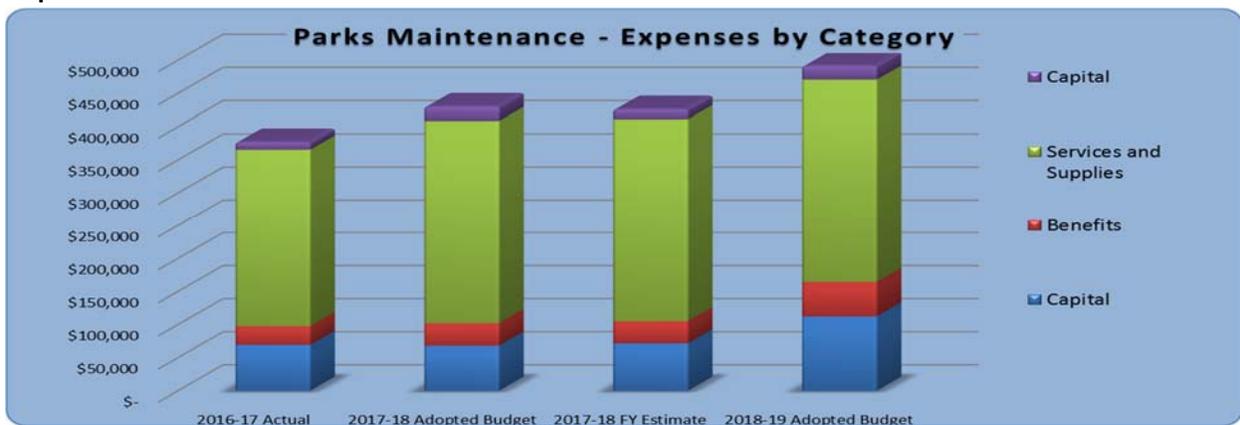
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 69,304	\$ 68,107	\$ 71,500	\$ 112,243	
Benefits	\$ 28,270	\$ 33,893	\$ 33,500	\$ 52,157	
Services and Supplies	\$ 267,823	\$ 306,500	\$ 306,200	\$ 306,200	
Capital	\$ 11,720	\$ 21,800	\$ 15,000	\$ 21,000	
Total	\$ 377,117	\$ 430,300	\$ 426,200	\$ 491,600	14%
Number of Employees	3	2		3	



Narrative

Personnel and Benefits are up do to adding a position to the department. Contract and Support Services are even with the prior year. Overall the department is projecting an increase of 14%.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Total Park Acres	114	114	114	114
Number of Youth Organizations using Park Facilities	10	12	11	11
Total Acres of Active Parks	9.3	9.3	9.3	9.3
Total Acres of Turf	19.65	19.65	19.65	19.65
Total Gallons of Water used per Acre of Turf	650,000	750,000	763,000	775,000

Aquatic Center

General Fund – Department 69
Scott Bruner
Community Services Director
sbruner@chinoaz.net
928-636-9780



Aquatic Center .5 FTE
\$235,700

Mission

The Recreation Department oversees the Aquatic Center Operation and 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 Recreation Department operates the Aquatics Center from May through August each year. During the season the Center offers swim lessons, water aerobics, public swim sessions, as well as renting the facility for special events.



\$ SPENT PER CITIZEN
\$20.95

FY 2018 Accomplishments

In cooperation with Yavapai Regional Transit, established a pool voucher program for Paulden area children.
Install a new high efficiency pool heater.
Complete remodel and facelift of the Aquatic Center: new paint, tile, roof, sinks, parking lot and general repairs.
Install new chlorinator and pool sweep.

FY 2019 Initiatives and Goals

Raise aquatic fee rates.
Expand aquatic schedule.
Eliminate pool “split sessions.”
Offer swim lessons on weekends for working families.
Eliminate non-swimmer entrance fee.

Financial Information

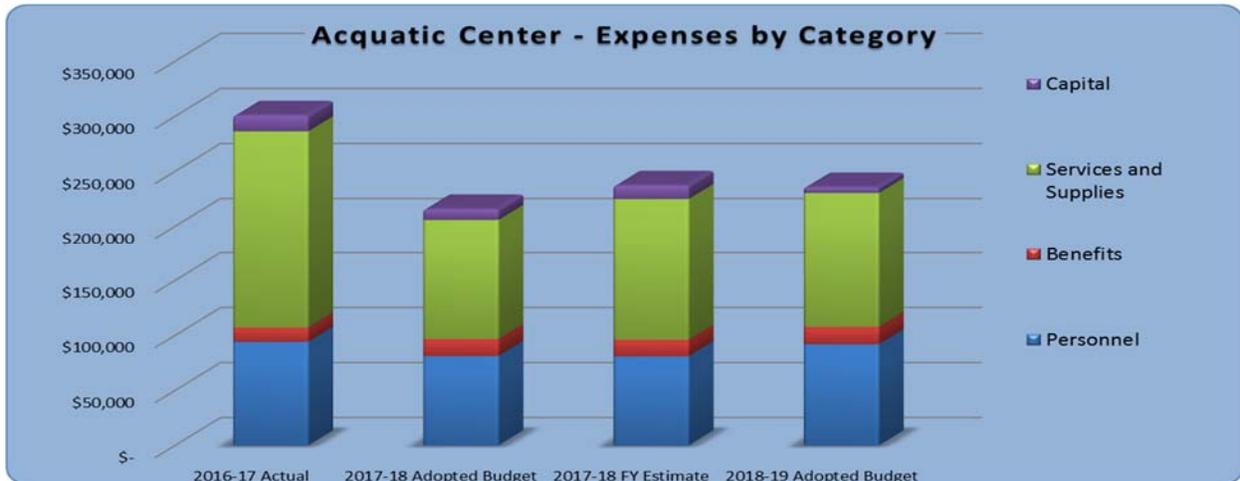
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 94,138	\$ 81,264	\$ 81,000	\$ 91,880	
Benefits	\$ 13,075	\$ 15,437	\$ 15,000	\$ 15,920	
Services and Supplies	\$ 179,055	\$ 109,100	\$ 128,800	\$ 122,500	
Capital	\$ 14,675	\$ 10,000	\$ 12,500	\$ 5,400	
Total	\$ 300,943	\$ 215,800	\$ 237,300	\$ 235,700	9%
Number of Employees	0.5	0.5		0.5	



Narrative

Personnel and Benefits are up due to the change in the minimum wage for lifeguards. Services and Supplies are up due to increased chemical costs. Overall the department expenses are projected to increase by 9%.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
General Admission	12,225	10,468	13,896	14,000
Aqua fit Attendance	93	90	95	100
Swim Lessons	196	163	191	200
Entrance Fees	\$43,740	\$37,406	\$35,378	\$48,000
Concession Sales	\$11,488	\$11,537	\$14,462	\$13,500

Facilities Maintenance

General Fund – Department 71
Kenny Tribolet
Public Works Manager
ktribolet@chinoaz.net
928-636-7140

Facilities Maintenance
3.0 FTE \$508,500

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.

\$ SPENT PER CITIZEN
\$45.20

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.

FY 2018 Accomplishments

Remove Doublewide from North Campus.
Remodel Bathrooms at Senior Center.
Remodel Community Center for Recreation and Boys and Girls Club.
Reroof Police Department Training Building.
New HVAC Units for Police Department Building.

FY 2019 Initiatives and Goals

Paint Town Facilities.
Construct Memory Park Restrooms.
Continue Training employees - HVAC, Plumbing, Electrical and Data Entry.
Begin installing energy efferent lighting and HVAC units.

Financial Information

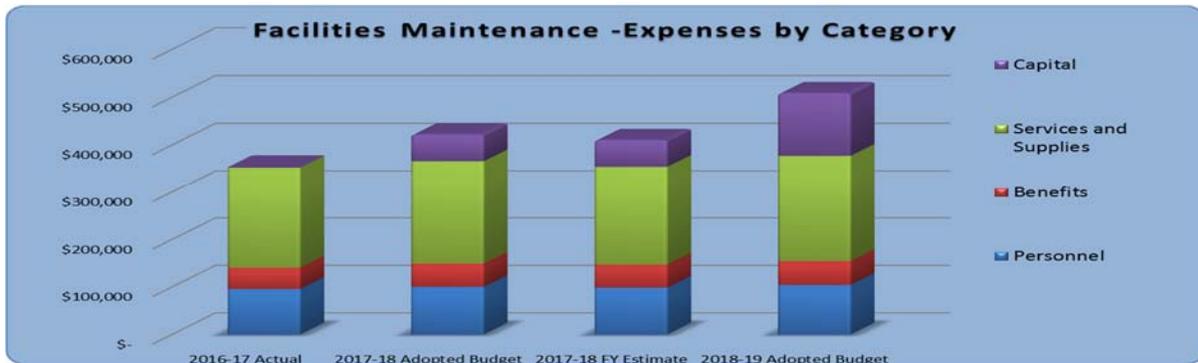
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 95,964	\$ 100,419	\$ 98,500	\$ 104,396	
Benefits	\$ 44,678	\$ 48,680	\$ 48,700	\$ 50,204	
Services and Supplies	\$ 212,068	\$ 217,000	\$ 207,200	\$ 222,900	
Capital	\$ -	\$ 56,000	\$ 56,000	\$ 131,000	
Total	\$ 352,710	\$ 422,100	\$ 410,400	\$ 508,500	20%
Number of Employees	2.5	3		3	



Narrative

Personnel and Benefits are up slightly. Services and Supplies additional costs are due to an increase in the Town Maintenance Facilities line item. The department plans to build new restrooms at Memory Park. Overall the department is projecting an increase of 20%.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Number of Facilities Maintained	19	19	19	19
Square Footage of Facilities Maintained	55,704	55,704	55,704	55,704
Number of HVAC Units	44	44	44	44
Number of Facility Work Orders				300

Fleet Maintenance

General Fund – Department 73
Kenny Tribolet
Public Works Manager
ktribolet@chinoaz.net
928-636-7140



Fleet Maintenance 2.0
FTE \$279,100

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, Vactor Truck, mowers and small power tools, trailers, generators, etc.



\$ SPENT PER CITIZEN
\$24.80

FY 2018 Accomplishments

- Upgraded the shop and yard area.
- Added new diagnostic equipment including a motorcycle/ATV lift.
- Put 8 new and 2 used Police units in service.
- Retired 12 Police units.
- Continue training to keep up with new vehicle technology.

FY 2019 Initiatives and Goals

- Continue to add new vendors and renegotiate with current vendors to keep costs down.
- Begin revising and improving departments filing and record keeping systems.
- Strive to provide great customer service and do the best for the town.

Financial Information

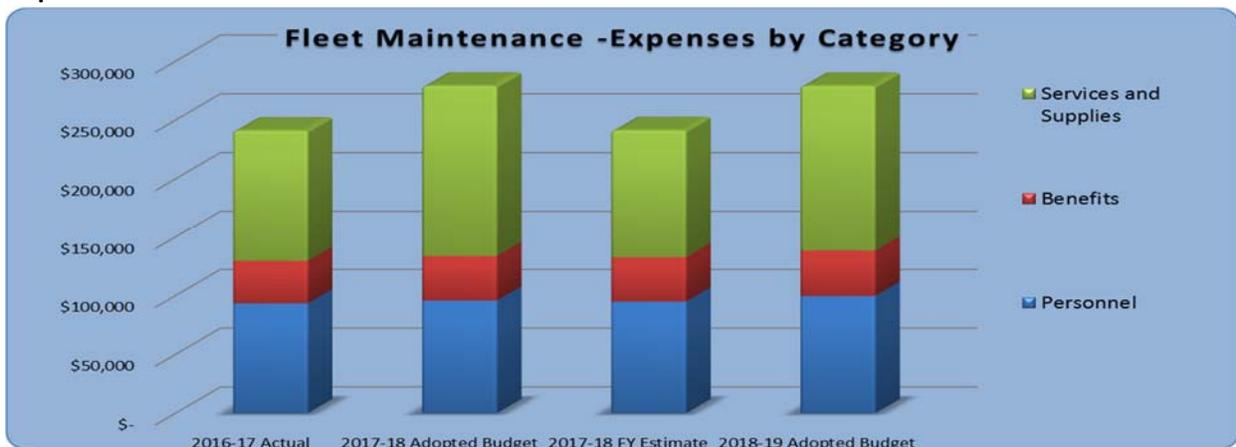
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 93,469	\$ 95,888	\$ 95,000	\$ 99,745	
Benefits	\$ 36,136	\$ 37,812	\$ 37,700	\$ 38,655	
Services and Supplies	\$ 111,515	\$ 145,500	\$ 108,700	\$ 140,700	
Total	\$ 241,120	\$ 279,200	\$ 241,400	\$ 279,100	0%
Number of Employees	3	2		2	



Narrative

Personnel and Benefits are up slightly this fiscal year. The Town is projecting a decrease in the Maintenance Police Vehicle line item due to the purchase of new vehicles last fiscal year. Overall the department is projecting no increase.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
# of Machinery and Equipment Units Maintained	69	70	74	68
# of Police Department Units Maintained	27	28	29	38
Vehicle Service Orders Processed				381

Public Works / Engineering

General Fund – Department 74

Frank Marbury

Public Works Director

fmarbury@chinoaz.net

928-636-7140



Public Works 4.0 FTE
\$373,300

Mission

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

Program Description

The Public Works Department was combined with the Engineering Department. The Department provides administrative support to the Roads Department, Water and Sewer Enterprises Funds, and the several General Funds Departments including Parks Maintenance, Recreation, Aquatics, Facilities Maintenance, and Vehicle Maintenance. The Engineering function 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, and the Upper Verde Water Protection Coalition.



\$ SPENT PER CITIZEN
\$33.18

FY 2018 Accomplishments

- Oversee the completion of the Center Street and One West Sewer Extension.
- Complete the EDA old Home Manor infrastructure project.
- Oversee the Phase I improvements at Memory Park.
- Completed over 35 inspections for development projects and permits.
- Began construction oversight of Road 1 East from Road 3 South to Kalinich Road.

