The background of the entire page is a photograph of a sunset or sunrise. The sky is filled with large, billowing clouds that are illuminated from below, creating a warm, golden-orange glow. In the lower portion of the image, a range of dark, silhouetted mountains stretches across the horizon. Below the mountains, a small town or village is visible, with a few buildings and trees silhouetted against the dim light. The overall atmosphere is serene and majestic.

Town of Chino Valley, Arizona

Annual Budget

For Fiscal Year Ending June 30, 2020

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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

Jack Miller, Vice Mayor

Mike Best, Councilmember

Lon Turner, 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 2019-20. 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.

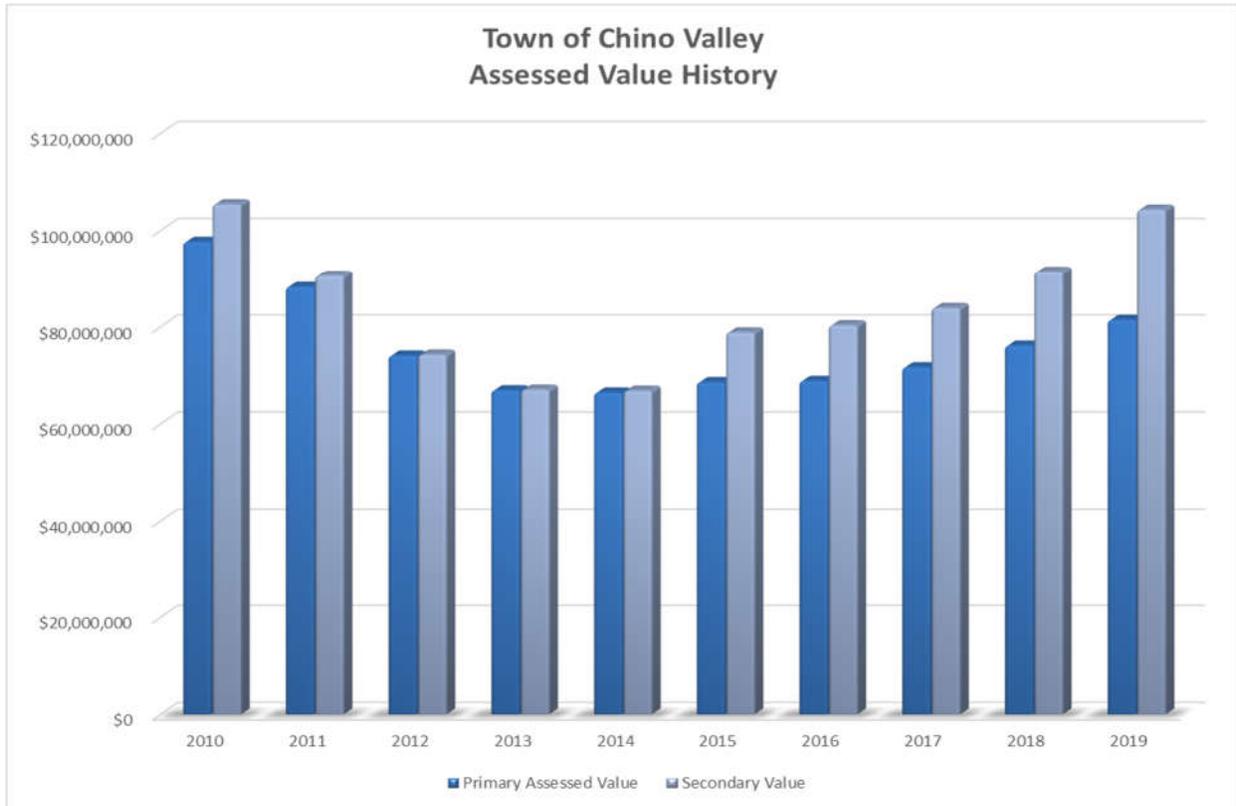
This year's budget will appear fairly similar to last year's budget, as revenues have been optimistic but we retain our conservative and cautious approach to finances. The Town continues to provide more detail in its department budgets, offering opportunities for people to compare our community to others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

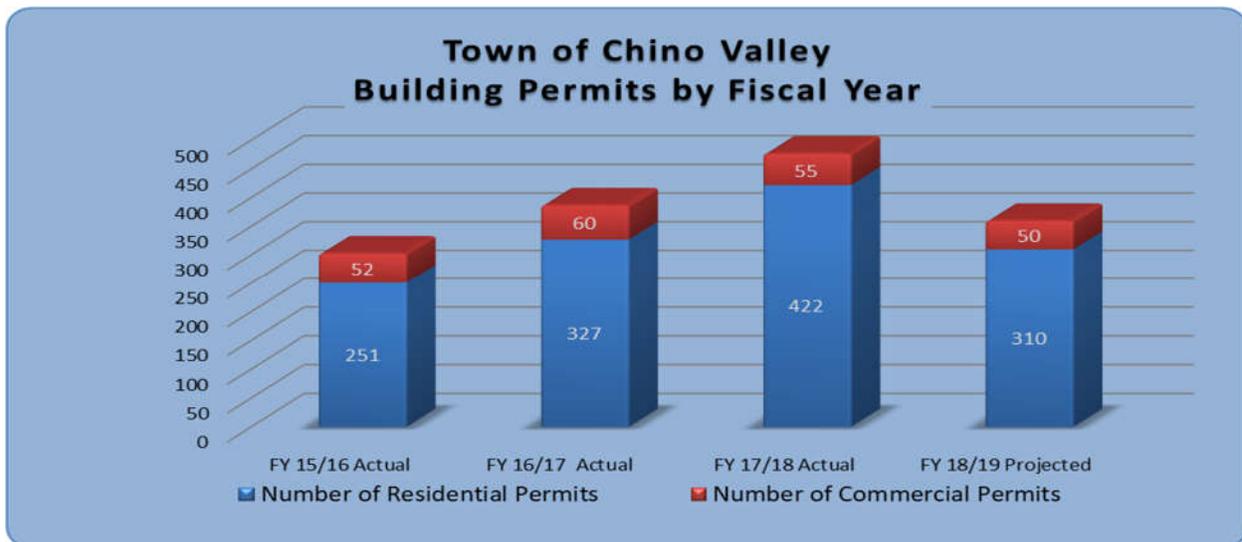
The uptick in construction sales tax has provided the Town a chance to use one-time dollars for projects or items that have been on the non-funded list for several years. The Council has looked at items they feel provide a benefit for our community and will be funding them with these one-time dollars, including new restrooms and additional improvements at Memory Park, investment into some infrastructure projects, and a second 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.

An 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 although we did see a slight decrease in the current fiscal year. Residential permits continue to be the majority of permits issued. The Town is hopeful that commercial development will follow.

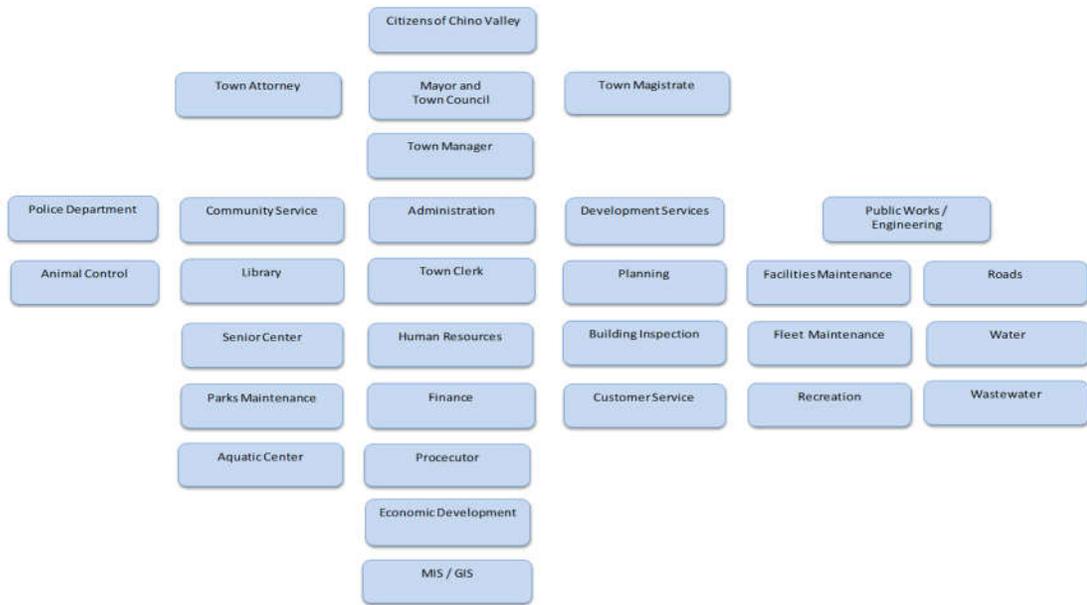


The Town will continue to be as transparent as possible, utilizing multiple mechanisms for communication. The Public is always invited to Council Meetings where budget, expenditures, land use, and ordinances are discussed and adopted. We have added additional avenues for communication in our efforts 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 five primary divisions:

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

The Town Manager also oversees the following departments:

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

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
Joshua Cook, 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 March 19, 2019. 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:

- 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.

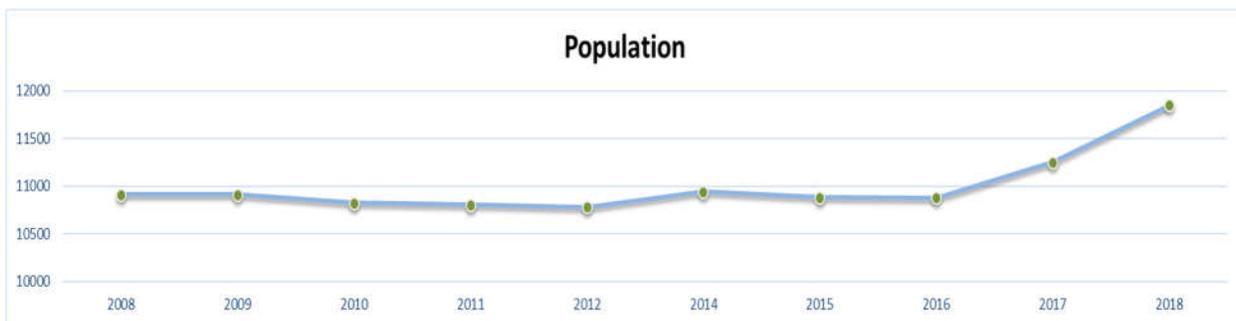
It was a railroad that brought much activity to Chino Valley. Jerome Junction was established in 1895, becoming a major center of goings-on from 1900 until 1925, when it was moved farther north. Afterward, from the 1920s to the late 1940s, most of the families of Chino Valley took up farming and ranching. 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	2018			2017	2016	2015
Population Estimates for Yavapai County	Population	% of County	Land Area Square Mile	Population	Population	Population
Yavapai County Total	228,970	100.00%	8128.00	225,562	225,562	213,689
Camp Verde	11,113	5.60%	42.60	11,238	11,965	11,881
Chino Valley	11,846	5.09%	63.43	11,250	10,879	10,817
Clarkdale	4,328	1.92%	10.57	4,272	4,101	4,097
Cottonwood	12,133	5.32%	16.60	11,990	11,358	11,515
Dewey-Humboldt	4,055	1.82%	18.59	4,049	3,894	3,913
Jerome	447	0.18%	0.80	455	392	392
Prescott	42,917	18.83%	45.16	42,513	40,246	40,130
Prescott Valley	45,200	18.57%	40.80	43,132	39,686	39,575
other Towns in the County	7,962	3.30%	28.05	12,441	7,042	6,970
Unincorporated Areas	88,969	39.37%	7861.40	84,222	84,129	84,399

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



Population by Sex, Est	2018	Percentage	2017	2016	2015	2014	2010	2000
Total Population	11,846	100%	11,250	10,961	10,879	10,943	10,817	7,835
Male	5,852	49.4%	5,510	5,477	5,333	5,294	5,333	3,845
Female	5,994	50.6%	5,740	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	2018	Percentage	2017	2016	2015	2010	2000
Total Population	11,250	100%	11,250	10,961	10,879	10,817	7,835
Persons under 5 years	563	5.00%	563	651	646	682	475
Persons under 18 years	1,564	13.90%	1,564	1,707	1,694	2477	1604
Persons between 18 and 65 years	6,592	58.60%	6,592	6,176	6,130	5473	4483
Persons 65 years and over	2,531	22.50%	2,531	2,427	2,409	2185	1273

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

Racial/Ethnic Composition Est	2018	Percentage	2017	2016	2015	2014	2010	2000
Total Population	11,250	100%	11,250	10,961	10,879	10,943	10,817	7,835
White, Non-Hispanic	9,989	88.79%	9,989	9,728	9,589	10,291	8,859	6,865
Am Indian	167	1.48%	167	166	138	138	UNK	UNK
Hispanic	798	7.09%	798	792	785	259	1,623	766
Other	38	0.34%	38	31	179	156	281	169
Two or more Races	191	1.70%	191	173	139	-	-	-
Black	11	0.10%	11	10	-	39	54	35
Asian	56	0.50%	56	61	-	60	UNK	UNK

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

Schools in Chino Valley										
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Public Schools - Home of the Cougars										
Del Rio Elementary	490	542	724	696	691	686	527	520	575	621
Territorial Elementary School	562	565	428	228	187	161	383	410	429	501
Heritage Middle School	581	562	567	737	721	693	563	582	658	658
Chino Valley High School	755	729	732	777	727	724	748	779	738	825
Charter Schools										
Mingus Springs Charter School	167	167	169	174	174	151	162	158	165	163
College										
Yavapai College - Chino Valley Campus	321	286	338	379	477	375	369	342	438	410

Source: Chino Valley Schools/Yavapai College - as of 04/10/2019

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

Source: Town of Chino Valley as of 04/22/19

Infrastructure						
	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Total Miles of Streets	155	155	153	153	143	142
Total Paved Streets	121.7	119	119	112	105	105
Total Unpaved Streets	33.3	35	33	40	38	37
Cold Mix Repairs (lbs)	270 tons	180 tons	224 tons	205 tons	168 tons	144 tons
Hot Mix Repairs (tons)	0	0	0	0	0	35 tons
Miles of Water Mains	19.5	19.5	19.5	19.5	19.5	19.5
Number of Water Connections	880	797	725	675	641	606
New Connections	83	72	50	34	35	0
Miles of Wastewater Lines	35	31	28	23	23	23
Number of Sewer Connections	2226	2102	1997	1861	1757	1689
New Connections	124	105	136	104	68	0

Source: Town of Chino Valley 04/16/2019

Chino Valley Fire District	
<u>Areas Covered</u>	<u>Stations & Personnel</u>
Chino Valley	Fire houses - 2
Paulden	Fire houses - 1
Unincorporated	Employees - 153

Source: Chino Valley Fire District - updated 04/10/2019

Incident Type							
	2018	2017	2016	2015	2014	2013	2008 - 2012
Fire	10	41	11	31	55	69	231
Explosion - no fire	1	1	1	1	2	1	2
Rescue /Medical Emergency	907	1890	705	1677	1880	1803	7396
Hazardous Conditions - no fire	19	38	13	38	26	21	110
Public Service	316	465	178	361	307	263	1334
Good Intent Call	102	254	56	250	135	141	577
False Alarm /False Calls	58	72	25	66	87	75	394
Severe Weather/Natural Disaster	3	2	0	2	1	6	12
Special Incident Type	1	1	0	1	3	2	15
Total Calls in period	1417	2764	989	2427	2496	2381	10071

Source: Chino Valley Fire District - updated 04/10/2019

Public Safety										
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
CALLS FOR SERVICES	10,351	10,680	11,125	11,500	11,200	11,120	10,367	13,091	14,514	11,855
PART 1 CRIMES REPORTED										
Homicide	1	1	1	1	1	1	2	-	-	-
Assault Arrests (Agra. & Simple)	5	69	108	100	100	73	73	69	76	102
Burglary	23	67	68	60	55	50	43	62	58	49
Larceny-Theft	120	126	159	200	200	189	175	157	165	197
Motor Vehicle Theft	10	12	10	30	25	15	10	16	11	18
PART 2 CRIMES REPORTED										
DUI Arrests	38	39	44	55	50	46	70	38	47	110
Sex Offenses	20	35	25	22	20	19	22	25	14	18
Drugs (Sales, Mfg., Possess)	91	106	91	70	65	50	43	57	63	42
OTHER CALLS FOR SERVICE										
Domestic Violence	185	171	143	75	70	54	49	48	51	57
Accidents	263	272	251	210	200	170	198	203	174	205

Source: Chino Valley Police Department - as of 04/10/2019

Elections										
	2018	2017	2016	2015	2014	2013	2011	2009	2007	2005
<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>	<u>March</u>	<u>March</u>	<u>March</u>
Number of Registered Voters	6673		6220			6027	5766	5736	4721	4357
Number of votes Cast	2840		2630			2092	2256	2561	2022	1640
% of registered voters that Voted	42.56%		42.28%			34.70%	39.12%	44.65%	42.83%	37.64%
<u>General - Run Off and/or Single Ballot Election</u>	<u>NO ELECTIONS</u>	<u>NO ELECTIONS</u>		<u>NO ELECTIONS</u>			<u>May</u>	<u>May</u>	<u>May</u>	
Number of Registered Voters							5604	5512	4736	
Number of votes Cast							2949	1900	1536	
% of registered voters that Voted							52.62%	34.47%	32.43%	
<u>Special Election - Utility Measure - Sewer</u>	<u>NO ELECTIONS</u>	<u>NO ELECTIONS</u>		<u>NO ELECTIONS</u>						<u>November</u>
Number of Registered Voters										4187
Number of votes Cast										1862
% of registered voters that Voted										44.47%
<u>Special Election - Bond Measure - Water & Sewer; General Plan</u>	<u>NO ELECTIONS</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 04/11/2019

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 04/10/2019

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	109	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	75	1.2	6.9
Annual	72.33	40.92	92.50	2.40	1.14

Period of Record: 2018

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

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
2018	526	\$40,947,223.00	436	32
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 04/15/2019

Business License - Top Categories						
	2018	2017	2016	2015	2014	2013
Construction Contractors	338	224	200	466	344	341
Retail	104	73	75	116	124	110
Service	162	89	83	93	69	72
Rental Property	36	28	28	59	69	50
Food/Rest - Liq	26	22	17	31	31	24
Medical	18	6	4	19	19	23
Auto Repair	14	11	11	27	24	21
Salons	16	13	12	22	17	15
Handyman Service	0	0	0	9	8	10
Accountant	0	0	0	8	6	9
Finance	4	3	3	6	6	7
Whole Sales	6	5	6	6	6	7
Miscellaneous	196	440	522	159	159	243
Total	920	914	961	1021	882	932

Source: Town of Chino Valley 04/15/2019

Major Employers in the area	Employee's
Chino Valley Unified School	250
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 04/15/2019

Town of Chino Valley Assessed Value

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

Town of Chino Valley Assessed Value History - Last 10 Years*										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Primary Value	\$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	\$81,468,659
% Change	-2%	-10%	-16%	-10%	-1%	3%	0%	4%	6%	7%
Secondary Value	\$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	\$104,330,919
% Change	-14%	-14%	-18%	-10%	0%	18%	2%	4%	9%	14%

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 2018/2019 are summarized below:

District		Chino Valley 2016/2017	Chino Valley 2017/2018	Chino Valley 2018/2019
Town of Chino Valley Primary	City			
Town of Chino Valley Secondary	City			
School Equalization	School	0.5010	0.4875	0.4741
School District Primary	School	4.6005	4.3974	4.2808
School District Secondary	School	0.0000	0.0000	0.0000
Total School District		5.1015	4.8849	4.7549
Fire Dist. Contribution	Fire	0.1000	0.1000	0.1000
Fire Districts	Fire	3.6306	3.6175	3.5986
Total Fire District		3.7306	3.7175	3.6986
Yavapai County	County	1.9027	1.8395	1.7788
Total Yavapai County		1.9027	1.8395	1.7788
Yavapai Community College	College	0.2122	0.2001	0.1892
Yavapai Community College	College	1.8439	1.7827	1.7584
Flood Control District	Flood	0.1976	0.2346	0.2188
YC Library District	Library	0.1907	0.1815	0.1720
Joint Tech. Education District	Education	0.0500	0.0500	0.0500
Total Other Districts		2.4944	2.4489	2.3884
Total All Districts		13.2292	12.8908	12.6207

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, 2020**

	Date
Modify/update budget database/format budget	January
Budget Calendar to departments	February 15, 2019
Distribute budget materials to departments	February 15, 2019
Complete first draft of Revenue Manual	February 28, 2019
Council Retreat to determine next year budget goals / strategic plan	March 19, 2019
Revenue Manual Presentation To Council	March 26, 2019
Finance Director meeting with departments	March 25 - March 28, 2019
Budget worksheets due from departments with performance measures	April 5, 2019
Departments budget meetings with Town Manager to review base budgets, capital budgets, new personnel requests and other issues	April 22 - April 26, 2019
Council Budget Presentation	May 14, 2019
Council Budget Hearing #1	May 21, 2019
Council Budget Hearing #2 if needed	May 22, 2019
Adopt Tentative Budget Adopt CVSLID Resolution approving estimates, set public hearing	May 28, 2019
Tentative Budget posted on website (within 5 business days)	May 28, 2019
First publication of Tentative Budget	June 4, 2019
Second publication of Tentative Budget	June 11, 2019
Adopt Final Budget Public Hearing CVSLID, adopt resolution setting budget	June 25, 2019
Final Budget posted on website (within 7 business days)	June 26, 2019
Adopt CVSLID Resolution set tax rate	July 9, 2019

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.

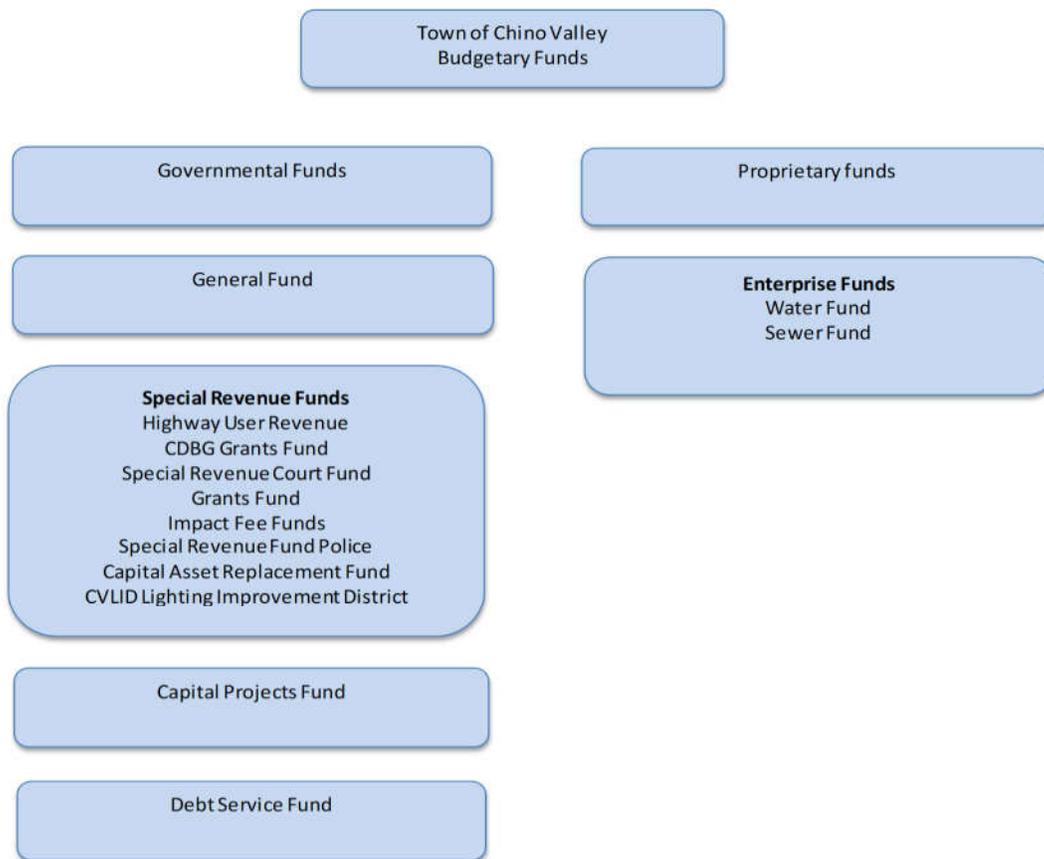
Governmental Funds – uses the modified accrual basis of accounting and budgeting.

- **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

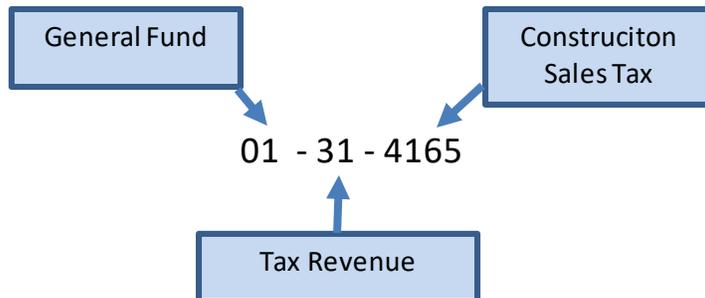
The expenditure account begins with the fund number such as 01 for the General Fund. The account is then segregated into departments for example 60 for the Police Department. Next the accounts are broken down to the Object Code for example 5350 for office supplies.

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 2019/2020 Budget \$27,976,800

Major Funds

General Fund \$11,009,400

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 \$1,417,500

Roads and Streets

Utility Fund \$5,800,100

Water Enterprise Fund
Sewer Enterprise Fund

Capital Improvement Fund \$4,856,000

Debt Service Fund \$891,300

Non Major Funds

Grants Fund \$3,500,000

Special Revenue Fund Court \$58,500

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 2019/2020. 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.

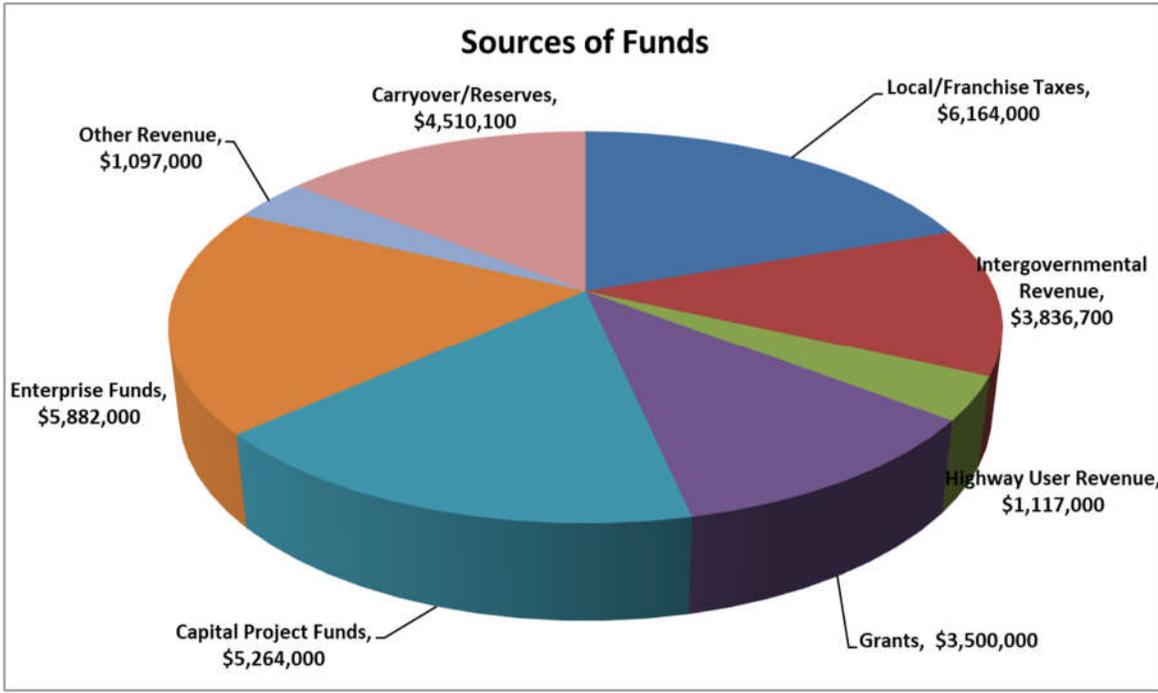
Sources and Uses of Funds

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

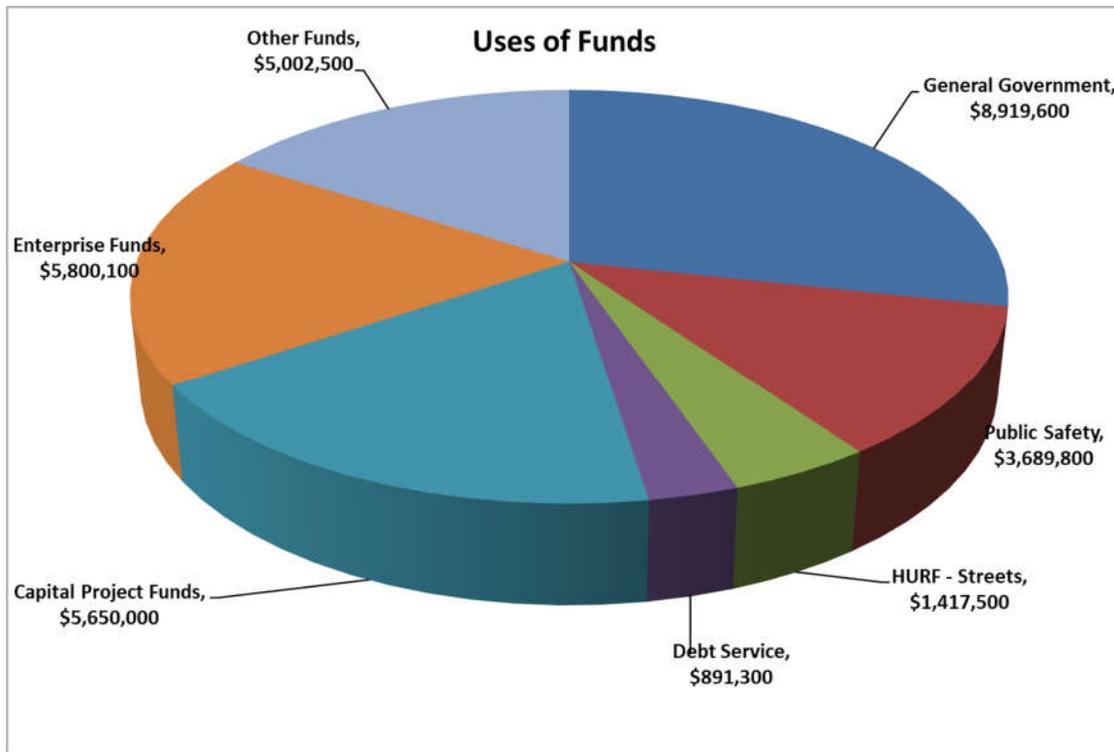
Town of Chino Valley				
Budgeted Total Sources and Uses by Fiscal Year				
	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20
Sources of Funds				
Local/Franchise Taxes	\$ 4,194,000	\$ 5,112,000	\$ 5,685,500	\$ 6,164,000
Intergovernmental Revenue	\$ 3,228,500	\$ 3,353,000	\$ 3,466,500	\$ 3,836,700
Highway User Revenue	\$ 853,000	\$ 998,000	\$ 977,500	\$ 1,117,000
Grants	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000
Capital Project Funds	\$ 4,035,500	\$ 4,621,900	\$ 4,004,000	\$ 5,264,000
Enterprise Funds	\$ 4,725,500	\$ 5,055,600	\$ 5,279,000	\$ 5,882,000
Other Revenue	\$ 1,765,500	\$ 782,500	\$ 953,900	\$ 1,097,000
Carryover/Reserves	\$ 1,116,500	\$ 1,373,000	\$ 1,982,800	\$ 4,510,100
Total All Funding Sources	\$ 23,418,500	\$ 24,796,000	\$ 25,849,200	\$ 31,370,800
Uses of Funds				
General Government	\$ 5,607,400	\$ 5,901,600	\$ 6,674,000	\$ 8,919,600
Public Safety	\$ 2,897,100	\$ 3,303,300	\$ 3,547,800	\$ 3,689,800
HURF - Streets	\$ 966,000	\$ 1,094,900	\$ 1,322,700	\$ 1,417,500
Debt Service	\$ 727,000	\$ 698,000	\$ 849,100	\$ 891,300
Capital Project Funds	\$ 3,921,000	\$ 4,619,500	\$ 4,138,000	\$ 5,650,000
Enterprise Funds	\$ 5,091,000	\$ 4,973,200	\$ 5,335,100	\$ 5,800,100
Other Funds	\$ 4,209,000	\$ 4,205,500	\$ 3,982,500	\$ 5,002,500
	\$ 23,418,500	\$ 24,796,000	\$ 25,849,200	\$ 31,370,800

The following charts are representations of the Towns revenue and expenditure distribution for fiscal year 2019/2020:

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 2023.

