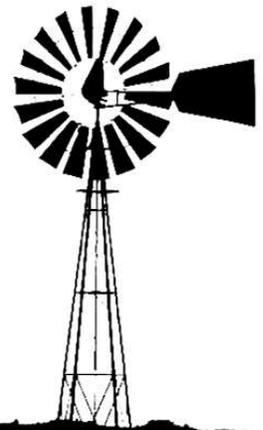




Town of Chino Valley, Arizona



Annual Budget
For Fiscal Year Ending June 30, 2021

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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.

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, 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, Council Member

Lon Turner, Council Member

Annie Lane, Council Member

Cory Mendoza, Council Member

Cloyce Kelly, Council Member

Honorable Mayor, Town Council, Staff and Community:

I am proud to present a balanced budget for the Town of Chino Valley for Fiscal Year 2020-2021. The Town, as an organization, is always an evolving entity adjusting to its environment. We continue to work towards a strong foundation for our community, with sustainable programs, policies, and revenue sources.

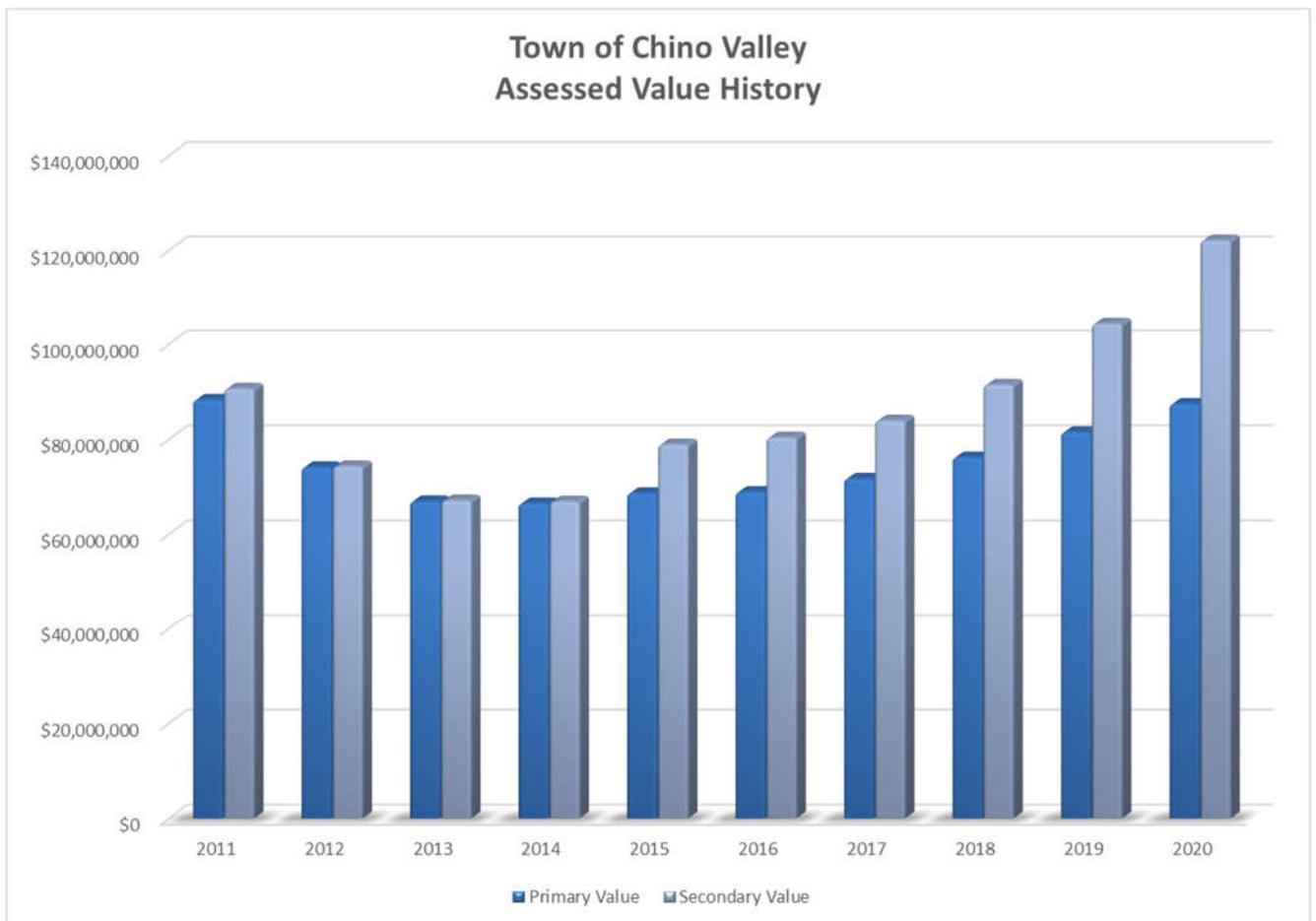
This year's budget will appear fairly similar to last year's budget, as revenues have been optimistic but we retain our conservative and cautious approach to finances. The Town continues to provide more detail in its department budgets, offering opportunities for people to compare our community to others 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. We are funding a water master plan for Old Home Manor in an effort to use our water more responsibly and provide the ability to create some redundancy in our utility system. We will continue to pursue opportunities to extend sewer and water where it makes financial or economic sense within Chino Valley. On the horizon, there are positive changes for Chino's future through wise decisions by our Town Council. A recent agreement with the City of Prescott will provide an opportunity for businesses or landowners along Highway 89 to access Prescott water lines that run parallel to Chino Valley's business corridor. This will allow the Town to focus on its sewer system with commercial customers and the investment they made in the wastewater treatment plant. The Town, celebrating its 50th Anniversary this year will hold a large birthday celebration at Memory Park. Residents attending the celebration will experience some of the positive changes made to the park's amenities, enjoying the new playground area and the new restrooms. Additionally, we are looking at unfunded liability with the Public Safety Retirement System and continuing to pay down our debt there. These decisions, along with others, continue to reinforce the foundation for making our community a great place to live.

With the addition of an Economic Development position over the last year some items at the Business Park at Old Home Manor may begin to take shape. Signage

for the Park, as well as a natural gas line and a few lots prepped with infrastructure, will begin to give potential investors a visual of the potential of the 200-acre future employment center, a priority of the Council set many years ago. As the Council views the entire Old Home Manor area, and works on the bones for a strategic plan, staff will be working on other recreational activities to support or complement existing ones. There is consideration of a privately-run recreational-vehicle (RV) park, offering amenities to our community and to the other uses located there. These investments into Old Home Manor should round out the community by offering recreational, educational, and employment opportunities.

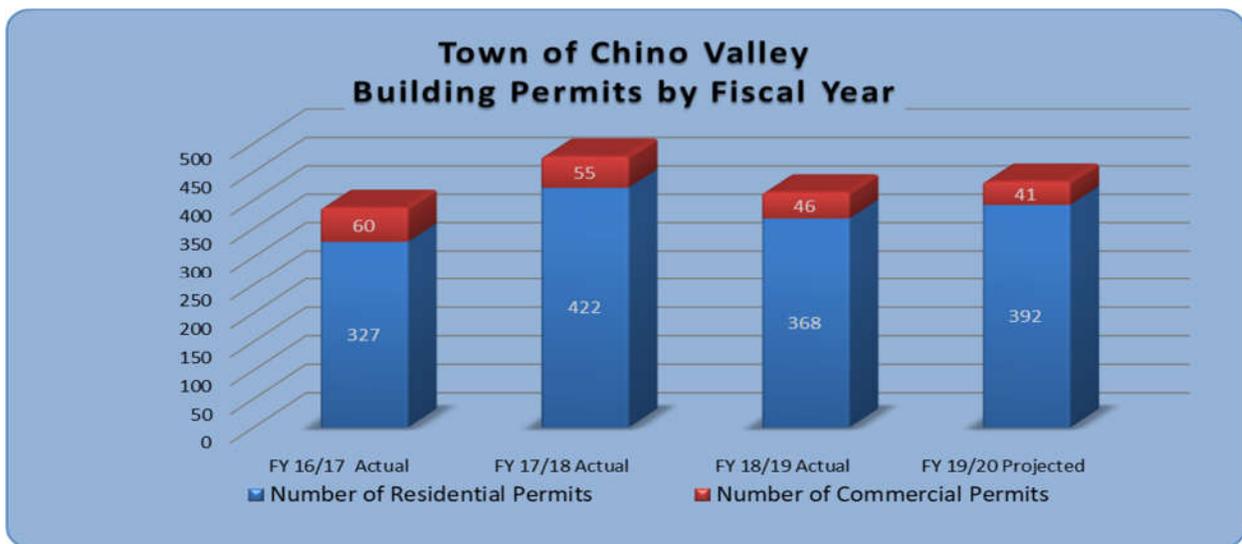
Despite the pandemic, the economy continues to improve, and housing valuations are beginning to climb again, as witnessed by the chart below.



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, and we continue to see developers interested in our community. The Town is hopeful that commercial development will follow the rooftops.

Probably the biggest challenge facing the community is developing a firm funding source for our roads. An election was held this last fiscal year for a proposed property tax to provide a permanent funding source for road maintenance. Although the voters did not support the initiative and it failed, the maintenance of our 150+ miles continue to be a priority of our Council and of the community. Council will use general fund dollars to supplement the road funding while continuing to work with staff and the community on a more permanent, sustainable road funding solution.

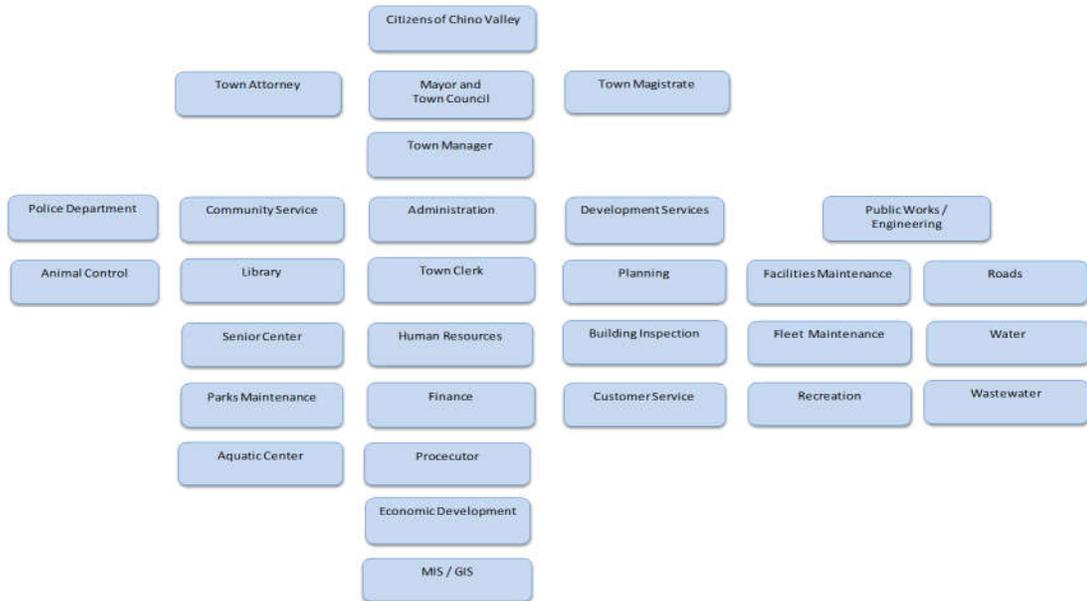


The Town endeavors to be as transparent as possible, utilizing multiple mechanisms for communication. The Public is always invited to Council Meetings where budget, expenditures, land use, and ordinances are discussed and adopted. We have added additional avenues for communication in our efforts of transparency,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

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.”

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.

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*										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Primary Value	\$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	\$87,437,075
% Change	-10%	-16%	-10%	-1%	3%	0%	4%	6%	7%	7%
Secondary Value	\$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	\$122,115,077
% Change	-14%	-18%	-10%	0%	18%	2%	4%	9%	14%	17%

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 2017/2018	Chino Valley 2018/2019	Chino Valley 2019/2020
Town of Chino Valley Primary	City			
Town of Chino Valley Secondary	City			
School Equalization	School	0.4875	0.4741	0.4566
School District Primary	School	4.3974	4.2808	4.1000
School District Secondary	School	0.0000	0.0000	0.0000
Total School District		4.8849	4.7549	4.5566
Fire Dist. Contribution	Fire	0.1000	0.1000	0.1000
Fire Districts	Fire	3.6175	3.5986	3.5732
Total Fire District		3.7175	3.6986	3.6732
Yavapai County	County	1.8395	1.7788	2.0152
Total Yavapai County		1.8395	1.7788	2.0152
Yavapai Community College	College	0.2001	0.1892	0.1525
Yavapai Community College	College	1.7827	1.7584	1.6883
Flood Control District	Flood	0.2346	0.2188	0.2103
YC Library District	Library	0.1815	0.1720	0.1651
Joint Tech. Education District	Education	0.0500	0.0500	0.0500
Total Other Districts		2.4489	2.3884	2.2662
Total All Districts		12.8908	12.6207	12.5112

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, 2021**

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

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.