FY 2019 Initiatives and Goals

- Complete design & begin construction of the Environmental Protection Agency Grant for Peavine water line loop.
- Facilitate the Old Home Manor Master Plan.
- Develop and design several sewer main extension projects.
- Complete 2017-2018 Chip Seal Program.
- Design, bid, and construct new bathrooms at Memory Park.
- Complete Road 1 East Construction and FY 2018 Flood Control Projects.

Financial Information

Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 273,215	\$ 294,191	\$ 294,000	\$ 320,803	
Benefits	\$ 80,811	\$ 101,308	\$ 101,000	\$ 111,497	
Services and Supplies	\$ 23,636	\$ 21,000	\$ 30,200	\$ 41,000	
Interdepartmental/Capital	\$ (100,000)	\$ (200,000)	\$ (100,000)	\$ (100,000)	
Total	\$ 277,662	\$ 216,500	\$ 325,200	\$ 373,300	72%
Number of Employees	1	4		4	

Total Department Change over Prior Fiscal Year

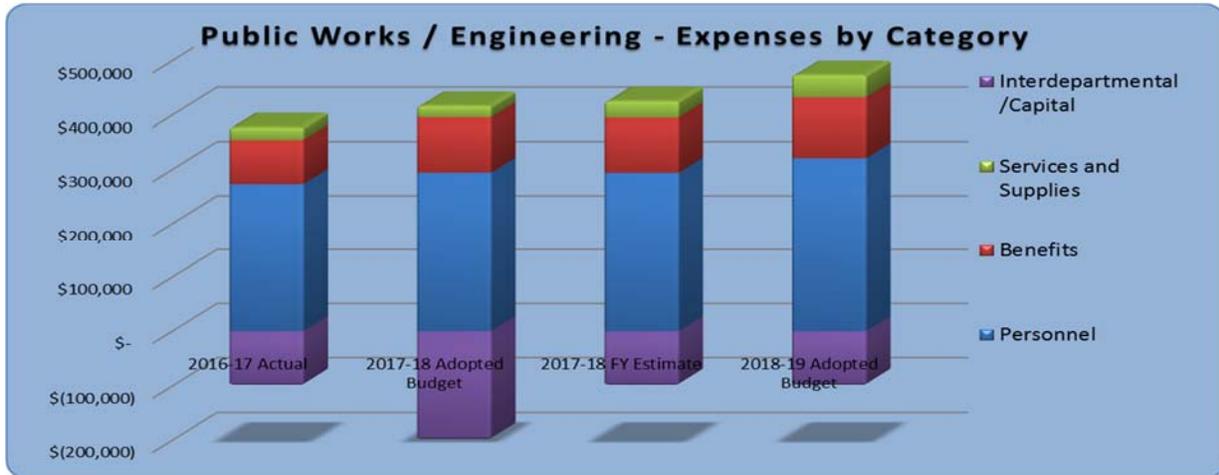
+72%

Increases
Reduce HURF Fund Overhead \$100,000

Narrative

The department was reorganized to combine the administrative funds of Public Works previously accounted for in the Roads Department. Overhead related to the Water and Sewer Enterprise funds will be allocated to these departments through interdepartmental charges. The Town discontinued charging overhead to the Roads Department (HURF FUND) by \$100,000 this year. Overall the department is projecting an increase of 72%.

Department Summaries and Performance Measures



Customer Service

General Fund – Department 75
JoAnn Brookins
Customer Service Supervisor
jbrookins@chinoaz.net
928-636-4427



Customer Service 7 FTE
\$295,400

Mission

The Chino Valley Customer Service Department’s mission is to meet the needs and requests of our citizens and internal users, giving them what they expect and a little bit more.

Program Description

The Customer Service Department is a newly created department established to combine the personnel from Planning, Building, Public Works, Business License, Water and Sewer with the goal of providing superior customer service to the community. Focusing on the town’s mission of Integrity, Team Work, Respectful Communications, Service, Leadership, and Innovation, while creating an atmosphere of cooperation with the users of the department.



\$ SPENT PER CITIZEN
\$26.26

FY 2018 Accomplishments

Improve the Town’s image with regard to customer service.

Create a team environment with all our internal departments.

Centralize processes with backup so that customers are given what they need in a timely manner.

Streamline processes to eliminate duplication.

Automate various areas to improve customer service.

Create performance measures for FY2017-18.

FY 2019 Initiatives and Goals

Create a cohesiveness with all departments working on same level regarding building permitting, Planning & Zoning process review/intake/distribution.

Create a voucher program with the County transfer station that would allow the citizens of Chino Valley to dump their rubbish at the transfer station.

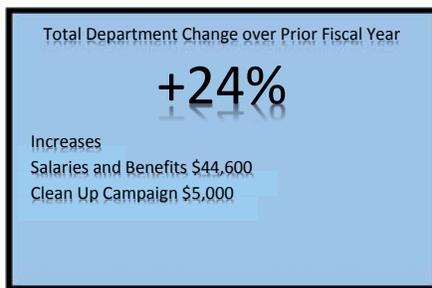
Automate the Engineering permit process.

Continue improving the Town’s image with regards to customer service.

Create an expedited Business License process.

Financial Information

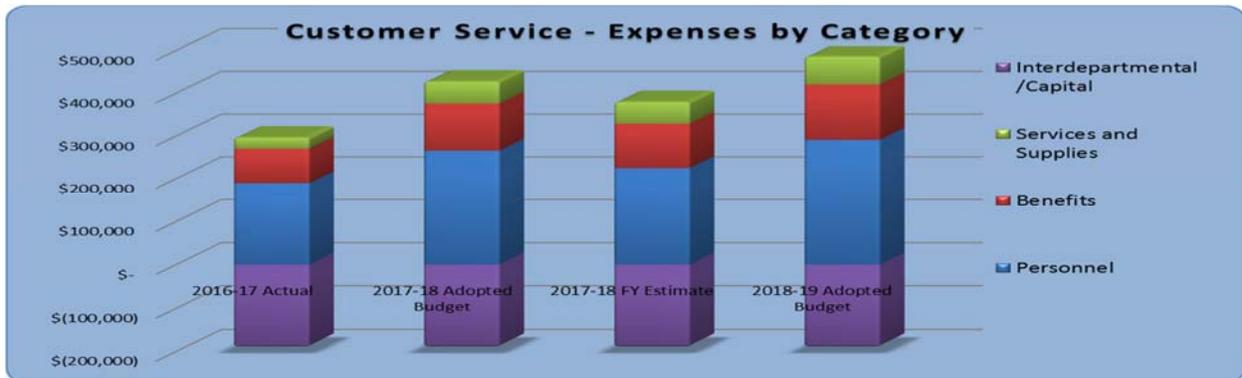
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 189,510	\$ 265,860	\$ 225,000	\$ 291,086	
Benefits	\$ 80,804	\$ 110,141	\$ 104,000	\$ 129,514	
Services and Supplies	\$ 26,097	\$ 51,600	\$ 50,700	\$ 64,800	
Interdepartmental/Capital	\$ (190,000)	\$ (190,000)	\$ (190,000)	\$ (190,000)	
Total	\$ 106,411	\$ 237,600	\$ 189,700	\$ 295,400	24%
Number of Employees	4	6		7	



Narrative

The department was created in FY 2015/16. Customer Service Personnel provide services to the General Fund Departments, Water and Wastewater Enterprise Funds. The Enterprise Funds portions are charged to their respective departments through Interdepartmental Charges and the remaining costs stay in the General Fund. Salaries and Benefits are up due to adding an additional Code Enforcement Officer.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
Number of Business Licenses Issued	821	924	942	900
Bus. License Online Renewals		198	198	275
Number of Code Enforcement Cases Initiated/Complete	77	186	169	175
Sewer Accounts	1735	1740	1744	1900
Water Accounts	633	658	701	750
Permits Issued	316	382	442	410

Highway User Revenue (HURF) - Roads

Special Revenue Fund – Department 02-78

Kenny Tribolet

Public Works Manager

ktribolet@chinoaz.net

928-636-7140



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.

\$ SPENT PER CITIZEN
\$97.87

FY 2018 Accomplishments

Complete 2017-18 Chip seal program with intergovernmental agreements.

Develop GIS maps for Roads and existing road conditions.

Construct Road 1 east between Kalinich and 3 South.

Work with Roads Committee to set road maintenance priorities.

Completed Chip seal on Fire Sky, Gold Rush, 1 North and Old Home Manor.

FY 2019 Initiatives and Goals

Pave Road 1 East between Kalinich and 3 South.

Construct Police Department shooting range.

Complete Police Department Tactical Range.

Complete Annual Chip Seal Projects.

Purchase new Dump Truck.

Financial Information

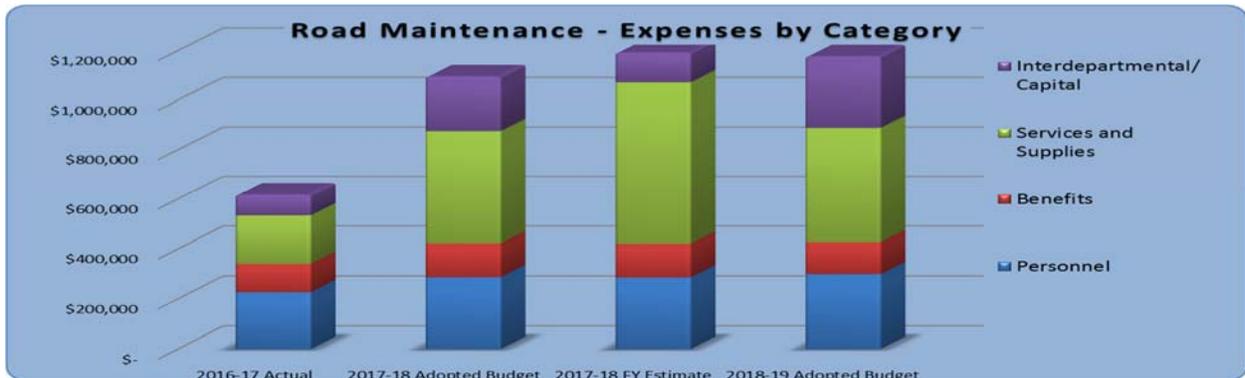
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 226,469	\$ 286,868	\$ 286,000	\$ 296,293	
Benefits	\$ 114,059	\$ 135,532	\$ 135,000	\$ 127,107	
Services and Supplies	\$ 193,350	\$ 453,500	\$ 432,700	\$ 611,800	
Interdepartmental/Capital	\$ 83,122	\$ 219,000	\$ 120,200	\$ 287,500	
Total	\$ 617,000	\$ 1,094,900	\$ 973,900	\$ 1,322,700	21%
Number of Employees	7	7		7	



Narrative

Personnel and Benefits are up slightly over last fiscal year. The Town added a new line item for Chip Seal Projects and increased Capital for a new dump truck. The Interdepartmental Charge from the General Fund was decreased by \$100,000. Overall the department is projecting an increase of 21%.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY17/18 Projected
# of Road miles	152	152	152	153
\$ spent on chip sealing roads	\$142,108	\$21,235	\$4,235	\$231,000
\$ spent on Cold Mix	\$37,618	\$22,347	\$20,994	\$25,000
\$ spent on crack seal projects	\$33,798	\$0	\$13,000	\$0
\$ spend on sign replacement	\$2,558	\$7,829	\$7,649	\$8,000

Enterprise Funds

The Town of Chino Valley operates two Enterprise Funds:

The Water Enterprise Fund – The Water Fund has 746 connections a 6% increase over last fiscal year. The Town is responsible for maintaining the water supply and distribution system for its water customers. The Town operates 2 wells and has 19.5 miles of water mains. The Town is not the only provider of water in the community. Currently 6 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 1,794 connections a 3% increase over last fiscal year. The Town took over the operation of the one half million gallon per day wastewater treatment plant on April 1, 2015.

The Town extended the Sewer Main up Center Street to the Molly Ray Subdivision and down One West to the Mountain Home Mobile Home Community. The extensions will add approximately 150 service connections in the current fiscal year.

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 completed a Water and Wastewater Rate Study in 2018. The recommended 5 year rate plan was adopted by Council on March 27, 2018, and went into effect on July 1, 2018. The water rates will be increased by about 3% each year for the next 5 years. Sewer rates were decreased by 3% and will be reviewed annually. The rate increases 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

Enterprise Fund – Department 04

Mike Bovee

Utilities Supervisor

mbovee@chinoaz.net

928-636-6084

Water Enterprise 2.5 FTE
\$2,897,400

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.

\$ SPENT PER CITIZEN
\$257.55

FY 2018 Accomplishments

- Replaced Bright Star production well pump.
- Extended water distribution lines into the Industrial Park.
- Continue fire hydrant and valve maintenance program.
- Reduced amount of lost and unaccounted for water from 7.6% to 6.5%.

FY 2019 Initiatives and Goals

- Loop water distribution system along the Peavine Trail.
- Improve disinfection at the Yavapai College well site by installing a chlorine contact tank.
- Develop and implement backflow prevention program.
- Establish a second location for a public fill station.
- Refurbish Country West production well.