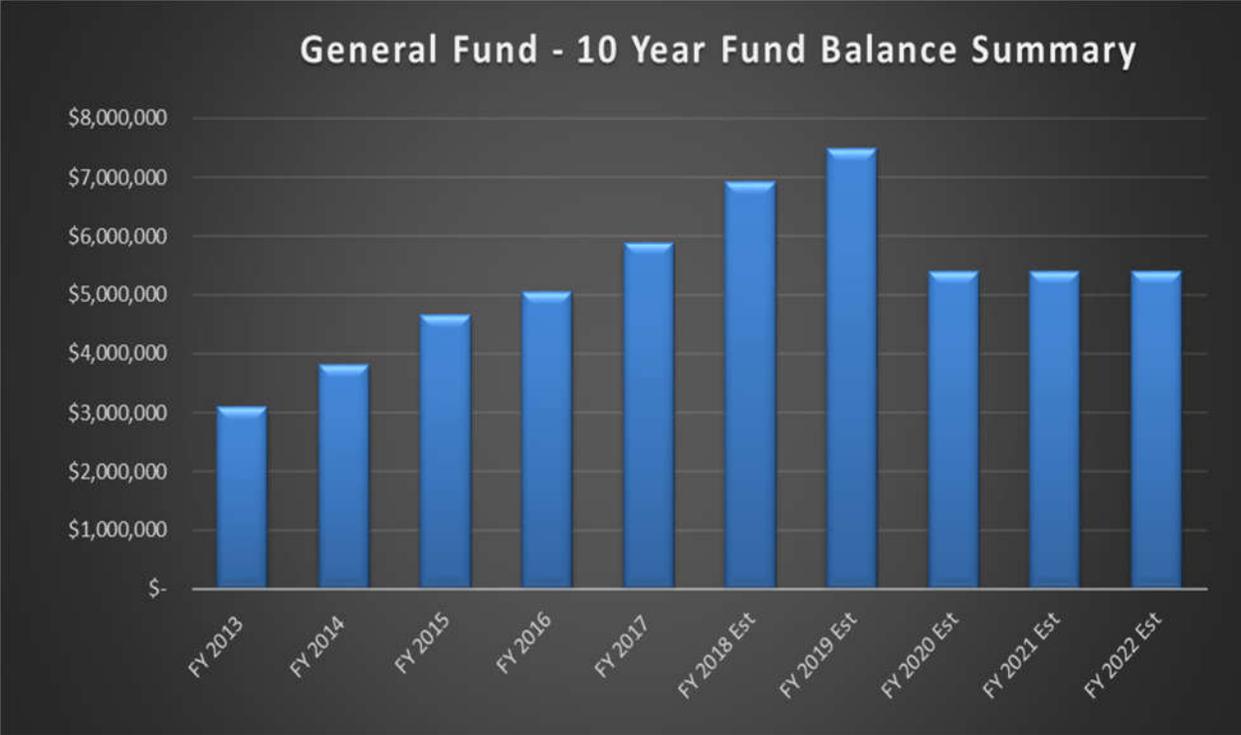
Town of Chino Valley								
Fund Balance by Fiscal Year								
	Total All Funds	General Fund	HURF Fund	Water Enterprise	Sewer Enterprise	Capital Improvement	Debt Service	Total Non Major Funds
Fund Balance 6/30/18	22,829,226	6,919,401	888,221	4,187,712	8,233,158	1,121,631	455,794	1,023,309
Fiscal Year 2018-19								
Revenues	20,929,600	10,244,000	1,101,800	749,900	2,106,000	2,202,800	849,000	3,676,101
Expenditures	20,449,000	9,670,700	1,198,700	674,200	1,729,700	2,181,000	849,100	4,145,600
Fund Balance 6/30/19	23,309,826	7,492,701	791,321	4,263,411	8,609,458	1,143,431	455,694	553,810
Fiscal Year 2019-20								
Revenues	28,085,700	10,505,700	1,117,000	2,974,000	2,908,000	5,764,000	891,000	3,926,000
Expenditures	31,370,800	13,109,400	1,417,500	2,914,200	2,885,900	6,150,000	891,300	4,002,500
Fund Balance 6/30/20	20,024,726	4,889,001	490,821	4,323,211	8,631,558	757,431	455,395	477,310
Fiscal Year 2020-21								
Revenues	25,662,600	10,835,500	1,172,000	2,704,000	2,585,000	3,809,000	956,000	3,601,100
Expenditures	25,384,100	10,832,100	1,171,200	2,700,600	2,419,100	3,736,000	956,500	3,568,600
Fund Balance 6/30/21	20,303,225	4,892,401	491,621	4,326,611	8,797,457	830,431	454,894	509,810
Fiscal Year 2021-22								
Revenues	26,185,200	11,157,000	1,228,000	2,719,000	2,651,000	3,855,000	974,000	3,601,200
Expenditures	26,012,100	11,151,500	1,201,100	2,707,900	2,644,300	3,764,000	973,800	3,569,500
Fund Balance 6/30/22	20,476,324	4,897,902	518,520	4,337,710	8,804,157	921,431	455,094	541,510
Fiscal Year 2022-23								
Revenues	27,007,800	11,455,500	1,285,000	2,734,000	2,717,000	3,901,000	974,000	3,941,300
Expenditures	25,929,000	11,218,000	1,280,800	2,711,000	2,646,900	3,524,000	978,800	3,569,500
Fund Balance 6/30/23	21,555,122	5,135,401	522,720	4,360,710	8,874,257	1,298,431	450,294	913,310

The charts on the following pages detail each of the Town's Major Funds Fund Balance projections from Fiscal Year 2018/2019 through Fiscal Year 2022/2023. 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.

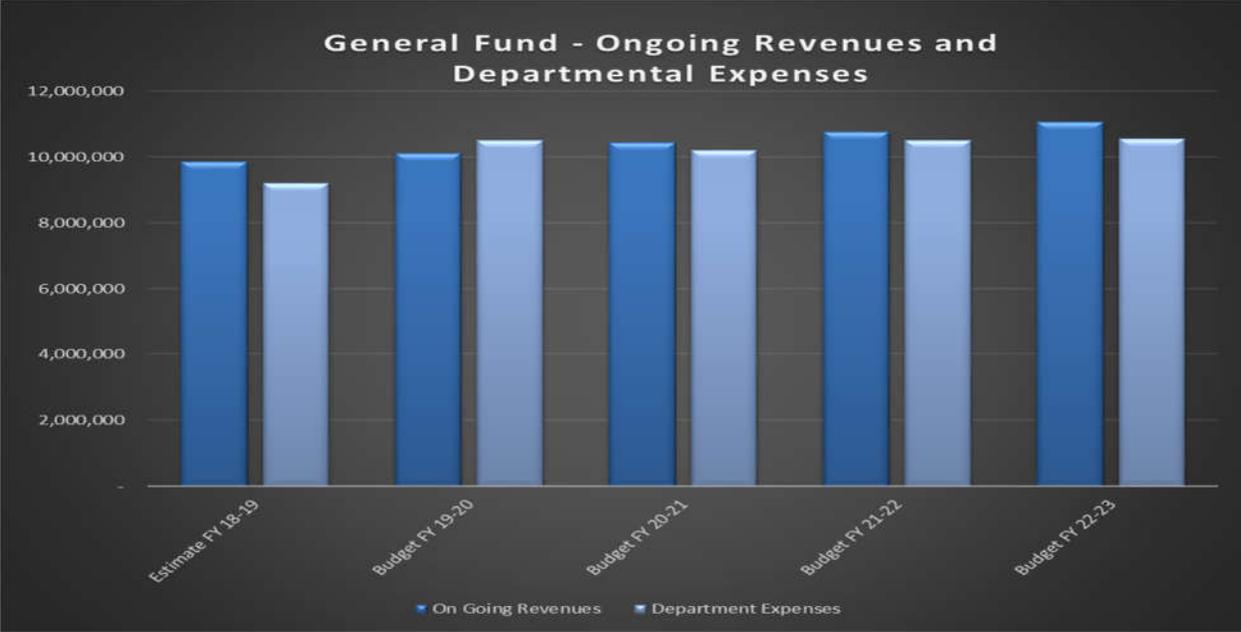
General Fund Balance

TOWN OF CHINO VALLEY			
GENERAL FUND			
	Budget FY 18-19	Estimate FY 18-19	Budget FY 19-20
REVENUES			
On Going Revenues	9,122,000	9,844,000	10,105,700
Transfers In - Capital Improvement Fund	400,000	400,000	400,000
Carry Over	-	-	-
TOTAL REVENUES	\$ 9,522,000	\$ 10,244,000	\$ 10,505,700
EXPENDITURES			
Department Expenditures	9,656,800	9,203,100	10,509,400
Contingencies	490,000	392,600	500,000
Transfer to Capital Improvement Fund			2,000,000
Transfers To HURF	75,000	75,000	100,000
TOTAL EXPENDITURES	\$ 10,221,800	\$ 9,670,700	\$ 13,109,400
REVENUES (UNDER) OVER EXPENDITURES	(\$699,800)	\$573,300	(\$2,603,700)
BEGINNING FUND BALANCE	\$ 6,466,667	\$ 6,919,401	\$ 7,492,701
REVENUES (UNDER) OVER EXPENDITURES	(\$699,800)	\$573,300	(\$2,603,700)
ENDING FUND BALANCE	\$ 5,766,867	\$ 7,492,701	\$ 4,889,001
LESS INTERFUND LOANS	\$ 1,100,000	\$ 500,000	\$ 500,000
TOTAL AVAILABLE RESOURCES	\$ 4,666,867	\$ 6,992,701	\$ 4,389,001
Minimum Reserve Requirement @ 25% of total expenditures	2,555,450	2,417,675	3,277,350

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. The Town will Transfer \$2,000,000 to the Capital Improvement Fund this fiscal year. The contingency amount is set per Town Policy.



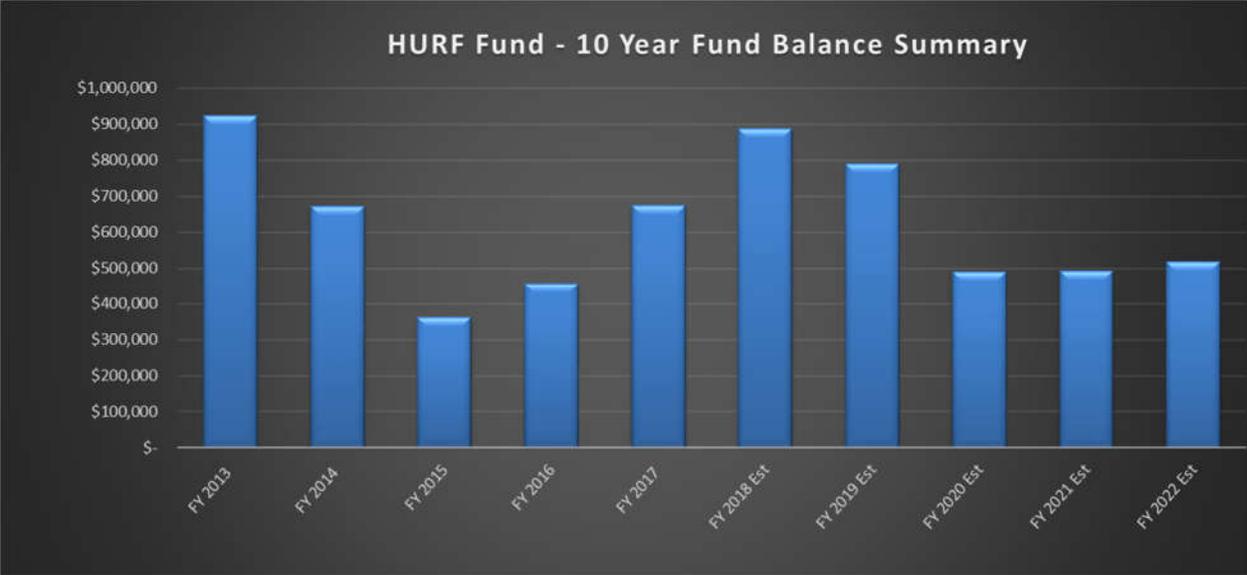
The General Fund Balance has shown steady growth since 2013. The Town has exceeded the required reserve requirement in the General Fund even after transfer \$2,000,000 to the Capital Improvement Fund in FY 2020.



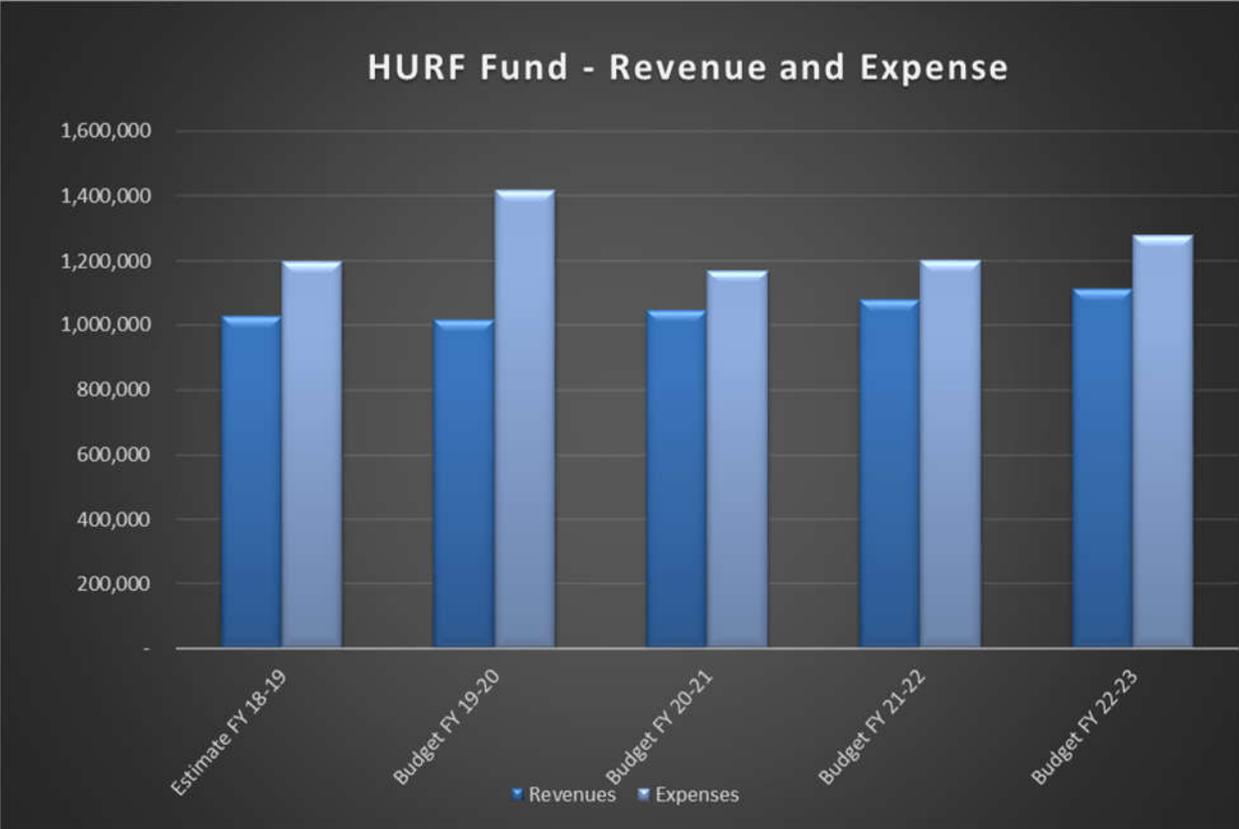
Special Revenue Fund – Highway User Fund (HURF)

TOWN OF CHINO VALLEY			
HURF FUND			
	Budget FY 18-19	Estimate FY 18-19	Budget FY 19-20
REVENUES			
On Going Revenues	902,500	1,026,800	1,017,000
Transfers In - General Fund	75,000	75,000	100,000
Carry Over	-	-	-
TOTAL REVENUES	\$ 977,500	\$ 1,101,800	\$ 1,117,000
EXPENDITURES			
Department Expenditures	635,200	578,200	672,200
Equipment	287,500	198,500	345,300
Road Material	400,000	422,000	400,000
TOTAL EXPENDITURES	\$ 1,322,700	\$ 1,198,700	\$ 1,417,500
REVENUES (UNDER) OVER EXPENDITURES	(\$345,200)	(\$96,900)	(\$300,500)
BEGINNING FUND BALANCE	\$ 1,022,588	\$ 888,221	\$ 791,321
REVENUES (UNDER) OVER EXPENDITURES	(\$345,200)	(\$96,900)	(\$300,500)
ENDING FUND BALANCE	\$ 677,388	\$ 791,321	\$ 490,820
Minimum Reserve Requirement @ 25% of department expenditures	330,675	299,675	354,375

Highway User Funds are restricted and must be used solely for street and highway purposes. At the end of Fiscal Year 2019 the Town is projecting a fund balance of \$677,388. The Town has increased the HURF budget over the last two fiscal years and used 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.



The town is projecting to use a portion of the Fund Balance each year in order to maximize the amount of road work completed.

Capital Improvements Fund

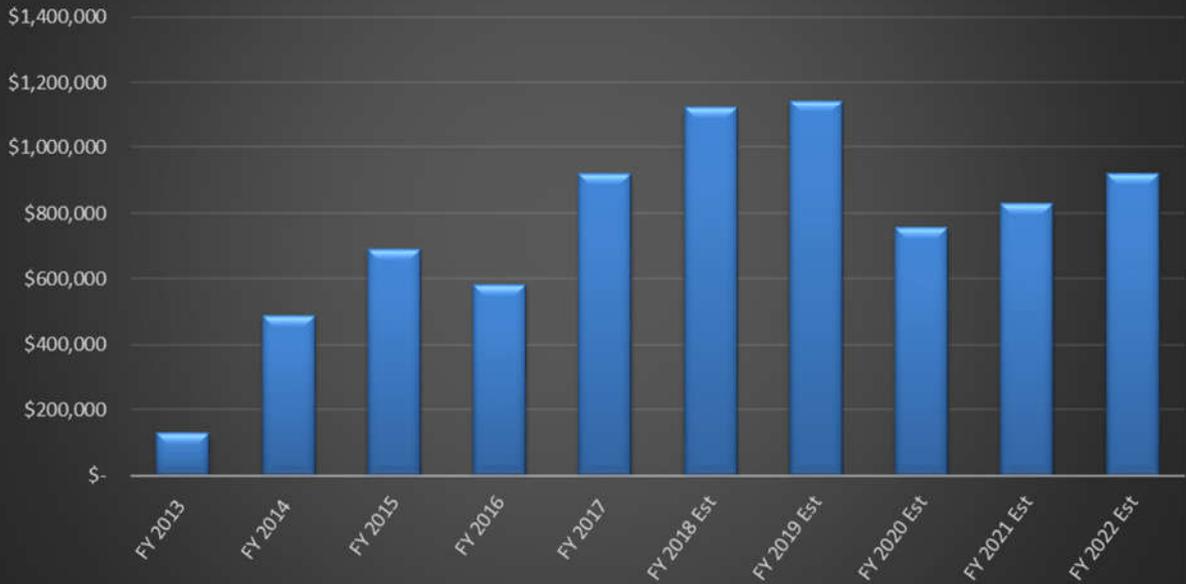
TOWN OF CHINO VALLEY			
CAPITAL IMPROVEMENT FUND			
	Budget FY 18-19	Estimate FY 18-19	Budget FY 19-20
REVENUES			
On Going Revenues	1,884,000	1,707,800	1,644,000
Transfers In from Road Impact Fees		320,000	-
Transfers In from General Fund			2,000,000
Bond Proceeds/Other	2,000,000	-	2,000,000
Yavapai Drainage District	120,000	175,000	120,000
TOTAL REVENUES	\$ 4,004,000	\$ 2,202,800	\$ 5,764,000
EXPENDITURES			
Department Expenditures	2,380,000	374,000	2,460,000
Road Impact Fee Projects	320,000	383,000	
Yavapai Drainage District	120,000	175,000	120,000
Grant Match	69,000		269,000
Capital Projects From General Fund			2,000,000
TFRS To General Fund	400,000	400,000	400,000
TFRS To Debt Service Fund	849,000	849,000	891,000
TOTAL EXPENDITURES	\$ 4,138,000	\$ 2,181,000	\$ 6,140,000
REVENUES (UNDER) OVER EXPENDITURES	(\$134,000)	\$21,800	(\$376,000)
BEGINNING FUND BALANCE	\$ 1,026,238	\$ 1,121,631	\$ 1,143,431
REVENUES (UNDER) OVER EXPENDITURES	(\$134,000)	\$21,800	(\$376,000)
ENDING FUND BALANCE	\$ 892,238	\$ 1,143,431	\$ 767,431

The Capital Improvement Fund anticipates completion of several major projects this fiscal year. The General Fund will transfer in \$2,000,000 for planned infrastructure and economic development projects.

The Capital Improvement Fund is projected to continue supporting the General Fund and Debt Service Fund next fiscal year. The transfers to the General Fund includes \$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.

Capital Improvement Fund - 10 Year Fund Balance Summary



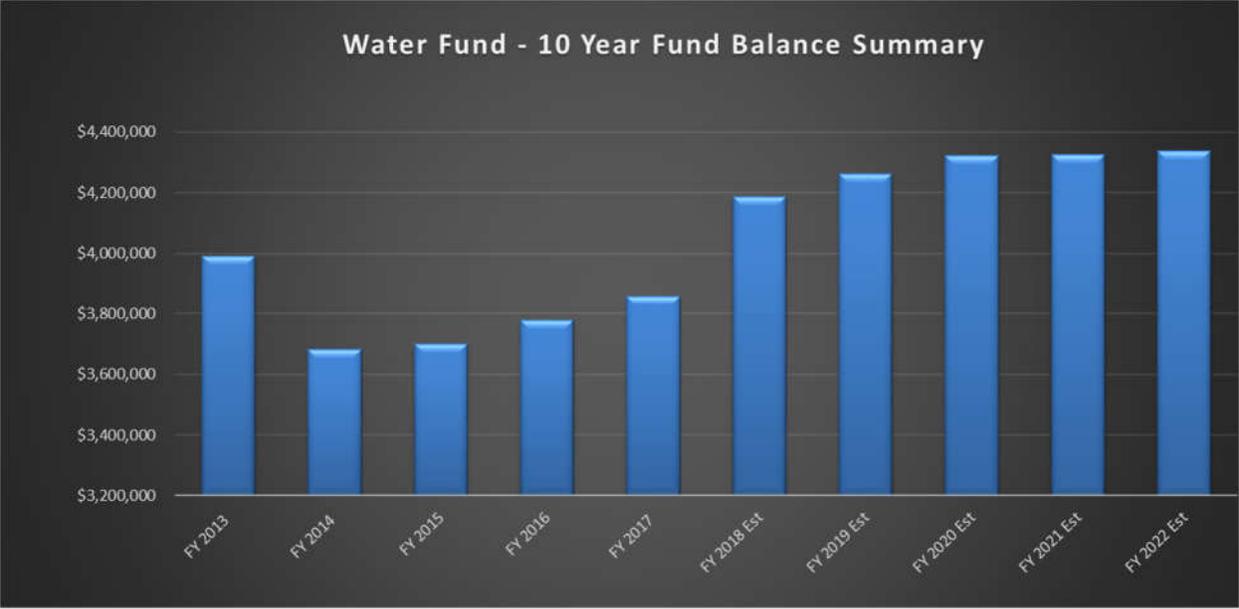
Capital Improvement - 1% Tax Revenue and Expense



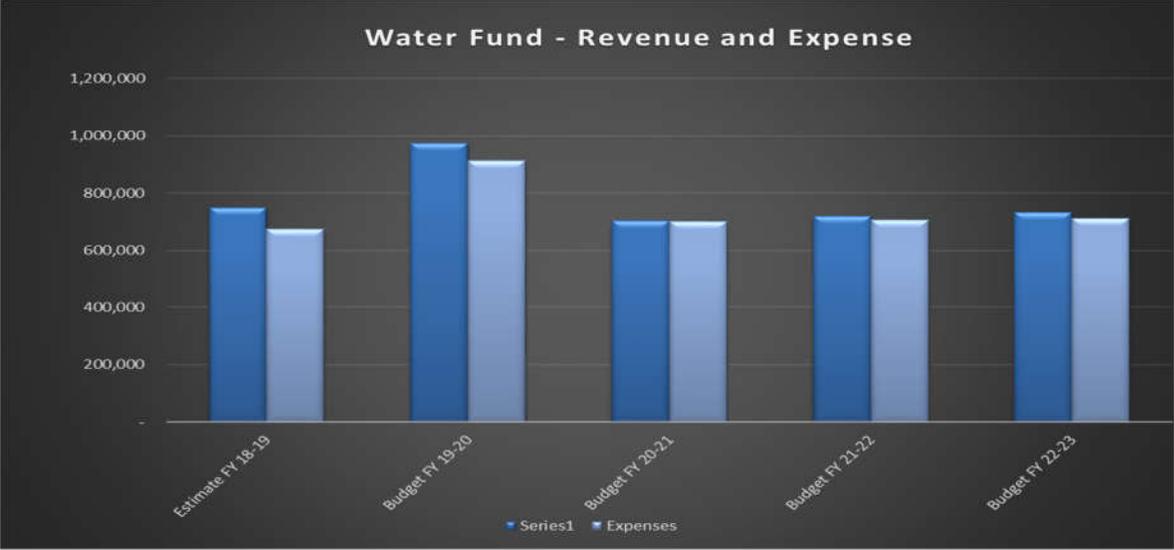
Water Enterprise Fund

TOWN OF CHINO VALLEY			
WATER FUND			
	Budget FY 18-19	Estimate FY 18-19	Budget FY 19-20
REVENUES			
On Going Revenues	823,000	687,575	911,000
Prescott IGA/Misc.	63,000	62,325	63,000
Water System Acquisition Funds	2,000,000		2,000,000
TOTAL REVENUES	\$ 2,886,000	\$ 749,900	\$ 2,974,000
EXPENDITURES			
Department Expenditures	827,600	604,400	846,400
Debt/Contingency	69,800	69,800	67,800
Water System Acquisition Expense	2,000,000		2,000,000
TOTAL EXPENDITURES	\$ 2,897,400	\$ 674,200	\$ 2,914,200
REVENUES (UNDER) OVER EXPENDITURES	(\$11,400)	\$75,700	\$59,800
BEGINNING FUND BALANCE	\$ 4,192,687	\$ 4,187,712	\$ 4,263,412
REVENUES (UNDER) OVER EXPENDITURES	(\$11,400)	\$75,700	\$59,800
ENDING FUND BALANCE	\$ 4,181,287	\$ 4,263,412	\$ 4,323,211
Minimum Reserve Requirement @ 25% of total department expenditures	224,350	168,550	228,550

The Town adopted new water rates during Fiscal Year 2018. The effect of the rate increase has eliminated the subsidy the Water Fund received from the Capital Improvement Fund each year. The Town is seeing strong account user growth with additional housing units being added within the community.