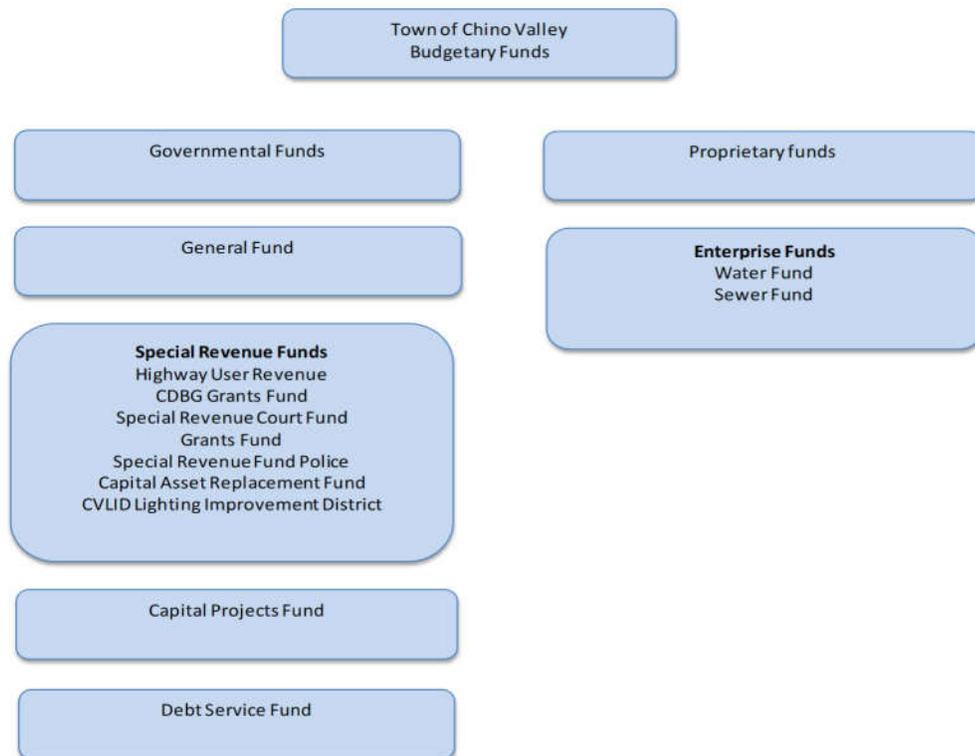
- **General Fund**—The General Fund is the main operating fund of the Town of Chino Valley. It accounts for the majority of the departments within the Town. This fund is used to account for basic governmental services supported mainly by local sales taxes.
- **Special Revenue Funds**—Special Revenue 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

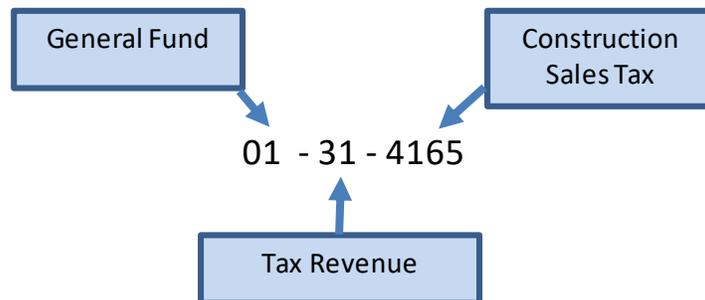
The expenditure account begins with the fund number such as 01 for the General Fund. The account is then segregated into departments for example 60 for the Police Department. Next the accounts are broken down to the Object Code for example 5350 for office supplies.

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 Grants Fund	Modified Accrual	Modified Accrual
Special Revenue Fund - Police	Modified Accrual	Modified Accrual
CVSLID Street Lighting Improvement District	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 2020/2021 Budget \$24,407,900

Major Funds

General Fund \$10,865,500

- 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 \$1,706,000

- Roads and Streets

Utility Fund \$3,581,900

- Water Enterprise Fund
- Sewer Enterprise Fund

Capital Improvement Fund \$3,550,000

Debt Service Fund \$973,000

Non Major Funds

Grants Fund \$3,500,000

Special Revenue Fund Court \$43,500

Special Revenue Fund Police Department \$34,000

Lighting Improvement Districts \$4,000

Asset Replacement Fund \$150,000

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 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 \$150 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 2020/2021. 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.

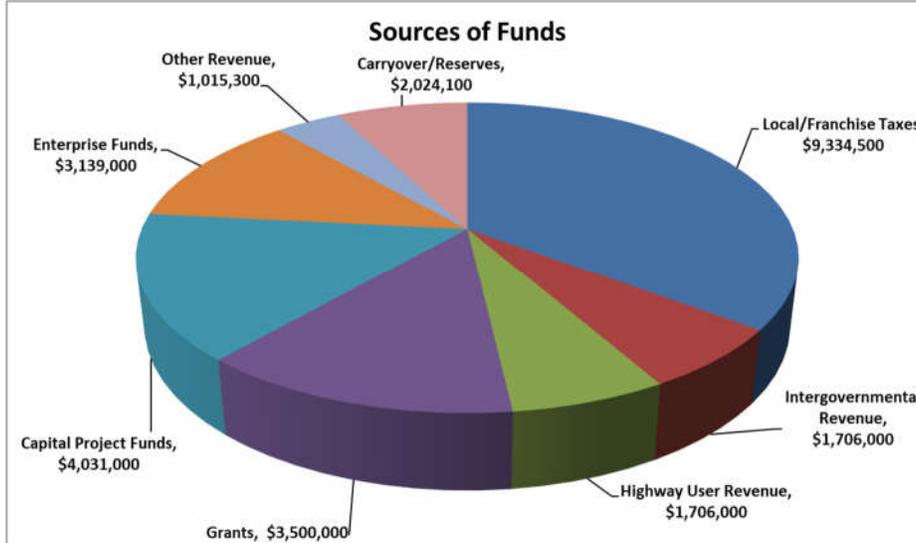
SOURCES AND USES OF FUNDS

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

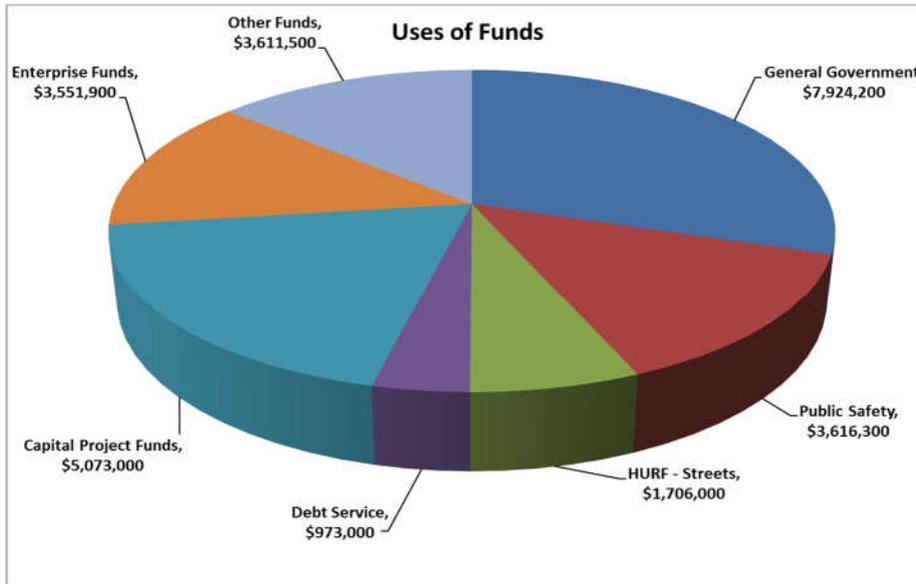
Town of Chino Valley				
Budgeted Total Sources and Uses by Fiscal Year				
	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21
Sources of Funds				
Local/Franchise Taxes	\$ 5,112,000	\$ 5,685,500	\$ 6,164,000	\$ 9,334,500
Intergovernmental Revenue	\$ 3,353,000	\$ 3,466,500	\$ 3,836,700	\$ 1,706,000
Highway User Revenue	\$ 998,000	\$ 977,500	\$ 1,117,000	\$ 1,706,000
Grants	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000
Capital Project Funds	\$ 4,621,900	\$ 4,004,000	\$ 5,264,000	\$ 4,031,000
Enterprise Funds	\$ 5,055,600	\$ 5,279,000	\$ 5,882,000	\$ 3,139,000
Other Revenue	\$ 782,500	\$ 953,900	\$ 1,097,000	\$ 1,015,300
Carryover/Reserves	\$ 1,373,000	\$ 1,982,800	\$ 4,510,100	\$ 2,024,100
Total All Funding Sources	\$ 24,796,000	\$ 25,849,200	\$ 31,370,800	\$ 26,455,900
Uses of Funds				
General Government	\$ 5,901,600	\$ 6,674,000	\$ 8,919,600	\$ 7,924,200
Public Safety	\$ 3,303,300	\$ 3,547,800	\$ 3,689,800	\$ 3,616,300
HURF - Streets	\$ 1,094,900	\$ 1,322,700	\$ 1,417,500	\$ 1,706,000
Debt Service	\$ 698,000	\$ 849,100	\$ 891,300	\$ 973,000
Capital Project Funds	\$ 4,619,500	\$ 4,138,000	\$ 5,650,000	\$ 5,073,000
Enterprise Funds	\$ 4,973,200	\$ 5,335,100	\$ 5,800,100	\$ 3,551,900
Other Funds	\$ 4,205,500	\$ 3,982,500	\$ 5,002,500	\$ 3,611,500
	\$ 24,796,000	\$ 25,849,200	\$ 31,370,800	\$ 26,455,900

The following charts are representations of the Towns revenue and expenditure distribution for fiscal year 2020/2021:

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 2024.

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 6/30/19	23,106,463	7,861,217	771,662	4,214,561	8,207,369	1,048,680	457,683	545,291
Fiscal Year 2019-20								
Revenues	20,427,401	10,856,341	1,405,577	872,333	2,062,385	3,865,741	891,000	474,024
Expenditures	21,018,050	12,689,750	1,439,200	967,000	2,359,300	2,248,800	904,100	409,900
Fund Balance 6/30/20	22,515,814	6,027,807	738,039	4,119,894	7,910,454	2,665,621	444,583	609,415
Fiscal Year 2020-21								
Revenues	24,431,800	11,040,500	1,706,000	784,000	2,355,000	4,017,000	973,000	3,556,300
Expenditures	26,455,900	11,540,500	1,706,000	751,200	2,830,700	4,923,000	973,000	3,731,500
Fund Balance 6/30/21	20,491,714	5,527,807	738,039	4,152,694	7,434,754	1,759,621	444,583	434,215
Fiscal Year 2021-22								
Revenues	24,027,300	11,272,500	1,228,000	800,000	2,100,000	4,079,000	991,500	3,556,300
Expenditures	24,572,200	11,382,500	1,434,900	714,000	2,421,300	4,061,500	991,500	3,566,500
Fund Balance 6/30/22	19,946,814	5,417,807	531,139	4,238,694	7,113,454	1,777,120	444,583	424,015
Fiscal Year 2022-23								
Revenues	24,831,200	11,593,000	1,285,000	816,000	2,146,000	4,146,000	1,298,800	3,546,400
Expenditures	24,463,800	11,391,000	1,400,200	735,700	2,071,800	3,998,800	1,298,800	3,567,500
Fund Balance 6/30/23	20,314,214	5,619,808	415,939	4,318,994	7,187,654	1,924,320	444,583	402,915
Fiscal Year 2023-24								
Revenues	25,699,800	11,921,500	1,343,000	833,000	2,193,000	4,213,000	1,298,800	3,897,500
Expenditures	25,153,400	11,691,900	1,422,400	720,500	2,158,500	3,958,800	1,298,800	3,902,500
Fund Balance 6/30/24	20,860,613	5,849,408	336,539	4,431,494	7,222,154	2,178,520	444,583	397,915

The charts on the following pages detail each of the Town's Major Funds Fund Balance projections from Fiscal Year 2019/2020 through Fiscal Year 2023/2024. 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

GENERAL FUND BALANCE			
TOWN OF CHINO VALLEY			
GENERAL FUND			
	Budget 19-20	Estimate 19-20	Budget FY 20-21
REVENUES			
On Going Revenues	10,105,700	10,456,341	10,640,500
Transfers In - Capital Improvement Fund	400,000	400,000	400,000
Carry Over	-		-
TOTAL REVENUES	\$ 10,505,700	\$ 10,856,341	\$ 11,040,500
EXPENDITURES			
Department Expenditures	10,509,400	10,156,750	10,365,500
Contingencies	500,000	433,000	500,000
Transfer to Capital Improvement Fund	2,000,000	2,000,000	-
Transfers To HURF	100,000	100,000	675,000
TOTAL EXPENDITURES	\$ 13,109,400	\$ 12,689,750	\$ 11,540,500
REVENUES (UNDER) OVER EXPENDITURES	(\$2,603,700)	(\$1,833,409)	(\$500,000)
BEGINNING FUND BALANCE	\$ 7,492,701	\$ 7,861,217	\$ 6,027,808
REVENUES (UNDER) OVER EXPENDITURES	(\$2,603,700)	(\$1,833,409)	(\$500,000)
ENDING FUND BALANCE	\$ 4,889,001	\$ 6,027,808	\$ 5,527,808
LESS INTERFUND LOANS	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL AVAILABLE RESOURCES	\$ 4,389,001	\$ 5,527,808	\$ 5,027,808
Minimum Reserve Requirement @ 25% of total expenditures	3,277,350	3,172,438	2,885,125

The Total Available Resources reflect the current assets available for use less the Interfund Loans.