Financial Information

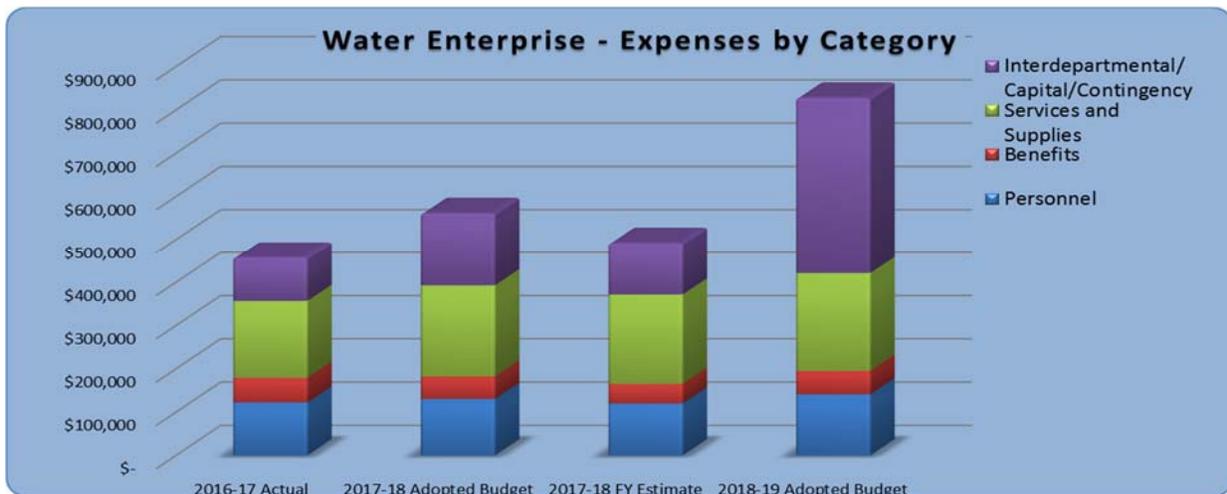
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 122,065	\$ 130,441	\$ 120,000	\$ 140,895	
Benefits	\$ 57,054	\$ 51,659	\$ 45,000	\$ 54,105	
Services and Supplies	\$ 177,787	\$ 210,800	\$ 206,600	\$ 226,300	
Interdepartmental/Capital/Contingency	\$ 100,611	\$ 168,400	\$ 120,300	\$ 406,300	
Debt Service	\$ 23,363	\$ 2,071,700	\$ 71,700	\$ 2,069,800	
Total	\$ 480,880	\$ 2,633,000	\$ 563,600	\$ 2,897,400	10%
Number of Employees	2.5	2.5		2.5	



Narrative

Personnel and Benefits are up slightly over last fiscal year. System Maintenance has increased but is offset by other cost reductions in Services and Supplies. The Department is budgeting for a new building and well upgrade. Overall the department is projecting to increase 10%.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
# of Water Accounts	633	667	701	800
Total # of gallons produced	72,274,194	84,036,715	86,956,331	87,000,000
Total # of gallons billed	66,489,694	78,154,145	80,869,388	80,900,000
% of loss for unaccounted for water	8%	7%	8%	7%
Compliance with all water system regulations	100%	100%	100%	100%

Wastewater Enterprise

Enterprise Fund – Department 06

Mike Bovee

Utility Supervisor

mbovee@chinoaz.net

928-636-6084



Waste Water 2.5 FTE
\$2,437,700

Mission

The Town of Chino Valley Wastewater Collection and Treatment facility (WWTP) 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.



\$ SPENT PER CITIZEN
\$216.68

FY 2018 Accomplishments

Extend the wastewater collection system down Center Street and Road 1 West.

Extend wastewater collection system into the Industrial Park.

Completed replacement of 4000 Bio Membranes.

Continue installing sewer service connections within wastewater collection system.

Installation of two check valves / vault at the WW lift station.

Develop and implement comprehensive preventative maintenance program.

FY 2019 Initiatives and Goals

Develop and implement wastewater collection inspection, repair and cleaning program.

Develop and implement grease trap enforcement program to reduce FOG within the system.

Continue to replace Wastewater equipment that is beyond its service life.

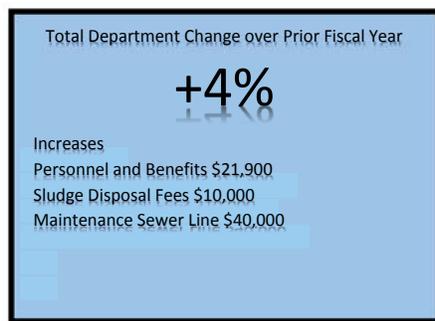
Continue to improve the efficiency of the WWTP.

Construct drying beds.

Construct a new Utilities building / shop.

Financial Information

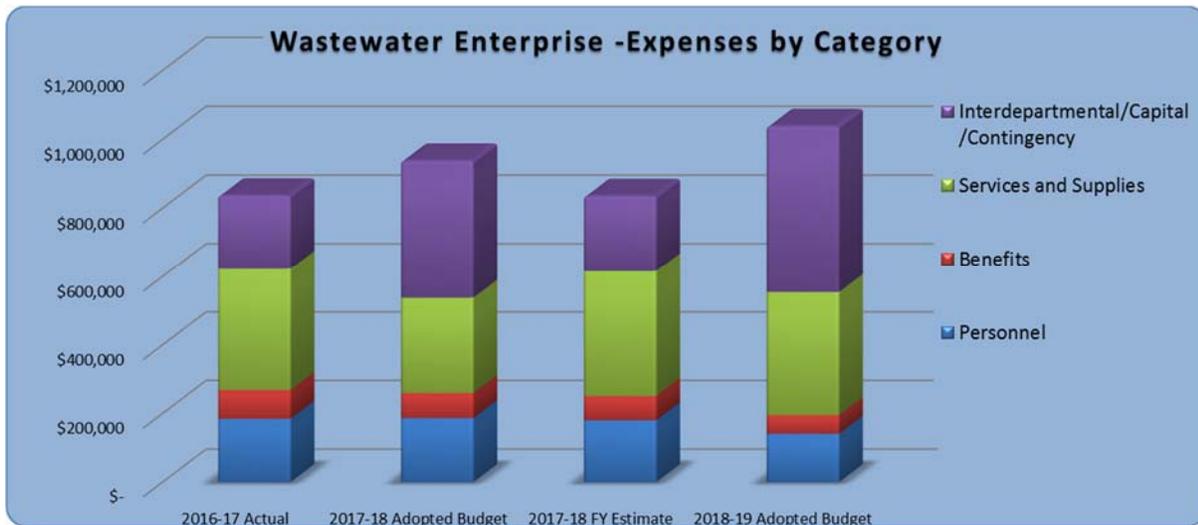
Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 184,648	\$ 186,557	\$ 180,000	\$ 140,895	
Benefits	\$ 83,650	\$ 72,842	\$ 71,000	\$ 54,105	
Services and Supplies	\$ 354,611	\$ 278,400	\$ 365,100	\$ 359,400	
Interdepartmental/Capital/Contingency	\$ 214,331	\$ 400,400	\$ 219,600	\$ 484,300	
Debt Service	\$ 269,381	\$ 1,402,000	\$ 902,000	\$ 1,399,000	
Total	\$ 1,106,621	\$ 2,340,200	\$ 1,737,700	\$ 2,437,700	4%
Number of Employees	3.5	3.5		2.5	



Narrative

Personnel and Benefits are down due to not filling a vacant position. Services and Supplies are up due to increased compliance testing, sludge disposal fee, and maintenance on the collection system. Capital projects planned for this year include a new building and drying bed construction. The department also budgeted for additional sewer extensions. Overall the department is projecting an increase of 4%.

Department Summaries and Performance Measures



Performance Measures	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Projected
# of Sewer Accounts	1748	1740	1744	1850
Miles of wastewater collection lines	23	23	31	35
Compliance with all Waste Water System regulations	100%	100%	100%	100%
Gallons processed per year	90,000,000	110,148,833	93,445,831	96,766,000
Acre Feet reclaimed per year	277	277	270	283

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.

The Town was awarded funding of \$325,000 for fiscal year 2018/2019.

Construction work, in general, consisted of new asphalt pavement within portions of Chino Meadows Unit 5. The project began at Road 2 North and provided asphalt pavement from Road 2 North moving south until the funds are exhausted. The following streets were paved:

Cottonwood Lane and a portion of Cottonwood Drive

Little Dog Draw

Miles Drive

Mylo Drive

Middle Drive

Marie Drive

Pine Court

Sharon Road

Railroad Avenue

Jean Road

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 not always known, therefore the Town estimates the amounts to be received by each department. Matching funds as required are accounted for within each department.

The table below summarizes the estimated grant receipts and expenditures for Fiscal Year Ending June 30, 2018.

GRANTS 07					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
COURT GRANTS	14,381	25,000	-	25,000	
PLANNING GRANTS	37,800	25,000	-	25,000	
POLICE DEPARTMENT GRANTS	71,765	100,000	-	100,000	
RECREATION GRANTS	450	25,000	-	25,000	
LIBRARY GRANTS	-	50,000	-	50,000	
SENIOR CENTER GRANTS	4,114	25,000	-	25,000	
PARKS GRANTS	-	25,000	-	25,000	
PUBLIC WORKS GRANTS	1,310,390	3,225,000	-	3,225,000	
TOTAL GRANTS	1,438,900	3,500,000	3,000,000	3,500,000	-

The Town has received and/or applied for several specific grants summarized below:

Public Works and Development Services Grants

Environmental Protection Agency The Town of Chino Valley received a \$500,000 appropriation from the Environmental Protection Agency (EPA) for water and wastewater infrastructure improvements. Staff has been working with the EPA to receive approval of its match waiver application and expects a response by the end of FY18/19. Should the waiver be granted, the funds will be used to complete the looping of the Bright Star/Country West water system. The EPA retains \$15,000 to cover its administrative costs; the total funding available to the Town will be \$485,000.

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.

Financial Information

SPECIAL REVENUE COURT 09

Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
REVENUES					
COURT IMPROVEMENT FEES	21,249	12,000	25,330	12,000	
COURT COLLECTION FEES	20,224	2,400	11,622	2,400	
INTEREST INCOME-LGIP	311	100	688	500	
TOTAL REVENUES	41,784	14,500	37,640	14,900	-60%
EXPENDITURES					
COURT COLLECTION EXPENSES	617	10,000	1,611	10,000	
COURT COLLECTION TO GEN FUND	-	8,500	-	8,500	
COURT IMPROVEMENTS	13,724	20,000	4,089	20,000	
TOTAL EXPENDITURES	14,341	38,500	5,700	38,500	0%
NET INC/DEC IN FUND BALANCE	27,443	(24,000)	31,940	(23,600)	

FUND BALANCE SUMMARY

COURT IMPROVEMENT FUND

FUND BALANCE BEGINNING OF YEAR	8,673		16,198	37,440
NET CHANGE DURING YEAR	<u>7,525</u>		<u>21,242</u>	<u>(8,000)</u>
FUND BALANCE END OF YEAR	<u>16,198</u>		<u>37,440</u>	<u>29,440</u>

COURT COLLECTION FUND

FUND BALANCE BEGINNING OF YEAR	39,318		59,236	69,936
NET CHANGE DURING YEAR	<u>19,918</u>		<u>10,700</u>	<u>(15,600)</u>
FUND BALANCE END OF YEAR	<u>59,236</u>		<u>69,936</u>	<u>54,336</u>

TOTAL FUND BALANCE

FUND BALANCE BEGINNING OF YEAR	47,991		75,434	107,376
NET CHANGE DURING YEAR	<u>27,443</u>		<u>31,942</u>	<u>(23,600)</u>
FUND BALANCE END OF YEAR	<u>75,434</u>		<u>107,376</u>	<u>83,776</u>

Capital Asset Replacement

Capital Projects Fund 10

In accordance with Town Policy, special one-time revenue sources (e.g., sales tax audit revenue, insurance dividends) 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	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
REVENUES					
TPT AUDIT REVENUE	1,500	10,000	-	-	
WORKERS COMPENSATION DIV	3,950				
MISCELLANEOUSE INCOME	2,096		5,359	60,000	
INTEREST INCOME-LGIP	1,445	500	2,020	1,000	
TOTAL REVENUES	8,991	10,500	7,379	61,000	481%
EXPENDITURES					
SALES TAX AUDIT EXPENDITURES	7,684	10,000	10,000	10,000	
CAPITAL ASSET REPLACEMENTS	40,338	100,000	-	50,000	
TOTAL EXPENDITURES	48,022	110,000	10,000	60,000	-45%
NET INC/DEC IN FUND BALANCE	(39,031)	(99,500)	(2,621)	1,000	
ENDING FUND BALANCE	192,946		190,325	191,325	

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 collected 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. As of August 2014 the Town no longer assessed impact fees. No additional impact fee revenues were included in Fiscal Year 2018/19 budget.

Total Impact Fees

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

Description	IMPACT FEES		2018-19 Adopted Budget	% Change Adopted to Adopted
	2017-18 Adopted Budget	2017-18 FY Estimate		
POLICE IMPACT PROJECTS	-	277	-	
PARKS/REC IMPACT FEES PROJECTS	-	18,412	-	
ROAD IMPACT FEES PROJECTS	498,000	505,011	-	
TOTAL EXPENDITURES	498,000	523,700	-	-100%
POLICE IMPACT FEES (11)				
Beginning Fund Balance	-	-	-	
Projected Revenues	-	-	-	
Projected Expenditures	-	277	-	
Ending Fund Balance	-	(277)	-	
PARKS/REC IMPACT FEES (13)				
Beginning Fund Balance	18,323	-	-	
Projected Revenues	-	-	-	
Projected Expenditures	16,000	18,412	-	
Ending Fund Balance	2,323	(18,412)	-	
ROAD IMPACT FEES (15)				
Beginning Fund Balance	566,190	-	-	
Projected Revenues	-	-	-	
Projected Expenditures	529,000	505,011	-	
Ending Fund Balance	37,190	(505,011)	-	
Total Impact Fees				
Beginning Fund Balance	566,190	-	-	
Projected Revenues	-	-	-	
Projected Expenditures	529,000	505,011	-	
Ending Fund Balance	37,190	(505,011)	-	

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.