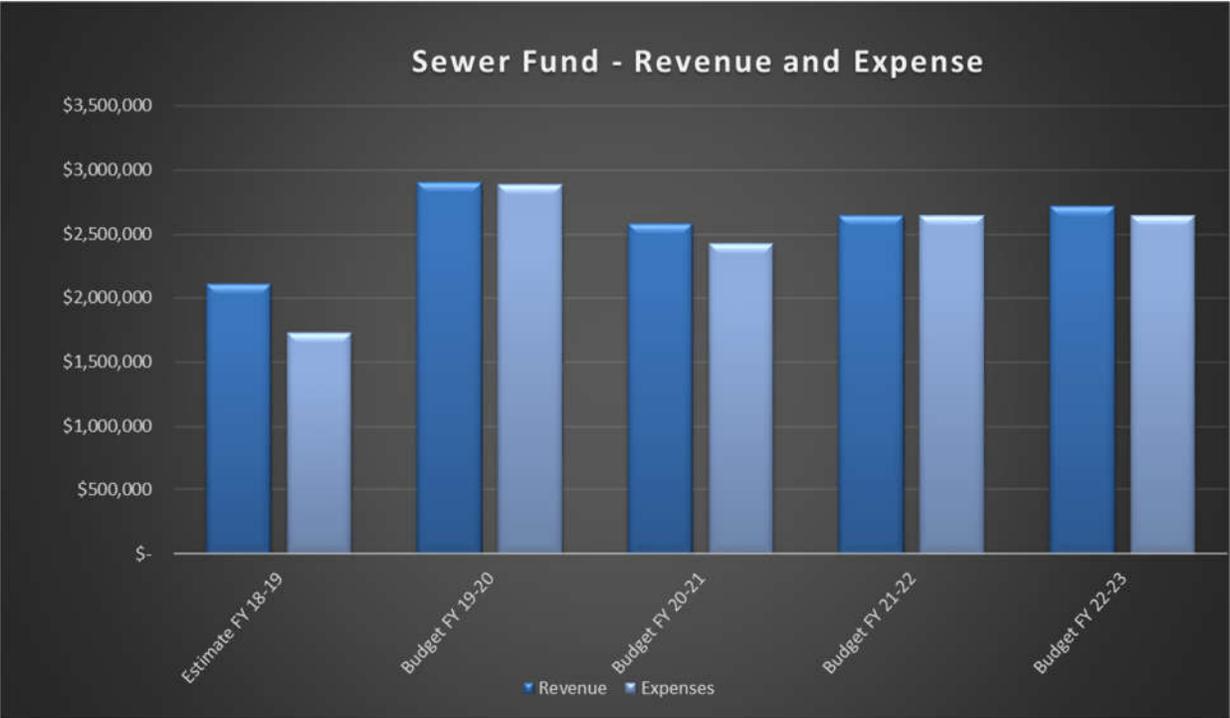
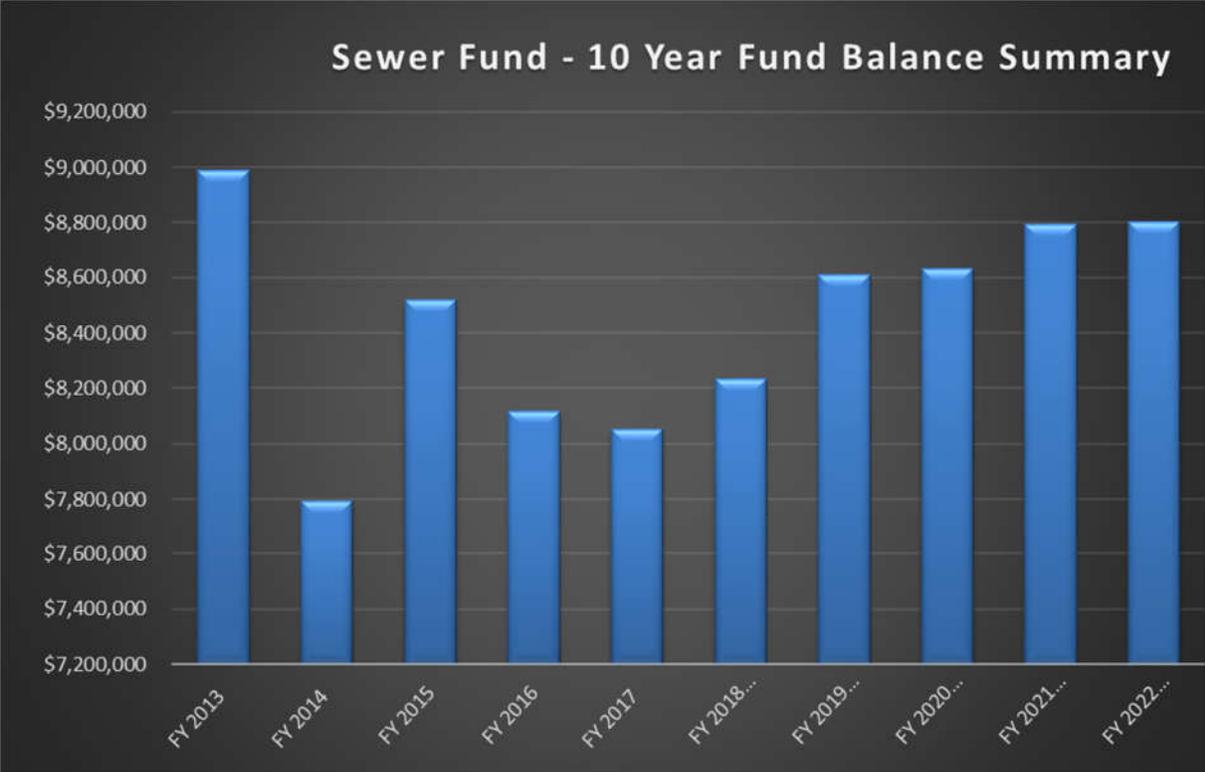
The Water Enterprise Fund Balance has begun to improve and no longer requires a subsidy from the General Fund. The Water Fund owed the General Fund \$234,000 at the end of FY 2017/2018. The addition of new customers through growth and planned acquisitions should allow the fund to continue to operate in the black each fiscal year and continue repaying the General Fund.



Sewer Enterprise Fund

TOWN OF CHINO VALLEY			
SEWER FUND			
	Budget FY 18-19	Estimate FY 18-19	Budget FY 19-20
REVENUES			
On Going Revenues	1,893,000	2,106,000	2,028,000
Bond Proceeds - WIFA	500,000	-	500,000
WIFA Reserve Funds	-	-	380,000
TOTAL REVENUES	\$ 2,393,000	\$ 2,106,000	\$ 2,908,000
EXPENDITURES			
Department Expenditures	1,038,700	828,800	1,486,800
WIFA Project	500,000	-	500,000
Debt/Contingency	899,000	900,900	899,100
TOTAL EXPENDITURES	\$ 2,437,700	\$ 1,729,700	\$ 2,885,900
REVENUES (UNDER) OVER EXPENDITURES	(\$44,700)	\$376,300	\$22,100
BEGINNING FUND BALANCE			
BEGINNING FUND BALANCE	\$ 8,530,416	\$ 8,233,158	\$ 8,609,458
REVENUES (UNDER) OVER EXPENDITURES	(\$44,700)	\$376,300	\$22,100
ENDING FUND BALANCE	\$ 8,485,716	\$ 8,609,458	\$ 8,631,558
Minimum Reserve Requirement @ 25% of total department expenditures	609,425	432,425	721,475

The Town froze the adopted sewer rates in 2015, and has reduced the rate each year since by 3%. The goal is to reduce our current residential rate to be in line with the average rate within the State of Arizona of about \$55.00 per month. The Town took over operations of the Waste Water Treatment plant in 2015. Strong customer growth has allowed the Sewer Fund to operate in the black for the first time in fiscal year 2018/2019.



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 19-20 Public Works	Budget FY 19-20 Customer Service	Net Effect FY 19-20
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.

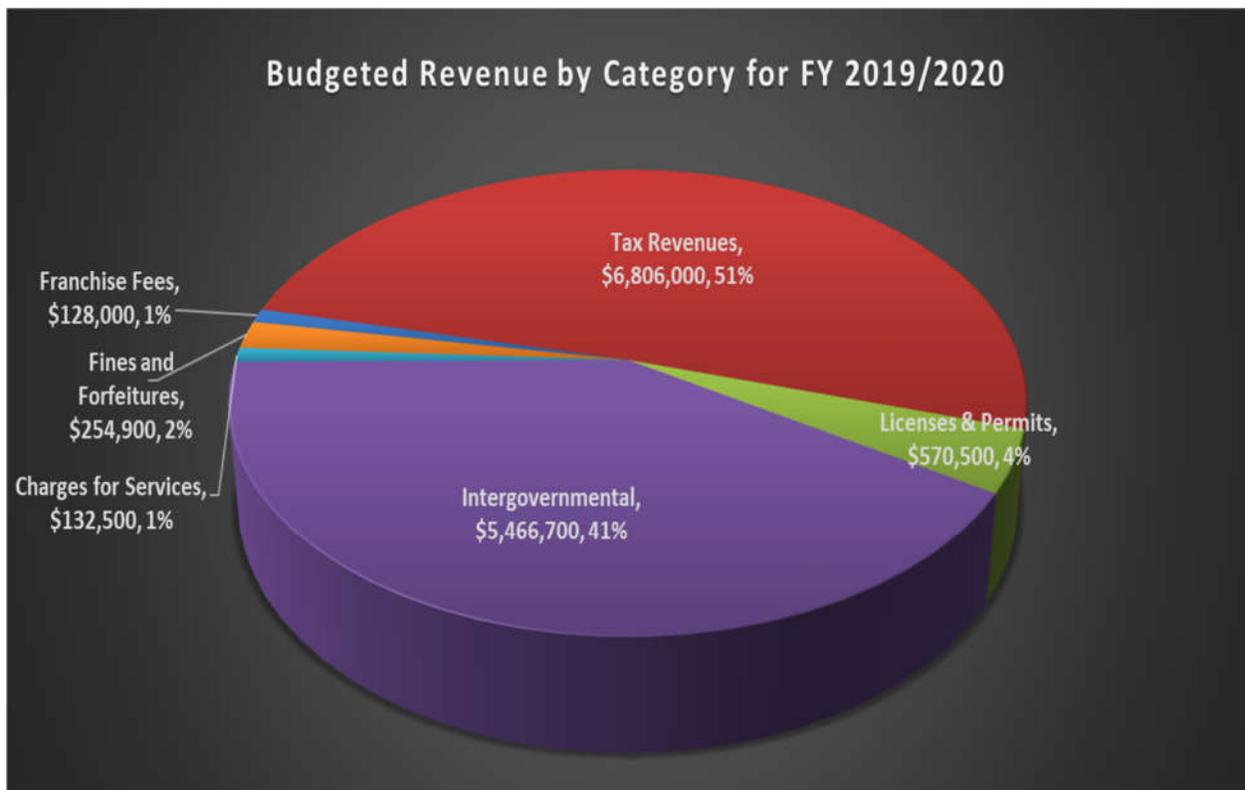
Town of Chino Valley				
Interfund Transfers				
Budget 2019/2020				
	Capital Improvement	General Fund	HURF Fund	Debt Service
General Fund To Hurf for Road Materials		\$ (100,000)	\$ 100,000	
General Fund to Capital Improvement Fund	\$ 2,000,000	\$ (2,000,000)		
Capital Improvement to General Fund - Police	\$ (250,000)	\$ 250,000		
Capital Improvement to General Fund - Aquatics	\$ (150,000)	\$ 150,000		
Capital Improvement to Debt Service Fund	\$ (891,000)			\$ 891,000
Total Transfer by Fund	\$ 709,000	\$ (1,700,000)	\$ 100,000	\$ 891,000
Net Transfers In	\$ 2,000,000	\$ 400,000	\$ 100,000	\$ 891,000
Net Transfers Out	\$ (1,291,000)	\$ (2,100,000)		
Total Transfer by Fund	\$ 709,000	\$ (1,700,000)	\$ 100,000	\$ 891,000

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.

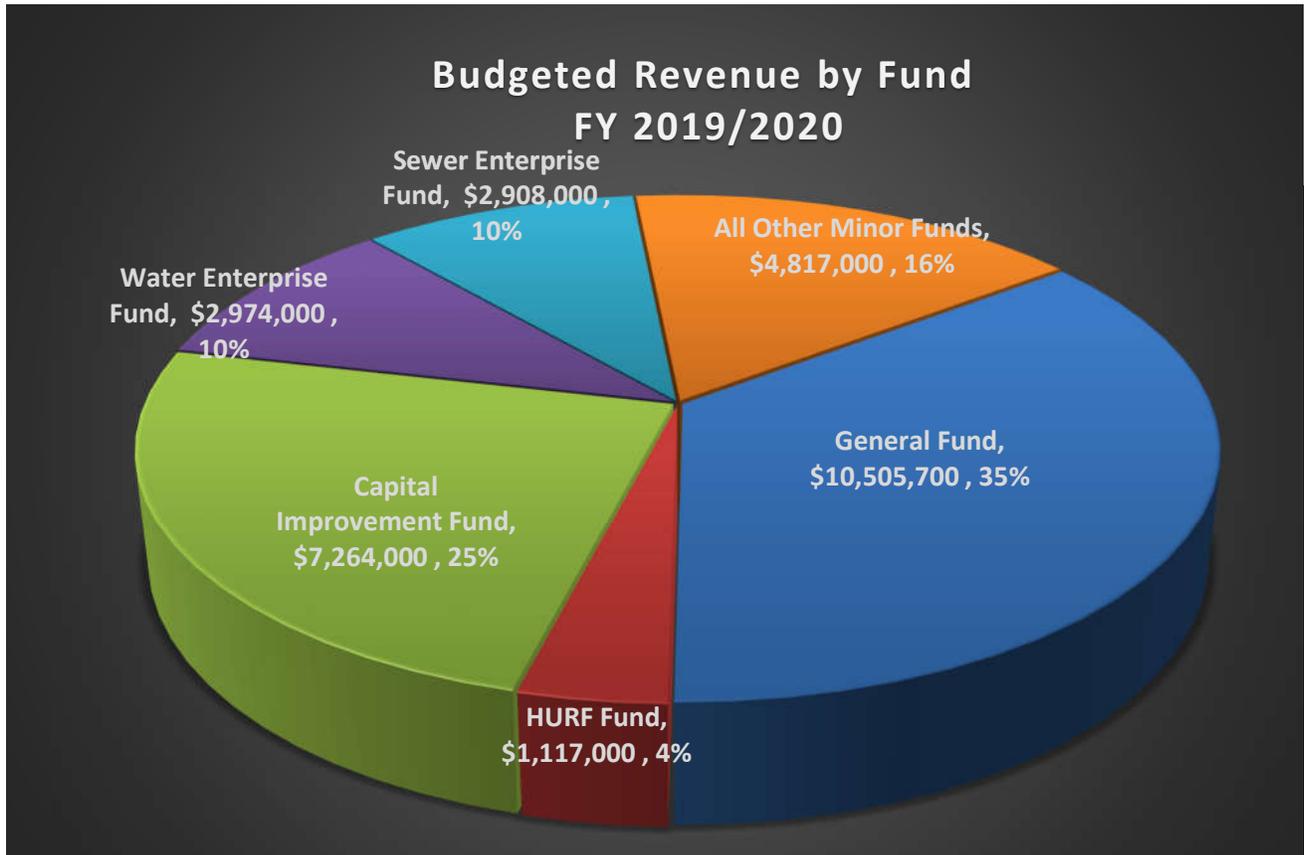
FY 2019-20 Budget			
	Governmental Funds	Enterprise Funds	Total
Franchise Fees	\$128,000		\$128,000
Tax Revenues	\$6,806,000		\$6,806,000
Licenses & Permits	\$570,500		\$570,500
Intergovernmental	\$5,466,700		\$5,466,700
Charges for Services	\$132,500		\$132,500
Fines and Forfeitures	\$254,900		\$254,900
Business Type Activities		\$2,724,000	\$2,724,000
Other Sources	\$8,845,100	\$3,158,000	\$12,003,100
Total	\$22,203,700	\$5,882,000	\$28,085,700

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 the current fiscal year's budget, the current fiscal year's projection, next fiscal year's budget projection.



Total Revenue Summary by Fund			
	Budget FY 18-19	Estimate 18-19	Budget FY 19-20
General Fund	\$ 9,522,000	\$ 10,244,000	\$ 10,505,700
HURF Fund	\$ 977,500	\$ 1,101,800	\$ 1,117,000
Capital Improvement Fund	\$ 4,004,000	\$ 2,202,800	\$ 7,264,000
Water Enterprise Fund	\$ 2,886,000	\$ 749,900	\$ 2,974,000
Sewer Enterprise Fund	\$ 2,393,000	\$ 2,106,000	\$ 2,908,000
All Other Minor Funds	\$ 4,808,900	\$ 4,525,101	\$ 4,817,000
	\$ 24,591,400	\$ 20,929,600	\$ 29,585,700

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 18-19	Estimate 18-19	Budget FY 19-20
GENERAL FUND			
CABLE FRANCHISE FEES	50,000	54,685	55,000
WATER FRANCHISE FEES	9,000	9,704	9,500
GAS FRANCHISE FEES	42,000	41,394	42,000
ELECTRIC FRANCHISE FEES	20,500	21,652	21,500
TOWN SALES TAX-RETAIL	4,132,000	4,503,977	4,590,000
CONSTRUCTION SALES TAX	400,000	654,353	475,000
BED TAX	79,000	81,462	83,000
BUILDING PERMITS	350,000	285,277	350,000
BUSINESS LICENSES	60,000	62,166	63,000
PLAN CHECK FEES	150,000	117,911	140,000
SIGN PERMITS	3,000	1,200	1,500
ZONING PERMITS	15,000	11,855	15,000
GRADING PERMITS	1,000	2,853	1,000
P.A.N.T.	5,000	7,506	5,000
VEHICLE LICENSE TAX	784,000	821,699	862,000
COUNTY LIBRARY FUNDS	102,000	100,066	102,000
SENIOR NUTRITION REVENUE	75,000	86,086	86,000
BULLET PROOF VEST PARTNERSHIP	2,500	2,614	2,500
STATE SHARED SALES TAX	1,117,000	1,104,555	1,230,000
STATE SHARED INCOME TAX	1,381,000	1,417,468	1,549,200
COPIER FEES	500	254	500
ENGINEERING SERVICES	5,000	19,262	5,000
PROGRAM INCOME	1,000	9,635	1,000
AQUATIC CENTER ENTRANCE FEES	48,000	48,036	49,000
AQUATIC CENTER CONCESSIONS	13,500	13,566	14,000
FACILITIES USE/UTILITY REIMBURSE	10,000	11,250	10,000
AQUATIC CTR PROGRAM FEES	12,000	14,630	14,000
FACILITIES USE-RECREATION	1,000	4,313	3,500
FACILITIES USE-SENIOR CENTER	2,000	1,475	2,000
FACILITIES USE-AQUATIC CENTER	2,000	3,495	4,000
FACILITIES USE-PARKS	5,000	4,542	5,000
S/C NUTRITION PROGRAM INCOME	17,000	10,395	10,000

General Fund – Continued

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 18-19	Estimate 18-19	Budget FY 19-20
GENERAL FUND			
POLICE REPORTS	3,500	4,656	4,500
ANIMAL CONTROL FEES	30,000	33,084	30,000
LIBRARY FINES	3,500	2,864	3,500
TRAFFIC FINES	150,000	138,761	140,000
REIMBURSEMENT COURT ATTORNEY	3,000	3,424	3,500
RESTITUTION	1,000	1,036	1,000
ADMINISTRATIVE FEES-FINANCE	1,500	1,591	1,500
MISCELLANEOUS REVENUE	1,000	4,264	2,000
SALE OF FIXED ASSETS	1,000	7,820	1,000
SENIOR CTR THRIFT STORE	1,500	468	1,500
SR CTR PROGRAM INCOME	1,000	213	1,000
INTEREST INCOME	30,000	116,485	115,000
TFRS FROM CAPITAL IMPROVE FUND	400,000	400,000	400,000
TOTAL GENERAL FUND	9,522,000	10,244,000	10,505,700
		5%	3%

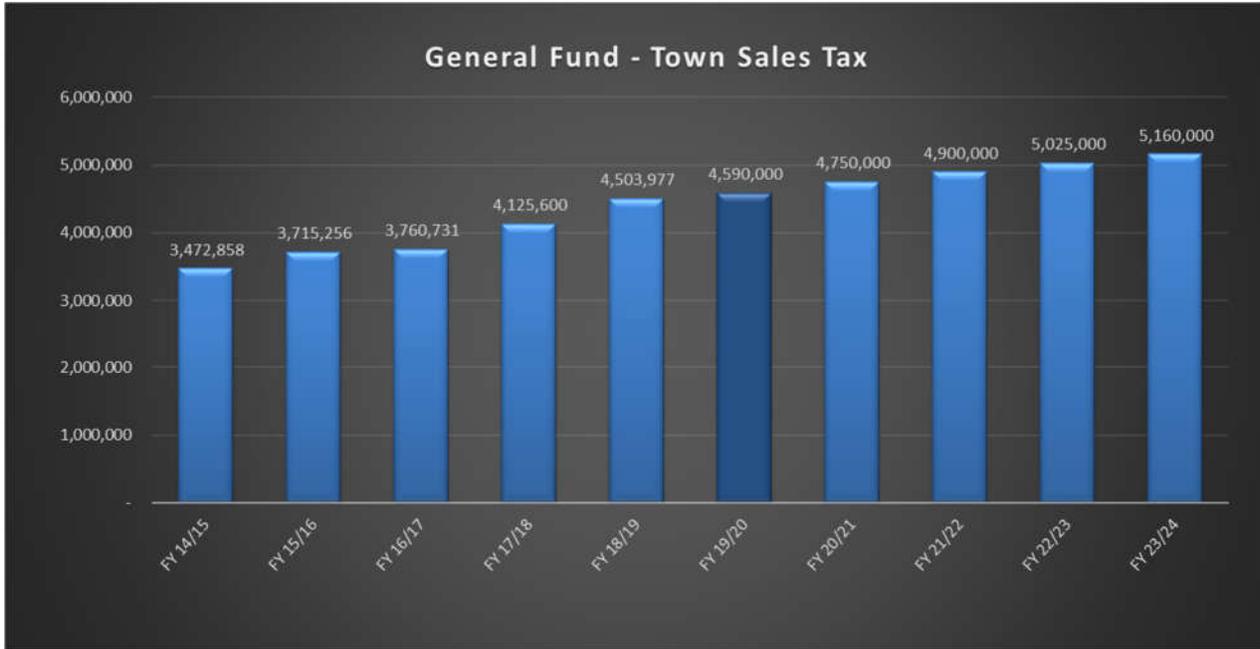
Accounts highlighted in blue represent major revenues and transfers from other funds.

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 3% increase in total General Fund Revenues next fiscal year.

General Fund Revenues have shown steady growth during fiscal year 2019. 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

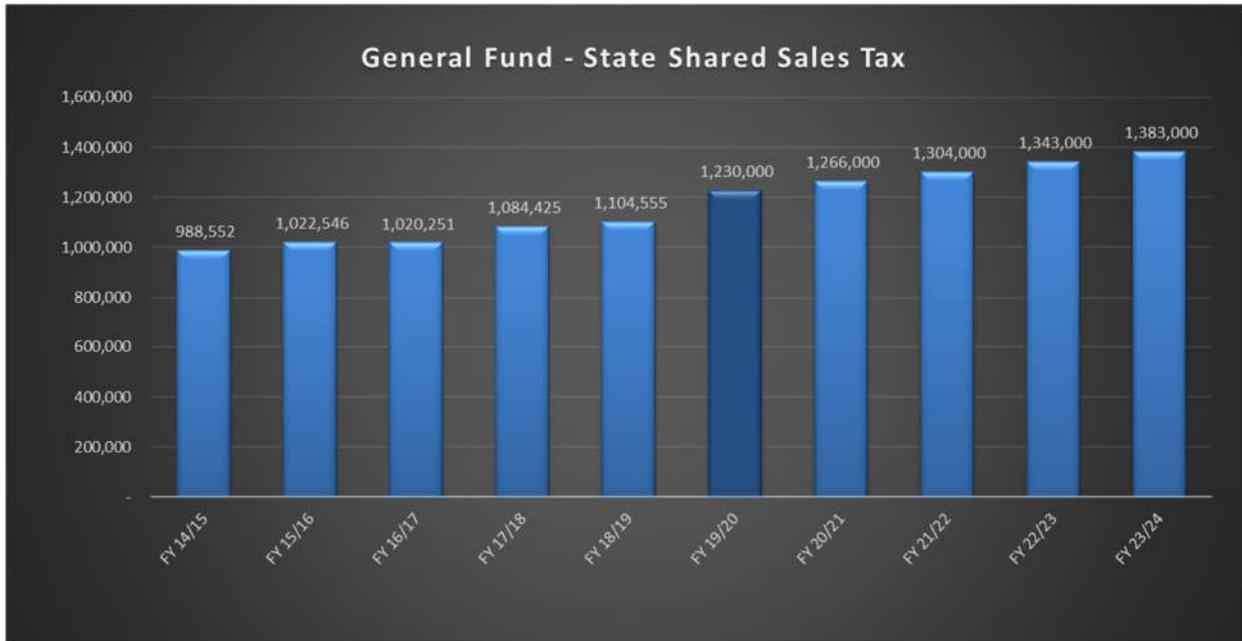
The Town of Chino Valley collects a transaction privilege tax (sales tax) of 4% on the gross receipts of business activities. 1% of the Towns sales tax collected is recorded in the Capital Improvement Fund.



The chart above summarizes the actual Town Sales Tax collections through fiscal year 2019 and the projected collections through fiscal year 2024. Fiscal year 2020 through 2024 are projected to increase at a conservative rate of 3% per year.

STATE SHARED SALES TAX

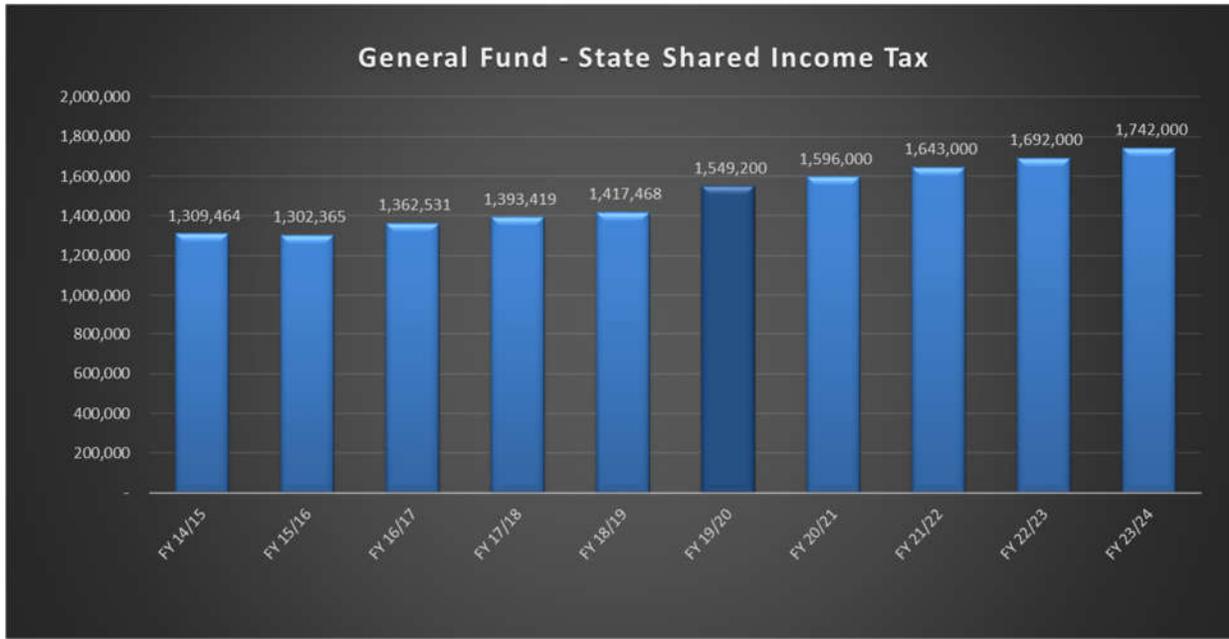
Arizona cities and towns share a portion of the total amount collected from State Sales Tax. The town's portion of the State Sales Tax is based on the relationship of its population to the total population of all cities and towns within the State.



The chart above summarizes the actual State Shared Sales Tax collections through fiscal year 2019 and the projected collections through fiscal year 2024. The fiscal year 2020 projection is based on an estimate provided by the Arizona Department of Revenue and the League of Arizona Cities and Towns. Fiscal year 2021 through 2024 are projected to increase at a conservative rate of 3% per year.

STATE SHARED INCOME TAX

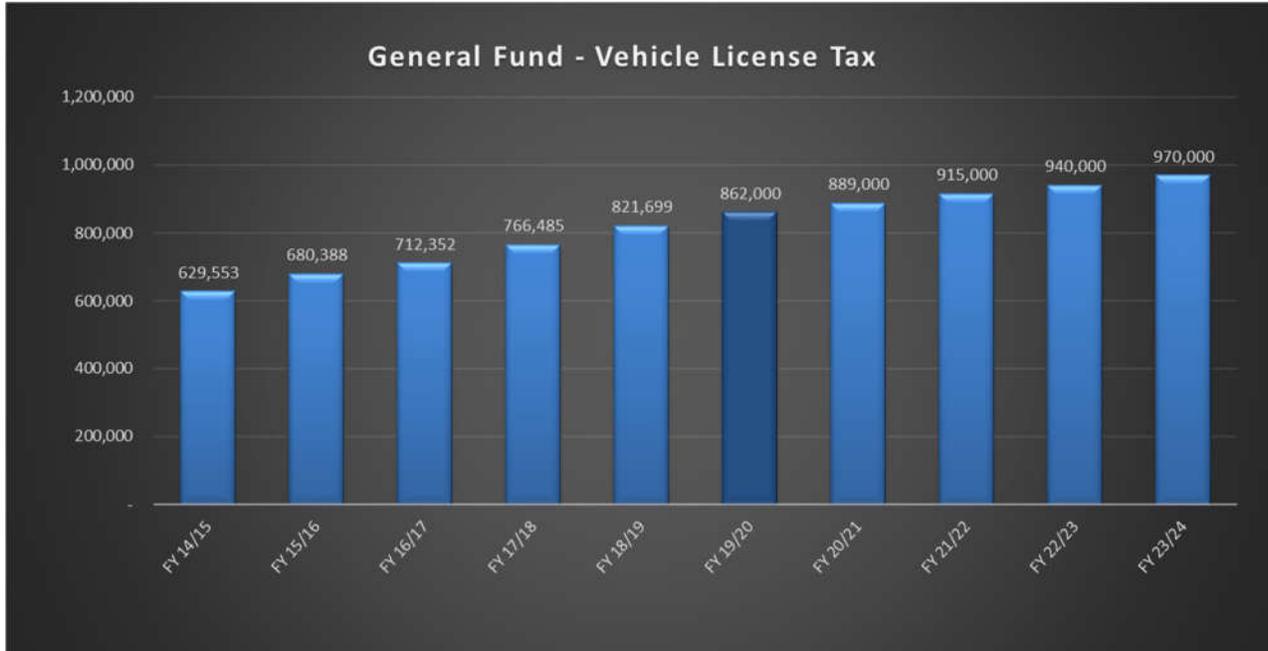
Arizona cities and towns share a portion of the total amount collected from the State Income Tax. A town's portion of the State Income Tax is based on the relationship of its population to the total population of all cities and towns within the state.



The chart above summarizes the actual State Income Tax collections through fiscal year 2019 and the projected collections through fiscal year 2024. The fiscal year 2020 projection is based on an estimate provided by the Arizona Department of Revenue and the League of Arizona Cities and Towns. Fiscal year 2021 through 2024 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.



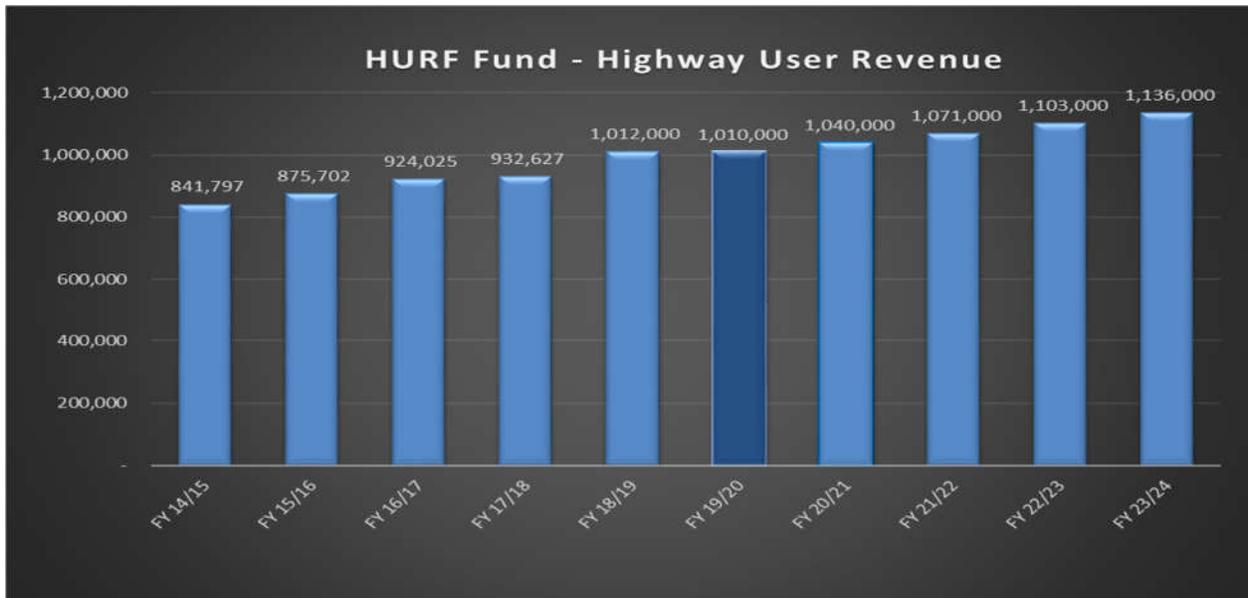
The chart above summarizes the actual Vehicle License Tax collections through fiscal year 2019 and the projected collections through fiscal year 2024. The fiscal year 2020 projection is based on an estimate provided by the League of Arizona Cities and Towns. Fiscal year 2021 through 2024 are projected 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 18-19	Estimate 18-19	Budget FY 19-20
HIGHWAY USER REVENUE FUND			
RIGHT-OF-WAY PERMITS	1,000	627	1,000
DRIVEWAY PERMITS	1,000	2,410	1,000
MISCELLANEOUS REVENUE		30	-
INTEREST INCOME	1,500	9,195	5,000
HIGHWAY USER REVENUE	899,000	1,012,000	1,010,000
SALE OF FIXED ASSETS		2,538	-
INTERFUND CHARGES			
TRANSFER FROM GENERAL FUND	75,000	75,000	100,000
TOTAL HIGHWAY USER REVENUE FUND	977,500	1,101,800	1,117,000
		-3%	1%

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 2019 and the projected collections through fiscal year 2024. The fiscal year 2020 projection is based on an estimate provided by the League of Arizona Cities and Towns. Fiscal year 2012 through 2024 are projected to increase at a conservative rate of 3% per year.