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

Highway User Funds are restricted and must be used solely for street and highway purposes. At the end of Fiscal Year 2020 the Town is projecting a fund balance of \$738,039. 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 increased the amount of funding from the General Fund from \$100,000 to \$675,000.

CAPITAL IMPROVEMENTS FUND

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

The Capital Improvement Fund anticipates completion of several major projects this fiscal year. The General Fund transferred in \$2,000,000 in FY 2019/2020 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.

WATER ENTERPRISE FUND

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

The Town adopted a five-year water rate plan 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.

SEWER ENTERPRISE FUND

TOWN OF CHINO VALLEY			
SEWER FUND			
	Budget 19-20	Estimate 19-20	Budget FY 20-21
REVENUES			
On Going Revenues	2,028,000	2,062,385	2,055,000
Bond Proceeds - WIFA	500,000	-	-
WIFA Reserve Funds	380,000	-	300,000
TOTAL REVENUES	\$ 2,908,000	\$ 2,062,385	\$ 2,355,000
EXPENDITURES			
Department Expenditures	1,486,800	1,458,400	1,449,600
WIFA Project	500,000	-	500,000
Debt/Contingency	899,100	900,900	881,100
TOTAL EXPENDITURES	\$ 2,885,900	\$ 2,359,300	\$ 2,830,700
REVENUES (UNDER) OVER EXPENDITURES	\$22,100	(\$296,915)	(\$475,700)
BEGINNING FUND BALANCE	\$ 8,609,458	\$ 8,207,369	\$ 7,910,454
REVENUES (UNDER) OVER EXPENDITURES	\$22,100	(\$296,915)	(\$475,700)
ENDING FUND BALANCE	\$ 8,631,558	\$ 7,910,454	\$ 7,434,754
Minimum Reserve Requirement @ 25% of total department expenditures	721,475	589,825	707,675

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 of \$60.00 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 20-21 Public Works	Budget FY 20-21 Customer Service	Net Effect FY 20-21
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 budgeted transfers between funds.

Town of Chino Valley				
Interfund Transfers				
Budget 2020/21				
	Capital Improvement	General Fund	HURF Fund	Debt Service
General Fund To Hurf for Road Materials		\$ (675,000)	\$ 675,000	
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	\$ (973,000)			\$ 973,000
Total Transfer by Fund	\$ (1,373,000)	\$ (275,000)	\$ 675,000	\$ 973,000
Net Transfers In		\$ 400,000	\$ 675,000	\$ 973,000
Net Transfers Out	\$ (1,373,000)	\$ (675,000)		
Total Transfer by Fund	\$ (1,373,000)	\$ (275,000)	\$ 675,000	\$ 973,000

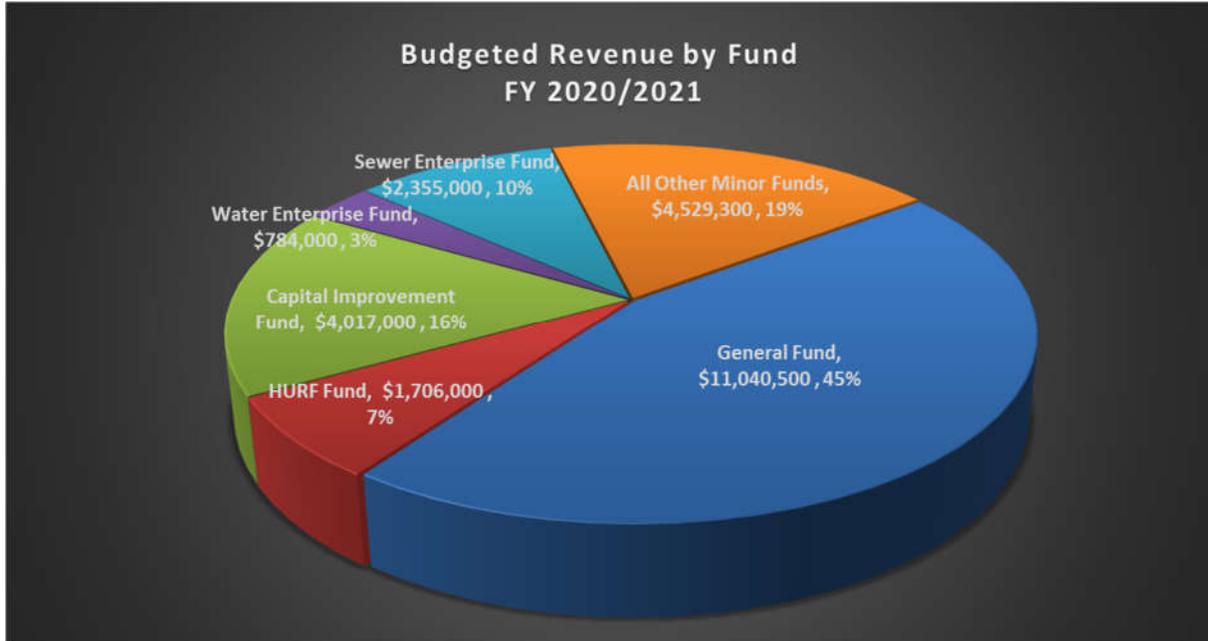
REVENUE

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

FY 2020-21 Budget			
	Governmental Funds	Enterprise Funds	Total
Franchise Fees	\$129,000		\$129,000
Tax Revenues	\$7,529,000		\$7,529,000
Licenses & Permits	\$471,000		\$471,000
Intergovernmental	\$4,785,000		\$4,785,000
Charges for Services	\$136,500		\$136,500
Fines and Forfeitures	\$183,000		\$183,000
Business Type Activities		\$2,839,000	\$2,839,000
Other Sources	\$8,059,300	\$300,000	\$8,359,300
Total	\$21,292,800	\$3,139,000	\$24,431,800

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 and next fiscal year's budget projection.



Total Revenue Summary by Fund

	Budget FY 19-20	Estimate FY 19-20	Budget FY 20-21
General Fund	\$ 10,505,700	\$ 10,856,341	\$ 11,040,500
HURF Fund	\$ 1,117,000	\$ 1,405,577	\$ 1,706,000
Capital Improvement Fund	\$ 5,764,000	\$ 3,865,741	\$ 4,017,000
Water Enterprise Fund	\$ 2,974,000	\$ 872,333	\$ 784,000
Sewer Enterprise Fund	\$ 2,908,000	\$ 2,062,385	\$ 2,355,000
All Other Minor Funds	\$ 4,817,000	\$ 1,365,024	\$ 4,529,300
	\$ 28,085,700	\$ 20,427,401	\$ 24,431,800

REVENUE PROJECTION METHODOLOGY

The Town prepares estimates of current year and future year revenues for 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 19-20	Estimate FY 19-20	Budget FY 20-21
GENERAL FUND			
CABLE FRANCHISE FEES	55,000	53,423	54,000
WATER FRANCHISE FEES	9,500	10,000	10,000
GAS FRANCHISE FEES	42,000	44,904	44,000
ELECTRIC FRANCHISE FEES	21,500	20,470	21,000
TOWN SALES TAX-RETAIL	4,590,000	4,944,818	5,000,000
CONSTRUCTION SALES TAX	475,000	548,090	550,000
BED TAX	83,000	92,326	92,000
BUILDING PERMITS	350,000	265,331	265,000
BUSINESS LICENSES	63,000	57,573	57,500
PLAN CHECK FEES	140,000	124,480	125,000
SIGN PERMITS	1,500	2,100	1,500
ZONING PERMITS	15,000	12,350	12,000
GRADING PERMITS	1,000	5,496	3,000
P.A.N.T.	5,000	6,029	5,000
VEHICLE LICENSE TAX	862,000	880,635	890,000
COUNTY LIBRARY FUNDS	102,000	97,900	98,000
SENIOR NUTRITION REVENUE	86,000	86,300	87,000
BULLET PROOF VEST PARTNERSHIP	2,500	1,200	2,500
STATE SHARED SALES TAX	1,230,000	1,259,361	1,275,000
STATE SHARED INCOME TAX	1,549,200	1,552,200	1,600,000
COPIER FEES	500	335	500
ENGINEERING SERVICES	5,000	-	-
PROGRAM INCOME	1,000	16,432	15,000
AQUATIC CENTER ENTRANCE FEES	49,000	37,900	48,000
AQUATIC CENTER CONCESSIONS	14,000	13,700	15,000
FACILITIES USE/UTILITY REIMBURSE	10,000	13,650	14,000
AQUATIC CTR PROGRAM FEES	14,000	10,400	15,000
FACILITIES USE-RECREATION	3,500	6,325	6,000
FACILITIES USE-SENIOR CENTER	2,000	1,460	2,000
FACILITIES USE-AQUATIC CENTER	4,000	5,366	6,000
FACILITIES USE-PARKS	5,000	3,441	5,000
S/C NUTRITION PROGRAM INCOME	10,000	5,000	5,000

General Fund – Continued

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 19-20	Estimate FY 19-20	Budget FY 20-21
POLICE REPORTS	4,500	4,974	5,000
ANIMAL CONTROL FEES	30,000	25,138	29,000
LIBRARY FINES	3,500	1,871	2,500
TRAFFIC FINES	140,000	108,220	148,000
REIMBURSEMENT COURT ATTORNEY	3,500	915	2,500
RESTITUTION	1,000	750	1,000
ADMINISTRATIVE FEES-FINANCE	1,500	-	-
MISCELLANEOUS REVENUE	2,000	9,000	5,000
SALE OF FIXED ASSETS	1,000	4,093	1,000
SENIOR CTR THRIFT STORE	1,500	500	500
SR CTR PROGRAM INCOME	1,000	300	1,000
INTEREST INCOME	115,000	121,585	121,000
TFRS FROM CAPITAL IMPROVE FUND	400,000	400,000	400,000
TOTAL GENERAL FUND	10,505,700	10,856,341	11,040,500
			5%

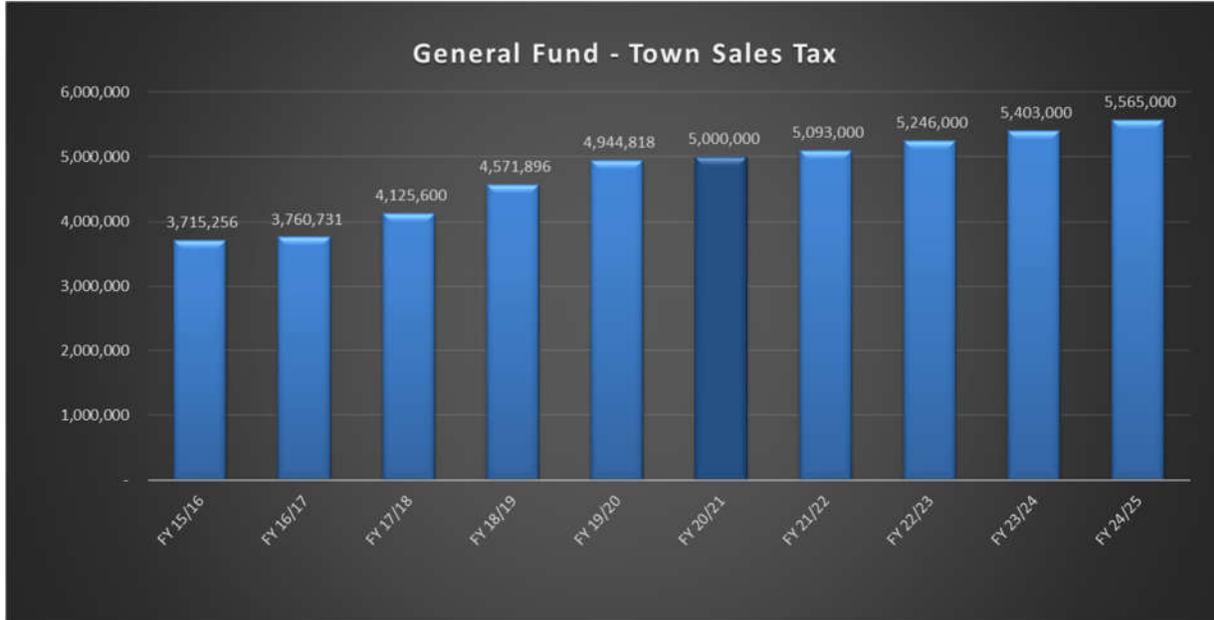
Accounts highlighted in blue represent major revenues and transfers from other funds.

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 5% increase in total General Fund Revenues next fiscal year.