SPECIAL REVENUE POLICE DEPARTMENT 16					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
REVENUES					
VEHICLE IMPOUND HEARING FEE	16,860	15,000	10,285	15,000	
VEHICLE IMPOUND TOWING FEE	23,403	20,000	12,069	20,000	
VEHICLE IMPOUND FEE REVENUE	21,745	20,000	11,735	20,000	
INTEREST INCOME-LGIP	-	-	-	-	
TOTAL REVENUES	62,008	55,000	34,089	55,000	0%
EXPENDITURES					
TRANSFERS TO GENERAL FUND	-	-	-	-	
TOWING EXPENSES	23,573	20,000	20,000	20,000	
TRAFFIC RELATED EQUIPMENT	29,227	25,000	20,000	15,000	
VEHICLE IMPOUND FEE EXPENSE	12,697		15,000	20,000	
TOTAL EXPENDITURES	65,497	45,000	55,000	55,000	22%
NET INC/DEC IN FUND BALANCE	(3,489)	10,000	(20,911)	-	
ENDING FUND BALANCE	38,895		17,984	17,984	

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.

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

Description	CVSLID 40				
	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Total Revenues	3,994	4,000	4,000	4,000	
CVSLID #1 UTILITIES - ELECTRIC	2,110	2,000	2,000	2,000	
CVSLID #2 UTILITIES - ELECTRIC	1,083	1,000	1,000	1,000	
CVSLID #3A UTILITIES - ELECTRIC	985	1,000	1,000	1,000	
TOTAL EXPENDITURES	4,178	4,000	4,000	4,000	0%

FY 2018 CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) for FY 2019 represents a 4.1 million dollar investment of public funds in infrastructure and public facilities.

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

Expenditure by Type					
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ -	\$ -	\$ -	\$ -	
Benefits	\$ -	\$ -	\$ -	\$ -	
Services and Supplies	\$ -	\$ -	\$ -	\$ -	
Interdepartmental/Capital	\$ 244,538	\$ 4,619,500	\$ 2,334,900	\$ 4,138,000	
Total	\$ 244,538	\$ 4,619,500	\$ 2,334,900	\$ 4,138,000	-10%

Project Name: Acquisition of Water System

Project Location: Town wide

Fund: Water Enterprise

CIP Category: Utilities

Project Description and Justification: This project will be for the potential acquisition of one of the five other private water systems operating in Chino Valley. The Town is in talks with the owners of several systems and may purchase a system during the budget year.

Estimated Cost and Funding Source:

\$2,000,000 from WIFA loan.

Impact on Operating Budget: The projected impact of incorporating an additional water system will enhance the operating efficiency of the Town’s current system and will help the system operate profitably in the future. Additional maintenance expenditures will likely be minimal and no additional personnel are anticipated.

Project Name: Road 1 East between Road 3 South and Kalinich Avenue, Including the Construction of Three East/West Roadways between Road 1 East and Highway 89

Project Location: Road 1 East between Road 3 South and Kalinich Avenue

Fund: Capital Improvement Fund

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 Kalinich Avenue. The roadway will turn westerly to intersect with Highway 89 at the recently constructed roundabout. This project will also construct three east/west roadway connection between Road 1 East and Highway 89 in the general vicinity of Road 4½ South, Kalinich Avenue and Brownlow Avenue. ADOT has provided to the Town 7,140 cubic yards of millings from the Highway 89 widening project to allow the Town to construct a better road base for this roadway.

Estimated Cost and Funding Source: \$498,000 from Roads Impact

Impact on Operating Budget: Once constructed the project will have no significant financial impact on the HURF Fund's Operating Budget.

Project Name: Light Recreation Ball Field

Project Location: Ball Field Complex

Fund: Capital Improvement

CIP Category: Recreation

Project Description and Justification: When the Town constructed the ball field complex adjacent to the Aquatic Center the Senior League Field was not lighted. However, the electrical conduit and equipment were installed until the Town had sufficient funds to light the field. The Town now has sufficient funds to complete the project.

Estimated Cost and Funding Source: \$300,000 Capital Improvement Funds

Impact on Operating Budget: Once constructed the project will cost the Town approximately \$5,000 in current and anticipated operating costs.

Financial Information

CAPITAL IMPROVEMENT FUND 05-90				
Description	2016-17 Actual	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget
MISC CAPITAL PROJECTS		2,000,000	-	2,000,000
FUNDED BY ROAD IMPACT FEES				
ROAD 1 EAST BETWEEN ROAD 3 & 4 SOUTH		498,000	178,000	320,000
FUNDED BY YAVAPAI DRAINAGE DISTRICT				
YAVAPAI DRAINAGE PROJECTS	111,585	110,000	110,000	120,000
FUNDED BY LEASE PURCHASE				
LEASE PURCHASE EQUIPMENT	-	615,000	615,000	-
FUNDED BY CARRYOVER				
1 NORTH SIGNAL	75,000			
COMMUNITY CENTER REMODEL	22,953	50,000	58,000	-
COMMUNITY CENTER WIFI & WIRING		50,000		-
EDA GRANT MATCH			225,900	
RURAL ECONOMIC DEVEL GRANT MATCH EPA	35,000	69,000		69,000
ACA ECON. STRENGTH PROJECTS GRANT		74,500		-
OLD 89 MILL/FILL				
MEMORY PARK EXPANSION			25,000	50,000
OLD HOME MANOR MASTER PLAN		30,000		30,000
LIGHT BALLFIELDS				300,000
PICKLE BALL COURTS				
TFRS TO GENERAL FUND - POLICE		250,000	250,000	250,000
TFRS TO GENERAL FUND - AQUATICS		150,000	150,000	150,000
TFRS TO WATER ENTERPRISE FUND		25,000	25,000	-
TFRS TO DEBT SERVICE FUND		698,000	698,000	849,000
TOTAL EXPENDITURES	244,538	4,619,500	2,334,900	4,138,000

Capital Improvement Projects Five Year Projection

CAPITAL IMPROVEMENT FUND 05-90					
Description	2018-19 Adopted Budget	2019-20 Projected	2020-21 Projected	2021-22 Projected	2022-23 Projected
MISC CAPITAL PROJECTS	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
FUNDED BY ROAD IMPACT FEES					
ROAD 1 EAST BETWEEN ROAD 3 & 4 SOUTH	320,000	-			
FUNDED BY YAVAPAI DRAINAGE DISTRICT					
YAVAPAI DRAINAGE PROJECTS	120,000	130,000	140,000	150,000	160,000
FUNDED BY LEASE PURCHASE					
LEASE PURCHASE EQUIPMENT	-				
FUNDED BY CARRYOVER					
1 NORTH SIGNAL			-	150,000	
COMMUNITY CENTER REMODEL	-	-			
COMMUNITY CENTER WIFI & WIRING	-	-			
EDA GRANT MATCH					
RURAL ECONOMIC DEVEL GRANT MATCH EPA	69,000				
ACA ECON. STRENGTH PROJECTS GRANT	-				
OLD 89 MILL/FILL		150,000	150,000		
MEMORY PARK EXPANSION	50,000	50,000			
OLD HOME MANOR MASTER PLAN	30,000				
LIGHT BALLFIELDS	300,000				
PICKLE BALL COURTS			100,000		
TFRS TO GENERAL FUND - POLICE	250,000	250,000	250,000	250,000	250,000
TFRS TO GENERAL FUND - AQUATICS	150,000	150,000	150,000	150,000	150,000
TFRS TO WATER ENTERPRISE FUND	-	-	-	-	-
TFRS TO DEBT SERVICE FUND	849,000	891,000	956,000	974,000	974,000
TOTAL EXPENDITURES	4,138,000	3,621,000	3,746,000	3,674,000	3,534,000

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 each respective fund. Debt is maintained in accordance with the Debt Management Policy.

Town of Chino Valley					
Annual Debt Service Summary By Fund					
Fiscal Year Ended June 30, 2019					
Debt Issue	Date Issued	Original Amount	Outstanding Amount as of June 30, 2018	FY 2019 Principal	FY 2019 Interest
General Government					
National Bank GADA Refi	7/1/2016	\$ 3,346,000	\$ 3,037,000	\$ 320,000	\$ 50,386
US Bank Series 2010	12/15/2010	\$ 7,280,000	\$ 7,280,000	\$ 150,000	\$ 325,638
		\$ 10,626,000	\$ 10,317,000	\$ 470,000	\$ 376,024
Water Enterprise Fund					
US Bank Series 2010	12/15/2010	\$ 745,000	\$ 470,000	\$ 50,000	\$ 19,812
Sewer Enterprise Fund					
WIFA 2007	1/10/2007	\$ 1,580,000	\$ 850,127	\$ 84,510	\$ 21,116
WIFA 2008	1/11/2008	\$ 4,853,000	\$ 2,991,118	\$ 263,160	\$ 76,764
WIFA 2014	12/30/2014	\$ 2,963,671	\$ 2,590,713	\$ 129,350	\$ 49,474
WIFA 2015	11/23/2015	\$ 4,259,646	\$ 3,955,764	\$ 157,304	\$ 89,036
WIFA 2016	11/23/2015	\$ 50,354	\$ 30,527	\$ 10,070	\$ 214
WIFA 2017	2/27/2017	\$ 292,659	\$ 280,504	\$ 11,398	\$ 6,502
		\$ 13,999,330	\$ 10,698,753	\$ 655,792	\$ 243,106
Total Town of Chino Valley Debt		\$ 25,370,330	\$ 21,485,753	\$ 1,175,792	\$ 638,942
General Government					
Natiional Bank GADA Refi	Payment Date 7/1/2018			320,000	25,193
	1/1/2018	3,346,000	3,037,000	-	25,193
US Bank Series 2010	8/1/2018			150,000	162,819
	2/1/2019	7,280,000	7,280,000	-	162,819
		10,626,000	10,317,000	470,000	376,024
Water Enterprise Fund					
US Bank Series 2010	8/1/2018			50,000	9,906
	2/1/2019	745,000	470,000	-	9,906
Total Water Enterprise		745,000	470,000	50,000	19,812
Sewer Enterprise Fund					
WIFA 2007	7/1/2018			84,510	10,558
	1/1/2019	1,580,000	850,127	-	10,558
WIFA 2008	7/1/2018			263,160	38,382
	1/1/2019	4,853,000	2,991,118	-	38,382
WIFA 2014	7/1/2018			129,350	24,737
	1/1/2019	2,963,671	2,590,713	-	24,737
WIFA 2015	7/1/2018			157,304	44,518
	1/1/2019	4,259,646	3,955,764	-	44,518
WIFA 2016	7/1/2018			10,070	107
	1/1/2019	50,354	30,527	-	107
WIFA 2017	7/1/2018			11,398	3,251
	1/1/2019	292,659	280,504	-	3,251
Total Sewer Enterprise		13,999,330	10,698,753	655,792	243,106
Total Town of Chino Valley Debt		25,370,330	21,485,753	1,175,792	638,942

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 no General Obligation Bonded Debt.

TOWN OF CHINO VALLEY, ARIZONA			
Fiscal Year 2018/2019 Direct General Obligation Bonded Debt			
Legal Limitation and Unused Borrowing Capacity			
	6%		20%
General Municipal Purpose Bonds		Water, Light, Sewer, Open Space, Public Safety, Law Enforcement, Fire/Emergency Services,	
2015/16 Secondary Assessed Valuation	<u>\$91,475,023</u>	2015/16 Secondary Assessed Valuation	<u>\$91,475,023</u>
6% Limitation	<u>\$5,488,501</u>	20% Limitation	<u>\$18,295,005</u>
6% Direct General Obligation Bonds	<u>0</u>	20% Direct General Obligation Bonds	<u>0</u>
Unused 6% Borrowing Capacity	<u>\$5,488,501</u>	Unused 20% Borrowing Capacity	<u>\$18,295,005</u>
Fiscal Year 2018/19	\$4,733,542	Fiscal Year 2018/19	\$15,778,472

The schedules on the following pages detail the total principal and interest payment due each fiscal year for each outstanding debt issue.