Capital Improvement Funds

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 18-19	Estimate 18-19	Budget FY 19-20
CAPITAL IMPROVEMENT FUND			
1% TPT REVENUES-RETAIL/OTHER	1,399,000	1,470,183	1,468,000
1% CONSTRUCTION TPT REVENUES	140,000	209,928	150,000
1% BED TAX REVENUES	25,000	27,355	26,000
MISC. CAPITAL PROJECTS	2,000,000	-	2,000,000
INTEREST INCOME LGIP		334	-
YAVAPAI COUNTY DRAINAGE DISTRICT	120,000	175,000	120,000
LEASE PURCHASE PROCEEDS			
TFRS IN FROM GENERAL FUND			2,000,000
TFRS IN FROM ROAD IMPACT FEES	320,000	320,000	
TOTAL CAPITAL IMPROVEMENT FUND	4,004,000	2,202,800	5,764,000
		-11%	162%

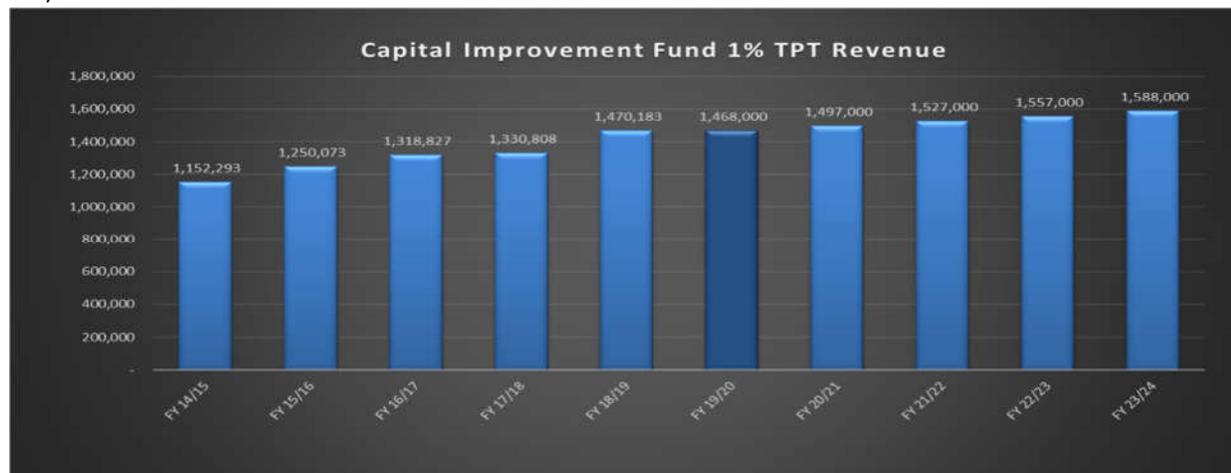
The major on-going revenue for the Capital Improvements Fund is 1% of the Retail Sales Tax. The Town also separates the construction and bed tax portion from the 1%.

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 \$2,000,000 from the General Fund for economic development projects and anticipates 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 2019 and the projected collections through fiscal year 2024. Fiscal year 2019 through 2024 taxes are projected to increase at conservative rate of 2% per year.

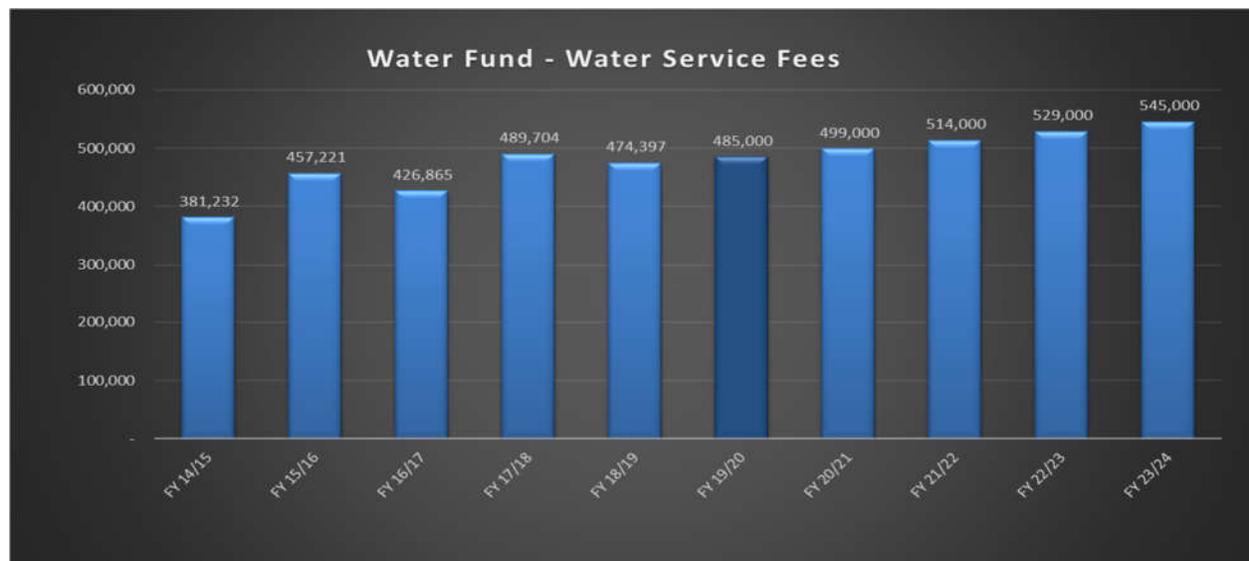
Enterprise Funds – Water

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 18-19	Estimate 18-19	Budget FY 19-20
WATER ENTERPRISE FUND			
WATER SERVICE FEES	503,000	474,397	485,000
WATER SYSTEM BUY-IN FEES	150,000	193,040	175,000
WATER METER FEES	20,000	20,138	20,000
SALE OF FIXED ASSETS	150,000	-	-
MISCELLANEOUS REVENUE	63,000	62,325	34,000
WIFA RESERVE FUNDS			260,000
WATER SYSTEM AQ BOND PROCEEDS	2,000,000	-	2,000,000
TFRS FROM CAPT. IMPROVEMENT FUND		-	-
TOTAL WATER ENTERPRISE FUND	2,886,000	749,900	2,974,000
		-25%	297%

Water Enterprise Fund Revenues reflect the effects of the adopted rate increase in Fiscal Year 2017/2018. Water rates increased by approximately 3% per year through Fiscal Year 2022. 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 2019 and the projected collections through fiscal year 2024. Fiscal year 2019 through 2024 are projected to increase based on minimal new customer growth.

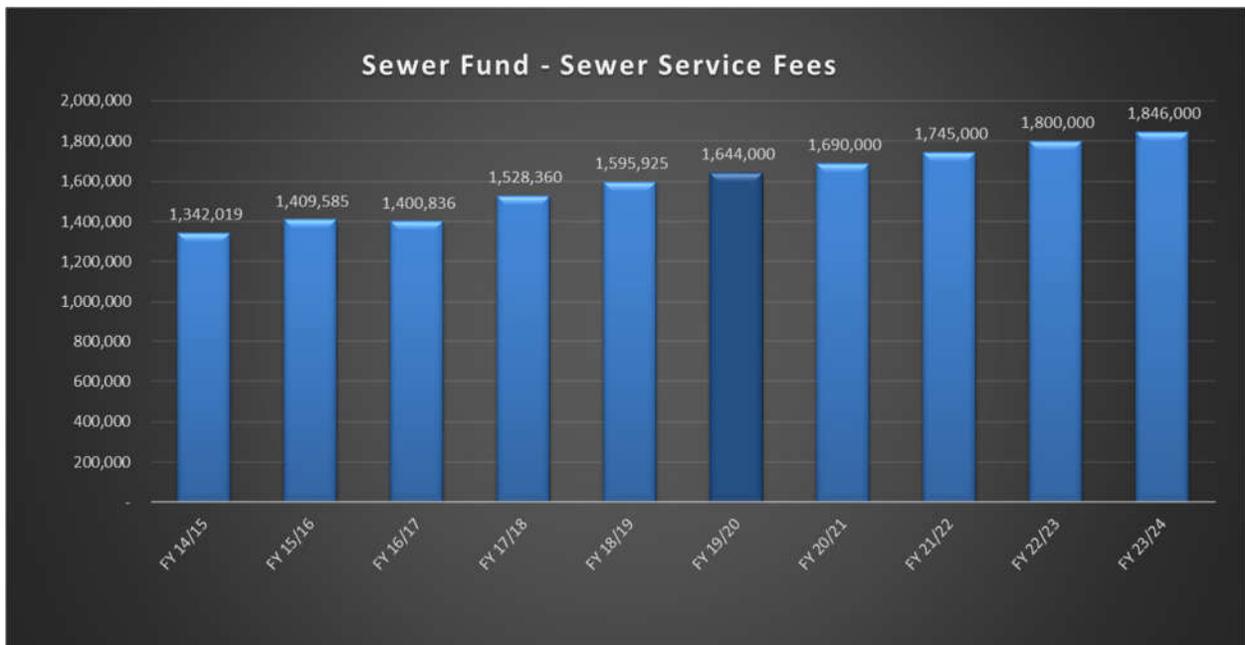
Enterprise Funds – Sewer

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 18-19	Estimate 18-19	Budget FY 19-20
SEWER ENTERPRISE FUND			
SEWER SERVICE FEES	1,574,000	1,595,925	1,644,000
SEWER SYSTEM BUY-IN FEES	250,000	424,979	300,000
MISCELLANEOUS REVENUE	61,000	66,440	66,000
INTEREST INCOME	8,000	18,656	18,000
WIFA RESERVE FUNDS			380,000
BOND PROCEEDS - WIFA	500,000	-	500,000
TOTAL SEWER ENTERPRISE FUND	2,393,000	2,106,000	2,908,000
		-13%	38%

Sewer Enterprise Fund Revenues reflect the effects of the adopted rate decrease in Fiscal Year 2018/2019. Council has decreased the sewer services fees by 3% each of the last two fiscal years.

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 2019 and the projected collections through fiscal year 2024. Fiscal year 2019 through 2024 are projected to increase based on 3% new customer growth.

Debt Service Fund

DEBT SERVICE 08				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
DEBT SVC 2010 BONDS - PRINCIPAL	150,000	150,000	205,000	
DEBT SVC 2010 BONDS -- INTEREST	325,700	325,700	317,438	
NATIONAL BANK GADA REFI - PRINCIPAL	320,000	320,000	320,000	
NATIONAL BANK GADA REFI - INTEREST	50,400	50,400	46,362	
FISCAL AGENT FEES	3,000	3,000	2,500	
TOTAL EXPENDITURES	849,100	849,100	891,300	5%

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.

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 2019 adopted budget, fiscal year 2019 estimate, fiscal year 2020 adopted budget and the % increase/decrease in fiscal year's 2020 budget over fiscal year 2019 budget.

Town of Chino Valley					
Total Expenditure Summary by Department					
	Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
GENERAL FUND					
41	PROSECUTOR	119,800	117,600	126,200	5%
42	TOWN CLERK	247,600	220,000	214,000	-14%
43	TOWN MANAGER	383,500	361,300	418,100	9%
44	HUMAN RESOURCES	252,200	253,300	258,200	2%
45	MUNICIPAL COURT	275,900	277,800	287,300	4%
46	FINANCE	372,600	391,400	455,600	22%
47	MGMT INFORMATION	275,900	264,800	307,300	11%
50	MAYOR AND COUNCIL	50,200	45,800	51,200	2%
55	PLANNING	207,200	202,800	211,300	2%
56	BUILDING INSPECTION	193,600	194,300	198,400	2%
60	POLICE	3,423,000	3,376,600	3,531,700	3%
61	ANIMAL CONTROL	124,800	114,800	158,100	27%
63	RECREATION	132,900	111,500	137,300	3%
64	LIBRARY	350,700	332,800	375,200	7%
66	SENIOR CENTER	303,300	297,300	354,600	17%
68	PARKS MAINTENANCE	491,600	509,000	618,800	26%
69	AQUATICS CENTER	235,700	233,900	251,600	7%
71	FACILITIES MAINTENANCE	508,500	384,200	772,400	52%
73	FLEET MAINTENANCE	279,100	282,700	345,700	24%
74	ENGINEERING	373,300	350,000	438,300	17%
75	CUSTOMER SERVICE	295,400	250,300	260,100	-12%
95	NON DEPARTMENTAL	1,325,000	1,098,500	3,338,000	152%
TOTAL GENERAL FUND		10,221,800	9,670,700	13,109,400	28%

The Town is projecting the General Fund expenditures to end fiscal year 2019 under budget. Overall the General Fund expenditures are projected to increase 28% over last budget year primarily due to the one-time \$2,000,000 transfer to the Capital Improvement Fund.

Prosecutor

General Fund - Department 41

Michelle Codega

Paralegal

mcodega@chinoaz.net

928-636-8004



Prosecutor 1.0 FTE
\$126,200

Mission

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

Program Description

CORE SERVICES

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

VICTIM ADVOCACY

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.



\$ SPENT PER CITIZEN
\$10.65

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 2019 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 2020 Initiatives and Goals

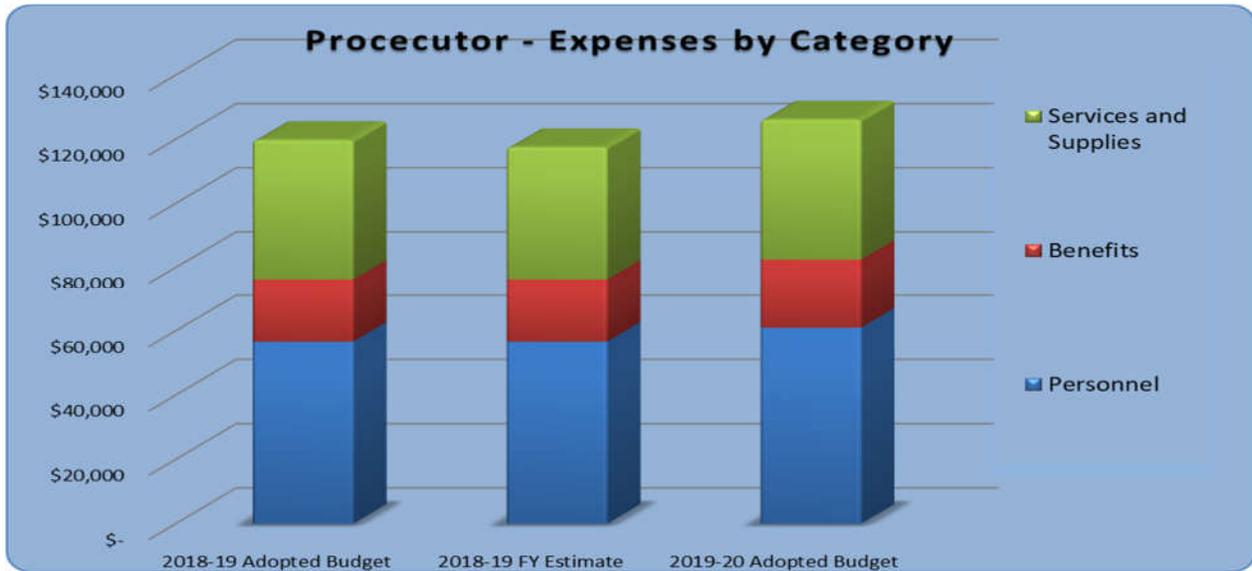
Accomplish required disclosure at or prior to the first Pre-trial Conference.
 Maintain current knowledge of the latest legal standards and apply it in resolving pending cases.
 Contact all victims prior to the defendant’s first Court appearance.
 Capture performance data for the Police Department.
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

Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 56,654	\$ 56,654	\$ 61,031	
Benefits	\$ 19,646	\$ 19,646	\$ 21,469	
Services and Supplies	\$ 43,500	\$ 41,300	\$ 43,700	
Total	\$ 119,800	\$ 117,600	\$ 126,200	5%
Number of Employees	1		1	

Overall the department is projecting an increase of 5% in next year’s budget due to an increase in personnel costs.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Pre-trial conferences	780	825	854	775
Total cases	354	339	377	350
Cases with convictions	315	287	329	298
Cases not concluded within 180 days	3	2	4	3
Deferred Prosecution Agreements	17	14	15	12

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 2019 Accomplishments

Audited several years' worth of older departmental records and assisted departments with their disposition.

Administered General Election and a Special Election in accordance with state and federal law.

Completed basic training of Deputy Town Clerk and began process of preparing for succession planning in the Town Clerk's Office.

Along with a staff committee, reviewed proposals, selected a vendor, and began Phase 1 implementation of a town wide electronic document management system.

\$ SPENT PER CITIZEN
\$18.07

FY 2020 Initiatives and Goals

Continue three-year implementation of electronic document management system.

Hire and train new Clerk and Deputy Clerk.

Continue updates of Standard Operating Procedures in preparation for succession planning for the Clerk's Office.

Update Town's Essential Records Program per state law.

Administer 2020 General Election in accordance with state and federal law.

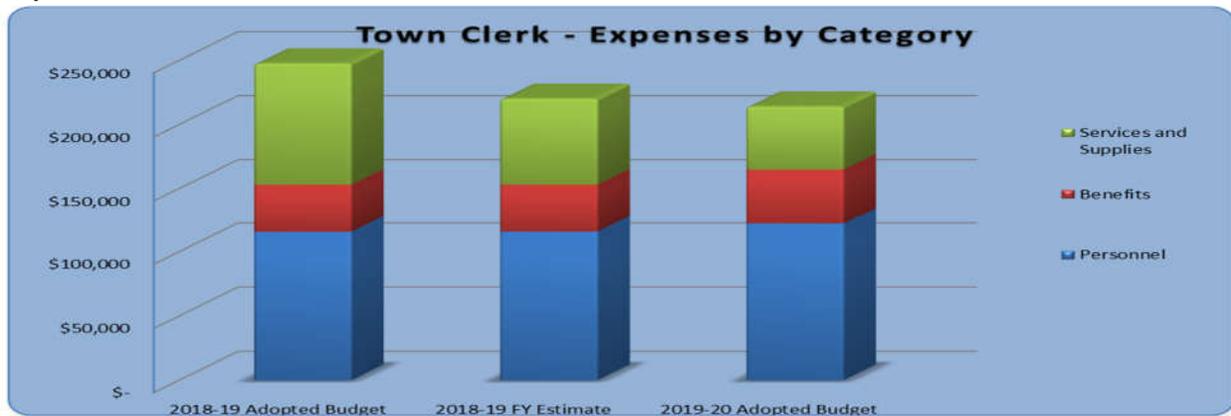
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 115,633	\$ 115,735	\$ 122,111	
Benefits	\$ 37,367	\$ 37,265	\$ 42,689	
Services and Supplies	\$ 94,600	\$ 67,000	\$ 49,200	
Total	\$ 247,600	\$ 220,000	\$ 214,000	-14%
Number of Employees	2		2	

Narrative

Services and Supplies additional costs decreased due to not having an election in FY 2020. All other expenses are flat year over year. The department is projecting a decrease of 14% in next year's budget.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Public Record Requests processed	60	99	173	113
Public Records Requests, total labor hours to fill request (does not include processing)	138	121	28	43
Public body agendas and minutes prepared	85	101	111	179
Elections conducted	0	1	0	2
Registered voters	0	6,220	0	6,672 / 7,025
Ballots cast	0	2,630	0	2,802 / 2,976
Total Cost of Election	0	\$19,642	\$0	\$11,806 / \$26,000

Town Manager



Town Manager 3.5 FTE
\$418,100

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
\$35.29

FY 2019 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 2020 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.

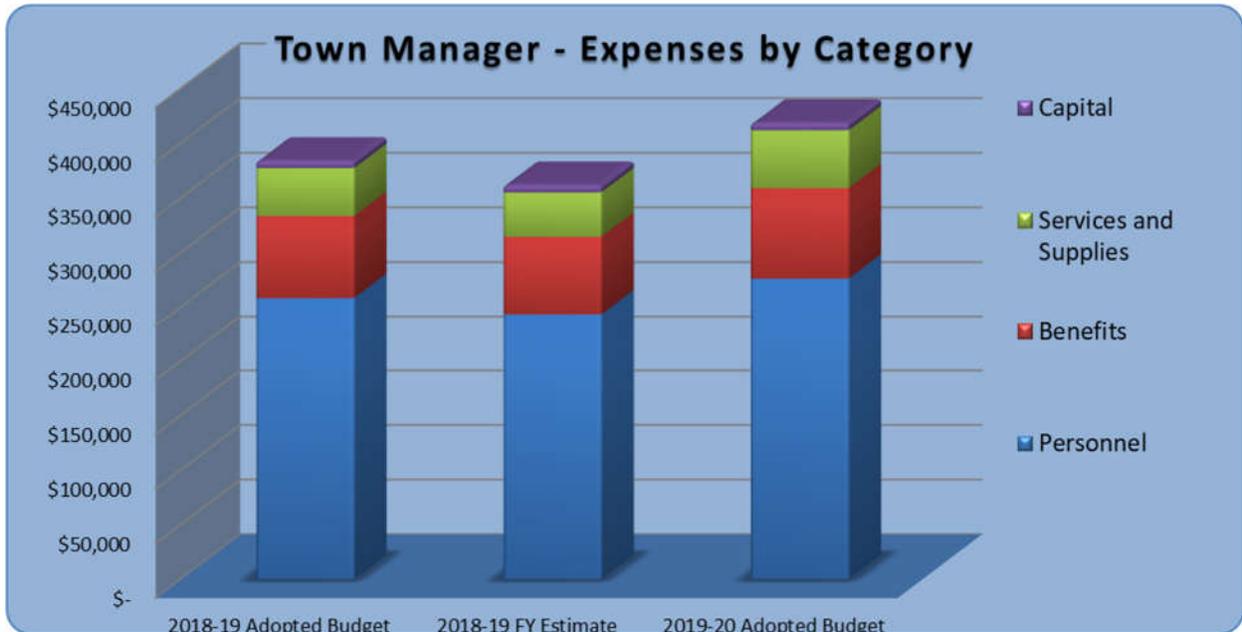
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 257,958	\$ 243,000	\$ 275,759	
Benefits	\$ 75,042	\$ 71,000	\$ 82,841	
Services and Supplies	\$ 43,900	\$ 40,700	\$ 52,900	
Capital	\$ 6,600	\$ 6,600	\$ 6,600	
Total	\$ 383,500	\$ 361,300	\$ 418,100	9%
Number of Employees	3.5		3.5	

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
\$258,200

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 2019 Accomplishments

Transferred workers compensation from CopperPoint to AMRRP; rolled out Triage Now; rolled out qualitative employee appraisals; implemented new Employee Pay Scale and Pay for Performance program; completed Classification and Compensation Study for the Town excluding law enforcement; began review of grievance and appeals policy; updated per diem policy; reestablished safety committee; ensured compliance with Public Safety Retirement Board changes; conducted loss control walk and appraisal of town buildings with AMRRP; rolled out new EAP and Life insurance providers through YC Trust; conducted positive benefits open enrollment, and ensured continued compliance with Affordable Care Act updates.

FY 2020 New Initiatives and Goals

Update and reformat the Employee Handbook and policies as necessary; formalize a written Uniform Policy; update Vacation Accrual Policy; update Grievance and Appeals Policy; assess the utilization of a third party for the employee appeals process and roll out an online employment application process.



\$ SPENT PER CITIZEN
\$21.80

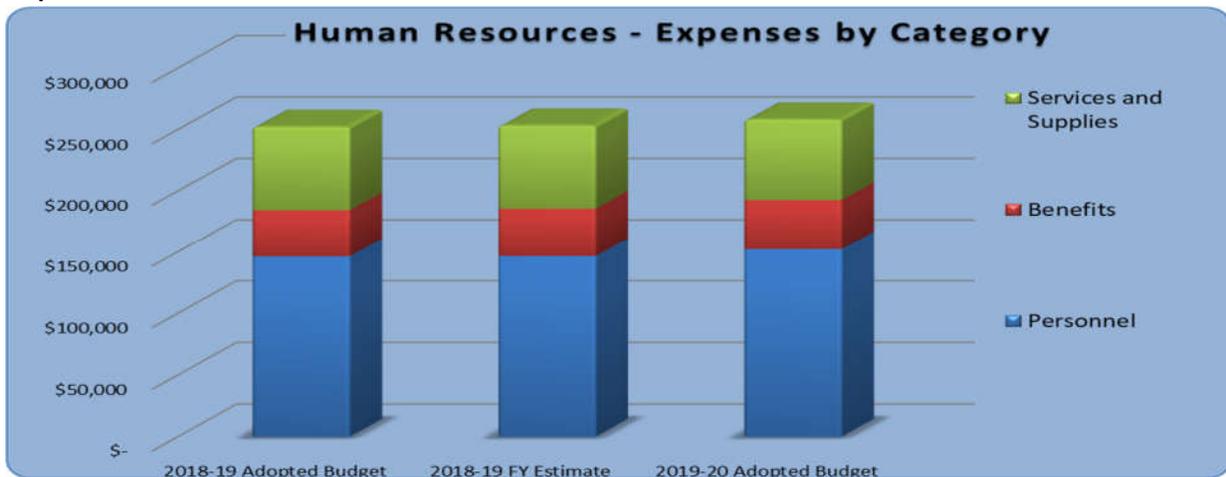
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 146,276	\$ 146,500	\$ 152,137	
Benefits	\$ 38,024	\$ 39,000	\$ 40,363	
Services and Supplies	\$ 67,900	\$ 67,800	\$ 65,700	
Total	\$ 252,200	\$ 253,300	\$ 258,200	2%
Number of Employees	2		2	

Narrative

Overall the department is projecting an increase of 2% with no significant changes in costs.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
# of recruitments processed	18	22	14	15
New positions created	1	3	6	3
# of applications processed	232	161	196	210
Employee turnover rate	20%	14%	9%	12%
Work-related injuries and illnesses	7	2	8	6

Municipal Court



Municipal Court 4.5 FTE
\$ 287,300

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.



\$ SPENT PER CITIZEN
\$24.25

FY 2019 Accomplishments

Honorable Mary E. Hamm has acquired a successful reappointment to the bench. Legislative updates were implemented with a new fee schedule to include the “new” Distracted Driving Ordinance. All case files were reviewed, hearings set, and ticklers were updated for compliance with court mandates. A process to include the download and attachment of e-citations to all case files. A new digital signature pad was installed to capture electronic signatures on digital contracts and payment agreements for civil traffic and local ordinance cases in preparation for paperless conversion. Utilization of contracted vendor services for receiving credit card payments. An assessment was conducted by the Arizona Counter Terrorism Information Center in conjunction with the FBI and Yavapai County Sheriff’s Office. Procedures for court processing of case files were updated.

FY 2020 Initiatives and Goals

The goal is to continue the implementation of court security as set forth in the court security standards and to review and prioritize the recommendations made by the Arizona Counter Terrorism group. The focus will be on moving the civil traffic and local ordinance cases to paperless processing and scanning documents for criminal cases and attaching them to the case files. Procedures for court processes and application will continue to be updated as changes are made to legislation and court policies. The court would also like to scan all financial documents to the OnBase program.

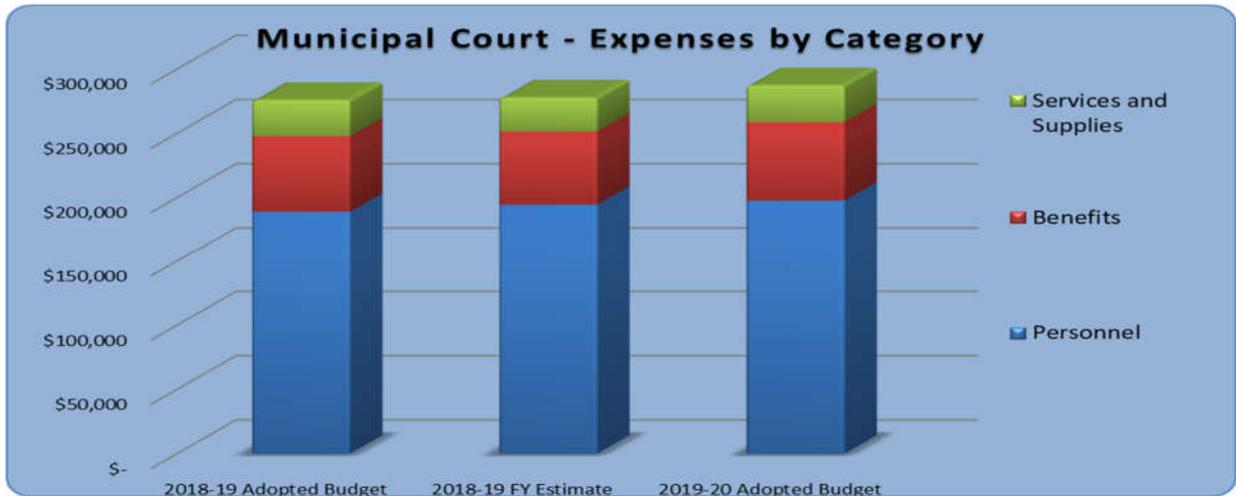
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 189,084	\$ 194,500	\$ 197,730	
Benefits	\$ 58,716	\$ 57,000	\$ 60,970	
Services and Supplies	\$ 28,100	\$ 26,300	\$ 28,600	
Total	\$ 275,900	\$ 277,800	\$ 287,300	4%
Number of Employees	4.5		4.5	

Narrative

Overall the department is projecting a slight increase of 4% next fiscal year.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
DUI	71	79	122	72
Total Criminal Traffic	155	236	243	265
Total Civil Traffic	828	1618	1220	1340
Misdemeanors	396	350	523	454
Fine Revenue by Calendar Year	\$130,169	\$146,004	\$152,044	\$147,000

Finance

General Fund – Department 46

Joe Duffy, CPA

Finance Director

jduffy@chinoaz.net

928-636-2646



Finance 4.0 FTE
\$455,600

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.