General Fund Revenues have shown steady growth during fiscal year 2020. 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

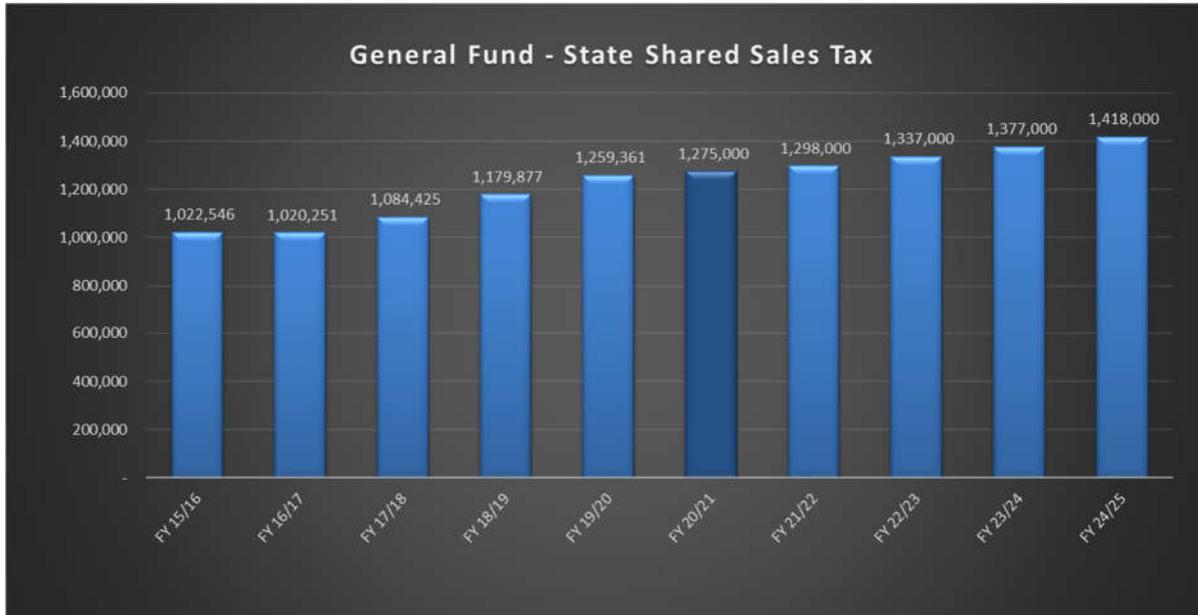
The Town of Chino Valley collects a transaction privilege tax (sales tax) of 4% on the gross receipts of business activities. 1% of the Towns sales tax collected is recorded in the Capital Improvement Fund.



The chart above summarizes the actual Town Sales Tax collections through fiscal year 2020 and the projected collections through fiscal year 2025. Fiscal year 2021 through 2025 are projected to increase at a conservative rate of 3% per year.

STATE SHARED SALES TAX

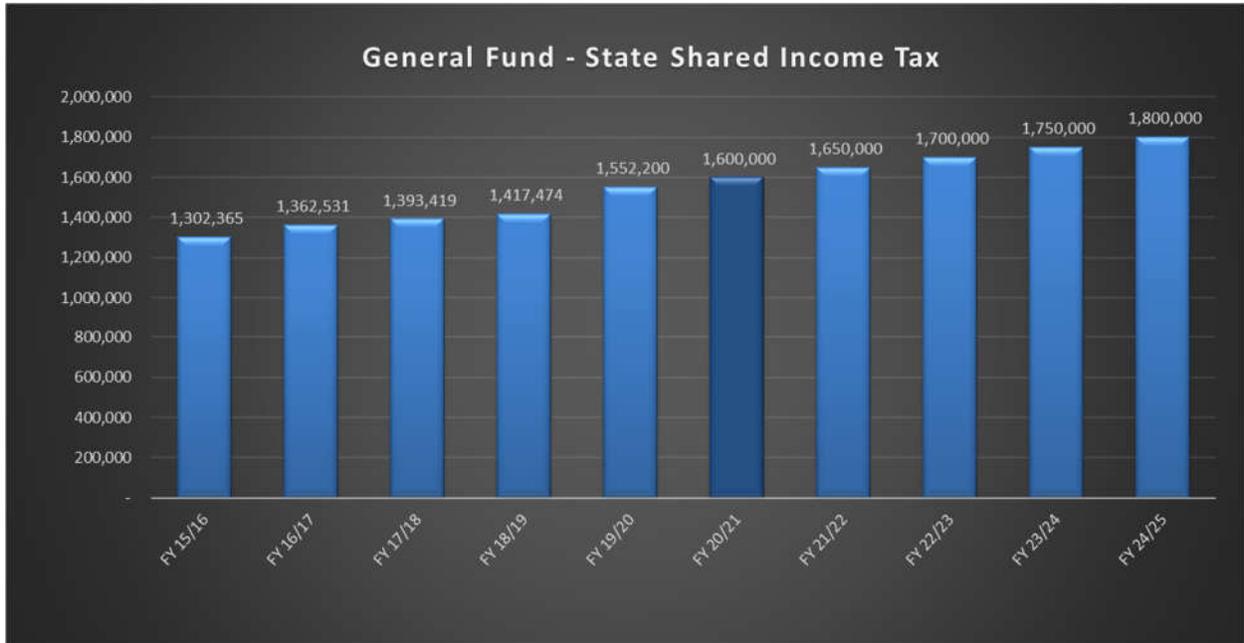
Arizona cities and towns share a portion of the total amount collected from State Sales Tax. The town's portion of the State Sales Tax is based on the relationship of its population to the total population of all cities and towns within the State.



The chart above summarizes the actual State Shared Sales Tax collections through fiscal year 2020 and the projected collections through fiscal year 2025. The fiscal year 2021 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 2025 are projected to increase at a conservative rate of 3% per year.

STATE SHARED INCOME TAX

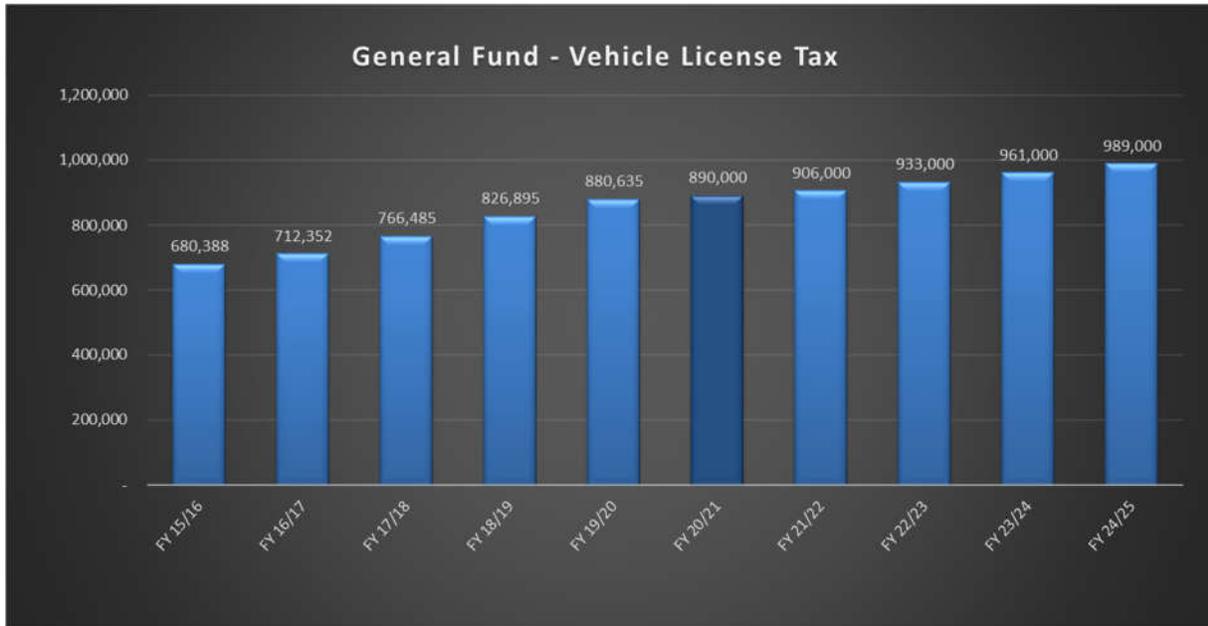
Arizona cities and towns share a portion of the total amount collected from the State Income Tax. A town's portion of the State Income Tax is based on the relationship of its population to the total population of all cities and towns within the state.



The chart above summarizes the actual State Income Tax collections through fiscal year 2020 and the projected collections through fiscal year 2025. The fiscal year 2021 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 2025 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.



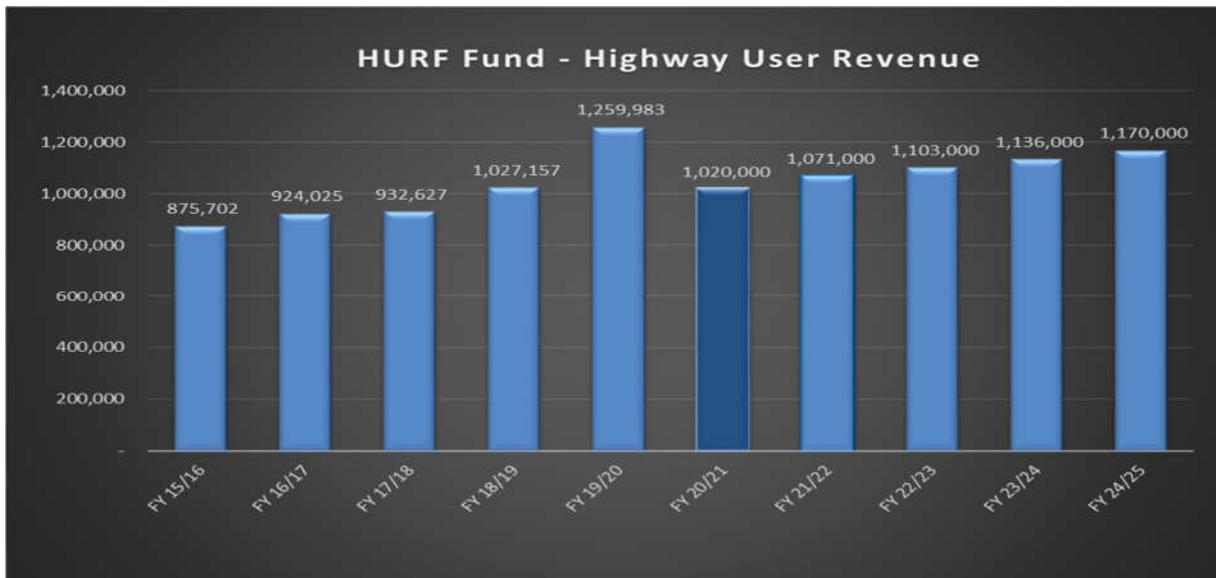
The chart above summarizes the actual Vehicle License Tax collections through fiscal year 2020 and the projected collections through fiscal year 2025. The fiscal year 2021 projection is based on an estimate provided by the League of Arizona Cities and Towns. Fiscal year 2021 through 2025 are projected 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 19-20	Estimate FY 19-20	Budget FY 20-21
HIGHWAY USER REVENUE FUND			
RIGHT-OF-WAY PERMITS	1,000	699	1,000
DRIVEWAY PERMITS	1,000	1,320	1,000
MISCELLANEOUS REVENUE	-	10,187	-
INTEREST INCOME	5,000	7,742	5,000
HIGHWAY USER REVENUE	1,010,000	1,259,983	1,020,000
SALE OF FIXED ASSETS	-	646	4,000
TRANSFER FROM GENERAL FUND	100,000	125,000	675,000
TOTAL HIGHWAY USER REVENUE FUND	1,117,000	1,405,577	1,706,000
			53%

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 2020 and the projected collections through fiscal year 2025. Fiscal Year 2020 included a one-time distribution of \$198,000. The fiscal year 2021 projection is based on an estimate provided by the League of Arizona Cities and Towns. Fiscal year 2021 through 2025 are projected to increase at a conservative rate of 3% per year.

CAPITAL IMPROVEMENT FUNDS

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 19-20	Estimate FY 19-20	Budget FY 20-21
CAPITAL IMPROVEMENT FUND			
1% TPT REVENUES-RETAIL/OTHER	1,468,000	1,652,189	1,675,000
1% CONSTRUCTION TPT REVENUES	150,000	182,769	182,000
1% BED TAX REVENUES	26,000	30,783	30,000
MISC. CAPITAL PROJECTS	2,000,000	2,000,000	2,000,000
YAVAPAI COUNTY DRAINAGE DISTRICT	120,000	-	130,000
TFRS IN FROM GENERAL FUND	2,000,000		
TOTAL CAPITAL IMPROVEMENT FUND	5,764,000	3,865,741	4,017,000
			-30%

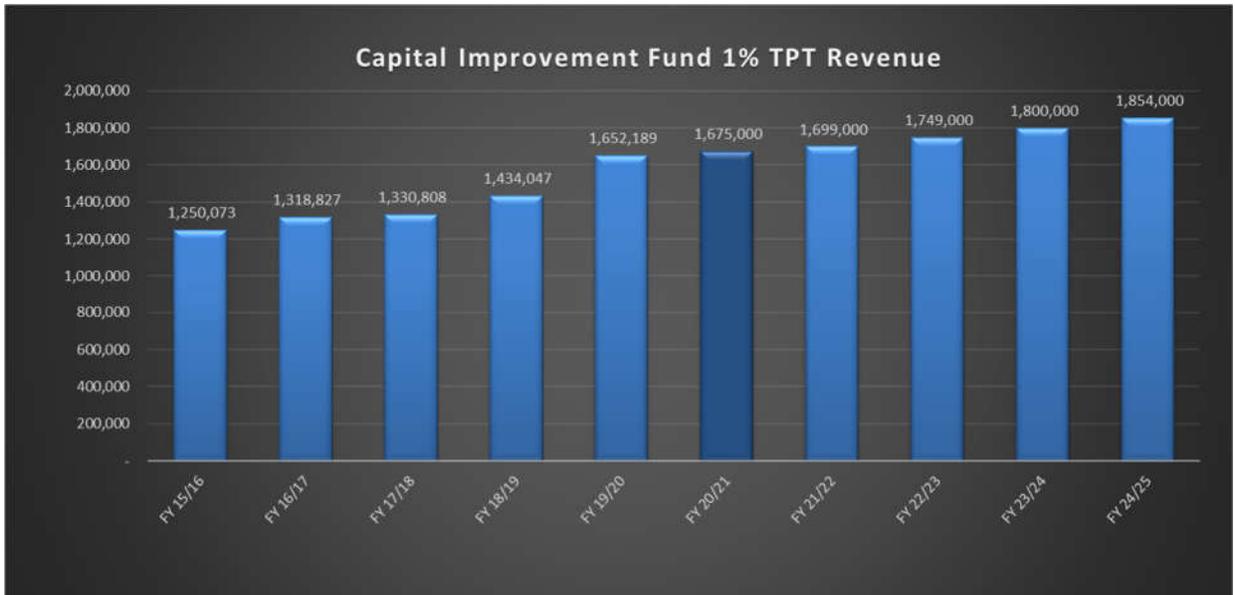
The major on-going revenue for the Capital Improvements Fund is 1% of the Retail Sales Tax. The Town also separates the construction and bed tax portion from the 1%.