	National Bank Refinance GADA 7/1/2016 Original Amount \$3,346,000			US Bank Series 2010 Issued 12/15/2010 Original Amount \$7,280,000		
Fiscal Year	Pincipal	Interest	Total	Pincipal	Interest	Total
2018	320,000	50,386	370,386	150,000	331,638	481,638
2019	320,000	46,354	366,354	205,000	325,638	530,638
2020	326,000	41,724	367,724	280,000	317,438	597,438
2021	331,000	36,461	367,461	310,000	306,238	616,238
2022	336,000	30,514	366,514	330,000	293,838	623,838
2023	341,000	23,865	364,865	345,000	279,813	624,813
2024	348,000	16,522	364,522	360,000	265,150	625,150
2025	353,000	8,579	361,579	380,000	252,850	632,850
2026	362,000	-	362,000	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						
2038						
	<u>3,037,000</u>	<u>254,405</u>	<u>3,291,405</u>	<u>7,280,000</u>	<u>3,270,588</u>	<u>10,550,588</u>

	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
2018	50,000	19,813	69,813	84,510	21,116	105,626
2019	50,000	17,813	67,813	86,841	18,721	105,561
2020	55,000	15,475	70,475	89,236	16,260	105,495
2021	55,000	13,000	68,000	91,697	13,731	105,427
2022	60,000	10,000	70,000	94,226	11,132	105,358
2023	65,000	6,750	71,750	96,825	8,461	105,286
2024	65,000	3,500	68,500	99,495	5,717	105,212
2025	70,000		70,000	102,239	2,898	105,137
2026				105,059		105,059
2027						
2028						
2029						
2030						
2031						
2032						
2033						
2034						
2035						
2036						
2037						
2038						
	<u>470,000</u>	<u>86,350</u>	<u>556,350</u>	<u>850,127</u>	<u>98,034</u>	<u>948,162</u>

	WIFA Issued 1/11/2008 Original Amount \$4,853,000			WIFA 12/30/2014 Original Amount \$2,963,671		
Fiscal Year	Pincipal	Interest	Total	Pincipal	Interest	Total
2018	263,160	76,765	339,925	129,350	49,473	178,823
2019	270,565	69,151	339,716	131,950	46,821	178,771
2020	278,179	61,323	339,502	134,602	44,116	178,718
2021	286,007	53,275	339,282	137,308	41,356	178,663
2022	294,055	45,000	339,055	140,068	38,540	178,608
2023	302,330	36,493	338,822	142,883	35,668	178,551
2024	310,837	27,746	338,583	145,755	32,738	178,493
2025	319,584	18,753	338,337	148,684	29,750	178,434
2026	328,577	9,506	338,084	151,673	26,700	178,373
2027	337,824		337,824	154,722	23,590	178,312
2028				157,832	20,419	178,251
2029				161,004	17,183	178,187
2030				164,240	13,882	178,122
2031				167,541	10,514	178,055
2032				170,909	7,079	177,988
2033				174,344	3,574	177,918
2034				177,849		177,849
2035				-	-	-
2036				-	-	-
2037				-	-	-
2038						
	2,991,118	398,011	3,389,129	2,590,713	441,404	3,032,117

	WIFA Issued 11/23/15 Original Amount \$4,259,646			WIFA 11/23/2015 Original Amount \$50,354		
Fiscal Year	Pincipal	Interest	Total	Pincipal	Interest	Total
2018	157,304	89,036	246,340	10,070	214	10,284
2019	160,991	85,262	246,253	10,175	108	10,283
2020	164,764	81,400	246,164	10,282	-	10,282
2021	168,627	77,448	246,074			
2022	172,579	73,402	245,982			
2023	176,624	69,262	245,887			
2024	180,764	65,025	245,790			
2025	185,002	60,689	245,690			
2026	189,338	56,251	245,589			
2027	193,776	51,709	245,485			
2028	198,318	47,060	245,378			
2029	202,967	42,302	245,269			
2030	207,724	37,433	245,158			
2031	212,593	32,450	245,043			
2032	217,577	27,350	244,927			
2033	222,677	22,130	244,807			
2034	227,896	16,788	244,684			
2035	233,238	11,320	244,558			
2036	238,705	5,726	244,432			
2037	244,300		244,300			
2038	-	-	-	-	-	-
	3,955,764	952,044	4,907,808	30,527	322	30,849

	WIFA Issued 2/27/17 Original Amount \$292659			Total Town of Chino Valley Combined Debt Service All Debt Issues		
Fiscal Year	Pincipal	Interest	Total	Pincipal	Interest	Total
2018	11,398	2,465	13,863	1,175,791	640,905	1,816,696
2019	11,349	2,361	13,711	1,246,871	612,227	1,859,099
2020	11,624	2,255	13,878	1,349,687	579,990	1,929,677
2021	11,904	2,146	14,050	1,391,542	543,653	1,935,196
2022	12,192	2,034	14,226	1,439,120	504,460	1,943,580
2023	12,487	1,919	14,406	1,482,148	462,231	1,944,380
2024	12,788	1,802	14,591	1,522,640	418,200	1,940,840
2025	13,097	1,682	14,780	1,571,607	375,201	1,946,807
2026	13,414	1,559	14,973	1,550,061	327,717	1,877,778
2027	13,738	1,434	15,171	1,520,059	291,432	1,811,491
2028	14,070	1,305	15,374	1,230,220	244,534	1,474,754
2029	14,410	1,173	15,582	1,283,380	195,558	1,478,939
2030	14,758	1,038	15,795	1,331,722	144,265	1,475,988
2031	15,114	899	16,013	1,385,249	90,888	1,476,137
2032	15,480	757	16,237	403,965	35,186	439,151
2033	15,853	612	16,466	412,874	26,316	439,190
2034	16,237	463	16,700	421,981	17,251	439,233
2035	16,629	311	16,940	249,867	11,631	261,498
2036	17,031	155	17,186	255,736	5,882	261,617
2037	16,932	-	16,932	261,232	-	261,232
2038	-	-	-	-	-	-
	280,504	26,371	306,874	21,485,754	5,527,528	27,013,282

Personnel Schedules & Benefits

Employee Benefits

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

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, contributes 30% of the cost for dependent medical coverage for qualified employees, and contributes 25% of the cost for dependent dental/vision coverage for qualified employees. The Town offers three types of medical coverage; a Premier Plan, Basic-Plus Plan and High Deductible Health Plan with a Health Savings Account. The plans offer prescription services through Optum RX.

The Trust also offers preventative and comprehensive Dental coverage options. 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.

The Town also offers vision insurance. This coverage offers a maximum benefit of \$300.00 per year with a provider of your choice.

Healthcare costs generally increase every year, but through good stewardship from the Trust as well as the employees, the Trust experienced an average of 2.6% in increased premium costs in the last eight fiscal years. In fiscal year 18/19 the Trust will be passing along a 3.3% increase for medical/prescription, with the balance of the benefits costs remaining the same.

Life Insurance

The Town pays for group term life Insurance coverage amounting to 1½ times an employee's annual salary. Employees may also voluntarily purchase supplemental, spousal and dependent life insurance coverage for an additional premium.

Short Term Disability (STD)

The Town pays for STD benefits for qualified employees. This benefit provides temporary income replacement if the employee cannot work due to a non-occupational illness or injury. Employees who become totally disabled due to non-occupational injury or illness are eligible to receive monthly payments on the first day following 90 days of total disability.

Employee Assistance Program (EAP)

The EAP provides counseling and referrals for up to twelve (12) free behavioral health (mental health and substance abuse) sessions.

Wellness Program

Through the YCT Wellness Program, full-time employees as well as their spouses and dependents can participate in activity based programs, and gain increased awareness of upcoming events, seminars, classes, and other wellness events and services through a variety of web-based programs.

Arizona State Retirement System

The Town contributes to a cost-sharing multiple-employer defined benefit pension plan, health care plan, and 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 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19
Employee Contribution Rate	11.54%	11.60%	11.47%	11.48%	11.50%	11.80%
Employer Contribution Rate	11.54%	11.60%	11.47%	11.48%	11.50%	11.80%
Total Contribution Rate	23.08%	23.20%	22.94%	22.96%	23.00%	23.60%

Public Safety Personnel Retirement System (PSPRS)

The Town contributes to the Public Safety Personnel Retirement System (PSPRS), an agency multiple-employer defined benefit pension plan/defined contribution plan, and 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 Defined Benefit (Pension) Rates are summarized below:

	Fiscal Year 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18		Fiscal Year 2018-19	
Employee Contribution Rate	10.35%	11.05%	11.65%	11.65%	Tier 1&2	Tier 3	Tier 1&2	Tier 3
					7/20/2011 11.65% 7/1/1968 7.65%	9.94%	7/20/2011 11.65% 7/1/1968 7.65%	9.94%
Employer Contribution Rate	19.31%	20.51%	21.67%	23.82%	Tier 1&2	Tier 3	Tier 1&2	Tier 3
					33.55%	27.98%	34.82%	32.60%
Total Contribution Rate	29.66%	31.56%	33.32%	35.47%	Tier 1&2	Tier 3	Tier 1&2	Tier 3
					7/20/2011 45.20% 7/1/1968 41.20%	37.92%	7/20/2011 45.20% 7/1/1968 41.20%	37.92%

PSPRS Defined Contribution Rates are summarized below:

	Fiscal Year 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19
Employee Contribution Rate					10.17%	10.51%
Employer Contribution Rate					28.21%	33.17%
Total Contribution Rate					38.38%	38.38%

Vacation

Vacation time is 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 regular full-time and qualified part-time Town employees. The following schedule specifies the maximum amount of vacation a regular full-time employee earns for a corresponding period of continuous service. Qualified part-time employees are entitled to a pro-rated benefit:

Length of Service Completed	Maximum hours per pay period	Maximum hours per year
Less than two years	3.077	80
Two to five years	4.615	120
Five to ten years	5.539	144
Over ten years	6.154	160

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 accrues up to 3.692 hours of sick leave per pay period (equal to a maximum 96 hours per year). Each qualified part-time employee earns a pro-rated sick leave benefit.

Holidays

This provides a competitive paid time-off benefit to recognize traditional holidays. The Town currently 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 (Personal Holiday)	Fourth Friday in November
Christmas Day	December 25 th

AFLAC - Voluntary supplemental insurance, offered at a group discount rate, which pays cash benefits when a policyholder has a covered accident or illness.

Fiscal Year 2018-2019						
Staff Positions by Department with Prior Year Comparisons						
(Excludes temporary and seasonal employees)						
Department/Position	FTE 14-15	FTE 15-16	FTE 16-17	FTE 17-18	FTE 18-19	Net Change
PROSECUTOR 41						
PARALEGAL	1.00	1.00	1.00	1.00	1.00	
TOTAL	1.00	1.00	1.00	1.00	1.00	0%
TOWN CLERK 42						
TOWN CLERK	1.00	1.00	1.00	1.00	1.00	
TOWN CLERK ASSISTANT/RECORDS TECH	1.00	1.00	1.00	1.00	1.00	
TOTAL	2.00	2.00	2.00	2.00	2.00	0%
TOWN MANAGER 43						
TOWN MANAGER	1.00	1.00	1.00	1.00	1.00	
ECONOMIC DEVELOPMENT PM				1.00	1.00	
ASST TOWN MANAGER	1.00	1.00	0.50	-	-	
SR ADMINISTRATIVE TECH	1.00	1.00	0.50	0.75	0.75	
ADMINISTRATIVE TECH/IT	0.50	0.50	0.50	0.50	0.50	
TOTAL	3.50	3.50	2.50	3.25	3.25	0%
HUMAN RESOURCES 44						
HR DIRECTOR		1.00	1.00	1.00	1.00	
HR ANALYST	1.00	1.00	1.00	1.00	1.00	
TOTAL	1.00	2.00	2.00	2.00	2.00	0%
MUNICIPAL COURT 45						
MAGISTRATE	1.00	1.00	1.00	1.00	1.00	
DEPUTY CLERK OF COURT	1.00	1.00	2.00	2.00	2.00	
COURT CLERK II	1.00	1.00	-	-	-	
COURT ADMINISTRATOR	1.00	1.00	1.00	1.00	1.00	
TOTAL	4.00	4.00	4.00	4.00	4.00	0%
FINANCE 46						
FINANCE DIRECTOR	1.00	1.00	1.00	1.00	1.00	
SENIOR ACCOUNTANT	1.00	1.00	1.00	1.00	1.00	
ACCOUNTING CLERK	1.00	1.00	1.00	1.00	1.00	
TOTAL	3.00	3.00	3.00	3.00	3.00	0%
MIS 47						
IT TECHNICIAN	1.00	1.00	1.00	1.00	1.00	
GIS/CAD TECHNICIAN	1.00	1.00	1.00	-	-	
ADMINISTRATIVE TECH/IT			0.50	1.00	1.00	
TOTAL	2.00	2.00	2.50	2.00	2.00	0%
PLANNING 55						
DEVELOPMENT SERVICES DIRECTOR	1.00	1.00	1.00	1.00	1.00	
ASSOCIATE PLANNER	1.00	1.00	1.00	1.00	1.00	
TOTAL	2.00	2.00	2.00	2.00	2.00	0%

Fiscal Year 2018-2019						
Staff Positions by Department with Prior Year Comparisons						
(Excludes temporary and seasonal employees)						
Department/Position	FTE 14-15	FTE 15-16	FTE 16-17	FTE 17-18	FTE 18-19	Net Change
BUILDING INSPECTION 56						
BUILDING OFFICIAL	1.00	1.00	1.00	1.00	1.00	
PLANS EXAMINER/INSPECTOR	1.00	1.00	1.00	1.00	1.00	
ADMINISTRATIVE TECHNICIAN	1.00					
CODE ENFORCEMENT	1.00	1.00	1.00	-	-	
TOTAL	4.00	3.00	3.00	2.00	2.00	0%
POLICE 60						
CHIEF OF POLICE	1.00	1.00	1.00	1.00	1.00	
LIEUTENANT	1.00	1.00	1.00	1.00	1.00	
DETECTIVE	2.00	3.00	3.00	3.00	3.00	
SERGEANT	4.00	4.00	4.00	4.00	4.00	
OFFICER	16.00	15.00	15.50	16.00	16.00	
TOTAL	24.00	24.00	24.50	25.00	25.00	0%
NON-SWORN STAFF						
CIVILIAN OFFICER	3.00	3.00	2.00	3.00	3.00	
MANAGEMENT ASSISTANT	1.00	1.00	1.00	1.00	1.00	
PROPERTY EVIDENCE			1.00	1.00	1.00	
TOTAL	4.00	4.00	4.00	5.00	5.00	0%
ANIMAL CONTROL 61						
ANIMAL CONTROL OFFICER	2.00	1.00	1.00	1.00	1.00	
ADOPTION SPECIALIST / SHELTER TECHNICA	0.50	1.00	1.00	1.00	1.00	
PT ANIMAL CONTROL OFFICER		0.50	0.50	0.50	0.50	
TOTAL	2.50	2.50	2.50	2.50	2.50	0%
RECREATION 63						
RECREATION COORDINATOR			1.00	1.00	1.00	
RECREATION AIDE	0.50	0.50	0.50	0.50	0.50	
TOTAL	0.50	0.50	1.50	1.50	1.50	0%
LIBRARY 64						
LIBRARY DIRECTOR	1.00	1.00	1.00	1.00	1.00	
CHILDRENS LIBRARIAN	1.00	1.00	1.00	1.00	1.00	
TECHNICAL SRV LIBRARY			1.00	1.00	1.00	
CATALOGER	1.00	1.00	1.00	1.00	1.00	
PART TIME CIRCULATION	1.00	1.00	1.00	1.50	1.50	
TOTAL	4.00	4.00	5.00	5.50	5.50	0%
SENIOR CENTER 66						
SENIOR CENTER SUPERVISOR	1.00	1.00	1.00	1.00	1.00	
SR. CENTER COOK	2.00	2.00	1.00	1.00	1.00	
ASSISTANT COOK	0.50	0.50	1.50	1.75	1.75	
ADMIN ASSISTANT				0.50	0.50	
TOTAL	3.50	3.50	3.50	4.25	4.25	0%