Utility Billing

Fixed Assets.



\$ SPENT PER CITIZEN
\$38.46

FY 2019 Accomplishments

Received an unqualified opinion on the Fiscal Year 2018 Annual Audit.

Prepared the Town’s Fiscal Year 2019 budget in conformity with the GFOA recommended practices.

Prepared the Town’s fourth Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2018.

Submitted and received the Certificate of Achievement for Excellence in Financial Reporting.

Took over the Town’s Utility Billing functions.

FY 2020 Initiatives and Goals

Oversee the compilation of the Town’s Fiscal Year 2020 Budget in conformity with the GFOA recommended practices.

Prepare a Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2019.

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.

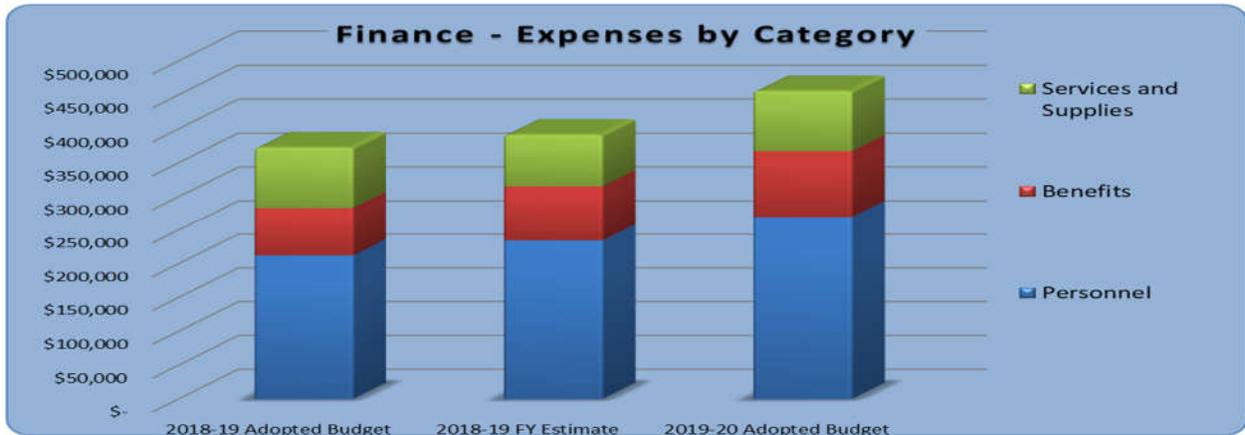
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 212,210	\$ 234,500	\$ 269,935	
Benefits	\$ 71,190	\$ 81,000	\$ 97,265	
Services and Supplies	\$ 89,200	\$ 75,900	\$ 88,400	
Total	\$ 372,600	\$ 391,400	\$ 455,600	22%
Number of Employees	3		4	

Narrative

Personnel and Benefits are up due to adding an additional employee to oversee the Towns Utility Billing Function. Services and Supplies additional costs are associated the contractual increase in audit fees. Overall the department is projecting an increase of 22%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Unqualified Audit Report	Yes	Yes	Yes	Yes
GFOA CAFR Certificate of Achievement Award	Yes	Yes	Yes	Yes
Audit Completion Date	11/29/2016	10/30/2017	11/15/2018	11/15/2019
GFOA Distinguished Budget Award	Yes	Yes	No	No
Accounts Payable and Payroll Payments Processed	5,100	5,500	4,721	4,700

Management Information Systems

Spencer Guest
IT Manager
sguest@chinoaz.net
928-636-2646



MIS 2.0 FTE
\$307,300

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

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
\$25.94

FY 2019 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 2020 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

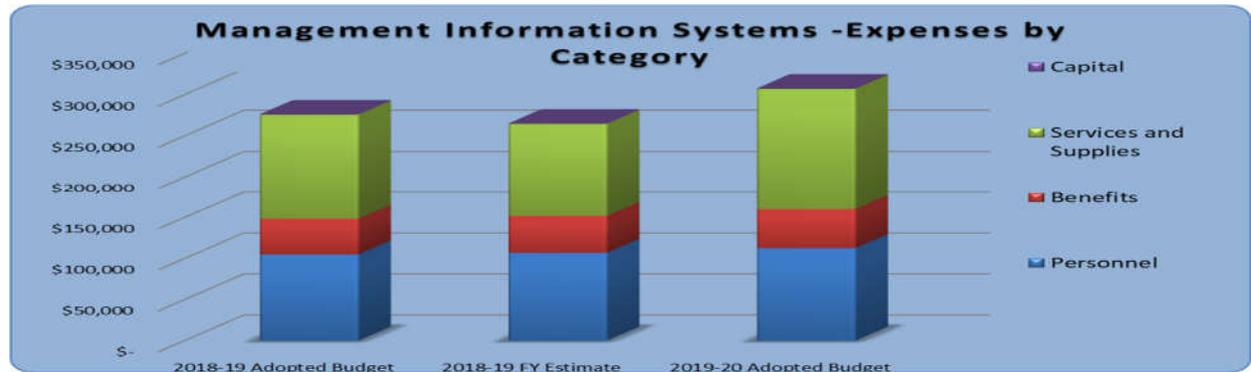
Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 105,002	\$ 107,000	\$ 112,783	
Benefits	\$ 43,498	\$ 45,000	\$ 47,617	
Services and Supplies	\$ 127,400	\$ 112,800	\$ 146,900	
Capital	\$ -	\$ -	\$ -	
Total	\$ 275,900	\$ 264,800	\$ 307,300	11%
Number of Employees	2.5		2.0	

Narrative

Services and Supplies increased due to requested hardware and software needs from other departments.

Overall the department is projecting an increase of 11%.

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	129	145	143	145
# of Servers in Service	16	18	24	23
# of Printers In Service	39	41	39	39
Number of Service Tickets Closed	350	482	677	700

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.

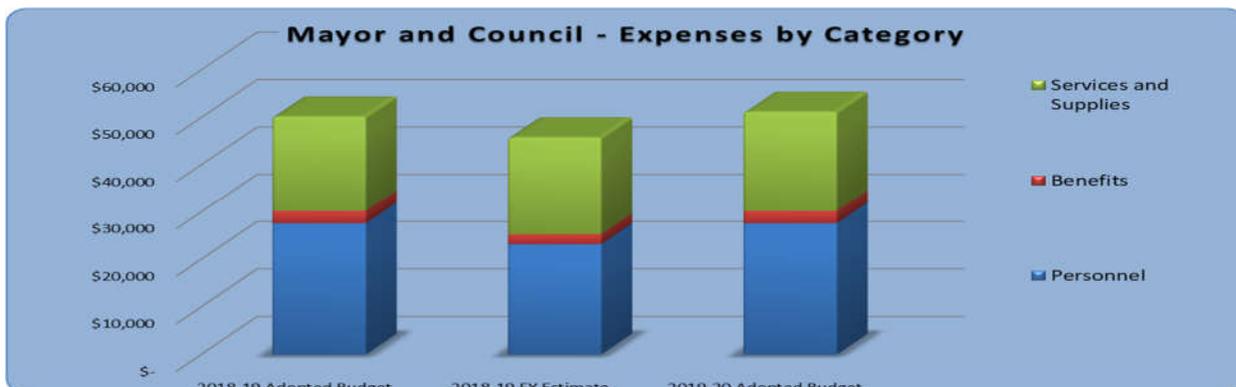
\$ SPENT PER CITIZEN
\$4.21

Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 27,600	\$ 23,200	\$ 27,600	
Benefits	\$ 2,600	\$ 2,100	\$ 2,600	
Services and Supplies	\$ 20,000	\$ 20,500	\$ 21,000	
Total	\$ 50,200	\$ 45,800	\$ 51,200	2%

Narrative

Services and Supplies are up slightly over last fiscal year. Overall the department is projecting an increase of 2%.



Planning

General Fund – Department 55
Josh Cook
Development Services Director
928-636-4427



Planning 2.0 FTE
\$211,300

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
\$17.84

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 2019 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 2020 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.

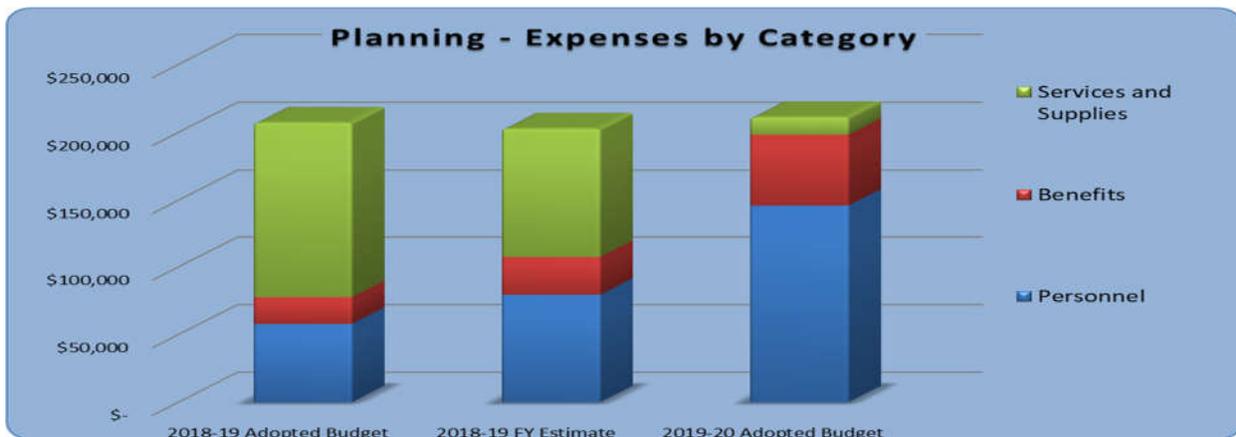
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 58,017	\$ 79,500	\$ 146,148	
Benefits	\$ 19,783	\$ 28,000	\$ 52,252	
Services and Supplies	\$ 129,400	\$ 95,300	\$ 12,900	
Total	\$ 207,200	\$ 202,800	\$ 211,300	2%
Number of Employees	2		2	

Narrative

Personnel and Benefits are up due to hiring a Development Services Director. Overall the department is projecting a increase of 2%

Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Neighborhood Meetings	7	16	30	36
UDO Amendment	12	3	3	3
Rezones	10	14	15	18
Lot Splits	90	90	4	12
Site Plan Reviews	19	27	41	40

Building Inspection

General Fund – Department 56

Dan Trout

Chief Building Official

dt trout@chinoaz.net

928-636-4427



Building Inspection FTE 2.0
\$198,400

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.



\$ SPENT PER CITIZEN
\$16.75

FY 2019 Accomplishments

Began the process of amending for adoption, the 2018 International Building Codes. These periodic adoptions help maintain consistency in building regulations with neighboring jurisdictions as well as satisfying requirements from Insurance Services Organization (ISO) for audits.

Began data migration of the entire land parcel file history to the Citizen Serve Software Application working towards paperless tracking of permit history, land use changes, improving accuracy and detail, providing timeless accessible records.

FY 2020 Initiatives and Goals

Continue streamlining building permitting and building inspection process.

Continue Focus on quality customer service through “user friendly” fill in the blank building plans for accessory structures, porches, decks and patios.

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

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

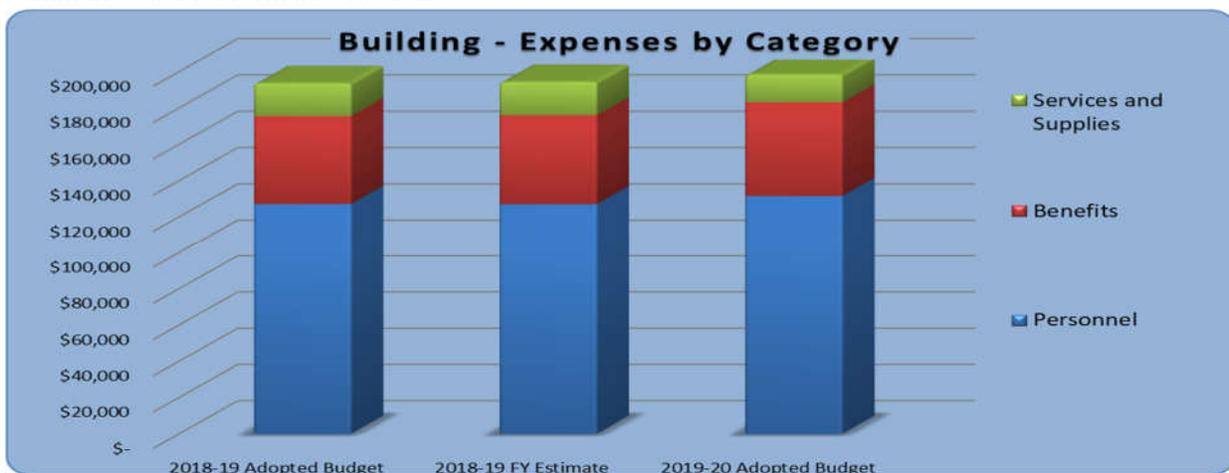
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 127,131	\$ 127,000	\$ 131,544	
Benefits	\$ 48,369	\$ 49,000	\$ 51,556	
Services and Supplies	\$ 18,100	\$ 18,300	\$ 15,300	
Total	\$ 193,600	\$ 194,300	\$ 198,400	2%
Number of Employees	2		2	

Narrative

Overall the department is projecting an increase 2%.

Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Number of Residential Permits	251	327	422	310
Number of Commercial Permits	52	60	55	50
Value of Building Permits	\$12,121,864	\$28,798,780	\$35,908,462	\$24,741,490
Number of Code Enforcement Cases Initiated/Completed	160	128	132	420
Number of Code Enforcement Citations Issued	47	196	133	60

Police

General Fund – Department 60

Chuck Wynn
Chief of Police

cwynn@chinoaz.net

928-636-4223



Police 30 FTE
\$3,531,700

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 2019 Accomplishments

- Completed new pistol bay
- Purchased, trained and deployed Taser body camera system
- Purchased and are utilizing evidence software system to improve tracking of evidence
- Added two new buildings to the tactical village range
- In conjunction with Parks Dept., reopened the Public Shooting Range
- Worked with CV Police Foundation to put more Stop the Bleed kits in schools

FY 2020 Initiatives and Goals

Revamp promotional and assignment processes

Begin space study of new police department building

Continue development of tactical village range

Continue working with CV Police Foundation to put more Stop the Bleed kits in all CV schools

Implement a patrol dog program

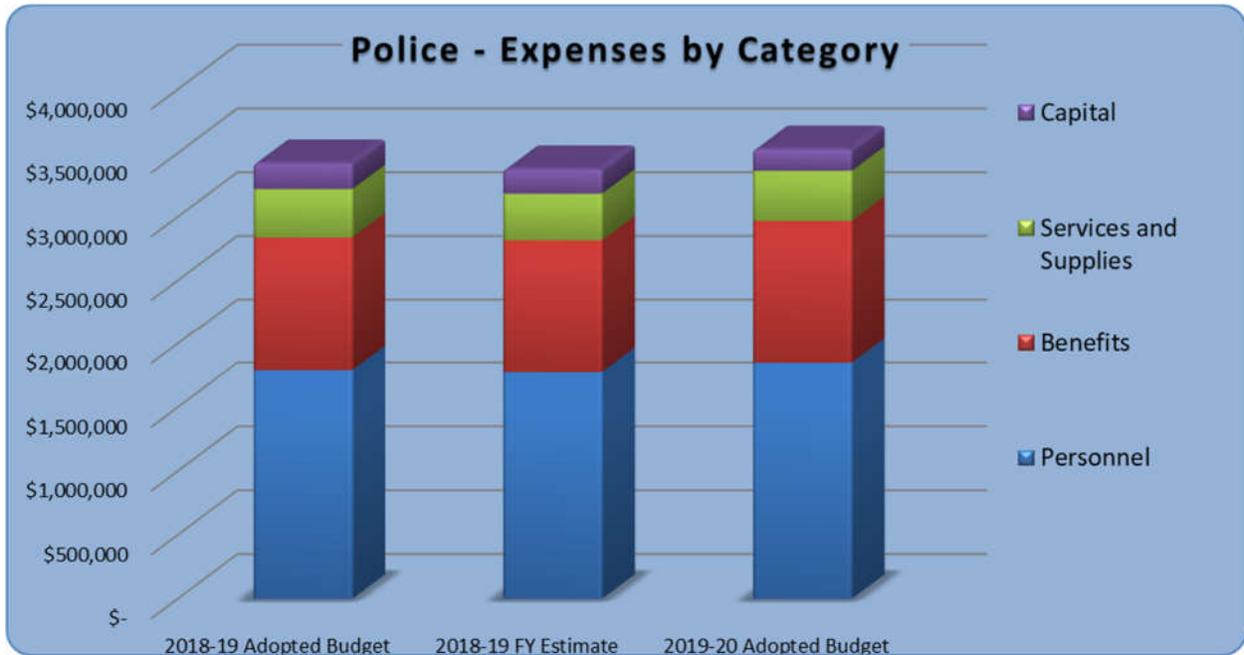
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 1,789,118	\$ 1,775,000	\$ 1,848,383	
Benefits	\$ 1,049,382	\$ 1,040,000	\$ 1,119,617	
Services and Supplies	\$ 379,700	\$ 367,000	\$ 393,500	
Capital	\$ 204,800	\$ 194,600	\$ 170,200	
Total	\$ 3,423,000	\$ 3,376,600	\$ 3,531,700	3%
Number of Employees	28.5		30.0	

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 3%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Total Arrests	795	452	452	458
Citations Issued	1,169	1,204	1,488	1,400
Warnings Issued	2,034	1,801	1,914	2,000
Total Departmental Reports	11,125	10,680	10,240	10,582
Dispatched Calls for Service	4,871	5,079	5,135	5,493

Animal Control

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



Animal Control 3.0 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
\$13.35

FY 2019 Accomplishments

- Applied for and received grant for spay & neuter program
- Applied for and received grant for Trap-Neuter-Release (TNR) Feline program
- Increased TNR program participation
- Installed guillotine doors in kennels to increase emergency capacity and provide safety when handling bite dogs.
- Provided advanced training to new ACO officer

FY 2020 Initiatives and Goals

- Build new ACO/Shelter office
- Create a 'cat room' in old shelter office
- Begin taking in, providing care for and adopting cats
- Increase dog licensing by making citizens more aware of the necessity of licensing

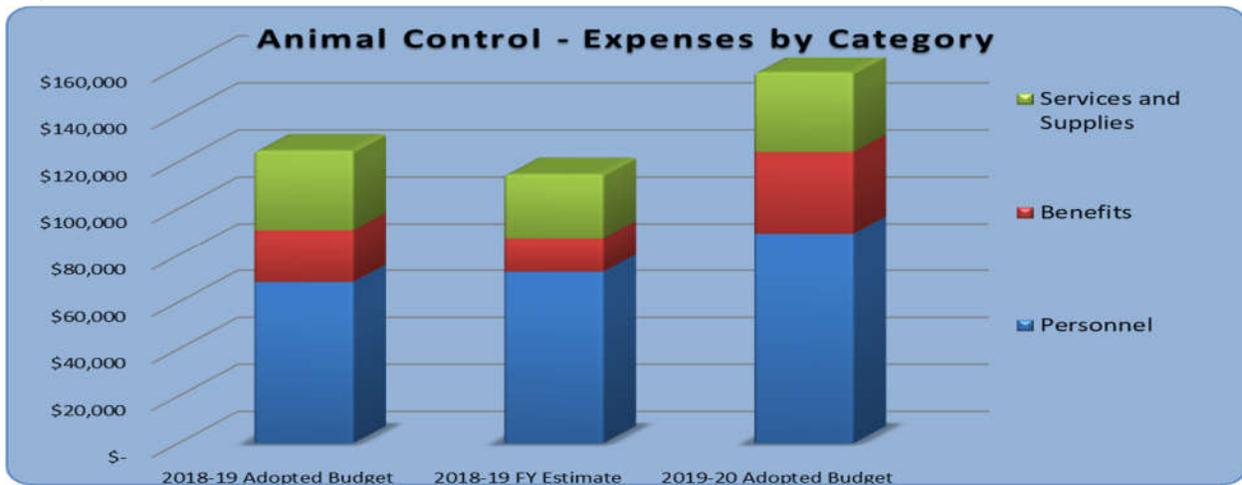
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 68,642	\$ 73,000	\$ 89,445	
Benefits	\$ 22,358	\$ 14,500	\$ 34,855	
Services and Supplies	\$ 33,800	\$ 27,300	\$ 33,800	
Interdepartmental/Capital	\$ -	\$ -		
Total	\$ 124,800	\$ 114,800	\$ 158,100	27%
Number of Employees	2.5		3.0	

Narrative

Overall the department is projecting an increase of 27% due to increasing the Part Time ACO to Full Time.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Animal Related Calls	880	941		
Impounded Dogs	340	400		
Adopted Dogs	137	150		
Dog Licenses Sold	1889	1994		
Dogs Returned to Owner	195	249		

Recreation

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

Recreation 1.5 FTE
 \$137,300

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
\$11.59

FY 2019 Accomplishments

- Installation of ballfield lighting.
- Established adult softball tournaments.
- Tripled activities and events at the Community Center.
- Inaugural “December to Remember” Including Park lighting and highway banners.
- Installation of new playground equipment in Memory Park.

FY 2020 Initiatives and Goals

- Installation of a nine-hole disc course.
- Expanding activities for Fourth of July and Territorial Days.
- Installation of a separate staff entrance to the Community Center.
- Improvements to the Dog Park.
- Grand reopening of the Boys & Girls Club.

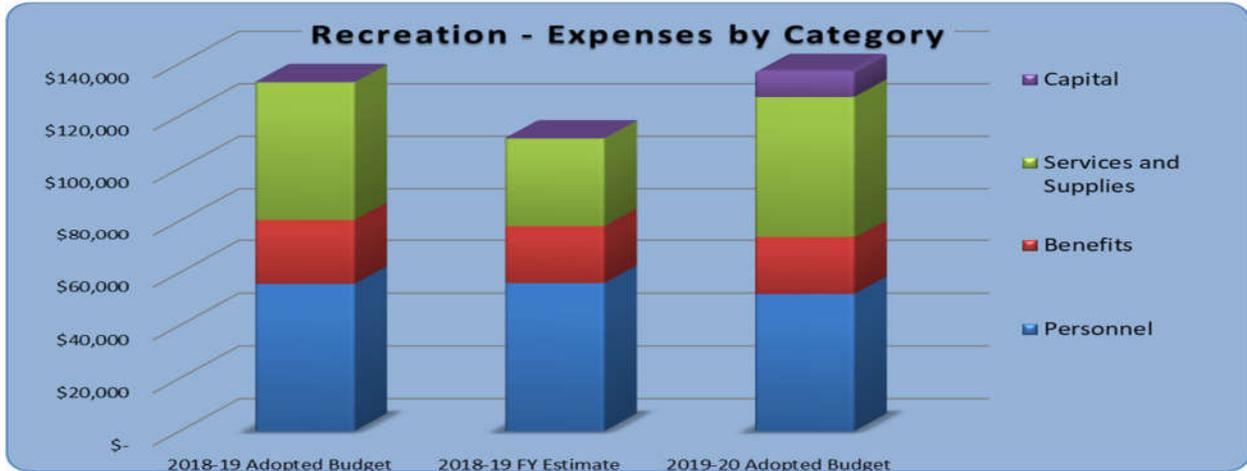
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 55,780	\$ 56,100	\$ 51,974	
Benefits	\$ 24,620	\$ 22,000	\$ 21,626	
Services and Supplies	\$ 52,500	\$ 33,400	\$ 53,700	
Capital	\$ -	\$ -	\$ 10,000	
Total	\$ 132,900	\$ 111,500	\$ 137,300	3%
Number of Employees	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 3%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Programs	0	0	0	15
Program Participants	0	0	0	250
Recreation Events	0	0	10	11
Community Center Usage (by groups)	0	0	8	15
* Date not available fo prior to FY 17/18				

Library

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



Library 5.5 FTE
\$375,200

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
\$31.67

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 2019 Accomplishments

Dedication and renaming the Children’s Library: The Darlene J. Westcott Children’s Library.
 Completion of Non-Fiction collection development inventory and analysis.
 Replacement and update of all public computers.
 Friends of the Chino Valley Library receiving The Library Volunteer of the Year Award from the AZ Library Association.

FY 2020 Initiatives and Goals

Hiring and replacement of Children’s Librarian position.
 Hiring and replacement of Library Manager Position.
 Replacement of entire heating and cooling units.
 Installation of outdoor sculpture.

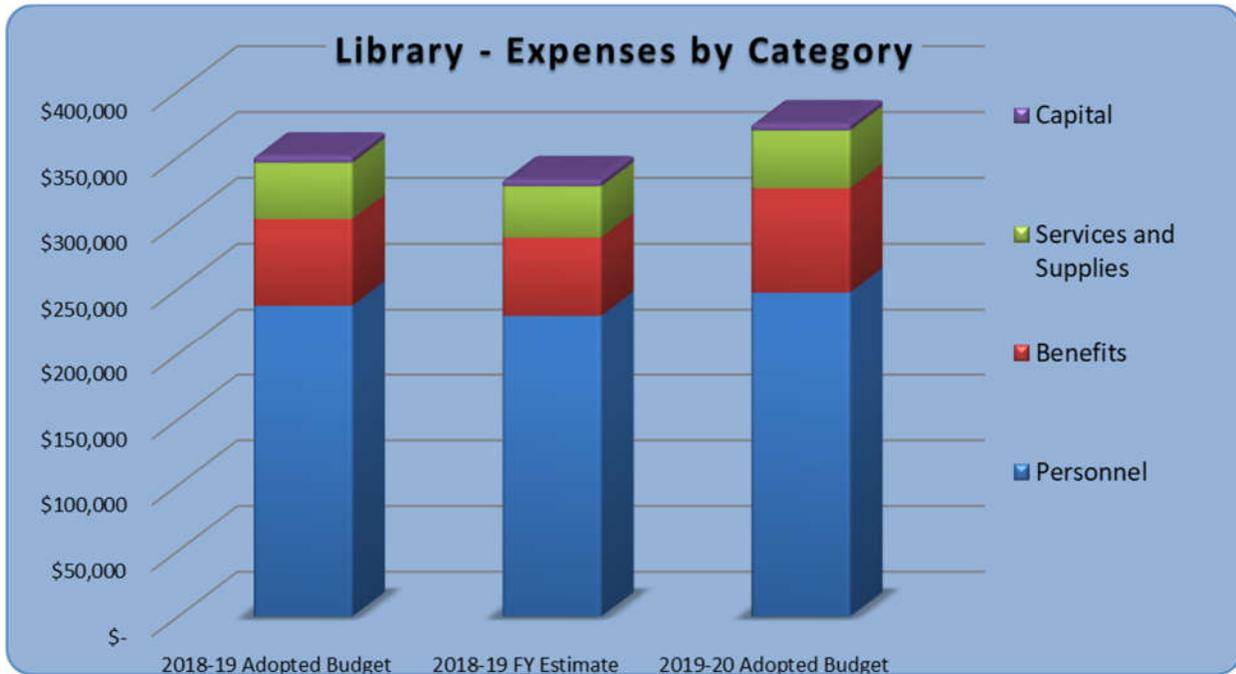
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 237,189	\$ 229,500	\$ 247,221	
Benefits	\$ 65,811	\$ 59,500	\$ 79,279	
Services and Supplies	\$ 42,700	\$ 38,800	\$ 43,700	
Capital	\$ 5,000	\$ 5,000	\$ 5,000	
Total	\$ 350,700	\$ 332,800	\$ 375,200	7%
Number of Employees	5		5.5	

Narrative

Personnel and Benefits are up slightly over the prior fiscal year. Services and Supplies and Capital remain flat. Overall the department is projecting an increase of 7%.

Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Number of Registered Library Users	6,307	7,399	6,698	7,000
Total Attendance in Library per year	62,346	66,131	64,960	63,214
Total Circulation Transactions per year	112,843	119,721	115,548	116,500
Printed materials	45,557	56,671	47,197	50,000
Total Volunteer hours	6,420	5,728	5,950	6,000

Senior Center

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



Senior Center 4.25 FTE
\$354,600

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
\$29.93

FY 2019 Accomplishments

Researched and made contact with a data management company to be a test site for an on-line registration system.

Partnered with Angels Care Home Health agency to conduct monthly wellness classes for seniors and to provide bi-weekly blood pressure checks.

Established a weekly grief support group.

Chosen and passed by Northern Arizona Council of Governments (NACOG) to be the Northern Arizona site to be inspected by the State of Arizona and the federal compliance officer for the Older Americans Act.

FY 2020 Initiatives and Goals

Continue to develop 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.

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

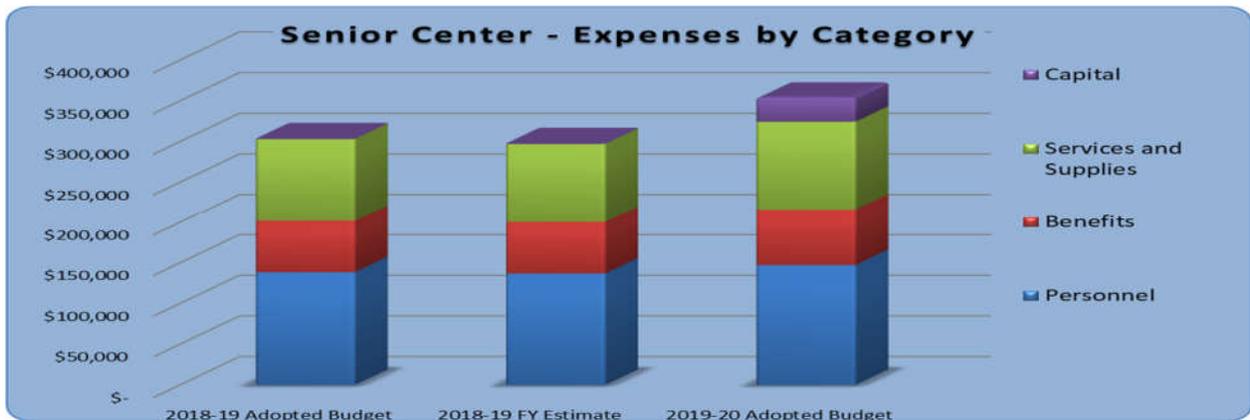
Replace flooring and chairs within the center.

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 138,662	\$ 137,000	\$ 147,322	
Benefits	\$ 63,338	\$ 63,500	\$ 68,978	
Services and Supplies	\$ 101,300	\$ 96,800	\$ 108,300	
Capital	\$ -	\$ -	\$ 30,000	
Total	\$ 303,300	\$ 297,300	\$ 354,600	17%
Number of Employees	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 new flooring for the Senior Center. Overall the department is projecting an increasing 17%.

Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Total Meals Served In House	13,452	13,526	13,608	12,459
Total Meals Delivered	13,200	11,549	10,684	11,754
Building Usage	4,162	3,652	3,589	3,608
Programs	10,250	1,989	1,956	2,054
Trips	432	306	360	220

Parks Maintenance

General Fund – Department 68
Scott Bruner
Community Services Director
sbruner@chinoaz.net
928-636-9780



Parks Maintenance
3.0 FTE \$618,800

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
\$52.24

FY 2019 Accomplishments

- Completion of Memory Park/Library Expansion
- Installation of ballfield lighting.
- Acceptance of grant for Peavine Trail System improvements.
- Fencing of entire Community Center Park/Fields.
- Hiring of Parks Supervisor.