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 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 2020 and the projected collections through fiscal year 2025. Fiscal year 2021 through 2025 taxes are projected to increase at conservative rate of 2% per year.

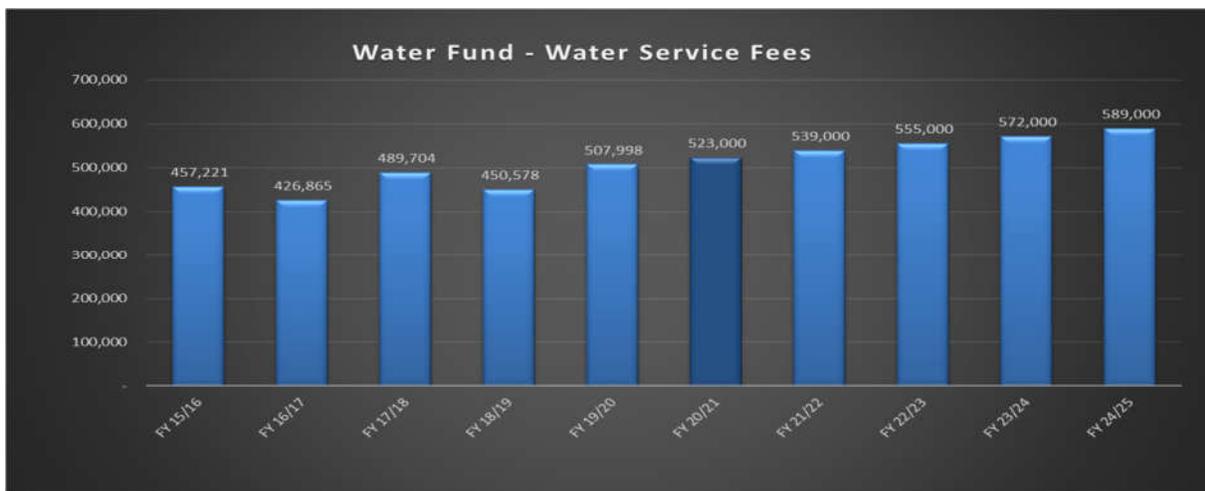
ENTERPRISE FUNDS – WATER

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 19-20	Estimate FY 19-20	Budget FY 20-21
WATER ENTERPRISE FUND			
WATER SERVICE FEES	485,000	507,998	523,000
WATER SYSTEM BUY-IN FEES	175,000	296,546	200,000
WATER METER FEES	20,000	31,686	25,000
MISCELLANEOUS REVENUE	34,000	36,103	36,000
WIFA RESERVE FUNDS	260,000		
WATER SYSTEM AQ BOND PROCEEDS	2,000,000		
TOTAL WATER ENTERPRISE FUND	2,974,000	872,333	784,000
			-74%

Water Enterprise Fund Revenues reflect the effects of the adopted five-year rate increase in Fiscal Year 2017/2018. Water rates increased by approximately 3% per year through Fiscal Year 2022.

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 2020 and the projected collections through fiscal year 2025. Fiscal year 2020 through 2025 are projected to increase based on minimal new customer growth.

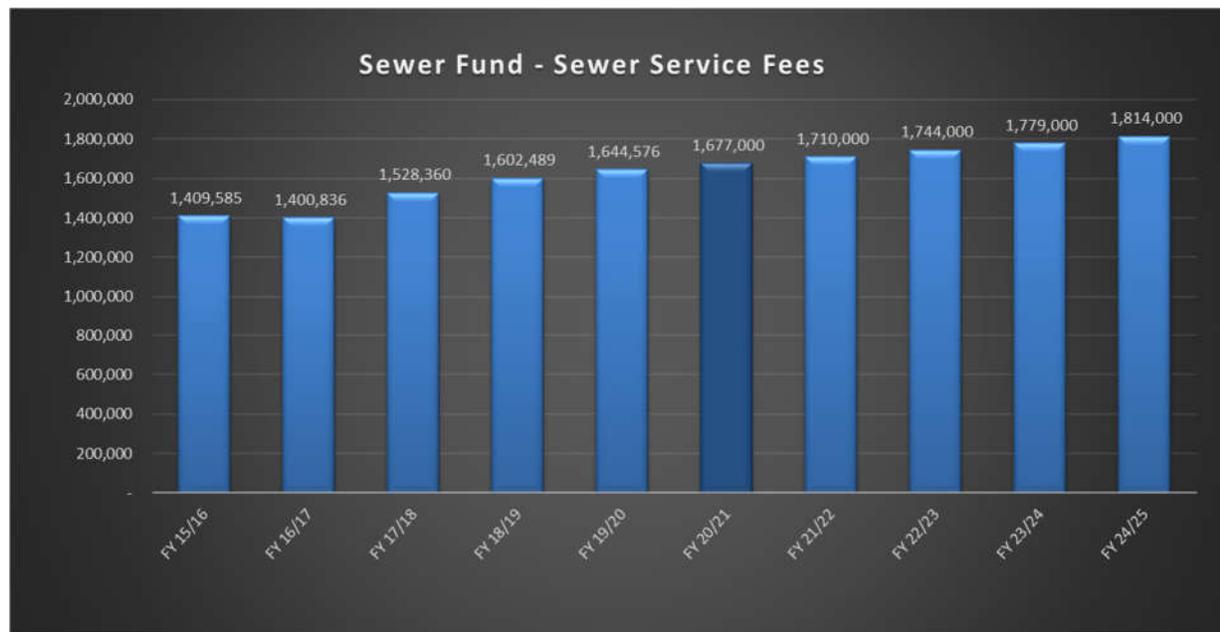
ENTERPRISE FUNDS – SEWER

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 19-20	Estimate FY 19-20	Budget FY 20-21
SEWER ENTERPRISE FUND			
SEWER SERVICE FEES	1,644,000	1,644,576	1,677,000
SEWER SYSTEM BUY-IN FEES	300,000	341,050	300,000
MISCELLANEOUS REVENUE	66,000	58,892	60,000
INTEREST INCOME	18,000	17,867	18,000
WIFA RESERVE FUNDS	380,000		
BOND PROCEEDS - WIFA	500,000	-	300,000
TOTAL SEWER ENTERPRISE FUND	2,908,000	2,062,385	2,355,000
			-19%

Sewer Enterprise Fund Revenues reflect the effects of the adopted rate decrease in Fiscal Year 2019/2020. Council has decreased the sewer services fees by 3% each of the last three 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 2020 and the projected collections through fiscal year 2025. Fiscal year 2020 through 2025 are projected to increase based on 3% new customer growth.

DEBT SERVICE FUND

DEBT SERVICE 08				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
DEBT SVC 2010 BONDS - PRINCIPAL	150,000	205,000	280,000	
DEBT SVC 2010 BONDS -- INTEREST	325,700	325,700	317,400	
NATIONAL BANK GADA REFI - PRINCIPAL	320,000	320,000	326,000	
NATIONAL BANK GADA REFI - INTEREST	50,400	50,400	46,400	
POLICE DEPARTMENT BUILDING				
FISCAL AGENT FEES	3,000	3,000	3,200	
TOTAL EXPENDITURES	849,100	904,100	973,000	15%

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.

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 2020 adopted budget, fiscal year 2020 estimate, fiscal year 2021 adopted budget and the % increase/decrease in fiscal year's 2021 budget over fiscal year 2020 budget.

Town of Chino Valley					
Total Expenditure Summary by Department					
	Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
GENERAL FUND					
41	PROSECUTOR	126,200	123,800	127,800	1%
42	TOWN CLERK	214,000	195,100	287,200	34%
43	TOWN MANAGER	418,100	437,100	443,700	6%
44	HUMAN RESOURCES	258,200	244,200	267,200	3%
45	MUNICIPAL COURT	287,300	297,300	318,100	11%
46	FINANCE	455,600	455,600	472,400	4%
47	MGMT INFORMATION	307,300	300,650	314,300	2%
50	MAYOR AND COUNCIL	51,200	40,300	51,200	0%
55	PLANNING	211,300	207,500	260,800	23%
56	BUILDING INSPECTION	198,400	343,900	323,500	63%
60	POLICE	3,531,700	3,515,600	3,449,700	-2%
61	ANIMAL CONTROL	158,100	140,600	166,600	5%
63	RECREATION	137,300	162,600	158,800	16%
64	LIBRARY	375,200	349,500	385,300	3%
66	SENIOR CENTER	354,600	369,800	333,200	-6%
68	PARKS MAINTENANCE	618,800	607,000	580,700	-6%
69	AQUATICS CENTER	251,600	217,100	293,700	17%
71	FACILITIES MAINTENANCE	772,400	687,400	508,100	-34%
73	FLEET MAINTENANCE	345,700	288,900	277,400	-20%
74	ENGINEERING	438,300	438,100	487,000	11%
75	CUSTOMER SERVICE	260,100	112,200	94,200	-64%
95	NON DEPARTMENTAL	3,338,000	3,155,500	1,939,600	-42%
TOTAL GENERAL FUND		13,109,400	12,689,750	11,540,500	-12%

The Town is projecting the General Fund expenditures to end fiscal year 2020 under budget. Overall the General Fund expenditures are projected to decrease 12% over last budget year primarily due to the one-time \$2,000,000 transfer to the Capital Improvement Fund made in fiscal year 2020.

General Fund - Department 41

Michelle Codega
 Paralegal
mcodega@chinoaz.net
 928-636-8004

Mission

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

Program Description

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

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.

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 61,031	\$ 61,000	\$ 62,044	
Benefits	\$ 21,469	\$ 21,500	\$ 22,056	
Services and Supplies	\$ 43,700	\$ 41,300	\$ 43,700	
Total	\$ 126,200	\$ 123,800	\$ 127,800	1%
Number of Employees	1		1	

Narrative

Overall the department is projecting an increase of 1% in next year's budget due to an increase in personnel costs.

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 commissions, boards, committees, 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 the Town's records management program.

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

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 122,111	\$ 116,000	\$ 148,697	
Benefits	\$ 42,689	\$ 37,000	\$ 58,503	
Services and Supplies	\$ 49,200	\$ 42,100	\$ 80,000	
Total	\$ 214,000	\$ 195,100	\$ 287,200	34%
Number of Employees	2		2.5	

Narrative

Personnel and Benefits are up due to filling a projected vacant position early in order to train the new employee. Services and Supplies additional costs increased due to elections in FY 2021. All other expenses are flat year over year. The department is projecting an increase of 34% in next year's budget.

General Fund – Department 43

Cecilia J. Gritman
 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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 275,759	\$ 279,000	\$ 283,533	
Benefits	\$ 82,841	\$ 87,000	\$ 98,367	
Services and Supplies	\$ 52,900	\$ 64,500	\$ 61,800	
Capital	\$ 6,600	\$ 6,600	\$ -	
Total	\$ 418,100	\$ 437,100	\$ 443,700	6%
Number of Employees	3.25		3.25	

Narrative

Personnel and Benefits is up due filling the Economic Development Director position. Overall the department is projecting an increase of 6%.

General Fund – Department 44

Laura Kyriakakis
 Human Resources Director
HumanResources@chinoaz.net
 928-636-2646

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 152,137	\$ 153,000	\$ 156,572	
Benefits	\$ 40,363	\$ 42,000	\$ 50,728	
Services and Supplies	\$ 65,700	\$ 49,200	\$ 59,900	
Total	\$ 258,200	\$ 244,200	\$ 267,200	3%
Number of Employees	2		2	

Narrative

Overall the department is projecting an increase of 3% with no significant changes in costs.

MUNICIPAL COURT

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 197,730	\$ 210,000	\$ 223,740	
Benefits	\$ 60,970	\$ 60,000	\$ 65,760	
Services and Supplies	\$ 28,600	\$ 27,300	\$ 28,600	
Total	\$ 287,300	\$ 297,300	\$ 318,100	11%
Number of Employees	4.0		4.0	

Narrative

Overall the department is projecting a slight increase of 11% next fiscal year.