Fiscal Year 2018-2019						
Staff Positions by Department with Prior Year Comparisions						
(Excludes temporary and seasonal employees)						
Department/Position	FTE 14-15	FTE 15-16	FTE 16-17	FTE 17-18	FTE 18-19	Net Change
PARKS MAINTENANCE 68						
PARKS MAINTENANCE WORKER	3.00	3.00	2.00	2.00	2.00	
PARKS MAINTENACE SUPERVISOR					1.00	
TOTAL	3.00	3.00	2.00	2.00	3.00	50%
AQUATIC CENTER 69						
RECREATION	0.50	0.50	0.50	0.50	0.50	
TOTAL	0.50	0.50	0.50	0.50	0.50	0%
FACILITIES MAINTENANCE 71						
FACILITIES MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00	
LABORER I	1.00	1.00	1.00	1.00	1.00	
CUSTODIAN	0.50	0.50	1.00	1.00	1.00	
TOTAL	2.50	2.50	3.00	3.00	3.00	0%
FLEET MAITENANCE 73						
VEHICLE MAINT SUPERVISOR	1.00	1.00	-	-	-	
EQUIPMENT MECHANIC	2.00	2.00	2.00	2.00	2.00	
TOTAL	3.00	3.00	2.00	2.00	2.00	0%
ENGINEERING 74						
PW DIRECTOR	1.00	1.00	1.00	1.00	1.00	
EXEC ASSISTANT			1.00	1.00	1.00	
PW SUPERVISOR			1.00	1.00	1.00	
ENGINEER			1.00	1.00	1.00	
TOTAL	1.00	1.00	4.00	4.00	4.00	0%
CUSTOMER SERVICE 75						
ASST TOWN MANAGER			0.50	-	-	
CUSTOMER SERVICE SUPERVISOR			1.00	1.00	1.00	
LEIN POSITION		1.00	-	-	-	
ADMIN CLERK II		2.00	2.00	2.00	2.00	
ADMINISTRATIVE TECHNICIAN		1.00	1.00	1.00	1.00	
GIS/CAD TECHNICIAN				1.00	1.00	
CODE COMPLIANCE OFFICER				1.00	2.00	
TOTAL	-	4.00	4.50	6.00	7.00	17%
ROADS MAINTENANCE 02-78						
PW DIRECTOR/TOWN ENGINEER	1.00	1.00	-	-	-	
PW SUPERVISOR	1.00	1.00	-	-	-	
PW INSPECTOR	1.00	1.00	1.00	1.00	1.00	
EXEC ASSISTANT	1.00	1.00	-	-	-	
ADMIN CLERK	1.00					
HEAVY EQUIP. OPERATOR	2.00	2.00	2.00	2.00	2.00	
LABORER II	2.00	1.00	1.00	1.00	1.00	
MED.EQUIP. OPERATOR	2.00	2.00	2.00	2.00	2.00	
PARKS MAINTENANCE WORKER		1.00	1.00	1.00	1.00	
TOTAL	11.00	10.00	7.00	7.00	7.00	0%

Fiscal Year 2018-2019						
Staff Positions by Department with Prior Year Comparisons						
(Excludes temporary and seasonal employees)						
Department/Position	FTE 14-15	FTE 15-16	FTE 16-17	FTE 17-18	FTE 18-19	Net Change
UTILITIES- WATER						
UTILITIES SUPERVISOR	0.50	0.50	0.50	0.50	0.50	
UTILITIES TECH II	1.00	1.00	1.00	1.00	1.00	
UTILITIES MAINT TECH	1.00	1.00	1.00	1.00	1.00	
ADMIN CLERK II	1.00	-	-	-	-	
TOTAL	3.50	2.50	2.50	2.50	2.50	0%
SEWER ENTERPRISE						
UTILITIES SUPERVISOR	0.50	0.50	0.50	0.50	0.50	
PLANT OPERATOR		1.00	1.00	1.00	1.00	
UTILITIES TECH II	1.00	1.00	1.00	1.00	1.00	
UTILITIES MAINT TECH	1.00	1.00	1.00	1.00	-	
ADMIN CLERK II	1.00	-	-	-	-	
TOTAL	3.50	3.50	3.50	3.50	2.50	-29%
TOTAL	89.00	91.00	92.00	95.50	96.50	1%

Personnel Summary By Fund

Fiscal Year 2018-2019						
Staff Positions by Fund with Prior Year Comparisons						
(Excludes temporary and seasonal employees)						
Department	FTE 14-15	FTE 15-16	FTE 16-17	FTE 17-18	FTE 18-19	Net Change
GENERAL FUND						
PROSECUTOR 41	1.00	1.00	1.00	1.00	1.00	
TOWN CLERK 42	2.00	2.00	2.00	2.00	2.00	
TOWN MANAGER 43	3.50	3.50	2.50	3.25	3.25	
HUMAN RESOURCES 44	1.00	2.00	2.00	2.00	2.00	
MUNICIPAL COURT 45	4.00	4.00	4.00	4.00	4.00	
FINANCE 46	3.00	3.00	3.00	3.00	3.00	
MIS 47	2.00	2.00	2.50	2.00	2.00	
PLANNING 55	2.00	2.00	2.00	2.00	2.00	
BUILDING INSPECTION 56	4.00	3.00	3.00	2.00	2.00	
POLICE 60	24.00	24.00	24.50	25.00	25.00	
NON-SWORN STAFF	4.00	4.00	4.00	5.00	5.00	
ANIMAL CONTROL 61	2.50	2.50	2.50	2.50	2.50	
RECREATION 63	0.50	0.50	1.50	1.50	1.50	
LIBRARY 64	4.00	4.00	5.00	5.50	5.50	
SENIOR CENTER 66	3.50	3.50	3.50	4.25	4.25	
PARKS MAINTENANCE 68	3.00	3.00	2.00	2.00	3.00	
AQUATIC CENTER 69	0.50	0.50	0.50	0.50	0.50	
FACILITIES MAINTENANCE 71	2.50	2.50	3.00	3.00	3.00	
FLEET MAINTENANCE 73	3.00	3.00	2.00	2.00	2.00	
ENGINEERING 74	1.00	1.00	4.00	4.00	4.00	
CUSTOMER SERVICE 75		4.00	4.50	6.00	7.00	
TOTAL GENERAL FUND	71.00	75.00	79.00	82.50	84.50	5%
HURF FUND						
TOTAL HURF FUND	11.00	10.00	7.00	7.00	7.00	-30%
WATER ENTERPRISE						
TOTAL WATER ENTERPRISE	3.50	2.50	2.50	2.50	2.50	0%
SEWER ENTERPRISE						
TOTAL SEWER ENTERPRISE	3.50	3.50	3.50	3.50	2.50	0%
TOTAL	89.00	91.00	92.00	95.50	96.50	1%

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

The Town prepares estimates of current year and future year revenues from all revenue sources. The first step in the process is to prepare a Revenue Manual annually that itemizes each revenue on a monthly basis and then projects each revenue forward for future fiscal years. The projections are based on each revenues history, seasonality, and other information available at the time. The Town considers current economic conditions, legislative changes and other factors when preparing projections. For State Shared Revenues, the Town receives estimates prepared by the Arizona League of Cities and Town each year as a basis for the projections.

The Table below summarizes each revenue for the current budget year and four subsequent years. The highlighted revenues designate major revenues for each fund.

Town of Chino Valley						
Total Revenue Summary						
Acct		Budget FY 18-19	Budget FY 19-20	Budget FY 20-21	Budget FY 21-22	Budget FY 22-23
GENERAL FUND						
4151	CABLE FRANCHISE FEES	50,000	50,000	50,000	50,000	50,000
4152	WATER FRANCHISE FEES	9,000	9,500	9,500	10,000	10,000
4153	GAS FRANCHISE FEES	42,000	44,000	46,000	48,000	50,000
4154	ELECTRIC FRANCHISE FEES	20,500	21,000	21,500	22,000	22,500
4164	TOWN SALES TAX-RETAIL	4,132,000	4,256,000	4,383,000	4,515,000	4,650,000
4165	CONSTRUCTION SALES TAX	400,000	410,000	420,000	430,000	440,000
4166	BED TAX	79,000	81,000	83,000	85,000	87,000
4111	BUILDING PERMITS	350,000	360,000	370,000	380,000	390,000
4112	BUSINESS LICENSES	60,000	61,000	62,000	63,000	64,000
4114	PLAN CHECK FEES	150,000	155,000	160,000	165,000	170,000
4116	SIGN PERMITS	3,000	3,000	3,000	3,000	3,000
4117	ZONING PERMITS	15,000	15,000	15,000	15,000	15,000
4120	GRADING PERMITS	1,000	1,000	1,000	1,000	1,000
4191	P.A.N.T.	5,000	5,000	5,000	5,000	5,000
4210	VEHICLE LICENSE TAX	784,000	807,000	831,000	856,000	882,000
4224	COUNTY LIBRARY FUNDS	102,000	103,000	104,000	105,000	106,000
4226	SENIOR NUTRITION REVENUE	75,000	75,000	75,000	75,000	75,000
4293	BULLET PROOF VEST PARTNERSHIP	2,500	2,500	2,500	2,500	2,500
4322	STATE SHARED SALES TAX	1,117,000	1,150,000	1,185,000	1,220,000	1,257,000
4324	STATE SHARED INCOME TAX	1,381,000	1,422,000	1,465,000	1,509,000	1,554,000
4114	COPIER FEES	500	500	500	500	500
4119	ENGINEERING SERVICES	5,000	5,000	5,000	5,000	5,000
4125	PROGRAM INCOME	1,000	1,000	1,000	1,000	1,000
4128	AQUATIC CENTER ENTRANCE FEES	48,000	49,000	50,000	51,000	52,000
4129	AQUATIC CENTER CONCESSIONS	13,500	14,000	14,500	15,000	15,500
4131	FACILITIES USE/UTILITY REIMBURSE	10,000	10,000	10,000	10,000	10,000
4132	AQUATIC CTR PROGRAM FEES	12,000	12,000	12,000	12,000	12,000
4133	FACILITIES USE-RECREATION	1,000	1,000	1,000	1,000	1,000
4134	FACILITIES USE-SENIOR CENTER	2,000	2,000	2,000	2,000	2,000
4135	FACILITIES USE-AQUATIC CENTER	2,000	2,000	2,000	2,000	2,000
4136	FACILITIES USE-PARKS	5,000	5,000	5,000	5,000	5,000
4138	S/C NUTRITION PROGRAM INCOM	17,000	17,500	18,000	18,500	19,000
4190	POLICE REPORTS	3,500	3,500	3,500	3,500	3,500
4113	ANIMAL CONTROL FEES	30,000	30,000	30,000	30,000	30,000
4115	LIBRARY FINES	3,500	3,500	4,000	4,000	4,500
4165	TRAFFIC FINES	150,000	153,000	156,000	159,000	162,000
4167	REIMBURSEMENT COURT ATTORNE	3,000	3,500	3,500	3,500	4,000
4168	RESTITUTION	1,000	1,000	1,000	1,000	1,000
4150	ADMINISTRATIVE FEES-FINANCE	1,500	1,500	1,500	1,500	1,500
4160	MISCELLANEOUS REVENUE	1,000	1,000	1,000	1,000	1,000
4162	SALE OF FIXED ASSETS	1,000	1,000	1,000	1,000	1,000
4124	SENIOR CTR THRIFT STORE	1,500	1,500	1,500	1,500	1,500
4151	SR CTR PROGRAM INCOME	1,000	1,000	1,000	1,000	1,000
4163	INTEREST INCOME	30,000	30,000	30,000	30,000	30,000
4054	TFRS FROM CAPITAL IMPROVE FUN	400,000	400,000	400,000	400,000	400,000
	TOTAL GENERAL FUND	9,522,000	9,780,500	10,046,500	10,319,500	10,600,000
		7%	3%	3%	3%	3%