FY 2020 Initiatives and Goals

- Building new restrooms in Memory Park.
- Improving Peavine Trail System: Infrastructure, signage, benches.
- Installation of sculptures in Memory Park.
- Automate park/fields watering system using hydrometer/baseline irrigation.

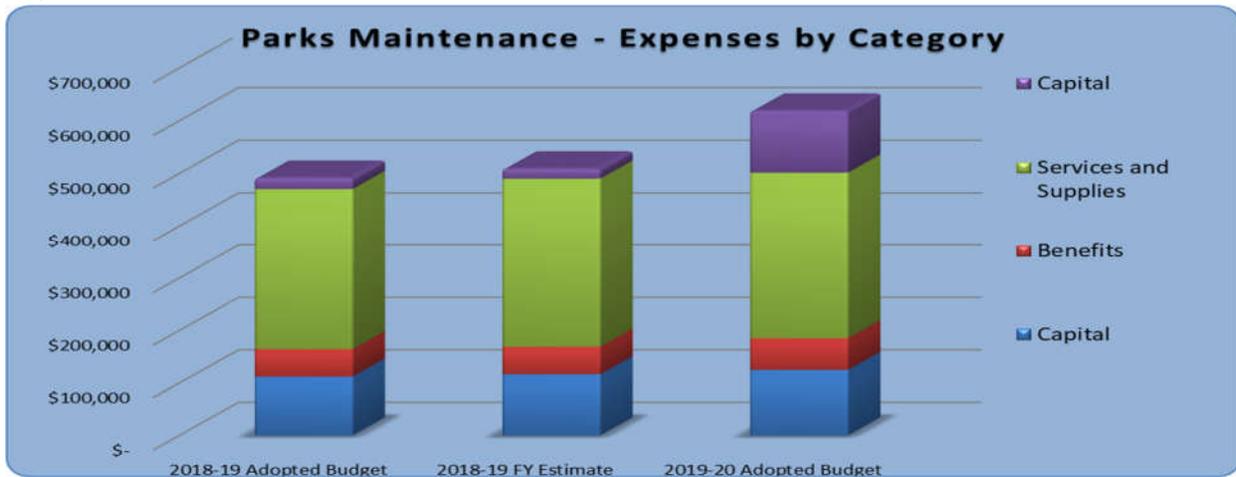
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 112,243	\$ 116,500	\$ 124,868	
Benefits	\$ 52,157	\$ 52,500	\$ 60,232	
Services and Supplies	\$ 306,200	\$ 321,200	\$ 316,500	
Capital	\$ 21,000	\$ 18,800	\$ 117,200	
Total	\$ 491,600	\$ 509,000	\$ 618,800	26%
Number of Employees	2		3	

Narrative

Personnel and Benefits are up do to adding a position to the department. Contract and Support Services are up slightly over the prior year. The department is purchasing several new pieces of equipment. Overall the department is projecting an increase of 26%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Total Park Acres	114	114	114	114
Number of Youth Organizations using Park Facilities	12	11	12	12
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	750,000	763,000	750,000	750,000

Aquatic Center

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



Aquatic Center .5 FTE
\$251,600

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
\$21.24

FY 2019 Accomplishments

- Change and adjustment of pool fees.
- Expanded aquatic schedule.
- Introduced weekend swim lessons.
- Eliminated non-swimmer entrance fee.
- Repainted showers.
- Refurnished and repainted pool slide and accessories.

FY 2020 Initiatives and Goals

- Refurnish/paint pool lockers
- Install storage area sheds for guard gear.
- Repaint offices, doors and meeting room.
- Expand pool hours.

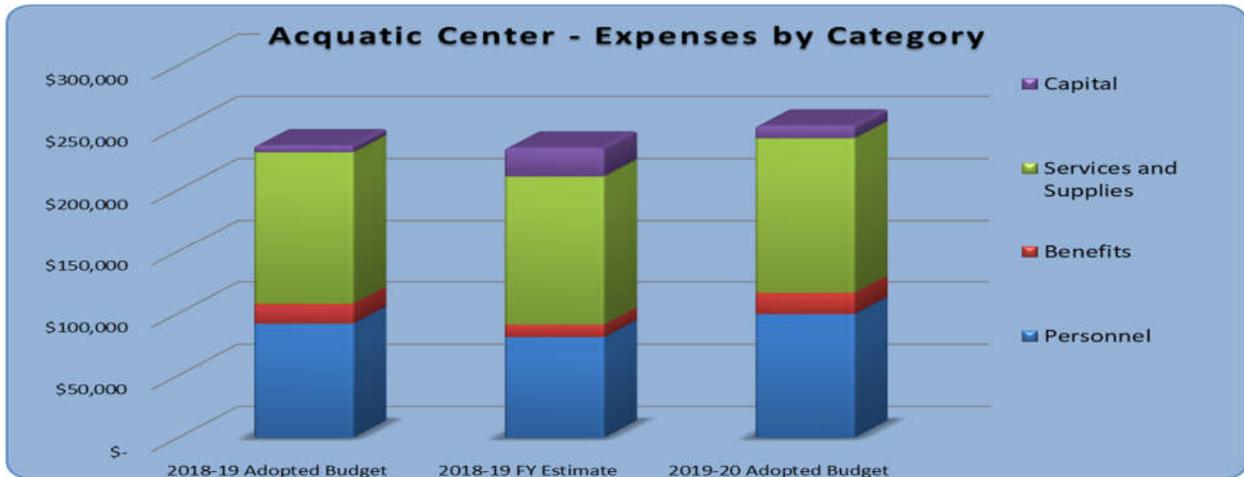
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 91,880	\$ 81,000	\$ 99,497	
Benefits	\$ 15,920	\$ 10,000	\$ 17,103	
Services and Supplies	\$ 122,500	\$ 119,900	\$ 125,000	
Capital	\$ 5,400	\$ 23,000	\$ 10,000	
Total	\$ 235,700	\$ 233,900	\$ 251,600	7%
Number of Employees	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 7%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
General Admission	10,468	13,896	14,574	15,235
Aqua fit Attendance	90	95	180	195
Swim Lessons	163	191	218	250
Entrance Fees	\$37,406	\$35,378	\$44,922	\$48,036
Concession Sales	\$11,537	\$14,462	\$12,844	\$13,566

Facilities Maintenance

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



Facilities Maintenance
3.0 FTE \$772,400

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
\$65.20

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 2019 Accomplishments

- Painted Town Facilities.
- Completed facility security upgrades at Municipal Court.
- Complete new roof and doors at roads building.
- Minor remodels at Town Hall and Senior Center.

FY 2020 Initiatives and Goals

- Roof Replacement Project for all Town Facilities.
- HVAC inventory and replacement schedule.
- Construct Memory Park Restrooms.
- Continue Training employees - HVAC, Plumbing, Electrical and Data Entry.

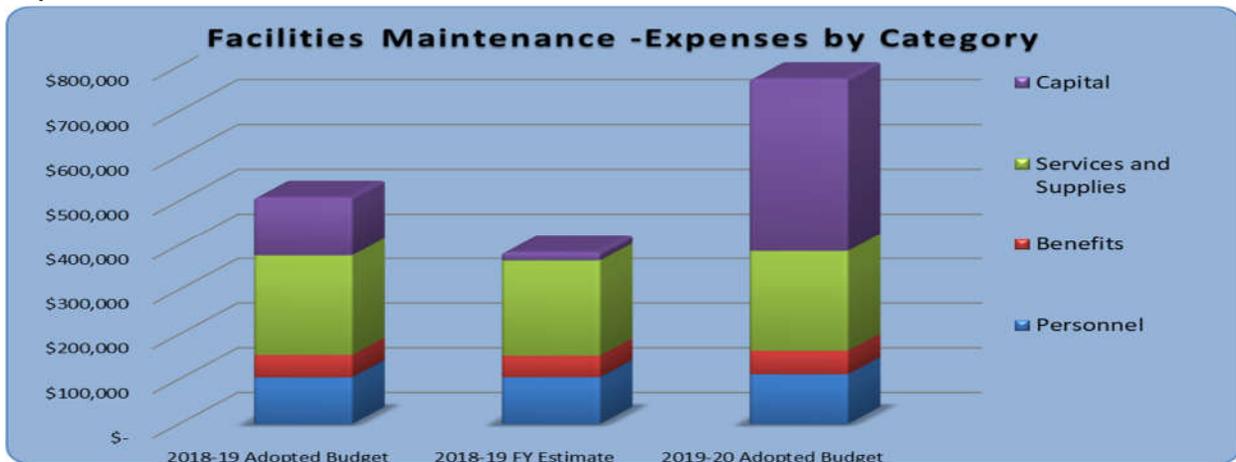
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 104,396	\$ 105,000	\$ 111,311	
Benefits	\$ 50,204	\$ 48,000	\$ 52,689	
Services and Supplies	\$ 222,900	\$ 213,100	\$ 223,400	
Capital	\$ 131,000	\$ 18,100	\$ 385,000	
Total	\$ 508,500	\$ 384,200	\$ 772,400	52%
Number of Employees	3		3	

Narrative

Personnel and Benefits are up slightly. The department plans to build new restrooms at Memory Park, clean up Old Home Manor and install new flooring in the Public Works building. Overall the department is projecting an increase of 52%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 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			416	450

Fleet Maintenance

General Fund – Department 73

Kenny Tribolet

Public Works Manager

ktribolet@chinoaz.net

928-636-7140



Fleet Maintenance 2.0
FTE \$345,700

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
\$29.18

FY 2019 Accomplishments

- Installed Axon Sending Units in all patrol vehicles.
- Old Home Manor Sign Remodel.
- Put 5 new Police Units and 6 new pieces of equipment into service.
- Purchased and installed secure tire shed.
- Auctioned off obsolete equipment.

FY 2020 Initiatives and Goals

- Purchase new fleet service truck.
- Continue to add new vendors and renegotiate with current vendors to keep costs down.
- Continue shop renovations and improvements.
- Continue education and staff training.

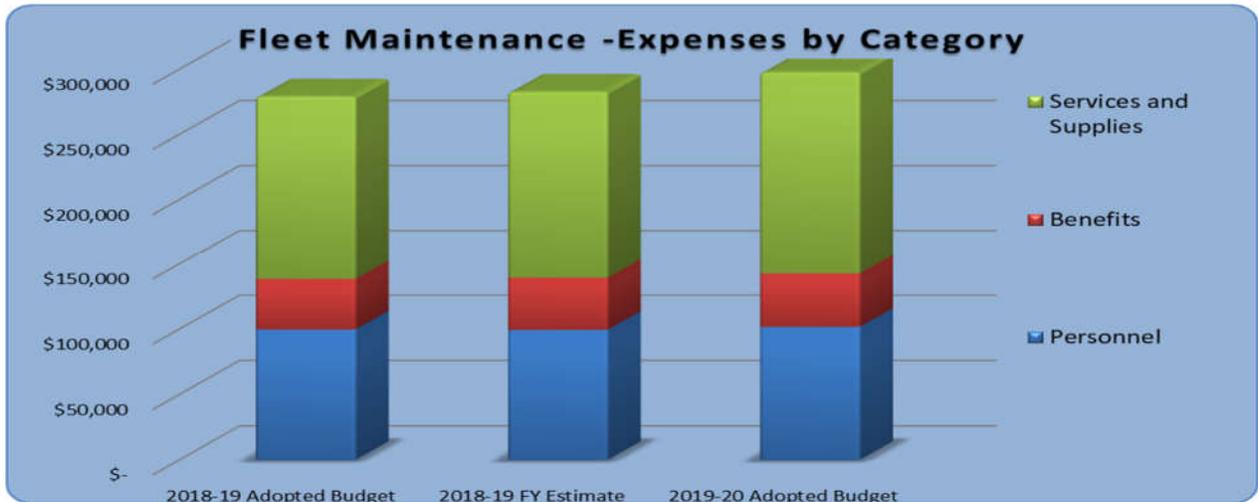
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 99,745	\$ 99,500	\$ 101,752	
Benefits	\$ 38,655	\$ 39,900	\$ 40,948	
Services and Supplies	\$ 140,700	\$ 143,300	\$ 155,000	
Capital			\$ 48,000	
Total	\$ 279,100	\$ 282,700	\$ 345,700	24%
Number of Employees	2		2	

Narrative

Personnel and Benefits are up slightly this fiscal year. The department is purchasing a new service truck. Overall the department is projecting an increase of 24%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
# of Machinery and Equipment Units Maintained	70	74	76	78
# of Police Department Units Maintained	28	29	45	45
Vehicle Service Orders Processed			364	375

Public Works / Engineering

General Fund – Department 74

Frank Marbury

Public Works Director

fmarbury@chinoaz.net

928-636-7140



Public Works 4.0 FTE
\$438,300

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
\$37.00

FY 2019 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 2020 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 2019-2020 Chip Seal Program.
- Design, bid, and construct new bathrooms at Memory Park.
- Complete FY 2020 Flood Control Projects.

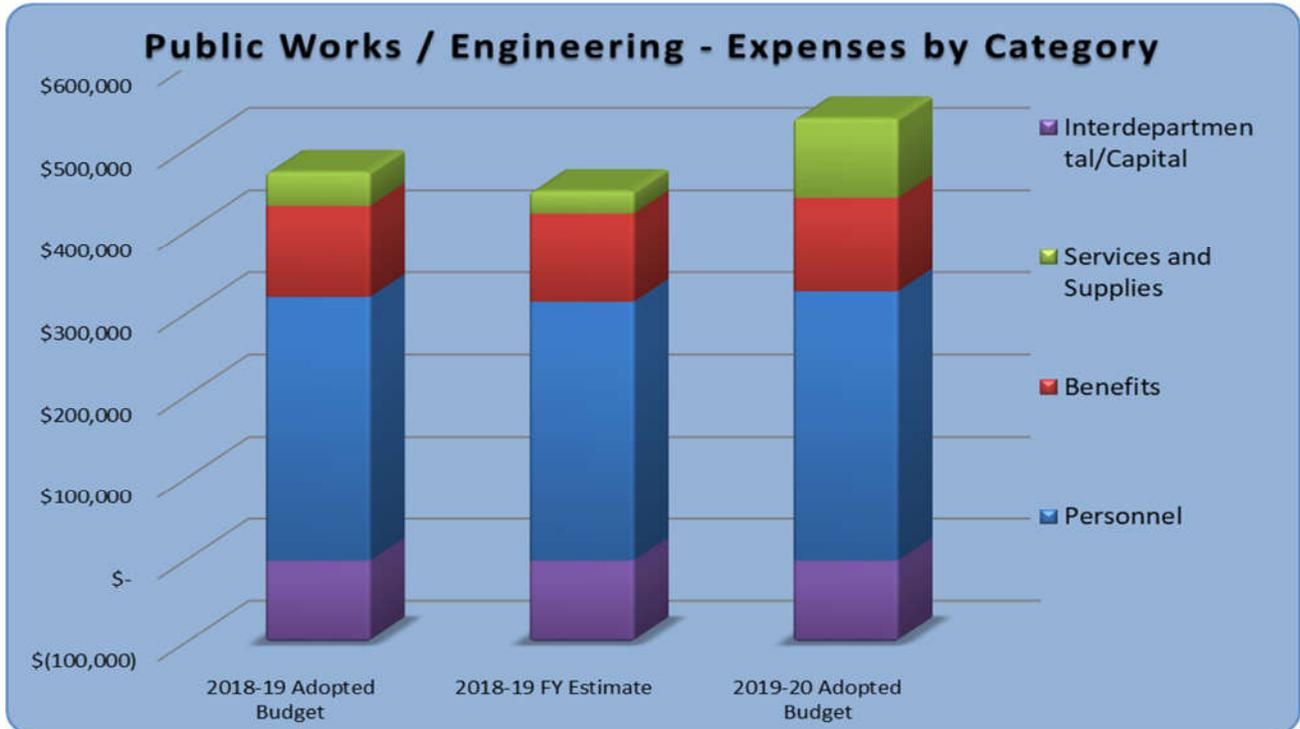
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 320,803	\$ 315,000	\$ 327,567	
Benefits	\$ 111,497	\$ 108,000	\$ 114,433	
Services and Supplies	\$ 41,000	\$ 27,000	\$ 96,300	
Interdepartmental/Capital	\$ (100,000)	\$ (100,000)	\$ (100,000)	
Total	\$ 373,300	\$ 350,000	\$ 438,300	17%
Number of Employees	4		4	

Narrative

Overhead related to the Water and Sewer Enterprise funds will be allocated to these departments through interdepartmental charges. Services and Supplies is up due to updating the Towns Engineering Standards and contracting with a water resources consultant. Overall the department is projecting an increase of 17%.

Department Summaries and Performance Measures



Customer Service

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



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.



FY 2019 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 2020 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.

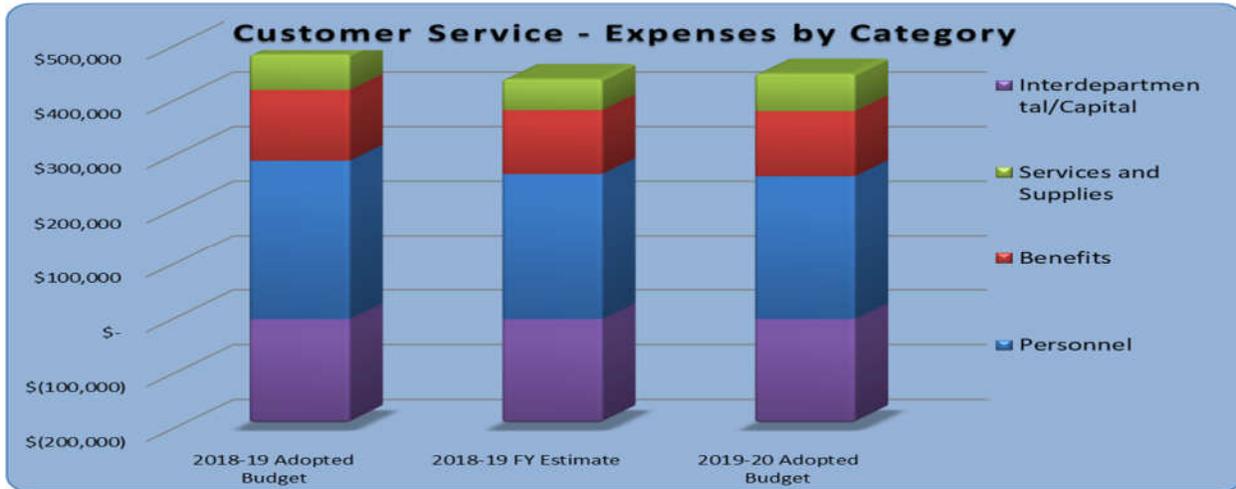
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 291,086	\$ 266,700	\$ 262,580	
Benefits	\$ 129,514	\$ 117,000	\$ 119,320	
Services and Supplies	\$ 64,800	\$ 56,600	\$ 68,200	
Interdepartmental/Capital	\$ (190,000)	\$ (190,000)	\$ (190,000)	
Total	\$ 295,400	\$ 250,300	\$ 260,100	-12%
Number of Employees	6		6	

Narrative

Customer Service 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. The department is projecting a decrease of 12%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
Number of Business Licenses Issued	924	942	879	930
Bus. License Online Renewals	198	198	273	280
Number of Code Enforcement Cases Initiated/Complete	186	169	173	320
Permits Issued	382	442	494	440

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 153 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.

A blue rectangular graphic with a white border and a slight shadow. The text inside is white and reads "\$ SPENT PER CITIZEN" on the top line and "\$119.66" on the bottom line.

FY 2019 Accomplishments

Realign Jerome Junction.

Complete 2018-19 Crack Seal Program.

Rebuild and Chipseal Read Road and 4 North.

Build Police Pistol Range.

Construct Road 1 east between Kalinich and 3 South.

FY 2020 Initiatives and Goals

Pave Jerome Junction.

Complete CDBG Paving Project.

Complete Drainage Projects per annual plan.

Complete Annual Chip Seal Projects.

Purchase new water truck.

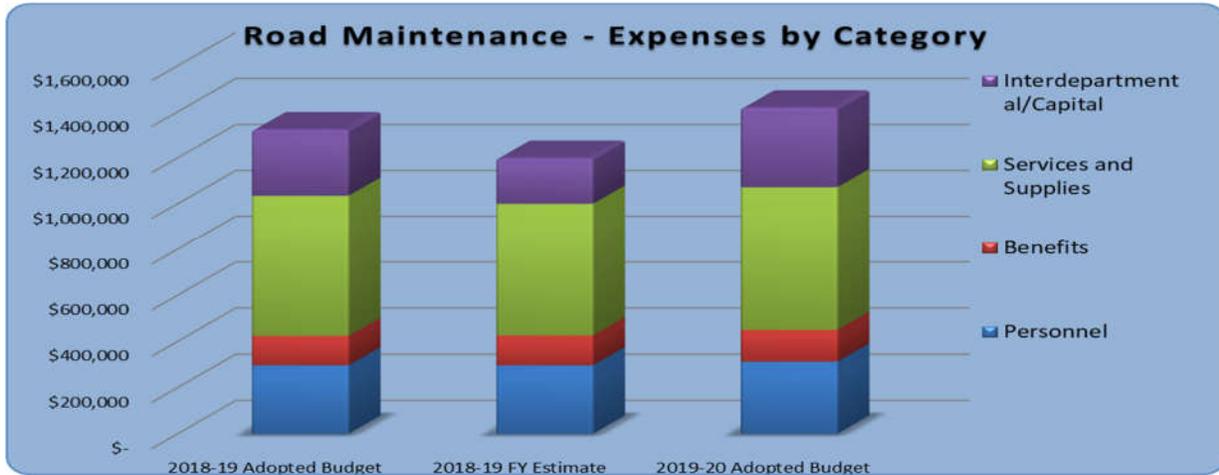
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 296,293	\$ 296,500	\$ 312,317	
Benefits	\$ 127,107	\$ 129,000	\$ 137,083	
Services and Supplies	\$ 611,800	\$ 574,700	\$ 622,800	
Interdepartmental/Capital	\$ 287,500	\$ 198,500	\$ 345,300	
Total	\$ 1,322,700	\$ 1,198,700	\$ 1,417,500	7%
Number of Employees	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 water truck, pot hole patcher. Overall the department is projecting an increase of 7%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
# of Road miles	152	152	153	153
\$ spent on chip sealing roads	\$21,235	\$4,235	\$231,375	\$350,000
\$ spent on Cold Mix	\$22,347	\$20,994	\$24,457	\$25,000
\$ spent on crack seal projects	\$0	\$13,000	\$0	\$30,000
\$ spend on sign replacement	\$7,829	\$7,649	\$8,545	\$7,500

Enterprise Funds

The Town of Chino Valley operates two Enterprise Funds:

The Water Enterprise Fund – The Water Fund has 899 connections a 8% 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 2,000 connections a 7% 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 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% each year for the last two years 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
\$2,914,200

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
\$246.01

FY 2019 Accomplishments

- Continue fire hydrant and valve maintenance program.
- Reduced amount of lost and unaccounted for water from 6.5% to 4%.
- Improve disinfection at the Yavapai College well site by installing a chlorine contact tank.
- Establish a second location for a public fill station.
- Performed bi-annual storage tank diving/inspections.
- Performed erosion control at Bright Star storage tank and booster station.
- Participated in AWWA/ WIFA Water Loss Audit.

FY 2020 Initiatives and Goals

- Loop water distribution system along the Peavine Trail.
- Develop and implement backflow prevention program.
- Purchase back flow prevention software.
- Refurbish Country West production well.
- Extend water service area.
- Install a new fill station.
- Paint water storage tanks.

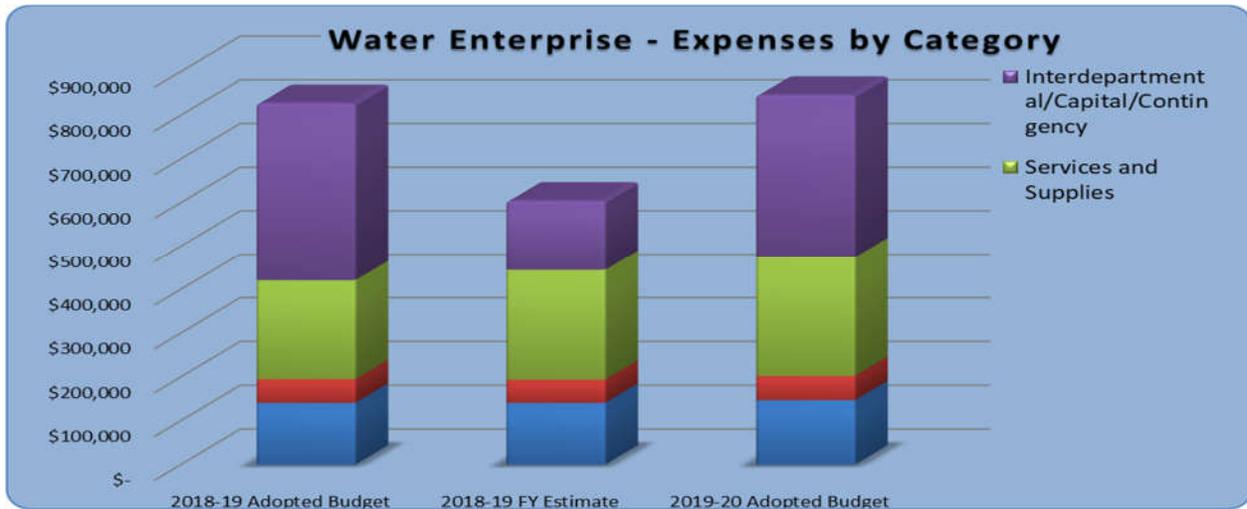
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 140,895	\$ 141,000	\$ 147,062	
Benefits	\$ 54,105	\$ 53,000	\$ 55,538	
Services and Supplies	\$ 226,300	\$ 251,100	\$ 272,000	
Interdepartmental/Capital/Contingency	\$ 406,300	\$ 159,300	\$ 371,800	
Debt Service	\$ 2,069,800	\$ 69,800	\$ 2,067,800	
Total	\$ 2,897,400	\$ 674,200	\$ 2,914,200	1%
Number of Employees	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 water fill station. Overall the department is projecting to increase 10%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
# of Water Accounts	667	701	832	899
Total # of gallons produced	84,036,715	86,956,331	89,498,235	9,000,000
Total # of gallons billed	78,154,145	80,869,388	85,918,306	8,640,000
% of loss for unaccounted for water	7%	8%	4%	4%
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
\$2,885,900

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
\$243.62

FY 2019 Accomplishments

Continue installing sewer service connections within wastewater collection system.

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

Develop and implement comprehensive preventative maintenance program.

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

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

Install OSHA approved personnel tie off system over treatment basins.

FY 2020 Initiatives and Goals

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.

Clean, camera and GIS collection system.

Repair aging/failing manhole rings and water valve can settings.

Replace headwork's screen #2.

New sludge dewatering system.

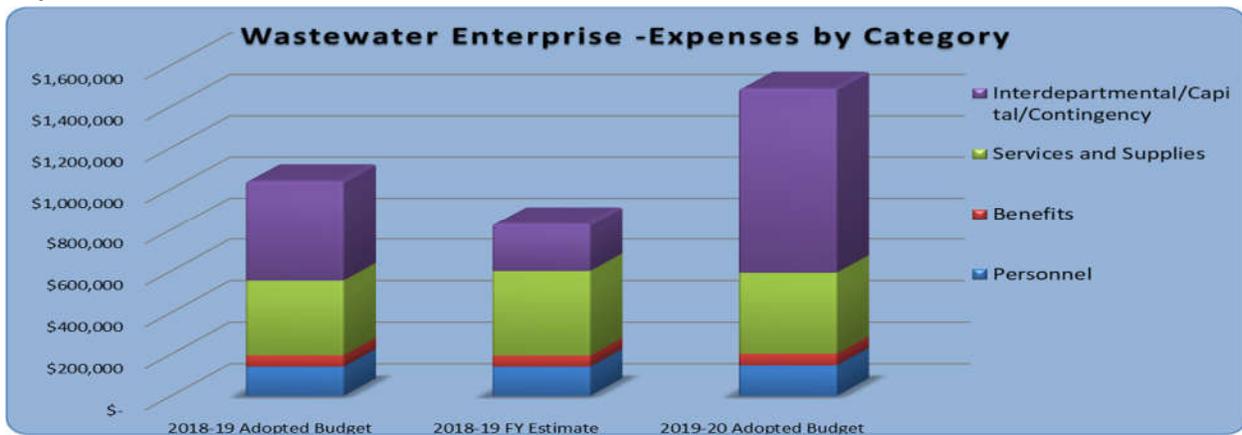
Financial Information

Expenditure by Type				
Description	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 140,895	\$ 141,000	\$ 147,062	
Benefits	\$ 54,105	\$ 53,000	\$ 55,538	
Services and Supplies	\$ 359,400	\$ 406,500	\$ 389,400	
Interdepartmental/Capital/Contingency	\$ 484,300	\$ 228,300	\$ 894,800	
Debt Service	\$ 1,399,000	\$ 900,900	\$ 1,399,100	
Total	\$ 2,437,700	\$ 1,729,700	\$ 2,885,900	18%
Number of Employees	3.5		2.5	

Narrative

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 18%.

Department Summaries and Performance Measures



Performance Measures	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Projected
# of Sewer Accounts	1740	1744	1869	2000
Miles of wastewater collection lines	23	31	35	35
Compliance with all Waste Water System regulations	100%	100%	100%	100%
Gallons processed per year	110,148,833	93,445,831	96,766,290	98,000,000
Acre Feet reclaimed per year	277	270	283	300

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.
- 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 \$317,643.00 for fiscal year 2019/2020.

Construction work will be completed in July 2019 and will consist of new asphalt pavement within portions of Chino Meadows Unit 5. The total project will cost \$479,500. The Town will contribute the matching funds of \$181,857.

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, 2019.