General Fund – Department 46

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

Mission

The Chino Valley Finance Department's mission is to administer the financial affairs of the Town through sound financial management practices in order to provide timely, accurate and reliable information to the community.

Program Description

The Finance Department provides the following services for the Town:

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

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 269,935	\$ 270,000	\$ 278,487	
Benefits	\$ 97,265	\$ 97,000	\$ 101,013	
Services and Supplies	\$ 88,400	\$ 88,600	\$ 92,900	
Total	\$ 455,600	\$ 455,600	\$ 472,400	4%
Number of Employees	4		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 4%.

General Fund – Department 47

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

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 112,783	\$ 114,500	\$ 116,314	
Benefits	\$ 47,617	\$ 49,000	\$ 49,486	
Services and Supplies	\$ 146,900	\$ 137,150	\$ 148,500	
Capital	\$ -	\$ -	\$ -	
Total	\$ 307,300	\$ 300,650	\$ 314,300	2%
Number of Employees	2.0		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 2%.

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 27,600	\$ 23,200	\$ 27,600	
Benefits	\$ 2,600	\$ 2,100	\$ 2,600	
Services and Supplies	\$ 21,000	\$ 15,000	\$ 21,000	
Total	\$ 51,200	\$ 40,300	\$ 51,200	0%

Narrative

Overall the department expenses are flat with the prior fiscal year.

General Fund – Department 55

Josh Cook
 Development Services Director
jcook@chinoaz.net
 928-636-4427

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.

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 146,148	\$ 146,000	\$ 181,768	
Benefits	\$ 52,252	\$ 50,000	\$ 67,832	
Services and Supplies	\$ 12,900	\$ 11,500	\$ 11,200	
Total	\$ 211,300	\$ 207,500	\$ 260,800	23%
Number of Employees	2		2.5	

Narrative

Personnel and Benefits are up due to hiring a Development Services Director and adding a ½ time position. Overall the department is projecting an increase of 23%.

General Fund – Department 56

Dan Trout
 Chief Building Official
dtrout@chinoaz.net
 928-636-4427

Mission

The Town of Chino Valley Building and Code Enforcement Division's mission is to provide the public with outstanding customer service through dedication and commitment to excellence throughout the entire process for building and code enforcement.

Program Description

The Building and Code Enforcement 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 2018 International Building, Residential, Mechanical, Plumbing, Fuel Gas, and Energy Codes, as well as the 2017 National Electrical Code. Additionally, to support the health and wellbeing of our citizens and local property values, all code enforcement activity whether it be complaints from our citizens or scheduled proactive inspections throughout the community, is enforced to the standards set forth in the Unified Development Ordinance (UDO) and the Town Code.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 218,144	\$ 218,000	\$ 202,025	
Benefits	\$ 92,456	\$ 90,000	\$ 85,675	
Services and Supplies	\$ 23,100	\$ 15,900	\$ 15,800	
Total	\$ 333,700	\$ 323,900	\$ 303,500	-9%
Number of Employees	2		3.5	

Narrative

Overall the department is projecting a decrease of 9%.

General Fund – Department 60

Chuck Wynn
 Chief of Police
cwynn@chinoaz.net
 928-636-4223

Mission

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

Program Description

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

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

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 1,848,383	\$ 1,881,000	\$ 1,887,718	
Benefits	\$ 1,119,617	\$ 1,052,000	\$ 1,098,582	
Services and Supplies	\$ 393,500	\$ 406,400	\$ 411,400	
Capital	\$ 170,200	\$ 176,200	\$ 52,000	
Total	\$ 3,531,700	\$ 3,515,600	\$ 3,449,700	-2%
Number of Employees	30.5		30.5	

Narrative

Services and Supplies due to an increase in the Yavapai County Sheriffs contract and an overall increase in operating expenses. Overall the department is projecting a decrease of 2%.

General Fund – Department 61

Marilee Easton
 Civilian Operation Supervisor
measton@chinoaz.net
 928-636-2646

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 89,445	\$ 87,600	\$ 94,878	
Benefits	\$ 34,855	\$ 27,000	\$ 34,122	
Services and Supplies	\$ 33,800	\$ 26,000	\$ 32,600	
Interdepartmental/Capital	\$ -	\$ -	\$ 5,000	
Total	\$ 158,100	\$ 140,600	\$ 166,600	5%
Number of Employees	3.0		3.0	

Narrative

Personnel and Benefits are up slightly while Services and Supplies are down. Overall the department is projecting an increase of 5%.

RECREATION

General Fund – Department 63

Scott Bruner
Community Services Director
sbruner@chinoaz.net
928-636-9780

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 51,974	\$ 68,000	\$ 70,231	
Benefits	\$ 21,626	\$ 27,350	\$ 25,869	
Services and Supplies	\$ 53,700	\$ 54,700	\$ 49,700	
Capital	\$ 10,000	\$ 12,600	\$ 13,000	
Total	\$ 137,300	\$ 162,650	\$ 158,800	16%
Number of Employees	1.5		2.0	

Narrative

Personnel and Benefits are up slightly due to moving a half time position from Aquatics. Services and Supplies are down slightly. Fireworks were also budgeted separately this year. Overall the department is projecting an increase of 16%.

General Fund – Department 64

Scott Bruner
 Community Services Director
sbruner@chinoaz.net
 928-636-2687

Mission

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.

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 247,221	\$ 234,000	\$ 258,023	
Benefits	\$ 79,279	\$ 72,000	\$ 85,577	
Services and Supplies	\$ 43,700	\$ 35,100	\$ 41,700	
Capital	\$ 5,000	\$ 8,400	\$ -	
Total	\$ 375,200	\$ 349,500	\$ 385,300	3%
Number of Employees	5.5		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 3%.

SENIOR CENTER

General Fund – Department 66

Cyndi Thomas
 Senior Services Administrator
cthomas@chinoaz.net
 928-636-9114

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.

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 147,322	\$ 156,000	\$ 152,859	
Benefits	\$ 68,978	\$ 69,000	\$ 74,641	
Services and Supplies	\$ 108,300	\$ 105,800	\$ 105,700	
Capital	\$ 30,000	\$ 39,000	\$ -	
Total	\$ 354,600	\$ 369,800	\$ 333,200	-6%
Number of Employees	4.25		4.25	

Narrative

Personnel and Benefits are up slightly while Services and Supplies are down. Overall the department is projecting a decrease of 6%.

General Fund – Department 68

Scott Bruner
 Community Services Director
sbruner@chinoaz.net
 928-636-9780

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 124,868	\$ 125,000	\$ 128,300	
Benefits	\$ 60,232	\$ 60,100	\$ 62,400	
Services and Supplies	\$ 316,500	\$ 304,200	\$ 320,000	
Capital	\$ 117,200	\$ 117,700	\$ 70,000	
Total	\$ 618,800	\$ 607,000	\$ 580,700	-6%
Number of Employees	3		3	

Narrative

Personnel and Benefits and Services and Supplies are up slightly. The department is purchasing several new pieces of equipment. Overall the department is projecting a decrease of 6%.

AQUATIC CENTER

General Fund – Department 69

Scott Bruner
 Community Services Director
sbruner@chinoaz.net
 928-636-9780

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 99,497	\$ 83,500	\$ 86,540	
Benefits	\$ 17,103	\$ 9,000	\$ 8,660	
Services and Supplies	\$ 125,000	\$ 119,600	\$ 128,500	
Capital	\$ 10,000	\$ 5,000	\$ 70,000	
Total	\$ 251,600	\$ 217,100	\$ 293,700	17%
Number of Employees	0.5		0.0	

Narrative

Personnel and Benefits are down slightly due to moving one part-time position to recreation. Personnel now reflects only the seasonal lifeguard expenses. Services and Supplies are up due to increased chemical costs. The department also plans to re plaster the pool. Overall the department expenses are projected to increase by 17%.

FACILITIES MAINTENANCE

General Fund – Department 71

Kenny Tribolet
 Public Works Manager
ktribolet@chinoaz.net
 928-636-7140

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 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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 111,311	\$ 111,000	\$ 114,827	
Benefits	\$ 52,689	\$ 52,500	\$ 54,773	
Services and Supplies	\$ 223,400	\$ 203,400	\$ 218,500	
Capital	\$ 385,000	\$ 320,500	\$ 120,000	
Total	\$ 772,400	\$ 687,400	\$ 508,100	-34%
Number of Employees	3		3	

Narrative

Personnel and Benefits are up slightly. The department plans to build new restrooms at Memory Park, install new flooring in the Public Works building and complete one new roof and replace one HVAC system. Overall the department is projecting a decrease of 34%.

FLEET MAINTENANCE

General Fund – Department 73

Kenny Tribolet
 Public Works Manager
ktribolet@chinoaz.net
 928-636-7140

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 and generators.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 101,752	\$ 89,000	\$ 90,102	
Benefits	\$ 40,948	\$ 24,000	\$ 39,198	
Services and Supplies	\$ 155,000	\$ 132,300	\$ 148,100	
Capital	\$ 48,000	\$ 43,600	\$ -	
Total	\$ 345,700	\$ 288,900	\$ 277,400	-20%
Number of Employees	2		2	

Narrative

Personnel and Benefits are down slightly this fiscal year. The department purchased a new service truck in FY 2019-20. Overall the department is projecting a decrease of 20%.

General Fund – Department 74

Frank Marbury
 Public Works Director
fmarbury@chinoaz.net
 928-636-7140

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 Fund 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. 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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 327,567	\$ 325,000	\$ 332,052	
Benefits	\$ 114,433	\$ 116,000	\$ 117,448	
Services and Supplies	\$ 96,300	\$ 97,100	\$ 137,500	
Interdepartmental/Capital	\$ (100,000)	\$ (100,000)	\$ (100,000)	
Total	\$ 438,300	\$ 438,100	\$ 487,000	11%
Number of Employees	4		4	

Narrative

Overhead related to the Water and Sewer Enterprise funds will be allocated to those 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 11%.

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 coordinate the personnel from Planning, Building, Public Works, Business License, 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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 175,980	\$ 190,355	\$ 174,488	
Benefits	\$ 78,420	\$ 80,000	\$ 78,212	
Services and Supplies	\$ 25,400	\$ 31,800	\$ 31,500	
Interdepartmental/Capital	\$ (190,000)	\$ (190,000)	\$ (190,000)	
Total	\$ 89,800	\$ 112,155	\$ 94,200	5%
Number of Employees	6		4	

Narrative

Customer Service provide services to the General Fund Departments and 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 an increase of 5%.

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 and drainage maintenance, grading roads, mowing, trash pickup. The Roads Division also performs tree trimming along Town right of way, repair and replacement of Town signage and light construction of new streets.

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

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 312,317	\$ 310,000	\$ 310,027	
Benefits	\$ 137,083	\$ 146,000	\$ 152,873	
Services and Supplies	\$ 222,800	\$ 122,900	\$ 198,100	
Interdepartmental/Capital	\$ 745,300	\$ 860,300	\$ 1,045,000	
Total	\$ 1,417,500	\$ 1,439,200	\$ 1,706,000	20%
Number of Employees	7		7	

Narrative

Personnel and Benefits are even with last fiscal year. The General Fund increased its annual fund to \$675,000 to enable the department to perform more road maintenance. Overall the department is projecting an increase of 20%.

ENTERPRISE FUNDS

The Town of Chino Valley operates two Enterprise Funds:

The Water Enterprise Fund – The Water Fund has 826 connections a 3% 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 2,101 connections a 5% 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.

Enterprise Fund – Department 04

Mike Bovee
 Utilities Supervisor
mbovee@chinoaz.net
 928-636-6084

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 147,062	\$ 145,000	\$ 151,193	
Benefits	\$ 55,538	\$ 61,000	\$ 57,507	
Services and Supplies	\$ 272,000	\$ 245,400	\$ 263,000	
Interdepartmental/Capital/Contingency	\$ 371,800	\$ 447,800	\$ 209,000	
Debt Service	\$ 67,800	\$ 70,500	\$ 70,500	
Total	\$ 914,200	\$ 969,700	\$ 751,200	-18%
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 completing a new building and installing the Bright Star Well backup generator. Overall the department is projecting a decrease of 18%.

Enterprise Fund – Department 06

Mike Bovee
 Utility Supervisor
mbovee@chinoaz.net
 928-636-6084

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.

Financial Information

Expenditure by Type				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Personnel	\$ 147,062	\$ 145,000	\$ 151,193	
Benefits	\$ 55,538	\$ 61,000	\$ 57,507	
Services and Supplies	\$ 389,400	\$ 379,500	\$ 387,900	
Interdepartmental/Capital/Contingency	\$ 894,800	\$ 874,800	\$ 853,000	
Debt Service	\$ 1,399,000	\$ 899,000	\$ 1,381,100	
Total	\$ 2,885,800	\$ 2,359,300	\$ 2,830,700	-2%
Number of Employees	2.5		2.5	

Narrative

Personnel, Benefits, and Services and Supplies are even with last fiscal year. Capital projects planned for this year include a new building, drying bed construction, design of a flow equalization basin and the installation of a new belt press. The department also budgeted for additional sewer extensions. Overall the department is projecting a decrease of 2%.