Town of Chino Valley						
Total Revenue Summary						
Acct	Budget FY 18-19	Budget FY 19-20	Budget FY 20-21	Budget FY 21-22	Budget FY 22-23	
HIGHWAY USER REVENUE FUND						
4113	RIGHT-OF-WAY PERMITS	1,000	1,000	1,000	1,000	1,000
4151	DRIVEWAY PERMITS	1,000	1,000	1,000	1,000	1,000
4160	MISCELLANEOUS REVENUE	-	-	-	-	-
4161	INTEREST INCOME	1,500	1,500	1,500	1,500	1,500
4323	HIGHWAY USER REVENUE	899,000	926,000	954,000	983,000	1,012,000
4162	SALE OF FIXED ASSETS	-	-	-	-	-
4325	INTERFUND CHARGES					
4051	TRANSFER FROM GENERAL FUND	75,000	100,000	150,000	200,000	200,000
	TOTAL HIGHWAY USER REVENUE FUND	977,500	1,029,500	1,107,500	1,186,500	1,215,500
		-2%	5%	8%	7%	2%
CDBG GRANT						
4225	CDBG GRANTS	325,000	-	-	-	350,000
		325,000	-	-	-	350,000
WATER ENTERPRISE FUND						
4050	WATER SERVICE FEES	503,000	518,000	534,000	550,000	566,000
4060	WATER SYSTEM BUY-IN FEES	150,000	150,000	150,000	150,000	150,000
4161	WATER METER FEES	20,000	20,000	20,000	20,000	20,000
4162	SALE OF FIXED ASSETS	150,000	-	-	-	-
4226	MISCELLANEOUS REVENUE	63,000	34,000	10,000	10,000	10,000
4310	LEASE PURCHASE PROCEEDS					
4300	WATER SYSTEM AQ BOND PROCEEDS	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
4054	TFRS FROM CAPT. IMPROVEMENT	-	-	-	-	-
	TOTAL WATER ENTERPRISE FUND	2,886,000	2,722,000	2,714,000	2,730,000	2,746,000
		7%	-6%	0%	1%	1%
CAPITAL IMPROVEMENT FUND						
4250	1% TPT REVENUES-RETAIL/OTHER	1,399,000	1,427,000	1,455,000	1,484,000	1,514,000
4251	1% CONSTRUCTION TPT REVENUES	140,000	145,000	150,000	155,000	160,000
4253	1% BED TAX REVENUES	25,000	26,000	27,000	28,000	29,000
4459	MISC. CAPITAL PROJECTS	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
4161	INTEREST INCOME LGIP	-	-	-	-	-
4327	YAVAPAI COUNTY DRAINAGE DIST	120,000	130,000	140,000	150,000	160,000
4310	LEASE PURCHASE PROCEEDS					
4057	TFRS IN FROM ROAD IMPACT FEES	320,000				
	TOTAL CAPITAL IMPROVEMENT FUND	4,004,000	3,728,000	3,772,000	3,817,000	3,863,000
		-13%	-7%	1%	1%	1%
SEWER ENTERPRISE FUND						
4050	SEWER SERVICE FEES	1,574,000	1,621,000	1,670,000	1,720,000	1,772,000
4060	SEWER SYSTEM BUY-IN FEES	250,000	250,000	250,000	250,000	250,000
4226	MISCELLANEOUS REVENUE	61,000	62,000	63,000	64,000	65,000
4160	INTEREST INCOME	8,000	8,500	9,000	9,500	10,000
4310	LEASE PURCHASE PROCEEDS					
4300	BOND PROCEEDS - WIFA	500,000	500,000	500,000	500,000	500,000
	TOTAL SEWER ENTERPRISE FUND	2,393,000	2,441,500	2,492,000	2,543,500	2,597,000
		1%	2%	2%	2%	2%

Town of Chino Valley						
Total Revenue Summary						
Acct		Budget FY 18-19	Budget FY 19-20	Budget FY 20-21	Budget FY 21-22	Budget FY 22-23
GRANTS FUND						
	TOTAL GRANTS FUND	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000
		0%	0%	0%	0%	0%
DEBT SERVICE FUND						
4052	TFRS FROM CAPITAL IMPROVE FUN	849,000	891,000	956,000	974,000	974,000
	TOTAL DEBT SERVICE FUND	849,000	891,000	956,000	974,000	974,000
		22%	5%	7%	2%	0%
SPECIAL REVENUE FUND - COURT						
4110	COURT IMPROVEMENT FEES	12,000	12,000	12,000	12,000	12,000
4111	COURT COLLECTION FEES	2,400	2,400	2,400	2,400	2,400
4160	INTEREST INCOME-LGIP	500	500	500	500	500
	TOTAL SPECIAL REVENUE FUND	14,900	14,900	14,900	14,900	14,900
		3%	0%	0%	0%	0%
CAPITAL ASSET REPLACEMENT FUND						
4110	MISCELLANEOUS REVENUE	60,000	10,000	10,000	10,000	
4160	INTEREST INCOME LGIP	1,000	1,000	1,000	1,000	1,000
	TOTAL CAPITAL ASSET REPLACEME	61,000	11,000	11,000	11,000	1,000
		455%	-82%	0%	0%	-91%
IMPACT FEES						
4060	POLICE IMPACT FEES	-	-	-	-	-
4060	ROADS IMPACT FEES	-	-	-	-	-
4161	INTEREST INCOME LGIP	-	-	-	-	-
	TOTAL IMPACT FEE	-	-	-	-	-
SPECIAL REVENUE FUND - PD						
4294	VEHICLE HEARING FEE REVENUE	15,000	15,000	15,000	15,000	15,000
4296	VEHICLE TOWING FEE	20,000	20,000	20,000	20,000	20,000
4298	VEHICLE IMPOUND FEE REVENUE	20,000	20,000	20,000	20,000	20,000
	TOTAL SPECIAL REVENUE FUND - P	55,000	55,000	55,000	55,000	55,000
		0%	0%	0%	0%	0%
LIGHTING IMPROVEMENT DISTRICTS						
4170	CVSLID #1 TAX REVENUES	2,000	2,000	2,000	2,000	2,000
4171	CVSLID #2 TAX REVENUES	1,000	1,000	1,000	1,000	1,000
4172	CVSLID #3A TAX REVENUES	1,000	1,000	1,000	1,000	1,000
	TOTAL LIGHTING IMPROVEMENT D	4,000	4,000	4,000	4,000	4,000
		0%	0%	0%	0%	0%
	TOTAL REVENUE PLUS TRANSFERS, GRANT & DEBT	24,591,400	24,177,400	24,672,900	25,155,400	25,920,400
		3%	-2%	2%	2%	3%

Expenditure Projections – 5 Year

The Town prepares estimates of current year and future year expenses for each department. The Town projected Salaries and Fringe Benefits to increase 2% each year. Operating Expenses are projected to increase between 2 and 3% each year unless other information is available to base the projection on. Capital is based on the actual item or planned project for future fiscal years. The Table below summarizes each department by fund for the current budget year and four subsequent years.

Town of Chino Valley						
Total Expenditure Summary by Department						
	Description	2018-19 Adopted Budget	2019-20 Projected	2020-21 Projected	2021-22 Projected	2022-23 Projected
GENERAL FUND						
41	PROSECUTOR	119,800	123,300	126,900	130,500	134,100
42	TOWN CLERK	247,600	204,800	250,300	206,900	243,400
43	TOWN MANAGER	383,500	389,200	396,000	403,400	405,600
44	HUMAN RESOURCES	252,200	240,900	244,900	250,300	254,300
45	MUNICIPAL COURT	275,900	281,000	290,600	292,900	298,700
46	FINANCE	372,600	380,900	389,700	398,600	407,600
47	MGMT INFORMATION	275,900	292,700	271,200	289,300	278,000
50	MAYOR AND COUNCIL	50,200	45,700	45,700	45,700	45,700
55	PLANNING	207,200	207,800	210,400	212,500	215,200
56	BUILDING INSPECTION	193,600	191,400	195,000	198,700	202,400
60	POLICE	3,423,000	3,384,000	3,437,700	3,501,800	3,504,500
61	ANIMAL CONTROL	124,800	125,700	127,700	130,000	132,000
63	RECREATION	132,900	118,200	124,800	131,300	137,800
64	LIBRARY	350,700	357,800	365,500	372,800	377,000
66	SENIOR CENTER	303,300	309,600	315,900	322,800	329,200
68	PARKS MAINTENANCE	491,600	510,100	493,600	504,600	511,100
69	AQUATICS CENTER	235,700	288,500	289,200	244,600	250,900
71	FACILITIES MAINTENANCE	508,500	410,300	391,100	397,900	403,800
73	FLEET MAINTENANCE	279,100	273,900	279,200	293,100	299,500
74	ENGINEERING	373,300	376,900	386,200	395,700	387,400
75	CUSTOMER SERVICE	295,400	307,900	321,600	335,500	349,500
95	NON DEPARTMENTAL	1,325,000	1,187,500	1,194,500	1,287,500	1,354,500
TOTAL GENERAL FUND		10,221,800	10,008,100	10,147,700	10,346,400	10,522,200
HIGHWAY USER REVENUE FUND						
278	ROAD MAINTENANCE	1,322,700	986,000	1,268,800	1,150,100	1,200,000
CDBG GRANTS						
390	CDBG PROJECTS	325,000	-	-	-	-

Town of Chino Valley						
Total Expenditure Summary by Department						
	Description	2018-19 Adopted Budget	2019-20 Projected	2020-21 Projected	2021-22 Projected	2022-23 Projected
WATER ENTERPRISE FUND						
	482 WATER UTILITY OPERATION	827,600	617,700	578,900	581,600	596,400
	495 WATER ENTERPRISE FUND EXP	2,069,800	2,067,800	2,070,500	2,068,000	2,070,000
		2,897,400	2,685,500	2,649,400	2,649,600	2,666,400
CAPITAL IMPROVEMENT FUND						
	590 MISC CAPITAL PROJECTS	4,138,000	3,621,000	3,746,000	3,674,000	3,534,000
SEWER ENTERPRISE FUND						
	683 SEWER	1,038,700	806,100	811,800	1,096,900	835,700
	695 CAP/DEBT CONTINGENCIES	1,399,000	1,398,200	1,387,500	1,387,000	1,386,600
		2,437,700	2,204,300	2,199,300	2,483,900	2,222,300
GRANTS FUND						
	7 GRANTS	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000
DEBT SERVICE FUND						
	8 DEBT SERVICE	849,100	891,300	956,500	973,800	978,800
SPECIAL REVENUE FUND COURT						
	9 SPECIAL REV FUND	38,500	9,600	10,500	10,500	10,500
CAPITAL ASSET REPLACEMENT						
	10 ASSET REPLACEMENT EXPEN	60,000	10,000	10,000	10,000	10,000
IMPACT FEE FUNDS						
	11 TOTAL IMPACT FEES	-	-	-	-	-
SPECIAL REVENUE FUND PD						
	16 VEHICLE IMPOUND EXPEND	55,000	45,000	45,000	45,000	45,000
LIGHTING IMPROVEMENT DISTRICTS						
	40 CVSLID	4,000	4,000	4,000	4,000	4,000
	TOTAL EXPENDITURES	25,849,200	23,964,800	24,537,200	24,847,300	24,693,200

OFFICIAL BUDGET FORMS

Town of Chino Valley

Fiscal Year 2019

Town of Chino Valley										
Summary Schedule of Estimated Revenues and Expenditures/Expenses										
Fiscal Year 2019										
Fiscal Year	Schedule	FUNDS								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds	
2018	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	9,129,900	4,692,400	698,000	3,606,500	0	4,973,200	0	23,100,000
2018	Actual Expenditures/Expenses**	E	8,864,600	4,038,600	698,000	1,318,600	0	2,301,300	0	17,221,100
2019	Fund Balance/Net Position at July 1***		5,386,549	755,912	457,014	1,362,236		11,702,774		19,664,485
2019	Primary Property Tax Levy	B	0							0
2019	Secondary Property Tax Levy	B								0
2019	Estimated Revenues Other than Property Taxes	C	9,122,000	4,801,400	0	4,065,000		5,279,000		23,267,400
2019	Other Financing Sources	D	0	0	0	0	0	0	0	0
2019	Other Financing (Uses)	D	0	0	0	0	0	0	0	0
2019	Interfund Transfers In	D	400,000	75,000	849,000	0	0	0	0	1,324,000
2019	Interfund Transfers (Out)	D	75,000	0	0	1,249,000	0	0	0	1,324,000
2019	Reduction for Amounts Not Available:									
2019	LESS: Amounts for Future Debt Retirement:									0
2019										0
2019										0
2019	Total Financial Resources Available		14,833,549	5,632,312	1,306,014	4,178,236		16,981,774	0	42,931,885
2019	Budgeted Expenditures/Expenses	E	10,146,800	5,245,200	849,100	2,949,000	0	5,335,100	0	24,525,200
EXPENDITURE LIMITATION COMPARISON							2018	2019		
1. Budgeted expenditures/expenses							\$ 23,100,000	\$ 24,525,200		
2. Add/subtract: estimated net reconciling items										
3. Budgeted expenditures/expenses adjusted for reconciling items							23,100,000	24,525,200		
4. Less: estimated exclusions										
5. Amount subject to the expenditure limitation							\$ 23,100,000	\$ 24,525,200		
6. EEC expenditure limitation							\$	\$		
x	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 the 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 on this line represent Fund Balance/Net Position 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
Tax Levy and Tax Rate Information
Fiscal Year 2019**

	2018	2019
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ _____	\$ _____
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ _____	
3. Property tax levy amounts		
A. Primary property taxes	\$ _____	\$ _____
B. Secondary property taxes	\$ _____	\$ _____
C. Total property tax levy amounts	\$ _____	\$ _____
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ _____	
(2) Prior years' levies	\$ _____	
(3) Total primary property taxes	\$ _____	
B. Secondary property taxes		
(1) Current year's levy	\$ _____	
(2) Prior years' levies	\$ _____	
(3) Total secondary property taxes	\$ _____	
C. Total property taxes collected	\$ _____	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	_____	_____
(2) Secondary property tax rate	_____	_____
(3) Total city/town tax rate	_____	_____
B. Special assessment district tax rates		
Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating <u> 3 </u> special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

**Town of Chino Valley
Revenues Other Than Property Taxes
Fiscal Year 2019**

SOURCE OF REVENUES	ESTIMATED REVENUES 2018	ACTUAL REVENUES* 2018	ESTIMATED REVENUES 2019
GENERAL FUND			
Local taxes			
Sales Taxes	\$ 4,280,000	\$ 4,718,425	4,611,000
Franchise Taxes	123,000	120,422	121,500
Licenses and permits			
Building Permits	225,000	409,882	350,000
Business Licenses	58,000	60,196	60,000
Plan Check Fees	110,000	198,215	150,000
Other Licenses and Permits	14,000	19,648	19,000
Intergovernmental			
State Shared Sales Tax	1,058,000	1,063,037	1,117,000
State Shared Income Tax	1,398,000	1,393,416	1,381,000
Vehicle License Tax	727,500	785,805	784,000
Yavapai County Library Funds	110,000	101,087	102,000
Police Dept Grants	7,500	6,315	7,500
Senior Nutrition Grant	52,000	75,000	75,000
Charges for services			
Engineering Fees	5,000	5,983	5,000
Senior Nutrition Program Fees	16,500	6,423	17,000
Facility Use Fees	23,000	20,177	20,000
Police Report Fees	3,000	3,940	3,500
Aquatic Center Fees	74,000	70,565	73,500
Other Charges for Services	2,500	10,264	10,000
Fines and forfeits			
Animal Control Fees	30,000	29,668	30,000
Library Fines	3,000	3,237	3,500
Court Fines and Forfeitures	128,000	146,857	150,000
Interest on investments			
Interest	10,000	33,884	30,000
Contributions			
Sponsorships	1,000		
Senior Center Thrift Store	1,500	657	1,500
Miscellaneous			
Other Revenues	4,500	20,780	
Total General Fund	\$ 8,465,000	\$ 9,303,883	\$ 9,122,000