GRANTS 07					
Description	2017-18 Actual	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
COURT GRANTS	14,381	25,000	2,250	25,000	
PLANNING GRANTS	37,800	25,000	-	25,000	
POLICE DEPARTMENT GRANTS	71,765	100,000	103,000	100,000	
RECREATION GRANTS	450	25,000	-	25,000	
LIBRARY GRANTS	-	50,000	-	50,000	
SENIOR CENTER GRANTS	4,114	25,000	1,000	25,000	
PARKS GRANTS	-	25,000	1,000	25,000	
PUBLIC WORKS GRANTS	1,310,390	3,225,000	75,000	3,225,000	
TOTAL GRANTS	1,438,900	3,500,000	182,250	3,500,000	-

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	2017-18 Actual	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
REVENUES					
COURT IMPROVEMENT FEES	28,572	12,000	24,664	24,000	
COURT COLLECTION FEES	13,502	2,400	2,400	2,400	
INTEREST INCOME-LGIP	855	500	1,636	1,600	
TOTAL REVENUES	42,929	14,900	28,700	28,000	-2%
EXPENDITURES					
COURT COLLECTION EXPENSES	7,906	10,000	1,611	10,000	
COURT COLLECTION TO GEN FUND	-	8,500	8,500	8,500	
COURT IMPROVEMENTS	12,569	20,000	4,089	40,000	
TOTAL EXPENDITURES	20,475	38,500	14,200	58,500	52%
NET INC/DEC IN FUND BALANCE	22,454	(23,600)	14,500	(30,500)	
FUND BALANCE SUMMARY					
COURT IMPROVEMENT FUND					
FUND BALANCE BEGINNING OF YEAR	16,198		32,201	52,776	
NET CHANGE DURING YEAR	16,003		20,575	(16,000)	
FUND BALANCE END OF YEAR	32,201		52,776	36,776	
COURT COLLECTION FUND					
FUND BALANCE BEGINNING OF YEAR	59,237		65,688	59,613	
NET CHANGE DURING YEAR	6,451		(6,075)	(14,500)	
FUND BALANCE END OF YEAR	65,688		59,613	45,113	
TOTAL FUND BALANCE					
FUND BALANCE BEGINNING OF YEAR	75,435		97,889	112,389	
NET CHANGE DURING YEAR	22,454		14,500	(30,500)	
FUND BALANCE END OF YEAR	97,889		112,389	81,889	

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	2017-18 Actual	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
REVENUES					
AARRP DIVIDEND	59,830		107,151		
MISCELLANEOUSE INCOME	5,359	60,000	7,073	10,000	
INTEREST INCOME-LGIP	2,507	1,000	4,177	4,000	
TOTAL REVENUES	67,696	61,000	118,401	14,000	-77%
EXPENDITURES					
SALES TAX AUDIT EXPENDITURES	10,615	10,000	10,000	10,000	
CAPITAL ASSET REPLACEMENTS	-	50,000	-	50,000	
DAKOTA 412 TURF			18,767		
TURF ROLLER			12,150		
FORD ESCAPE			20,883		
TOTAL EXPENDITURES	10,615	60,000	61,800	60,000	0%
NET INC/DEC IN FUND BALANCE	57,081	1,000	56,601	(46,000)	
ENDING FUND BALANCE	250,027		306,628	260,628	

Impact Fee Funds

Capital Projects Fund 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 accessed impact fees. No additional impact fee revenues were included in Fiscal Year 2019/20 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
	2018-19 Adopted Budget	2017-18 FY Estimate		
ROAD IMPACT FEES PROJECTS	498,000	510,600	-	
TOTAL EXPENDITURES	498,000	510,600	-	-100%

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	2017-18 Actual	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
REVENUES					
VEHICLE IMPOUND HEARING FEE	12,385	15,000	6,710	15,000	
VEHICLE IMPOUND TOWING FEE	14,739	20,000	9,780	20,000	
VEHICLE IMPOUND FEE REVENUE	16,325	20,000	8,510	20,000	
INTEREST INCOME-LGIP	-	-	-	-	
TOTAL REVENUES	43,449	55,000	25,000	55,000	0%
EXPENDITURES					
TOWING EXPENSES	14,939	20,000	20,000	20,000	
TRAFFIC RELATED EQUIPMENT	14,114	15,000	20,000	15,000	
VEHICLE IMPOUND FEE EXPENSE	10,840	20,000	15,000	20,000	
TOTAL EXPENDITURES	39,893	35,000	55,000	55,000	57%
NET INC/DEC IN FUND BALANCE	3,556	20,000	(30,000)	-	
ENDING FUND BALANCE	42,450		12,450	12,450	

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				
	2017-18 Actual	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget	% Change Adopted to Adopted
Total Revenues	4,000	4,000	4,000	4,000	
CVSLID #1 UTILITIES - ELECTRIC	2,016	2,000	2,000	2,000	
CVSLID #2 UTILITIES - ELECTRIC	1,034	1,000	1,000	1,000	
CVSLID #3A UTILITIES - ELECTRIC	941	1,000	1,000	1,000	
TOTAL EXPENDITURES	3,991	4,000	4,000	4,000	0%

FY 2018 CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) for FY 2020 represents a 6.1-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	2017-18 Adopted Budget	2017-18 FY Estimate	2018-19 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ -	\$ -	\$ -	
Benefits	\$ -	\$ -	\$ -	
Services and Supplies	\$ -	\$ -	\$ -	
Interdepartmental/Capital	\$ 4,138,000	\$ 2,181,000	\$ 6,150,000	
Total	\$ 4,138,000	\$ 2,181,000	\$ 6,150,000	49%

Financial Information

CAPITAL IMPROVEMENT FUND 05-90				
Description	2017-18 Actual	2018-19 Adopted Budget	2018-19 FY Estimate	2019-20 Adopted Budget
MISC CAPITAL PROJECTS		2,000,000	-	2,000,000
FUNDED BY YAVAPAI DRAINAGE DISTRICT				
YAVAPAI DRAINAGE PROJECTS	-	120,000	175,000	120,000
FUNDED BY CARRYOVER				
1 NORTH SIGNAL	-			80,000
RURAL ECONOMIC DEVEL GRANT MATCH EPA	-	69,000		69,000
MEMORY PARK EXPANSION		50,000	67,000	10,000
OLD HOME MANOR MASTER PLAN		30,000	20,000	250,000
PAVE JEROME JUNCTION				100,000
CDBG MATCHING FUNDS				200,000
WELCOME TO CHINO VALLEY SIGN				30,000
CAPITAL PROJECTS FROM GENERAL FUND				2,000,000
TFRS TO GENERAL FUND - POLICE		250,000	250,000	250,000
TFRS TO GENERAL FUND - AQUATICS		150,000	150,000	150,000
TFRS TO DEBT SERVICE FUND		849,000	849,000	891,000
TOTAL EXPENDITURES	-	4,138,000	2,181,000	6,150,000

Capital Improvement Projects Five Year Projection

CAPITAL IMPROVEMENT FUND 05-90					
Description	2019-20 Adopted Budget	2020-21 Projected	2021-22 Projected	2022-23 Projected	2023-24 Projected
MISC CAPITAL PROJECTS	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
FUNDED BY YAVAPAI DRAINAGE DISTRICT					
YAVAPAI DRAINAGE PROJECTS	120,000	130,000	140,000	150,000	160,000
FUNDED BY CARRYOVER					
1 NORTH SIGNAL	80,000		-		
RURAL ECONOMIC DEVEL GRANT MATCH EPA	69,000				
OLD 89 MILL/FILL		150,000	150,000		
MEMORY PARK EXPANSION	10,000	-			
OLD HOME MANOR MASTER PLAN	250,000				
PICKLE BALL COURTS			100,000		
PAVE JEROME JUNCTION	100,000				
CDBG MATCHING FUNDS	200,000				
WELCOME TO CHINO VALLEY SIGN	30,000	100,000			
CAPITAL PROJECTS FROM GENERAL FUND	2,000,000				
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 DEBT SERVICE FUND	891,000	956,000	974,000	974,000	974,000
TOTAL EXPENDITURES	6,150,000	3,736,000	3,764,000	3,524,000	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, 2020					
Debt Issue	Date Issued	Original Amount	Outstanding Amount as of June 30, 2019	FY 2020 Principal	FY 2020 Interest
General Government					
National Bank GADA Refi	7/1/2016	\$ 3,346,000	\$ 2,717,000	\$ 320,000	\$ 46,354
US Bank Series 2010	12/15/2010	\$ 7,280,000	\$ 7,130,000	\$ 205,000	\$ 317,438
		\$ 10,626,000	\$ 9,847,000	\$ 525,000	\$ 363,792
Water Enterprise Fund					
US Bank Series 2010	12/15/2010	\$ 745,000	\$ 420,000	\$ 50,000	\$ 17,813
Sewer Enterprise Fund					
WIFA 2007	1/10/2007	\$ 1,580,000	\$ 765,617	\$ 86,841	\$ 18,721
WIFA 2008	1/11/2008	\$ 4,853,000	\$ 2,727,958	\$ 270,565	\$ 69,151
WIFA 2014	12/30/2014	\$ 2,963,671	\$ 2,461,363	\$ 131,950	\$ 46,821
WIFA 2015	11/23/2015	\$ 4,259,646	\$ 3,798,461	\$ 160,991	\$ 85,262
WIFA 2016	11/23/2015	\$ 50,354	\$ 20,457	\$ 10,175	\$ 108
WIFA 2017	2/27/2017	\$ 327,500	\$ 269,105	\$ 11,349	\$ 7,164
		\$ 14,034,171	\$ 10,042,961	\$ 671,871	\$ 227,227
Total Town of Chino Valley Debt		\$ 25,405,171	\$ 20,309,961	\$ 1,246,871	\$ 608,832
General Government					
	Payment Date				
National Bank GADA Refi	7/1/2019			320,000	23,177
	2/1/2020	3,346,000	2,717,000	-	23,177
US Bank Series 2010	8/1/2019			205,000	158,719
	2/1/2020	7,280,000	7,130,000		158,719
		10,626,000	9,847,000	525,000	363,792
Water Enterprise Fund					
US Bank Series 2010	8/1/2019			50,000	8,906
	2/1/2020	745,000	420,000	-	8,906
Total Water Enterprise		745,000	420,000	50,000	17,813
Sewer Enterprise Fund					
WIFA 2007 910087-07	7/1/2019			86,841	9,360
	1/1/2020	1,580,000	765,617	-	9,360
WIFA 2008 910126-08	7/1/2019			270,565	34,576
	1/1/2020	4,853,000	2,727,958	-	34,576
WIFA 2014 910163-15	7/1/2019			131,950	23,411
	1/1/2020	2,963,671	2,461,363		23,411
WIFA 2015 910167-16	7/1/2019			160,991	42,631
	1/1/2020	4,259,646	3,798,461		42,631
WIFA 2016 910168-16	7/1/2019			10,175	54
	1/1/2020	50,354	20,457		54
WIFA 2017 910171-17	7/1/2019			11,349	3,582
	1/1/2020	327,500	269,105		3,582
Total Sewer Enterprise		14,034,171	10,042,961	671,871	227,228
Total Town of Chino Valley Debt		25,405,171	20,309,961	1,246,871	608,832

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 2019/2020 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, Streets/Transportation Facilities and Park Bonds		
2018/19 Secondary Assessed Valuation	<u>\$104,330,919</u>	2018/19 Secondary Assessed Valuation		<u>\$81,468,659</u>
6% Limitation	<u>\$6,259,855</u>	20% Limitation		<u>\$16,293,732</u>
6% Direct General Obligation Bonds	<u>0</u>	20% Direct General Obligation Bonds		<u>0</u>
Unused 6% Borrowing Capacity	<u>\$6,259,855</u>	Unused 20% Borrowing Capacity		<u>\$16,293,732</u>

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 B Issued 12/15/2010 Original Amount \$7,280,000		
Fiscal Year	Pincipal	Interest	Total	Pincipal	Interest	Total
2019	320,000	50,386	370,386	150,000	325,638	475,638
2020	320,000	46,354	366,354	205,000	317,438	522,438
2021	326,000	41,724	367,724	280,000	306,238	586,238
2022	331,000	36,461	367,461	310,000	293,838	603,838
2023	336,000	30,514	366,514	330,000	279,813	609,813
2024	341,000	23,865	364,865	345,000	265,150	610,150
2025	348,000	16,522	364,522	360,000	252,850	612,850
2026	353,000	8,579	361,579	380,000	233,700	613,700
2027	362,000	-	362,000	400,000	214,700	614,700
2028			-	820,000	175,750	995,750
2029			-	860,000	134,900	994,900
2030			-	905,000	91,913	996,913
2031				945,000	47,025	992,025
2032				990,000		990,000
2033						
2034						
2035						
2036						
2037						
2038						
2039						
	3,037,000	254,405	3,291,405	7,280,000	2,938,950	10,218,950

	US Bank Series 2010 C 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
2019	50,000	19,813	69,813	84,510	21,116	105,626
2020	50,000	17,813	67,813	86,841	18,721	105,561
2021	55,000	15,475	70,475	89,236	16,260	105,495
2022	55,000	13,000	68,000	91,697	13,731	105,427
2023	60,000	10,000	70,000	94,226	11,132	105,358
2024	65,000	6,750	71,750	96,825	8,461	105,286
2025	65,000	3,500	68,500	99,495	5,717	105,212
2026	70,000		70,000	102,239	2,898	105,137
2027				105,059		105,059
2028						
2029						
2030						
2031						
2032						
2033						
2034						
2035						
2036						
2037						
2038						
2039						
	470,000	86,350	556,350	850,127	98,034	948,162

	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
2019	263,160	76,765	339,925	129,350	49,473	178,823
2020	270,565	69,151	339,716	131,950	46,821	178,771
2021	278,179	61,323	339,502	134,602	44,116	178,718
2022	286,007	53,275	339,282	137,308	41,356	178,663
2023	294,055	45,000	339,055	140,068	38,540	178,608
2024	302,330	36,493	338,822	142,883	35,668	178,551
2025	310,837	27,746	338,583	145,755	32,738	178,493
2026	319,584	18,753	338,337	148,684	29,750	178,434
2027	328,577	9,506	338,084	151,673	26,700	178,373
2028	337,824		337,824	154,722	23,590	178,312
2029				157,832	20,419	178,251
2030				161,004	17,183	178,187
2031				164,240	13,882	178,122
2032				167,541	10,514	178,055
2033				170,909	7,079	177,988
2034				174,344	3,574	177,918
2035				177,849		177,849
2036				-	-	-
2037				-	-	-
2038				-	-	-
2039						
	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
2019	157,304	89,036	246,340	10,070	214	10,284
2020	160,991	85,262	246,253	10,175	108	10,283
2021	164,764	81,400	246,164	10,282	-	10,282
2022	168,627	77,448	246,074			
2023	172,579	73,402	245,982			
2024	176,624	69,262	245,887			
2025	180,764	65,025	245,790			
2026	185,002	60,689	245,690			
2027	189,338	56,251	245,589			
2028	193,776	51,709	245,485			
2029	198,318	47,060	245,378			
2030	202,967	42,302	245,269			
2031	207,724	37,433	245,158			
2032	212,593	32,450	245,043			
2033	217,577	27,350	244,927			
2034	222,677	22,130	244,807			
2035	227,896	16,788	244,684			
2036	233,238	11,320	244,558			
2037	238,705	5,726	244,432			
2038	270,104		270,104			
2039	-	-	-	-	-	-
	3,981,568	952,044	4,933,612	30,527	322	30,849

WIFA			
Issued 2/27/17			
Original Amount \$327,500			
Fiscal Year	Pincipal	Interest	Total
2019	12,450.00	7,468.00	19,918
2020	12,750.00	7,164.00	19,914
2021	13,058.00	6,852.00	19,910
2022	13,374.00	6,533.00	19,907
2023	13,697.00	6,206.00	19,903
2024	14,028.00	5,871.00	19,899
2025	14,367.00	5,528.00	19,895
2026	14,714.00	5,177.00	19,891
2027	15,069.00	4,817.00	19,886
2028	15,433.00	4,448.00	19,881
2029	15,806.00	4,071.00	19,877
2030	16,188.00	3,684.00	19,872
2031	16,579.00	3,289.00	19,868
2032	16,980.00	2,883.00	19,863
2033	17,390.00	2,468.00	19,858
2034	17,810.00	2,043.00	19,853
2035	18,241.00	1,607.00	19,848
2036	18,681.00	1,161.00	19,842
2037	19,133.00	705.00	19,838
2038	19,596.00	237.00	19,833
2039	-	-	-
	315,344	82,212	397,556

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 15-16	FTE 16-17	FTE 17-18	FTE 18-19	FTE 19-20	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	1.00	
ASST TOWN MANAGER	1.00	0.50	-	-	-	
SR ADMINISTRATIVE TECH	1.00	0.50	0.75	0.75	0.75	
ADMINISTRATIVE TECH/IT	0.50	0.50	0.50	0.50	0.50	
TOTAL	3.50	2.50	3.25	3.25	3.25	0%
HUMAN RESOURCES 44						
HR DIRECTOR	1.00	1.00	1.00	1.00	1.00	
HR ANALYST	1.00	1.00	1.00	1.00	1.00	
TOTAL	2.00	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	2.00	2.00	2.00	2.00	
COURT CLERK II	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	
ADMINISTRATIVE TECHNICIAN					1.00	
TOTAL	3.00	3.00	3.00	3.00	4.00	0%
MIS 47						
IT TECHNICIAN	1.00	1.00	1.00	1.00	1.00	
GIS/CAD TECHNICIAN	1.00	1.00	-	-	-	
ADMINISTRATIVE TECH/IT		0.50	1.00	1.00	1.00	
TOTAL	2.00	2.50	2.00	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 15-16	FTE 16-17	FTE 17-18	FTE 18-19	FTE 19-20	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						
CODE ENFORCEMENT	1.00	1.00	-	-	-	
TOTAL	3.00	3.00	2.00	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	3.00	3.00	3.00	3.00	3.00	
SERGEANT	4.00	4.00	4.00	4.00	4.00	
OFFICER	15.00	15.50	16.00	16.00	16.50	
TOTAL	24.00	24.50	25.00	25.00	25.50	0%
NON-SWORN STAFF						
CIVILIAN OFFICER	3.00	2.00	3.00	3.00	3.00	
MANAGEMENT ASSISTANT	1.00	1.00	1.00	1.00	1.00	
PROPERTY EVIDENCE		1.00	1.00	1.00	1.00	
TOTAL	4.00	4.00	5.00	5.00	5.00	0%
ANIMAL CONTROL 61						
ANIMAL CONTROL OFFICER	1.00	1.00	1.00	1.00	1.00	
ADOPTION SPECIALIST / SHELTER TECHNICIAN	1.00	1.00	1.00	1.00	1.00	
PT ANIMAL CONTROL OFFICER	0.50	0.50	0.50	0.50	1.00	
TOTAL	2.50	2.50	2.50	2.50	3.00	0%
RECREATION 63						
RECREATION COORDINATOR		1.00	1.00	1.00	1.00	
RECREATION AIDE	0.50	0.50	0.50	0.50	0.50	
TOTAL	0.50	1.50	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	1.00	
CATALOGER	1.00	1.00	1.00	1.00	1.00	
PART TIME CIRCULATION	1.00	1.00	1.50	1.50	1.50	
TOTAL	4.00	5.00	5.50	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	1.00	1.00	1.00	1.00	
ASSISTANT COOK	0.50	1.50	1.75	1.75	1.75	
ADMIN ASSISTANT			0.50	0.50	0.50	
TOTAL	3.50	3.50	4.25	4.25	4.25	0%

Fiscal Year 2018-2019						
Staff Positions by Department with Prior Year Comparisons						
(Excludes temporary and seasonal employees)						
Department/Position	FTE 15-16	FTE 16-17	FTE 17-18	FTE 18-19	FTE 19-20	Net Change
PARKS MAINTENANCE 68						
PARKS MAINTENANCE WORKER, SENIOR	3.00	2.00	2.00	2.00	2.00	0%
PARKS MAINTENANCE SUPERVISOR				1.00	1.00	0%
TOTAL	3.00	2.00	2.00	3.00	3.00	0%
AQUATIC CENTER 69						
RECREATION	0.50	0.50	0.50	0.50	0.50	0%
TOTAL	0.50	0.50	0.50	0.50	0.50	0%
FACILITIES MAINTENANCE 71						
FACILITIES MAINTENANCE WORKER, LEAD	1.00	1.00	1.00	1.00	1.00	0%
FACILITIES MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00	0%
CUSTODIAN	0.50	1.00	1.00	1.00	1.00	0%
TOTAL	2.50	3.00	3.00	3.00	3.00	0%
FLEET MAINTENANCE 73						
VEHICLE MAINT SUPERVISOR	1.00	-	-	-	-	
FLEET MECHANIC	2.00	2.00	2.00	2.00	2.00	0%
TOTAL	3.00	2.00	2.00	2.00	2.00	0%
ENGINEERING 74						
PW DIRECTOR	1.00	1.00	1.00	1.00	1.00	0%
EXEC ASSISTANT		1.00	1.00	1.00	1.00	0%
PW SUPERVISOR		1.00	1.00	1.00	1.00	0%
ENGINEER		1.00	1.00	1.00	1.00	0%
TOTAL	1.00	4.00	4.00	4.00	4.00	0%
CUSTOMER SERVICE 75						
ASST TOWN MANAGER		0.50	-	-	-	
CUSTOMER SERVICE SUPERVISOR		1.00	1.00	1.00	1.00	0%
LEIN POSITION	1.00	-	-	-	-	
ADMIN CLERK II	2.00	2.00	2.00	2.00	1.00	-50%
ADMINISTRATIVE TECHNICIAN	1.00	1.00	1.00	1.00	1.00	0%
GIS/CAD TECHNICIAN			1.00	1.00	1.00	0%
CODE COMPLIANCE OFFICER			1.00	2.00	2.00	0%
TOTAL	4.00	4.50	6.00	7.00	6.00	-14%
ROADS MAINTENANCE 02-78						
PW DIRECTOR/TOWN ENGINEER	1.00	-	-	-	-	
PW SUPERVISOR	1.00	-	-	-	-	
PW INSPECTOR	1.00	1.00	1.00	1.00	1.00	0%
EXEC ASSISTANT	1.00	-	-	-	-	
ADMIN CLERK						
HEAVY EQUIP. OPERATOR	2.00	2.00	2.00	2.00	2.00	0%
LABORER II	1.00	1.00	1.00	1.00	1.00	0%
MED. EQUIP. OPERATOR	2.00	2.00	2.00	2.00	2.00	0%
PARKS MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00	0%
TOTAL	10.00	7.00	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 15-16	FTE 16-17	FTE 17-18	FTE 18-19	FTE 19-20	Net Change
UTILITIES- WATER						
UTILITIES SUPERVISOR	0.50	0.50	0.50	0.50	0.50	0%
UTILITIES TECH II	1.00	1.00	1.00	1.00	1.00	0%
UTILITIES MAINT TECH	1.00	1.00	1.00	1.00	1.00	0%
ADMIN CLERK II	-	-	-	-	-	
TOTAL	2.50	2.50	2.50	2.50	2.50	0%
SEWER ENTERPRISE						
UTILITIES SUPERVISOR	0.50	0.50	0.50	0.50	0.50	0%
PLANT OPERATOR	1.00	1.00	1.00	1.00	1.00	0%
UTILITIES TECH II	1.00	1.00	1.00	1.00	1.00	0%
UTILITIES MAINT TECH	1.00	1.00	1.00	-	-	
ADMIN CLERK II	-	-	-	-	-	
TOTAL	3.50	3.50	3.50	2.50	2.50	0%
TOTAL	91.00	92.00	95.50	96.50	97.50	1%

Personnel Summary By Fund

Fiscal Year 2019-2020						
Staff Positions by Fund with Prior Year Comparisons						
(Excludes temporary and seasonal employees)						
Department	FTE 15-16	FTE 16-17	FTE 17-18	FTE 18-19	FTE 19-20	Net Change
GENERAL FUND						
PROSECUTOR 41	1.00	1.00	1.00	1.00	1.00	0%
TOWN CLERK 42	2.00	2.00	2.00	2.00	2.00	0%
TOWN MANAGER 43	3.50	2.50	3.25	3.25	3.25	0%
HUMAN RESOURCES 44	2.00	2.00	2.00	2.00	2.00	0%
MUNICIPAL COURT 45	4.00	4.00	4.00	4.00	4.00	0%
FINANCE 46	3.00	3.00	3.00	3.00	4.00	25%
MIS 47	2.00	2.50	2.00	2.00	2.00	0%
PLANNING 55	2.00	2.00	2.00	2.00	2.00	0%
BUILDING INSPECTION 56	3.00	3.00	2.00	2.00	2.00	0%
POLICE 60	24.00	24.50	25.00	25.00	25.50	2%
NON-SWORN STAFF	4.00	4.00	5.00	5.00	5.00	0%
ANIMAL CONTROL 61	2.50	2.50	2.50	2.50	3.00	17%
RECREATION 63	0.50	1.50	1.50	1.50	1.50	0%
LIBRARY 64	4.00	5.00	5.50	5.50	5.50	0%
SENIOR CENTER 66	3.50	3.50	4.25	4.25	4.25	0%
PARKS MAINTENANCE 68	3.00	2.00	2.00	3.00	3.00	0%
AQUATIC CENTER 69	0.50	0.50	0.50	0.50	0.50	0%
FACILITIES MAINTENANCE 71	2.50	3.00	3.00	3.00	3.00	0%
FLEET MAINTENANCE 73	3.00	2.00	2.00	2.00	2.00	0%
ENGINEERING 74	1.00	4.00	4.00	4.00	4.00	0%
CUSTOMER SERVICE 75	4.00	4.50	6.00	7.00	6.00	-17%
TOTAL GENERAL FUND	75.00	79.00	82.50	84.50	85.50	1%
HURF FUND						
TOTAL HURF FUND	10.00	7.00	7.00	7.00	7.00	0%
WATER ENTERPRISE						
TOTAL WATER ENTERPRISE	2.50	2.50	2.50	2.50	2.50	0%
SEWER ENTERPRISE						
TOTAL SEWER ENTERPRISE	3.50	3.50	3.50	2.50	2.50	0%
TOTAL	91.00	92.00	95.50	96.50	97.50	1%

Personnel Summary By Position

Job Class Title	Grade	Min	Midpoint	Max
Town Manager	44	\$130,445	\$150,800	\$171,155
	43	\$124,233	\$143,619	\$163,005
Assistant Town Manager	42	\$118,317	\$136,780	\$155,243
	41	\$112,683	\$130,267	\$147,850
	40	\$107,317	\$124,063	\$140,809
	39	\$102,207	\$118,156	\$134,105
Finance Director	38	\$97,340	\$112,529	\$127,719
General Services Director	38	\$97,340	\$112,529	\$127,719
Public Works Director	38	\$97,340	\$112,529	\$127,719
	37	\$92,705	\$107,171	\$121,636
Assistant Public Works Director/Assistant Town Engineer	36	\$88,290	\$102,067	\$115,844
Town Engineer	36	\$88,290	\$102,067	\$115,844
Community Services Director	35	\$84,086	\$97,207	\$110,328
Development Services Director	35	\$84,086	\$97,207	\$110,328
Human Resources Director	35	\$84,086	\$97,207	\$110,328
Presiding Magistrate	35	\$84,086	\$97,207	\$110,328
Protem Judge	35	\$84,086	\$97,207	\$110,328
Assistant Town Engineer	34	\$80,082	\$92,578	\$105,074
	33	\$76,268	\$88,170	\$100,071
	32	\$72,637	\$83,971	\$95,306
Town Clerk	31	\$69,178	\$79,972	\$90,767
Economic Development Project Manager	31	\$69,178	\$79,972	\$90,767
Library Director	30	\$65,884	\$76,164	\$86,445
	29	\$62,746	\$72,537	\$82,328
Chief Building Official	28	\$59,758	\$69,083	\$78,408
Information Technology Manager	28	\$59,758	\$69,083	\$78,408
Utilities Manager	28	\$59,758	\$69,083	\$78,408
Assistant Community Services Director	27	\$56,913	\$65,793	\$74,674
Customer Service Manager	27	\$56,913	\$65,793	\$74,674
Planner, Senior	27	\$56,913	\$65,793	\$74,674
Public Works Manager	27	\$56,913	\$65,793	\$74,674
Planner	26	\$54,203	\$62,661	\$71,119
Accountant, Senior	25	\$51,621	\$59,677	\$67,732
Planner, Associate	25	\$51,621	\$59,677	\$67,732
Court Administrator	24	\$49,163	\$56,835	\$64,507
Fleet Supervisor	24	\$49,163	\$56,835	\$64,507
Police Civilian Operations Supervisor	24	\$49,163	\$56,835	\$64,507
Public Works Inspector	24	\$49,163	\$56,835	\$64,507
Roads Foreman	24	\$49,163	\$56,835	\$64,507
Utilities Operations Specialist - Wastewater	24	\$49,163	\$56,835	\$64,507
Utilities Operations Specialist - Water	24	\$49,163	\$56,835	\$64,507
Water Resources Associate Planner	24	\$49,163	\$56,835	\$64,507
Building Inspector	23	\$46,822	\$54,128	\$61,434
Human Resources Analyst	23	\$46,822	\$54,128	\$61,434
Library Manager	23	\$46,822	\$54,128	\$61,434
Paralegal	23	\$46,822	\$54,128	\$61,434
Plans Examiner/Inspector	23	\$46,822	\$54,128	\$61,434

Job Class Title	Grade	Min	Midpoint	Max
Information Technology Support Technician, Senior (new)	22	\$44,593	\$51,551	\$58,509
Parks Supervisor	21	\$42,469	\$49,096	\$55,723
Senior Services Administrator	21	\$42,469	\$49,096	\$55,723
Accounting Technician II	20	\$40,447	\$46,758	\$53,069
Code Compliance Officer	20	\$40,447	\$46,758	\$53,069
Information Technology Support Technician	20	\$40,447	\$46,758	\$53,069
Animal Control Officer	19	\$38,521	\$44,532	\$50,542
Customer Service Supervisor	19	\$38,521	\$44,532	\$50,542
Recreation Specialist Aquatics Supervisor	19	\$38,521	\$44,532	\$50,542
Roads Maintenance Worker, Senior	19	\$38,521	\$44,532	\$50,542
Utilities Maintenance Mechanic	19	\$38,521	\$44,532	\$50,542
Utilities Maintenance Technician, Senior	19	\$38,521	\$44,532	\$50,542
Fleet Mechanic / Services Coordinator	19	\$38,521	\$44,532	\$50,542
Administrative GIS Technician	18	\$36,686	\$42,411	\$48,136
Administrative Technician, Senior - Assistant Town Manager	18	\$36,686	\$42,411	\$48,136
Administrative Technician, Senior - Public Works	18	\$36,686	\$42,411	\$48,136
Bailiff	18	\$36,686	\$42,411	\$48,136
Civilian / Training Officer	18	\$36,686	\$42,411	\$48,136
Fleet Mechanic	18	\$36,686	\$42,411	\$48,136
Planning Assistant	18	\$36,686	\$42,411	\$48,136
Permit Technician	18	\$36,686	\$42,411	\$48,136
Property & Evidence/Crime Scene Technician	18	\$36,686	\$42,411	\$48,136
Civilian Officer	17	\$34,939	\$40,392	\$45,844
Court Clerk	17	\$34,939	\$40,392	\$45,844
Deputy Town Clerk/Records Technician	17	\$34,939	\$40,392	\$45,844
Facilities Maintenance Worker, Senior	17	\$34,939	\$40,392	\$45,844
Recreation Lead	17	\$34,939	\$40,392	\$45,844
Animal Control Officer	16	\$33,276	\$38,468	\$43,660
Librarian, Technical Services	16	\$33,276	\$38,468	\$43,660
Librarian, Children's	16	\$33,276	\$38,468	\$43,660
Parks Maintenance Worker, Senior	16	\$33,276	\$38,468	\$43,660
Utilities Maintenance Technician	16	\$33,276	\$38,468	\$43,660
Administrative Technician - Various	15	\$31,691	\$36,636	\$41,582
Administrative Technician, Customer Service	15	\$31,691	\$36,636	\$41,582
Roads Maintenance Worker	15	\$31,691	\$36,636	\$41,582
Facilities Maintenance Worker	14	\$30,182	\$34,892	\$39,601
Lead Range Safety Officer	14	\$30,182	\$34,892	\$39,601
Recreation Coordinator	14	\$30,182	\$34,892	\$39,601
Cook	13	\$28,745	\$33,230	\$37,715
Parks Maintenance Worker	13	\$28,745	\$33,230	\$37,715
Administrative Technician Town Hall PT	12	\$27,376	\$31,648	\$35,920
Library Clerk	12	\$27,376	\$31,648	\$35,920
Adoption Specialist/Shelter Technician	11	\$26,072	\$30,141	\$34,209
Pool Manager	11	\$26,072	\$30,141	\$34,209
Custodian	10	\$24,831	\$28,706	\$32,581
Aquatics Instructor	9	\$23,648	\$27,339	\$31,029
Assistant Cook	9	\$23,648	\$27,339	\$31,029
Cashier	8	\$22,522	\$26,037	\$29,552
Head Life Guard	8	\$22,522	\$26,037	\$29,552
Kitchen Assistant	8	\$22,522	\$26,037	\$29,552
Range Safety Officer	8	\$22,522	\$26,037	\$29,552
Administrative Aide- PT Senior Center	7	\$22,058	\$25,101	\$28,144
Lifeguard	7	\$22,058	\$25,101	\$28,144