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.

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 \$318,600 for fiscal year 2019/2020.

Construction work was completed in July 2019 and consisted of new asphalt pavement within portions of Chino Meadows Unit 5. The total project cost \$444,625. The Town contributed the matching funds of \$126,025.

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, 2020.

GRANTS 07					
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted	2021-22 Projected
COURT GRANTS	25,000	7,756	25,000	25,000	
PLANNING GRANTS	25,000	-	25,000	25,000	
POLICE DEPARTMENT GRANTS	100,000	132,001	100,000	100,000	
RECREATION GRANTS	25,000	2,998	25,000	25,000	
LIBRARY GRANTS	50,000	-	50,000	50,000	
SENIOR CENTER GRANTS	25,000	9,651	25,000	25,000	
PARKS GRANTS	25,000	-	25,000	25,000	
PUBLIC WORKS GRANTS	3,225,000	10,950	3,225,000	3,225,000	
TOTAL GRANTS	3,500,000	163,356	3,500,000	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	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
REVENUES				
COURT IMPROVEMENT FEES	24,000	19,980	22,000	
COURT COLLECTION FEES	2,400	11,021	2,400	
INTEREST INCOME-LGIP	1,600	1,285	1,700	
TOTAL REVENUES	28,000	32,286	26,100	-19%
EXPENDITURES				
COURT COLLECTION EXPENSES	10,000	10,000	10,000	
COURT COLLECTION TO GEN FUND	8,500	8,500	8,500	
COURT IMPROVEMENTS	40,000	40,000	25,000	
TOTAL EXPENDITURES	58,500	58,500	43,500	-26%
NET INC/DEC IN FUND BALANCE	(30,500)	(26,214)	(17,400)	-34%
FUND BALANCE SUMMARY				
COURT IMPROVEMENT FUND				
FUND BALANCE BEGINNING OF YEAR	40,785		20,765	
NET CHANGE DURING YEAR	<u>(20,020)</u>		<u>(3,000)</u>	
FUND BALANCE END OF YEAR	<u>20,765</u>		<u>17,765</u>	-
COURT COLLECTION FUND				
FUND BALANCE BEGINNING OF YEAR	51,794		45,600	
NET CHANGE DURING YEAR	<u>(6,194)</u>		<u>(14,400)</u>	
FUND BALANCE END OF YEAR	<u>45,600</u>		<u>31,200</u>	
TOTAL FUND BALANCE				
FUND BALANCE BEGINNING OF YEAR	92,579		66,365	
NET CHANGE DURING YEAR	<u>(26,214)</u>		<u>(17,400)</u>	
FUND BALANCE END OF YEAR	<u>66,365</u>		<u>48,965</u>	

CAPITAL ASSET REPLACEMENT

Capital Projects Fund 10

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

CAPITAL ASSET REPLACEMENT FUND 10				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
REVENUES				
AARRP DIVIDEND	-		-	
MISCELLANEOUSE INCOME	10,000	104,922	10,000	
INTEREST INCOME-LGIP	4,000	4,141	4,000	
TOTAL REVENUES	14,000	109,063	14,000	0%
EXPENDITURES				
SALES TAX AUDIT EXPENDITURES	10,000		10,000	
CAPITAL ASSET REPLACEMENTS	50,000		50,000	
FORD ESCAPE		22,800		
POLICE CARS			90,000	
TOTAL EXPENDITURES	60,000	22,800	150,000	150%
NET INC/DEC IN FUND BALANCE	(46,000)	86,263	(136,000)	
ENDING FUND BALANCE	329,870	416,133	280,133	-15%

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	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
REVENUES				
VEHICLE IMPOUND HEARING FEE	15,000	2,700	3,000	
VEHICLE IMPOUND TOWING FEE	20,000	3,830	5,000	
VEHICLE IMPOUND FEE REVENUE	20,000	3,545	4,000	
TOTAL REVENUES	55,000	10,075	12,000	-78%
EXPENDITURES				
TOWING EXPENSES	20,000	2,000	2,000	
TRAFFIC RELATED EQUIPMENT	15,000	1,000	1,000	
VEHICLE IMPOUND FEE EXPENSE	20,000	1,000	1,200	
TOTAL EXPENDITURES	55,000	3,000	4,200	-92%
NET INC/DEC IN FUND BALANCE	-	7,075	7,800	14%
ENDING FUND BALANCE	57,137		64,937	-14%

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.

CVSLID 40				
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget	% Change Adopted to Adopted
Total Revenues	4,000	4,000	4,200	5%
CVSLID #1 UTILITIES - ELECTRIC	2,016	2,000	2,000	
CVSLID #2 UTILITIES - ELECTRIC	1,034	1,000	1,000	
CVSLID #3A UTILITIES - ELECTRIC	941	1,000	1,000	
TOTAL EXPENDITURES	3,991	4,000	4,000	0%

FY 2021 CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) for FY 2021 represents a 4.9-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 FUND 05-90			
Description	2019-20 Adopted Budget	2019-20 FY Estimate	2020-21 Adopted Budget
MISC CAPITAL PROJECTS	2,000,000		2,000,000
FUNDED BY YAVAPAI DRAINAGE DISTRICT			
YAVAPAI DRAINAGE PROJECTS	120,000	25,000	130,000
FUNDED BY CARRYOVER			
1 NORTH SIGNAL	80,000		125,000
RURAL ECONOMIC DEVEL GRANT MATCH EPA	69,000		
MEMORY PARK EXPANSION	10,000	1,000	-
OLD HOME MANOR MASTER PLAN	250,000	130,000	135,000
PAVE JEROME JUNCTION	100,000	132,700	
CDBG MATCHING FUNDS	200,000	126,100	
WELCOME TO CHINO VALLEY SIGN	30,000		100,000
IMPACT FEE STUDY			60,000
CAPITAL PROJECTS FROM GENERAL FUND			
PAY OFF LEASE PURCHASE		323,000	
TOWN SIGN PROJECT		80,000	
OLD HOME MANOR IMPROVEMENTS			750,000
RODEO DRIVE IMPROVE. OHM		90,000	
POLICE DEPARTMENT DESIGN		50,000	250,000
TRANSFER TO OTHER FUNDS			
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	891,000	891,000	973,000
TOTAL EXPENDITURES	6,150,000	2,248,800	4,923,000

Capital Improvement Projects Five Year Projection

CAPITAL IMPROVEMENT FUND 05-90					
Description	2020-21 Adopted Budget	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 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	130,000	140,000	150,000	160,000	170,000
FUNDED BY CARRYOVER					
1 NORTH SIGNAL	125,000	-			
OLD 89 MILL/FILL	-	150,000	150,000		
OLD HOME MANOR MASTER PLAN	135,000				
OLD HOME MANOR RECHARGE FACILITY		80,000			
PICKLE BALL COURTS				100,000	
WELCOME TO CHINO VALLEY SIGN	100,000				
IMPACT FEE STUDY	60,000				
CAPITAL PROJECTS FROM GENERAL FUND					
OLD HOME MANOR IMPROVEMENTS	750,000				
POLICE DEPARTMENT DESIGN	250,000	300,000			
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	973,000	991,500	1,298,800	1,298,800	1,299,500
TOTAL EXPENDITURES	4,923,000	4,061,500	3,998,800	3,958,800	3,869,500

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, 2021					
Debt Issue	Date Issued	Original Amount	Outstanding Amount as of June 30, 2020	FY 2021 Principal	FY 2021 Interest
General Government					
National Bank GADA Refi	7/1/2016	\$ 3,346,000	\$ 2,397,000	\$ 326,000	\$ 41,724
US Bank Series 2010	12/15/2010	\$ 7,280,000	\$ 6,925,000	\$ 280,000	\$ 306,238
		\$ 10,626,000	\$ 9,322,000	\$ 606,000	\$ 347,962
Water Enterprise Fund					
US Bank Series 2010	12/15/2010	\$ 745,000	\$ 370,000	\$ 55,000	\$ 15,475
Sewer Enterprise Fund					
WIFA 2007	1/10/2007	\$ 1,580,000	\$ 678,777	\$ 89,236	\$ 16,260
WIFA 2008	1/11/2008	\$ 4,853,000	\$ 2,457,393	\$ 278,178	\$ 61,324
WIFA 2014	12/30/2014	\$ 2,963,671	\$ 2,329,413	\$ 134,602	\$ 44,116
WIFA 2015	11/23/2015	\$ 4,259,646	\$ 3,731,485	\$ 145,503	\$ 84,056
WIFA 2016	11/23/2015	\$ 50,354	\$ 10,282	\$ 10,282	\$ -
WIFA 2017	2/27/2017	\$ 292,659	\$ 257,755	\$ 11,624	\$ 5,919
		\$ 13,999,330	\$ 9,465,105	\$ 669,425	\$ 211,675
Total Town of Chino Valley Debt		\$ 25,370,330	\$ 19,157,105	\$ 1,330,425	\$ 575,112
General Government					
	Payment Date				
National Bank GADA Refi	7/1/2019			326,000	20,862
	2/1/2020	3,346,000	2,397,000	-	20,862
US Bank Series 2010	8/1/2019			280,000	153,119
	2/1/2020	7,280,000	6,925,000	-	153,119
		10,626,000	9,322,000	606,000	347,962
Water Enterprise Fund					
US Bank Series 2010	8/1/2019			55,000	7,738
	2/1/2020	745,000	370,000	-	7,738
Total Water Enterprise		745,000	370,000	55,000	15,475
Sewer Enterprise Fund					
WIFA 2007 910087-07	7/1/2019			89,236	8,130
	1/1/2020	1,580,000	678,777	-	8,130
WIFA 2008 910126-08	7/1/2019			278,179	30,662
	1/1/2020	4,853,000	2,457,393	-	30,662
WIFA 2014 910163-15	7/1/2019			134,602	22,058
	1/1/2020	2,963,671	2,329,413	-	22,058
WIFA 2015 910167-16	7/1/2019			145,503	42,028
	1/1/2020	4,259,646	3,731,485	-	42,028
WIFA 2016 910168-16	7/1/2019			10,282	-
	1/1/2020	50,354	10,282	-	-
WIFA 2017 910171-17	7/1/2019			11,624	2,960
	1/1/2020	292,659	257,755	-	2,959
Total Sewer Enterprise		13,999,330	9,465,105	669,425	211,675
Total Town of Chino Valley Debt		25,370,330	19,157,105	1,330,425	575,112

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 2020/2021 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,	
Secondary Assessed Valuation	<u>\$87,437,075</u>	Secondary Assessed Valuation	<u>\$122,115,077</u>
6% Limitation	<u>\$5,246,225</u>	20% Limitation	<u>\$24,423,015</u>
6% Direct General Obligation Bonds	<u>0</u>	20% Direct General Obligation Bonds	<u>0</u>
Unused 6% Borrowing Capacity	<u><u>\$5,246,225</u></u>	Unused 20% Borrowing Capacity	<u><u>\$24,423,015</u></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
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						
	<u>2,397,000</u>	<u>157,666</u>	<u>2,554,666</u>	<u>6,925,000</u>	<u>2,295,875</u>	<u>9,220,875</u>

	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
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						
	<u>370,000</u>	<u>48,725</u>	<u>418,725</u>	<u>678,777</u>	<u>58,198</u>	<u>736,975</u>

	WIFA Issued 1/11/2008 Original Amount \$4,853,000			WIFA 12/30/2014 Original Amount \$2,963,671		
Fiscal Year	Pincipal	Interest	Total	Pincipal	Interest	Total
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						
	2,457,393	252,095	2,709,488	2,329,413	345,109	2,674,523

	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
2021	145,503	84,056	229,559	10,282	-	10,282
2022	151,323	80,508	231,832			
2023	157,376	76,820	234,196			
2024	163,671	72,983	236,654			
2025	170,218	68,993	239,211			
2026	177,027	64,844	241,870			
2027	184,108	60,528	244,636			
2028	191,472	56,040	247,512			
2029	199,131	51,372	250,503			
2030	207,096	46,518	253,614			
2031	215,380	41,470	256,850			
2032	223,995	36,219	260,214			
2033	232,955	30,759	263,714			
2034	242,273	25,080	267,353			
2035	251,964	19,174	271,138			
2036	262,043	13,031	275,074			
2037	272,524	6,643	279,168			
2038	283,425		283,425			
2039	-	-	-	-	-	-
	3,731,485	835,038	4,566,524	10,282	-	10,282

	WIFA Issued 2/27/17 Original Amount \$327,500			Total Town of Chino Valley Combined Debt Service All Debt Issues		
Fiscal Year	Pincipal	Interest	Total	Pincipal	Interest	Total
2021	11,624	5,919	17,543	1,330,425	575,110	1,905,536
2022	11,904	5,659	17,563	1,374,239	537,827	1,912,067
2023	12,192	5,364	17,556	1,423,917	497,182	1,921,099
2024	12,487	5,062	17,549	1,469,195	454,432	1,923,627
2025	12,788	4,753	17,541	1,512,094	412,819	1,924,912
2026	13,097	4,437	17,534	1,563,632	362,960	1,926,592
2027	13,414	4,113	17,527	1,544,831	315,548	1,860,378
2028	13,738	3,781	17,519	1,517,755	259,161	1,776,916
2029	14,070	3,442	17,512	1,231,032	210,134	1,441,166
2030	14,410	3,093	17,503	1,287,510	158,707	1,446,216
2031	14,758	2,736	17,494	1,339,378	105,113	1,444,491
2032	15,114	2,371	17,485	1,396,651	49,104	1,445,755
2033	15,480	1,998	17,478	419,344	39,836	459,179
2034	15,853	1,614	17,467	432,471	30,268	462,739
2035	16,237	1,222	17,459	446,049	20,396	466,445
2036	16,629	820	17,449	278,672	13,851	292,523
2037	17,031	408	17,439	289,555	7,051	296,606
2038	16,932	-	16,932	300,357	-	300,357
2039	-	-	-	-	-	-
	257,756	56,792	314,548	19,157,106	4,049,499	23,206,605

Employee Benefits

The town employee benefits package consists of the following items:

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 and Telemedicine through Teladoc.