* 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
Revenues Other Than Property Taxes
Fiscal Year 2019**

SOURCE OF REVENUES	ESTIMATED REVENUES 2018	ACTUAL REVENUES* 2018	ESTIMATED REVENUES 2019
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund			
Highway User Revenue	\$ 920,000	\$ 917,351	899,000
Interest	1,500	4,196	1,500
Miscellaneous	1,500	124,538	2,000
	<u>\$ 923,000</u>	<u>\$ 1,046,085</u>	<u>\$ 902,500</u>
CDBG Grants	\$	\$	\$ 325,000
	<u>\$</u>	<u>\$</u>	<u>\$ 325,000</u>
Miscellaneous Grants	\$ 3,500,000	\$ 3,500,000	3,500,000
	<u>\$ 3,500,000</u>	<u>\$ 3,500,000</u>	<u>\$ 3,500,000</u>
Special Revenue Fund-Court	\$ 14,500	\$ 37,640	14,900
Special Revenue Fund-PD	55,000	34,089	55,000
Lighting Improvement Districts #1, #2, #3	4,000	4,000	4,000
	<u>\$ 73,500</u>	<u>\$ 75,729</u>	<u>\$ 73,900</u>
Total Special Revenue Funds	<u>\$ 4,496,500</u>	<u>\$ 4,621,814</u>	<u>\$ 4,801,400</u>
CAPITAL PROJECTS FUNDS			
Impact Fee Funds	\$	\$	
Capital Improvements Fund	4,621,900	2,465,716	4,004,000
Replacement Fund	11,000	7,379	61,000
	<u>\$ 4,632,900</u>	<u>\$ 2,473,095</u>	<u>\$ 4,065,000</u>
Total Capital Projects Funds	<u>\$ 4,632,900</u>	<u>\$ 2,473,095</u>	<u>\$ 4,065,000</u>
ENTERPRISE FUNDS			
Water Enterprise Fund	\$ 2,665,600	\$ 572,835	2,886,000
Sewer Enterprise Fund	2,365,000	2,214,951	2,393,000
	<u>\$ 5,030,600</u>	<u>\$ 2,787,786</u>	<u>\$ 5,279,000</u>
Total Enterprise Funds	<u>\$ 5,030,600</u>	<u>\$ 2,787,786</u>	<u>\$ 5,279,000</u>
TOTAL ALL FUNDS	<u>\$ 22,625,000</u>	<u>\$ 19,186,578</u>	<u>\$ 23,267,400</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
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2019

FUND	OTHER FINANCING 2019		INTERFUND TRANSFERS 2019	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
Capital Improvement Fund	\$	\$	\$ 400,000	\$
General Fund				75,000
Total General Fund	\$	\$	\$ 400,000	\$ 75,000
SPECIAL REVENUE FUNDS				
HURF Fund			75,000	
Total Special Revenue Funds	\$	\$	\$ 75,000	\$
DEBT SERVICE FUNDS				
Capital Improvement Fund	\$	\$	\$ 849,000	\$
Total Debt Service Funds	\$	\$	\$ 849,000	\$
CAPITAL PROJECTS FUNDS				
Capital Improvement Fund	\$	\$	\$	\$ 1,249,000
Road Impact Fee Fund				
Total Capital Projects Funds	\$	\$	\$	\$ 1,249,000
ENTERPRISE FUNDS				
Water Enterprise	\$	\$	\$	\$
Total Enterprise Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$ 1,324,000	\$ 1,324,000

**Town of Chino Valley
Expenditures/Expenses by Fund
Fiscal Year 2019**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2018	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2018	ACTUAL EXPENDITURES/ EXPENSES* 2018	BUDGETED EXPENDITURES/ EXPENSES 2019
GENERAL FUND				
Prosecutor	\$ 116,100	\$	\$ 116,800	\$ 119,800
Town Clerk	193,800		178,800	247,600
Town Manager	313,000		289,600	383,500
Human Resources	233,000		221,600	252,200
Magistrate Court	279,400		270,700	275,900
Finance	356,200		353,400	372,600
Mgmt Info Systems	285,400		239,800	275,900
Mayor & Council	40,700		34,700	50,200
Planning	208,500		192,200	207,200
Building Inspection	186,700		181,100	193,600
Police	3,174,200		3,165,400	3,423,000
Animal Control	129,100		117,600	124,800
Recreation	112,700		112,700	132,900
Library	329,700		336,000	350,700
Senior Center	317,400		310,500	303,300
Parks	430,300		426,200	491,600
Aquatic Center	215,800		237,300	235,700
Facilities Maintenance	422,100		410,400	508,500
Fleet Maintenance	279,200		241,400	279,100
Engineering	216,500		325,200	373,300
Customer Service	237,600		189,700	295,400
Non-Departmental	612,500		513,500	775,000
Contingency	440,000		400,000	475,000
Total General Fund	\$ 9,129,900	\$	\$ 8,864,600	\$ 10,146,800
SPECIAL REVENUE FUNDS				
Highway User Revenue Fund	\$ 1,094,900	\$	\$ 973,900	\$ 1,322,700
CDBG Grant				325,000
Miscellaneous Grants Fund	3,500,000		3,000,000	3,500,000
Special Revenue Fund -- Court	38,500		5,700	38,500
Special Revenue Fund -- PD	55,000		55,000	55,000
Lighting Improvement Districts	4,000		4,000	4,000
Total Special Revenue Funds	\$ 4,692,400	\$	\$ 4,038,600	\$ 5,245,200
DEBT SERVICE FUNDS				
Debt Service Fund	\$ 698,000	\$	\$ 698,000	\$ 849,100
Total Debt Service Funds	\$ 698,000	\$	\$ 698,000	\$ 849,100
CAPITAL PROJECTS FUNDS				
Capital Improvements Fund	\$ 3,496,500	\$	\$ 1,282,900	\$ 2,889,000
Impact Fees Funds			25,700	
Asset Replacement Fund	110,000		10,000	60,000
Total Capital Projects Funds	\$ 3,606,500	\$	\$ 1,318,600	\$ 2,949,000
ENTERPRISE FUNDS				
Water Enterprise Fund	\$ 2,633,000	\$	\$ 563,600	\$ 2,897,400
Sewer Enterprise Fund	2,340,200		1,737,700	2,437,700
Total Enterprise Funds	\$ 4,973,200	\$	\$ 2,301,300	\$ 5,335,100
TOTAL ALL FUNDS	\$ 23,100,000	\$	\$ 17,221,100	\$ 24,525,200

* 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
Expenditures/Expenses by Department
Fiscal Year 2019**

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2018	EXPENDITURE/ ADJUSTMENTS APPROVED 2018	ACTUAL EXPENDITURES/ EXPENSES* 2018	BUDGETED EXPENDITURES/ EXPENSES 2019
Prosecutor				
General Fund	\$ 116,100	\$	\$ 116,800	\$ 119,800
Department Total	\$ 116,100	\$	\$ 116,800	\$ 119,800
Town Clerk				
General Fund	\$ 193,800	\$	\$ 178,800	\$ 247,600
Department Total	\$ 193,800	\$	\$ 178,800	\$ 247,600
Town Manager				
General Fund	\$ 313,000	\$	\$ 289,600	\$ 383,500
Department Total	\$ 313,000	\$	\$ 289,600	\$ 383,500
Human Resources				
General Fund	\$ 233,000	\$	\$ 221,600	\$ 252,200
Department Total	\$ 233,000	\$	\$ 221,600	\$ 252,200
Municipal Court				
General Fund	279,400		270,700	275,900
Special Revenue Fund	\$ 38,500	\$	\$ 5,700	\$ 38,500
Department Total	\$ 317,900	\$	\$ 276,400	\$ 314,400
Finance				
General Fund	\$ 356,200	\$	\$ 353,400	\$ 372,600
Department Total	\$ 356,200	\$	\$ 353,400	\$ 372,600
Mgmt Info Systems				
General Fund	\$ 285,400	\$	\$ 239,800	\$ 275,900
Department Total	\$ 285,400	\$	\$ 239,800	\$ 275,900
Mayor and Council				
General Fund	\$ 40,700	\$	\$ 34,700	\$ 50,200
Department Total	\$ 40,700	\$	\$ 34,700	\$ 50,200
Planning				
General Fund	\$ 208,500	\$	\$ 192,200	\$ 207,200
Department Total	\$ 208,500	\$	\$ 192,200	\$ 207,200
Building Inspection				
General Fund	\$ 186,700	\$	\$ 181,100	\$ 193,600
Department Total	\$ 186,700	\$	\$ 181,100	\$ 193,600
Police				
General Fund	3,174,200		3,165,400	3,423,000
Special Revenue Fund	55,000		55,000	55,000
Department Total	\$ 3,229,200	\$	\$ 3,220,400	\$ 3,478,000
Animal Control				
General Fund	\$ 129,100	\$	\$ 117,600	\$ 124,800
Department Total	\$ 129,100	\$	\$ 117,600	\$ 124,800
Recreation				
General Fund	\$ 112,700	\$	\$ 112,700	\$ 132,900

**Town of Chino Valley
Expenditures/Expenses by Department
Fiscal Year 2019**

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2018	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2018	ACTUAL EXPENDITURES/ EXPENSES* 2018	BUDGETED EXPENDITURES/ EXPENSES 2019
Library				
General Fund	\$ 329,700	\$	\$ 336,000	\$ 350,700
Department Total	\$ 329,700	\$	\$ 336,000	\$ 350,700
Senior Center				
General Fund	\$ 317,400	\$	\$ 310,500	\$ 303,300
Department Total	\$ 317,400	\$	\$ 310,500	\$ 303,300
Parks Maintenance				
General Fund	\$ 430,300	\$	\$ 426,200	\$ 491,600
Department Total	\$ 430,300	\$	\$ 426,200	\$ 491,600
Aquatics Center				
General Fund	\$ 215,800	\$	\$ 237,300	\$ 235,700
Department Total	\$ 215,800	\$	\$ 237,300	\$ 235,700
Facilities Maintenance				
General Fund	\$ 422,100	\$	\$ 410,400	\$ 508,500
Department Total	\$ 422,100	\$	\$ 410,400	\$ 508,500
Fleet Maintenance				
General Fund	\$ 279,200	\$	\$ 241,400	\$ 279,100
Department Total	\$ 279,200	\$	\$ 241,400	\$ 279,100
Engineering				
General Fund	\$ 216,500	\$	\$ 325,200	\$ 373,300
Department Total	\$ 216,500	\$	\$ 325,200	\$ 373,300
Customer Service				
General Fund	\$ 237,600	\$	\$ 189,700	\$ 295,400
Department Total	\$ 237,600	\$	\$ 189,700	\$ 295,400
Non-Departmental				
General Fund	\$ 1,127,500	\$	\$ 988,500	\$ 1,325,000
Debt Service Fund	698,000	\$	698,000	849,100
Capital Improvement Fund	4,619,500	\$	2,334,900	4,138,000
Grant Fund	3,500,000	\$	3,000,000	3,500,000
CDBG Grant	\$	\$	\$	325,000
Impact Fee Fund	498,000	\$	523,700	\$
Asset Replacement Fund	110,000	\$	10,000	60,000
Department Total	\$ 10,553,000	\$	\$ 7,555,100	\$ 10,197,100
Water Utilities				
Water Enterprise Fund	\$ 2,633,000	\$	\$ 563,600	2,897,400
Department Total	\$ 2,633,000	\$	\$ 563,600	\$ 2,897,400
Sewer Utilities				
Sewer Enterprise Fund	\$ 2,340,200	\$	\$ 1,737,700	\$ 2,437,700
Department Total	\$ 2,340,200	\$	\$ 1,737,700	\$ 2,437,700
Roads				
HURF	\$ 1,094,900	\$	\$ 973,900	\$ 1,322,700
Department Total	\$ 1,094,900	\$	\$ 973,900	\$ 1,322,700

**Town of Chino Valley
Full-Time Employees and Personnel Compensation
Fiscal Year 2019**

FUND	Full-Time Equivalent (FTE) 2019	Employee Salaries and Hourly Costs 2019	Retirement Costs 2019	Healthcare Costs 2019	Other Benefit Costs 2019	Total Estimated Personnel Compensation 2019
GENERAL FUND	84.5	\$ 4,597,651	\$ 882,150	\$ 727,168	\$ 428,331	= 6,635,300
SPECIAL REVENUE FUNDS						
Highway User Revenue	7.0	\$ 296,293	\$ 34,963	\$ 47,098	\$ 45,046	= 423,400
Total Special Revenue Funds	7.0	\$ 296,293	\$ 34,963	\$ 47,098	\$ 45,046	= 423,400
ENTERPRISE FUNDS						
Water Enterprise Fund	2.5	\$ 140,895	\$ 16,626	\$ 22,665	\$ 14,814	= 195,000
Sewer Enterprise Fund	2.5	\$ 140,895	\$ 16,626	\$ 22,665	\$ 14,814	= 195,000
Total Enterprise Funds	5.0	\$ 281,790	\$ 33,252	\$ 45,330	\$ 29,628	= 390,000
TOTAL ALL FUNDS	96.5	\$ 5,175,734	\$ 950,365	\$ 819,596	\$ 503,005	= 7,448,700

Budget Resolution – Adopt Tentative Budget

Budget Resolution – Adopt Expenditure Limitation

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 administers 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 administered 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 town.

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 and 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 Town of Chino Valley 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).

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