Job Family	Position Code	Min	Midpoint	Max
Cadet	PD1	\$44,151	\$51,040	\$57,930
	PD2			
Police Officer	PD3	\$48,677	\$56,272	\$63,867
	PD4			
	PD5			
	PD6			
	PD7			
Sergeant	PD8	\$62,125	\$71,819	\$81,513
	PD9			
	PD10			
	PD11			
LT	PD12	\$75,514	\$87,297	\$99,080
	PD13			
	PD14			
	PD15			
Chief of Police	PD16			
	PD17	\$96,376	\$111,415	\$126,454
	PD18			
	PD19			

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					
	Budget FY 19-20	Budget FY 20-21	Budget FY 21-22	Budget FY 22-23	Budget FY 23 - 24
GENERAL FUND					
CABLE FRANCHISE FEES	55,000	56,000	57,000	58,000	59,000
WATER FRANCHISE FEES	9,500	9,500	10,000	10,000	10,500
GAS FRANCHISE FEES	42,000	43,000	44,000	45,000	46,000
ELECTRIC FRANCHISE FEES	21,500	22,000	22,500	23,000	23,500
TOWN SALES TAX-RETAIL	4,590,000	4,750,000	4,900,000	5,025,000	5,160,000
CONSTRUCTION SALES TAX	475,000	500,000	525,000	550,000	575,000
BED TAX	83,000	84,000	85,000	86,000	87,000
BUILDING PERMITS	350,000	360,000	370,000	380,000	390,000
BUSINESS LICENSES	63,000	64,000	65,000	66,000	67,000
PLAN CHECK FEES	140,000	145,000	150,000	155,000	160,000
SIGN PERMITS	1,500	1,500	1,500	1,500	1,500
ZONING PERMITS	15,000	15,000	15,000	15,000	15,000
GRADING PERMITS	1,000	1,000	1,000	1,000	1,000
P.A.N.T.	5,000	5,000	5,000	5,000	5,000
VEHICLE LICENSE TAX	862,000	889,000	915,000	940,000	970,000
COUNTY LIBRARY FUNDS	102,000	103,000	104,000	105,000	106,000
SENIOR NUTRITION REVENUE	86,000	87,000	88,000	89,000	90,000
BULLET PROOF VEST PARTNERSHIP	2,500	2,500	2,500	2,500	2,500
STATE SHARED SALES TAX	1,230,000	1,266,000	1,304,000	1,343,000	1,383,000
STATE SHARED INCOME TAX	1,549,200	1,596,000	1,643,000	1,692,000	1,742,000
COPIER FEES	500	500	500	500	500
ENGINEERING SERVICES	5,000	5,000	5,000	5,000	5,000
PROGRAM INCOME	1,000	1,000	1,000	1,000	1,000
AQUATIC CENTER ENTRANCE FEES	49,000	50,000	51,000	52,000	53,000
AQUATIC CENTER CONCESSIONS	14,000	14,500	15,000	15,500	16,000
FACILITIES USE/UTILITY REIMBURSE	10,000	10,000	10,000	10,000	10,000
AQUATIC CTR PROGRAM FEES	14,000	14,500	15,000	15,500	16,000
FACILITIES USE-RECREATION	3,500	3,500	3,500	3,500	3,500
FACILITIES USE-SENIOR CENTER	2,000	2,000	2,000	2,000	2,000
FACILITIES USE-AQUATIC CENTER	4,000	4,000	4,000	4,000	4,000
FACILITIES USE-PARKS	5,000	5,000	5,000	5,000	5,000
S/C NUTRITION PROGRAM INCOME	10,000	11,000	12,000	13,000	14,000
POLICE REPORTS	4,500	4,500	5,000	5,000	5,500
ANIMAL CONTROL FEES	30,000	30,000	30,000	30,000	30,000
LIBRARY FINES	3,500	4,000	4,000	4,500	4,500
TRAFFIC FINES	140,000	145,000	150,000	155,000	160,000
REIMBURSEMENT COURT ATTORNEY	3,500	3,500	3,500	4,000	4,000
RESTITUTION	1,000	1,000	1,000	1,000	1,000
ADMINISTRATIVE FEES-FINANCE	1,500	1,500	1,500	1,500	1,500
MISCELLANEOUS REVENUE	2,000	2,000	2,000	2,000	2,000
SALE OF FIXED ASSETS	1,000	1,000	1,000	1,000	1,000
SENIOR CTR THRIFT STORE	1,500	1,500	1,500	1,500	1,500
SR CTR PROGRAM INCOME	1,000	1,000	1,000	1,000	1,000
INTEREST INCOME	115,000	120,000	125,000	130,000	135,000
TFRS FROM CAPITAL IMPROVE FUND	400,000	400,000	400,000	400,000	400,000
TOTAL GENERAL FUND	10,505,700	10,835,500	11,157,000	11,455,500	11,771,000
	3%	3%	3%	3%	3%

Town of Chino Valley
Total Revenue Summary

	Budget FY 19-20	Budget FY 20-21	Budget FY 21-22	Budget FY 22-23	Budget FY 23 - 24
HIGHWAY USER REVENUE FUND					
RIGHT-OF-WAY PERMITS	1,000	1,000	1,000	1,000	1,000
DRIVEWAY PERMITS	1,000	1,000	1,000	1,000	1,000
MISCELLANEOUS REVENUE	-	-	-	-	-
INTEREST INCOME	5,000	5,000	5,000	5,000	5,000
HIGHWAY USER REVENUE	1,010,000	1,040,000	1,071,000	1,103,000	1,136,000
SALE OF FIXED ASSETS	-	-	-	-	-
INTERFUND CHARGES					
TRANSFER FROM GENERAL FUND	100,000	125,000	150,000	175,000	200,000
TOTAL HIGHWAY USER REVENUE FUND	1,117,000	1,172,000	1,228,000	1,285,000	1,343,000
	1%	5%	5%	5%	5%
CDBG GRANT					
CDBG GRANTS	325,000			350,000	
	325,000	-	-	350,000	-
WATER ENTERPRISE FUND					
WATER SERVICE FEES	485,000	499,000	514,000	529,000	545,000
WATER SYSTEM BUY-IN FEES	175,000	175,000	175,000	175,000	175,000
WATER METER FEES	20,000	20,000	20,000	20,000	20,000
SALE OF FIXED ASSETS	-	-	-	-	-
MISCELLANEOUS REVENUE	34,000	10,000	10,000	10,000	10,000
WIFA RESERVE FUNDS	260,000				
WATER SYSTEM AQ BOND PROCEEDS	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
TFRS FROM CAPT. IMPROVEMENT FUND	-	-	-	-	-
TOTAL WATER ENTERPRISE FUND	2,974,000	2,704,000	2,719,000	2,734,000	2,750,000
	297%	-9%	1%	1%	1%
CAPITAL IMPROVEMENT FUND					
1% TPT REVENUES-RETAIL/OTHER	1,468,000	1,497,000	1,527,000	1,557,000	1,588,000
1% CONSTRUCTION TPT REVENUES	150,000	155,000	160,000	165,000	170,000
1% BED TAX REVENUES	26,000	27,000	28,000	29,000	30,000
MISC. CAPITAL PROJECTS	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
INTEREST INCOME LGIP	-	-	-	-	-
YAVAPAI COUNTY DRAINAGE DISTRICT	120,000	130,000	140,000	150,000	160,000
LEASE PURCHASE PROCEEDS					
TFRS IN FROM GENERAL FUND	2,000,000				
TFRS IN FROM ROAD IMPACT FEES					
TOTAL CAPITAL IMPROVEMENT FUND	5,764,000	3,809,000	3,855,000	3,901,000	3,948,000
	162%	-34%	1%	1%	1%
SEWER ENTERPRISE FUND					
SEWER SERVICE FEES	1,644,000	1,690,000	1,745,000	1,800,000	1,846,000
SEWER SYSTEM BUY-IN FEES	300,000	310,000	320,000	330,000	340,000
MISCELLANEOUS REVENUE	66,000	67,000	68,000	69,000	70,000
INTEREST INCOME	18,000	18,000	18,000	18,000	18,000
WIFA RESERVE FUNDS	380,000				
BOND PROCEEDS - WIFA	500,000	500,000	500,000	500,000	500,000
TOTAL SEWER ENTERPRISE FUND	2,908,000	2,585,000	2,651,000	2,717,000	2,774,000
	38%	-11%	3%	2%	2%

Town of Chino Valley
Total Revenue Summary

	Budget FY 19-20	Budget FY 20-21	Budget FY 21-22	Budget FY 22-23	Budget FY 23 - 24
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					
TFRS FROM CAPITAL IMPROVE FUND	891,000	956,000	974,000	974,000	977,515
TOTAL DEBT SERVICE FUND	891,000	956,000	974,000	974,000	977,515
	5%	7%	2%	0%	0%
SPECIAL REVENUE FUND - COURT					
COURT IMPROVEMENT FEES	24,000	24,000	24,000	24,000	24,000
COURT COLLECTION FEES	2,400	2,400	2,400	2,400	2,400
INTEREST INCOME-LGIP	1,600	1,700	1,800	1,900	2,000
TOTAL SPECIAL REVENUE FUND	28,000	28,100	28,200	28,300	28,400
	-2%	0%	0%	0%	0%
CAPITAL ASSET REPLACEMENT FUND					
MISCELLANEOUS REVENUE	10,000	10,000	10,000		
INTEREST INCOME LGIP	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL ASSET REPLACEMENT FUND	14,000	14,000	14,000	4,000	4,000
	-88%	0%	0%	-71%	0%
IMPACT FEES					
POLICE IMPACT FEES	-	-	-	-	-
ROADS IMPACT FEES	-	-	-	-	-
INTEREST INCOME LGIP	-	-	-	-	-
TOTAL IMPACT FEE	-	-	-	-	-
SPECIAL REVENUE FUND - PD					
VEHICLE HEARING FEE REVENUE	15,000	15,000	15,000	15,000	15,000
VEHICLE TOWING FEE	20,000	20,000	20,000	20,000	20,000
VEHICLE IMPOUND FEE REVENUE	20,000	20,000	20,000	20,000	20,000
TOTAL SPECIAL REVENUE FUND -PD	55,000	55,000	55,000	55,000	55,000
	120%	0%	0%	0%	0%
LIGHTING IMPROVEMENT DISTRICTS					
CVSLID #1 TAX REVENUES	2,000	2,000	2,000	2,000	2,000
CVSLID #2 TAX REVENUES	1,000	1,000	1,000	1,000	1,000
CVSLID #3A TAX REVENUES	1,000	1,000	1,000	1,000	1,000
TOTAL LIGHTING IMPROVEMENT DISTRICTS	4,000	4,000	4,000	4,000	4,000
TOTAL REVENUE PLUS TRANSFERS, GRANT & DEBT					
	28,085,700	25,662,600	26,185,200	27,007,800	27,154,915
	34%	-9%	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	2019-20 Adopted Budget	2020-21 Projected	2021-22 Projected	2022-23 Projected	2023-24 Projected
GENERAL FUND						
41	PROSECUTOR	126,200	130,700	135,200	139,900	144,600
42	TOWN CLERK	214,000	259,200	215,600	252,900	226,300
43	TOWN MANAGER	418,100	427,900	441,000	448,500	460,600
44	HUMAN RESOURCES	258,200	265,000	272,100	279,800	287,100
45	MUNICIPAL COURT	287,300	295,200	307,700	313,100	322,100
46	FINANCE	455,600	470,200	484,100	498,300	512,800
47	MGMT INFORMATION	307,300	306,400	286,900	307,000	297,800
50	MAYOR AND COUNCIL	51,200	51,600	51,600	51,600	51,600
55	PLANNING	211,300	217,300	223,400	230,200	236,800
56	BUILDING INSPECTION	198,400	204,200	209,900	215,800	221,800
60	POLICE	3,531,700	3,610,100	3,709,800	3,749,300	3,835,000
61	ANIMAL CONTROL	158,100	161,900	165,900	170,300	174,400
63	RECREATION	137,300	132,800	140,300	147,600	154,900
64	LIBRARY	375,200	386,000	397,600	405,300	416,300
66	SENIOR CENTER	354,600	332,200	489,900	348,800	357,000
68	PARKS MAINTENANCE	618,800	562,400	529,800	541,100	552,500
69	AQUATICS CENTER	251,600	286,600	303,200	259,100	265,900
71	FACILITIES MAINTENANCE	772,400	484,000	501,700	510,500	463,500
73	FLEET MAINTENANCE	345,700	305,100	313,100	328,300	337,500
74	ENGINEERING	438,300	421,700	436,100	450,700	447,800
75	CUSTOMER SERVICE	260,100	276,600	293,600	310,900	328,500
95	NON DEPARTMENTAL	3,338,000	1,245,000	1,243,000	1,259,000	1,302,000
TOTAL GENERAL FUND		13,109,400	10,832,100	11,151,500	11,218,000	11,396,800
HIGHWAY USER REVENUE FUND						
278	ROAD MAINTENANCE	1,417,500	1,171,200	1,201,100	1,280,800	1,334,100
CDBG GRANTS						
390	CDBG PROJECTS	325,000	-	-	-	-

Town of Chino Valley						
Total Expenditure Summary by Department						
Description	2019-20 Adopted Budget	2020-21 Projected	2021-22 Projected	2022-23 Projected	2023-24 Projected	
WATER ENTERPRISE FUND						
482 WATER UTILITY OPERATION	846,400	630,100	639,900	641,000	648,600	
495 WATER ENTERPRISE FUND EXPS	2,067,800	2,070,500	2,068,000	2,070,000	2,071,800	
	2,914,200	2,700,600	2,707,900	2,711,000	2,720,400	
CAPITAL IMPROVEMENT FUND						
590 MISC CAPITAL PROJECTS	6,150,000	3,736,000	3,764,000	3,524,000	3,534,000	
SEWER ENTERPRISE FUND						
683 SEWER	1,486,800	1,019,000	1,254,900	1,258,000	965,200	
695 CAP/DEBT CONTINGENCIES	1,399,100	1,400,100	1,389,400	1,388,900	1,388,500	
	2,885,900	2,419,100	2,644,300	2,646,900	2,353,700	
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	891,300	956,500	973,800	978,800	977,500	
SPECIAL REVENUE FUND COURT						
9 SPECIAL REV FUND	58,500	9,600	10,500	10,500	10,500	
CAPITAL ASSET REPLACEMENT						
10 ASSET REPLACEMENT EXPENSES	60,000	10,000	10,000	10,000	10,000	
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	31,370,800	25,384,100	26,012,100	25,929,000	25,886,000	

OFFICIAL BUDGET FORMS

Town of Chino Valley

Fiscal Year 2020

Town of Chino Valley										
Summary Schedule of Estimated Revenues and Expenditures/Expenses										
Fiscal Year 2020										
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	
2019	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	10,146,800	5,245,200	849,100	2,949,000	0	5,335,100	0	24,525,200
2019	Actual Expenditures/Expenses**	E	9,595,700	4,771,900	849,100	1,504,400	0	2,403,900	0	19,125,000
2020	Fund Balance/Net Position at July 1***		7,492,701	1,038,503	455,694	1,450,059		12,872,869		23,309,826
2020	Primary Property Tax Levy	B	0							0
2020	Secondary Property Tax Levy	B								0
2020	Estimated Revenues Other than Property Taxes	C	10,105,700	4,929,000	0	5,778,000		5,882,000		26,694,700
2020	Other Financing Sources	D	0	0	0	0	0	0	0	0
2020	Other Financing (Uses)	D	0	0	0	0	0	0	0	0
2020	Interfund Transfers In	D	400,000	100,000	891,000	2,000,000	0	0	0	3,391,000
2020	Interfund Transfers (Out)	D	2,100,000	0	0	1,291,000	0	0	0	3,391,000
2020	Reduction for Amounts Not Available:									
LESS:	Amounts for Future Debt Retirement:									0
										0
										0
2020	Total Financial Resources Available		15,898,401	6,067,503	1,346,694	7,937,059		18,754,869	0	50,004,526
2020	Budgeted Expenditures/Expenses	E	11,009,400	5,360,000	891,300	4,916,000	0	5,800,100	0	27,976,800
EXPENDITURE LIMITATION COMPARISON							2019	2020		
1. Budgeted expenditures/expenses							\$ 24,525,200	\$ 27,976,800		
2. Add/subtract: estimated net reconciling items										
3. Budgeted expenditures/expenses adjusted for reconciling items							24,525,200	27,976,800		
4. Less: estimated exclusions										
5. Amount subject to the expenditure limitation							\$ 24,525,200	\$ 27,976,800		
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 2020

	2019	2020
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 2020**

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
GENERAL FUND			
Local taxes			
Sales Taxes	\$ 4,611,000	\$ 5,239,792	5,148,000
Franchise Taxes	121,500	127,435	128,000
Licenses and permits			
Building Permits	350,000	285,277	350,000
Business Licenses	60,000	62,166	63,000
Plan Check Fees	150,000	117,911	140,000
Other Licenses and Permits	19,000	15,908	17,500
Intergovernmental			
State Shared Sales Tax	1,117,000	1,104,555	1,230,000
State Shared Income Tax	1,381,000	1,417,468	1,549,200
Vehicle License Tax	784,000	821,699	862,000
Yavapai County Library Funds	102,000	100,066	102,000
Police Dept Grants	7,500	10,120	7,500
Senior Nutrition Grant	75,000	86,086	86,000
Charges for services			
Engineering Fees	5,000	19,262	5,000
Senior Nutrition Program Fees	17,000	10,395	10,000
Facility Use Fees	20,000	25,075	24,500
Police Report Fees	3,500	4,656	4,500
Aquatic Center Fees	73,500	76,232	77,000
Other Charges for Services	10,000	28,237	11,500
Fines and forfeits			
Animal Control Fees	30,000	33,084	30,000
Library Fines	3,500	2,864	3,500
Court Fines and Forfeitures	150,000	138,761	140,000
Interest on investments			
Interest	30,000	116,483	115,000
Contributions			
Sponsorships			
Senior Center Thrift Store	1,500	468	1,500
Miscellaneous			
Other Revenues			
Total General Fund	\$ 9,122,000	\$ 9,844,000	\$ 10,105,700

* 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 2020**

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund			
Highway User Revenue	\$ 899,000	\$ 1,012,000	1,010,000
Interest	1,500	9,195	5,000
Miscellaneous	2,000	5,605	2,000
	<u>\$ 902,500</u>	<u>\$ 1,026,800</u>	<u>\$ 1,017,000</u>
CDBG Grants	\$ 325,000	\$	\$ 325,000
	<u>\$ 325,000</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	\$ 14,900	\$ 28,700	28,000
Special Revenue Fund-PD	55,000	25,000	55,000
Lighting Improvement Districts #1, #2, #3	4,000	4,000	4,000
	<u>\$ 73,900</u>	<u>\$ 57,700</u>	<u>\$ 87,000</u>
Total Special Revenue Funds	<u>\$ 4,801,400</u>	<u>\$ 4,584,500</u>	<u>\$ 4,929,000</u>
CAPITAL PROJECTS FUNDS			
Impact Fee Funds	\$	\$	
Capital Improvements Fund	4,621,900	2,202,800	5,764,000
Replacement Fund	11,000	118,401	14,000
	<u>\$ 4,632,900</u>	<u>\$ 2,321,201</u>	<u>\$ 5,778,000</u>
Total Capital Projects Funds	<u>\$ 4,632,900</u>	<u>\$ 2,321,201</u>	<u>\$ 5,778,000</u>
ENTERPRISE FUNDS			
Water Enterprise Fund	\$ 2,665,600	\$ 749,900	2,974,000
Sewer Enterprise Fund	2,365,000	2,106,000	2,908,000
	<u>\$ 5,030,600</u>	<u>\$ 2,855,900</u>	<u>\$ 5,882,000</u>
Total Enterprise Funds	<u>\$ 5,030,600</u>	<u>\$ 2,855,900</u>	<u>\$ 5,882,000</u>
TOTAL ALL FUNDS	<u>\$ 23,586,900</u>	<u>\$ 19,605,601</u>	<u>\$ 26,694,700</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 2020

<u>FUND</u>	<u>OTHER FINANCING</u> <u>2020</u>		<u>INTERFUND TRANSFERS</u> <u>2020</u>	
	<u>SOURCES</u>	<u><USES></u>	<u>IN</u>	<u><OUT></u>
GENERAL FUND				
Capital Improvement Fund	\$	\$	\$ 400,000	\$
General Fund				2,100,000
Total General Fund	\$	\$	\$ 400,000	\$ 2,100,000
SPECIAL REVENUE FUNDS				
HURF Fund			100,000	
Total Special Revenue Funds	\$	\$	\$ 100,000	
DEBT SERVICE FUNDS				
Capital Improvement Fund	\$	\$	\$ 891,000	\$
Total Debt Service Funds	\$	\$	\$ 891,000	\$
CAPITAL PROJECTS FUNDS				
Capital Improvement Fund	\$	\$	\$ 2,000,000	\$ 1,291,000
Road Impact Fee Fund				
Total Capital Projects Funds	\$	\$	\$ 2,000,000	\$ 1,291,000
ENTERPRISE FUNDS				
Water Enterprise	\$	\$	\$	\$
Total Enterprise Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$ 3,391,000	\$ 3,391,000

**Town of Chino Valley
Expenditures/Expenses by Fund
Fiscal Year 2020**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
GENERAL FUND				
Prosecutor	\$ 119,800	\$	\$ 117,600	\$ 126,200
Town Clerk	247,600		220,000	214,000
Town Manager	383,500		361,300	418,100
Human Resources	252,200		253,300	258,200
Magistrate Court	275,900		277,800	287,300
Finance	372,600		391,400	455,600
Mgmt Info Systems	275,900		264,800	307,300
Mayor & Council	50,200		45,800	51,200
Planning	207,200		202,800	211,300
Building Inspection	193,600		194,300	198,400
Police	3,423,000		3,376,600	3,531,700
Animal Control	124,800		114,800	158,100
Recreation	132,900		111,500	137,300
Library	350,700		332,800	375,200
Senior Center	303,300		297,300	354,600
Parks	491,600		509,000	618,800
Aquatic Center	235,700		233,900	251,600
Facilities Maintenance	508,500		384,200	772,400
Fleet Maintenance	279,100		282,700	345,700
Engineering	373,300		350,000	438,300
Customer Service	295,400		250,300	260,100
Non-Departmental	775,000		631,000	738,000
Contingency	475,000		392,500	500,000
Total General Fund	\$ 10,146,800	\$	\$ 9,595,700	\$ 11,009,400
SPECIAL REVENUE FUNDS				
Highway User Revenue Fund	\$ 1,322,700	\$	\$ 1,198,700	1,417,500
CDBG Grant	325,000			325,000
Miscellaneous Grants Fund	3,500,000		3,500,000	3,500,000
Special Revenue Fund -- Court	38,500		14,200	58,500
Special Revenue Fund -- PD	55,000		55,000	55,000
Lighting Improvement Districts	4,000		4,000	4,000
Total Special Revenue Funds	\$ 5,245,200	\$	\$ 4,771,900	\$ 5,360,000
DEBT SERVICE FUNDS				
Debt Service Fund	\$ 849,100	\$	\$ 849,100	\$ 891,300
Total Debt Service Funds	\$ 849,100	\$	\$ 849,100	\$ 891,300
CAPITAL PROJECTS FUNDS				
Capital Improvements Fund	\$ 2,889,000	\$	\$ 932,000	\$ 4,856,000
Impact Fees Funds			510,600	
Asset Replacement Fund	60,000		61,800	60,000
Total Capital Projects Funds	\$ 2,949,000	\$	\$ 1,504,400	\$ 4,916,000
ENTERPRISE FUNDS				
Water Enterprise Fund	\$ 2,897,400	\$	\$ 674,200	\$ 2,914,200
Sewer Enterprise Fund	2,437,700		1,729,700	2,885,900
Total Enterprise Funds	\$ 5,335,100	\$	\$ 2,403,900	\$ 5,800,100
TOTAL ALL FUNDS	\$ 24,525,200	\$	\$ 19,125,000	\$ 27,976,800

* 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 2020**

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
Prosecutor				
General Fund	\$ 119,800	\$	\$ 117,600	\$ 126,200
Department Total	\$ 119,800	\$	\$ 117,600	\$ 126,200
Town Clerk				
General Fund	\$ 247,600	\$	\$ 220,000	\$ 214,000
Department Total	\$ 247,600	\$	\$ 220,000	\$ 214,000
Town Manager				
General Fund	\$ 383,500	\$	\$ 361,300	\$ 418,100
Department Total	\$ 383,500	\$	\$ 361,300	\$ 418,100
Human Resources				
General Fund	\$ 252,200	\$	\$ 253,300	\$ 258,200
Department Total	\$ 252,200	\$	\$ 253,300	\$ 258,200
Municipal Court				
General Fund	275,900	\$	277,800	287,300
Special Revenue Fund	\$ 38,500	\$	\$ 14,200	\$ 58,500
Department Total	\$ 314,400	\$	\$ 292,000	\$ 345,800
Finance				
General Fund	\$ 372,600	\$	\$ 391,400	\$ 455,600
Department Total	\$ 372,600	\$	\$ 391,400	\$ 455,600
Mgmt Info Systems				
General Fund	\$ 275,900	\$	\$ 264,800	\$ 307,300
Department Total	\$ 275,900	\$	\$ 264,800	\$ 307,300
Mayor and Council				
General Fund	\$ 50,200	\$	45,800	51,200
Department Total	\$ 50,200	\$	\$ 45,800	\$ 51,200
Planning				
General Fund	\$ 207,200	\$	202,800	211,300
Department Total	\$ 207,200	\$	\$ 202,800	\$ 211,300
Building Inspection				
General Fund	\$ 193,600	\$	194,300	198,400
Department Total	\$ 193,600	\$	\$ 194,300	\$ 198,400
Police				
General Fund	3,423,000	\$	3,376,600	3,531,700
Special Revenue Fund	55,000	\$	55,000	55,000
Department Total	\$ 3,478,000	\$	\$ 3,431,600	\$ 3,586,700
Animal Control				
General Fund	\$ 124,800	\$	114,800	158,100
Department Total	\$ 124,800	\$	\$ 114,800	\$ 158,100
Recreation				
General Fund	\$ 132,900	\$	111,500	137,300
Department Total	\$ 132,900	\$	\$ 111,500	\$ 137,300

**Town of Chino Valley
Expenditures/Expenses by Department
Fiscal Year 2020**

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
Library				
General Fund	\$ 350,700	\$	\$ 332,800	\$ 375,200
Department Total	\$ 350,700	\$	\$ 332,800	\$ 375,200
Senior Center				
General Fund	\$ 303,300	\$	\$ 297,300	\$ 354,600
Department Total	\$ 303,300	\$	\$ 297,300	\$ 354,600
Parks Maintenance				
General Fund	\$ 491,600	\$	\$ 509,000	\$ 618,800
Department Total	\$ 491,600	\$	\$ 509,000	\$ 618,800
Aquatics Center				
General Fund	\$ 235,700	\$	\$ 233,900	\$ 251,600
Department Total	\$ 235,700	\$	\$ 233,900	\$ 251,600
Facilities Maintenance				
General Fund	\$ 508,500	\$	\$ 384,200	\$ 772,400
Department Total	\$ 508,500	\$	\$ 384,200	\$ 772,400
Fleet Maintenance				
General Fund	\$ 279,100	\$	\$ 282,700	\$ 345,700
Department Total	\$ 279,100	\$	\$ 282,700	\$ 345,700
Engineering				
General Fund	\$ 373,300	\$	\$ 350,000	\$ 438,300
Department Total	\$ 373,300	\$	\$ 350,000	\$ 438,300
Customer Service				
General Fund	\$ 295,400	\$	\$ 250,300	\$ 260,100
Department Total	\$ 295,400	\$	\$ 250,300	\$ 260,100
Non-Departmental				
General Fund	\$ 1,250,000	\$	\$ 1,023,500	\$ 1,238,000
Debt Service Fund	849,100	\$	849,100	891,300
Capital Improvement Fund	2,889,000	\$	1,442,600	4,856,000
Grant Fund	3,500,000	\$	3,500,000	3,500,000
CDBG Grant	325,000	\$	\$	325,000
Asset Replacement Fund	60,000	\$	61,800	60,000
Department Total	\$ 8,873,100	\$	\$ 6,877,000	\$ 10,870,300
Water Utilities				
Water Enterprise Fund	\$ 2,897,400	\$	\$ 674,200	\$ 2,914,200
Department Total	\$ 2,897,400	\$	\$ 674,200	\$ 2,914,200
Sewer Utilities				
Sewer Enterprise Fund	\$ 2,437,700	\$	\$ 1,729,700	\$ 2,885,900
Department Total	\$ 2,437,700	\$	\$ 1,729,700	\$ 2,885,900
Roads				
HURF	\$ 1,322,700	\$	\$ 1,198,700	\$ 1,417,500
Department Total	\$ 1,322,700	\$	\$ 1,198,700	\$ 1,417,500
Street Lighting Improvement District				
SLID Fund	\$ 4,000	\$	\$ 4,000	\$ 4,000
Department Total	\$ 4,000	\$	\$ 4,000	\$ 4,000
TOTAL ALL DEPARTMENTS	\$ 24,525,200	\$	\$ 19,125,000	\$ 27,976,800

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

Town of Chino Valley
Full-Time Employees and Personnel Compensation
Fiscal Year 2020

FUND	Full-Time Equivalent (FTE) 2020	Employee Salaries and Hourly Costs 2020	Retirement Costs 2020	Healthcare Costs 2020	Other Benefit Costs 2020	Total Estimated Personnel Compensation 2020
GENERAL FUND	85.0	\$ 4,908,699	\$ ^f 938,843	\$ 825,038	\$ ^f 464,820	= 7,137,400
SPECIAL REVENUE FUNDS						
Highway User Revenue	7.0	\$ 312,317	\$ 37,821	\$ 51,661	\$ ^f 47,601	= 449,400
Total Special Revenue Funds	7.0	\$ 312,317	\$ 37,821	\$ 51,661	\$ 47,601	= 449,400
ENTERPRISE FUNDS						
Water Enterprise Fund	2.5	\$ 147,062	\$ 17,809	\$ 22,318	\$ ^f 15,411	= 202,600
Sewer Enterprise Fund	2.5	147,062	17,809	22,318	15,411	202,600
Total Enterprise Funds	5.0	\$ 294,124	\$ 35,618	\$ 44,636	\$ 30,822	= 405,200
TOTAL ALL FUNDS	97.0	\$ 5,515,140	\$ 1,012,282	\$ 921,335	\$ 543,243	= 7,992,000

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	