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 2.55% in increased premium costs over the last 10 fiscal years. In fiscal year 20/21 the Trust will be passing along a 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.

Wellness Program

Through the YCT Wellness Program, regular 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 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21
Employee Contribution Rate	11.80%	11.94%	12.04%
Employer Contribution Rate	11.80%	11.94%	12.04%
Total Contribution Rate	23.60%	23.88%	24.08%

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 2018-19		Fiscal Year 2019-20		Fiscal Year 2020-21	
Employee Contribution Rate	Tier 1&2	Tier 3	Tier 1&2	Tier 3	Tier 1&2	Tier 3
	7/20/2011		7/20/2011		7/20/2011	
	11.65%	9.94%	11.65%	9.94%	11.65%	9.94%
	7/1/1968		7/1/1968	7/1/1968		
	7.65%		7.65%	7.65%		
Employer Contribution Rate	Tier 1&2	Tier 3	Tier 1&2	Tier 3	Tier 1&2	Tier 3
	34.82%	32.60%	30.82%	28.57%	30.27%	27.89%
Total Contribution Rate	Tier 1&2	Tier 3	Tier 1&2	Tier 3	Tier 1&2	Tier 3
	7/20/2011		7/20/2011		7/20/2011	
	46.47%	42.54%	42.47%	38.51%	41.92%	37.83%
	7/1/1968		7/1/1968	7/1/1968		
	42.47%		38.47%	37.92%		

PSPRS Defined Contribution Rates are summarized below:

	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21
Employee Contribution Rate	10.51%	10.51%	10.41%
Employer Contribution Rate	33.17%	29.14%	28.36%
Total Contribution Rate	43.68%	39.65%	38.77%

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

Employee Assistance Program (EAP)

The EAP provides counseling and referrals for up to six (6) free behavioral health (mental health and substance abuse) sessions.

Voluntary supplemental insurance

Voluntary insurance is offered at a group discount rate, for various plans, which provide benefits when a policyholder has a qualifying event.

Personnel Summary By Fund

Fiscal Year 2020-21						
Staff Positions by Department with Prior Year Comparisons						
(Excludes temporary and seasonal employees)						
Department/Position	FTE 16-17	FTE 17-18	FTE 18-19	FTE 19-20	FTE 20-21	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	
TOWN CLERK TEMP RECORDS CLERK					0.50	
TOTAL	2.00	2.00	2.00	2.00	2.50	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	1.00	
ASST TOWN MANAGER	1.00	-	-	-	-	
SR ADMINISTRATIVE TECH	0.50	0.75	0.75	0.75	0.75	
ADMINISTRATIVE TECH/IT	0.50	0.50	0.50	0.50	0.50	
TOTAL	3.00	3.25	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	2.00	2.00	2.00	2.00	2.00	
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	1.00	
TOTAL	3.00	3.00	3.00	4.00	4.00	0%
MIS 47						
IT TECHNICIAN	1.00	1.00	1.00	1.00	1.00	
GIS/CAD TECHNICIAN	1.00	-	-	-	-	
ADMINISTRATIVE TECH/IT	0.50	1.00	1.00	1.00	1.00	
TOTAL	2.50	2.00	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	
GIS/CAD TECHNICIAN					0.50	
TOTAL	2.00	2.00	2.00	2.00	2.50	0%
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	
GIS/CAD TECHNICIAN					0.50	
CODE ENFORCEMENT	1.00	-	-	-	1.00	
TOTAL	3.00	2.00	2.00	2.00	3.50	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	15.50	16.00	16.00	16.50	16.50	
TOTAL	24.50	25.00	25.00	25.50	25.50	0%

Fiscal Year 2020-21						
Staff Positions by Department with Prior Year Comparisons						
(Excludes temporary and seasonal employees)						
Department/Position	FTE 16-17	FTE 17-18	FTE 18-19	FTE 19-20	FTE 20-21	Net Change
NON-SWORN STAFF						
CIVILIAN OFFICER	2.00	3.00	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	1.00	
TOTAL	4.00	5.00	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 TECHNICIA	1.00	1.00	1.00	1.00	1.00	
PT ANIMAL CONTROL OFFICER	0.50	0.50	0.50	1.00	1.00	
TOTAL	2.50	2.50	2.50	3.00	3.00	0%
RECREATION 63						
RECREATION COORDINATOR	1.00	1.00	1.00	1.00	1.00	
RECREATION AIDE	0.50	0.50	0.50	0.50	0.50	
TOTAL	1.50	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	1.00	
CATALOGER	1.00	1.00	1.00	1.00	1.00	
PART TIME CIRCULATION	1.00	1.50	1.50	1.50	1.50	
TOTAL	5.00	5.50	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	1.00	1.00	1.00	1.00	1.00	
ASSISTANT COOK	1.50	1.75	1.75	1.75	1.75	
ADMIN ASSISTANT		0.50	0.50	0.50	0.50	
TOTAL	3.50	4.25	4.25	4.25	4.25	0%
PARKS MAINTENANCE 68						
PARKS MAINTENANCE WORKER, SENIOR	2.00	2.00	2.00	2.00	2.00	0%
PARKS MAINTENANCE SUPERVISOR			1.00	1.00	1.00	0%
TOTAL	2.00	2.00	3.00	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	1.00	1.00	1.00	1.00	1.00	0%
TOTAL	3.00	3.00	3.00	3.00	3.00	0%
FLEET MAINTENANCE 73						
FLEET MECHANIC	2.00	2.00	2.00	2.00	2.00	0%
TOTAL	2.00	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	1.00	0%
PW SUPERVISOR	1.00	1.00	1.00	1.00	1.00	0%
ENGINEER	1.00	1.00	1.00	1.00	1.00	0%
TOTAL	4.00	4.00	4.00	4.00	4.00	0%

Fiscal Year 2020-21						
Staff Positions by Department with Prior Year Comparisons						
(Excludes temporary and seasonal employees)						
Department/Position	FTE 16-17	FTE 17-18	FTE 18-19	FTE 19-20	FTE 20-21	Net Change
CUSTOMER SERVICE 75						
CUSTOMER SERVICE SUPERVISOR	1.00	1.00	1.00	1.00	1.00	0%
ADMIN CLERK II	2.00	2.00	2.00	1.00	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	1.00	0%
CODE COMPLIANCE OFFICER		1.00	2.00	2.00	-	0%
TOTAL	4.00	6.00	7.00	6.00	4.00	-14%
ROADS MAINTENANCE 02-78						
PW INSPECTOR	1.00	1.00	1.00	1.00	1.00	0%
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	7.00	7.00	7.00	7.00	7.00	0%
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%
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	-	-	-	
TOTAL	3.50	3.50	2.50	2.50	2.50	0%
TOTAL	92.00	95.50	96.50	97.50	98.00	1%

Personnel Summary By Position

Position Code	Job Class Title	Grade	Min	Midpoint	Max
4301	Tow n Manager	44	\$131,749	\$152,308	\$172,866
		43	\$125,476	\$145,055	\$164,635
4001	Assistant Tow n Manager	42	\$119,500	\$138,148	\$156,795
		41	\$113,810	\$131,569	\$149,328
	Administrative Services Director	40	\$108,390	\$125,304	\$142,217
		39	\$103,229	\$119,337	\$135,446
3802	Finance Director	38	\$98,313	\$113,655	\$128,996
3804	General Services Director	38	\$98,313	\$113,655	\$128,996
3803	Public Works Director	38	\$98,313	\$113,655	\$128,996
		37	\$93,632	\$108,242	\$122,853
	Assistant Public Works Director/Assistant Tow n Engineer	36	\$89,173	\$103,088	\$117,002
	Tow n Engineer	36	\$89,173	\$103,088	\$117,002
3505	Community Services Director	35	\$84,927	\$98,179	\$111,432
3501	Development Services Director	35	\$84,927	\$98,179	\$111,432
3502	Human Resources Director	35	\$84,927	\$98,179	\$111,432
3503	Presiding Magistrate	35	\$84,927	\$98,179	\$111,432
3504	Protom Judge	35	\$84,927	\$98,179	\$111,432
3402	Assistant Tow n Engineer	34	\$80,883	\$93,504	\$106,125
		33	\$77,031	\$89,051	\$101,072
		32	\$73,363	\$84,811	\$96,259
3002	Tow n Clerk	31	\$69,869	\$80,772	\$91,674
2708	Economic Development Project Manager	31	\$69,869	\$80,772	\$91,675
3001	Library Director	30	\$66,542	\$76,926	\$87,309
		29	\$63,374	\$73,263	\$83,151
2701	Chief Building Official	28	\$60,356	\$69,774	\$79,192
2601	Information Technology Manager	28	\$60,356	\$69,774	\$79,192
2705	Utilities Manager	28	\$60,356	\$69,774	\$79,192
2409	Assistant Community Services Director	27	\$57,482	\$66,451	\$75,421
2401	Court Administrator	27	\$57,482	\$66,451	\$75,421
2706	Customer Service Manager	27	\$57,482	\$66,451	\$75,421
2702	Planner, Senior	27	\$57,482	\$66,451	\$75,421
2703	Public Works Manager	27	\$57,482	\$66,451	\$75,421
2502	Planner	26	\$54,745	\$63,287	\$71,830
2407	Accountant, Senior	25	\$52,138	\$60,273	\$68,409
2501	Planner, Associate	25	\$52,138	\$60,273	\$68,409
2403	Fleet Supervisor	24	\$49,655	\$57,403	\$65,152
2405	Police Civilian Operations Supervisor	24	\$49,655	\$57,403	\$65,152
2406	Public Works Inspector	24	\$49,655	\$57,403	\$65,152
2411	Roads Foreman	24	\$49,655	\$57,403	\$65,152
2408	Utilities Operations Specialist - Wastewater	24	\$49,655	\$57,403	\$65,152
2408.2	Utilities Operations Specialist - Water	24	\$49,655	\$57,403	\$65,152
2410	Water Resources Associate Planner	24	\$49,655	\$57,403	\$65,152
2301	Building Inspector	23	\$47,290	\$54,669	\$62,049
2303	Human Resources Analyst	23	\$47,290	\$54,669	\$62,049
2103	Library Manager	23	\$47,290	\$54,669	\$62,049
2101	Paralegal	23	\$47,290	\$54,669	\$62,049
2302	Plans Examiner/Inspector	23	\$47,290	\$54,669	\$62,049

Position Code	Job Class Title	Grade	Min	Midpoint	Max
22	Information Technology Support Technician, Senior (new)	22	\$45,038	\$52,066	\$59,094
	Assistant Planner	22	\$45,039	\$52,067	\$59,094
2104	Parks Supervisor	21	\$42,894	\$49,587	\$56,280
2102	Senior Services Administrator	21	\$42,894	\$49,587	\$56,280
2001	Accounting Technician II	20	\$40,851	\$47,226	\$53,600
2002	Code Compliance Officer	20	\$40,851	\$47,226	\$53,600
1807	Information Technology Support Technician	20	\$40,851	\$47,226	\$53,600
1801	Property & Evidence/Crime Scene Technician	20	\$40,851	\$47,226	\$53,600
1901	Customer Service Supervisor	19	\$38,906	\$44,977	\$51,048
1902	Recreation Specialist Aquatics Supervisor	19	\$38,906	\$44,977	\$51,048
1903	Roads Maintenance Worker, Senior	19	\$38,906	\$44,977	\$51,048
1904	Utilities Maintenance Mechanic	19	\$38,906	\$44,977	\$51,048
1905	Utilities Maintenance Technician, Senior	19	\$38,906	\$44,977	\$51,048
18	Fleet Mechanic / Services Coordinator	19	\$38,906	\$44,977	\$51,048
1808	Administrative GIS Technician	18	\$37,053	\$42,835	\$48,617
1805	Administrative Technician, Senior - Assistant Town Manager	18	\$37,053	\$42,835	\$48,617
1805.2	Administrative Technician, Senior - Public Works	18	\$37,053	\$42,835	\$48,617
1809	Bailiff	18	\$37,053	\$42,835	\$48,617
1800	Civilian / Training Officer	18	\$37,053	\$42,835	\$48,617
1802	Fleet Mechanic	18	\$37,053	\$42,835	\$48,617
1804	Planning Assistant	18	\$37,053	\$42,835	\$48,617
1806	Permit Technician	18	\$37,053	\$42,835	\$48,617
1701	Civilian Officer	17	\$35,289	\$40,796	\$46,302
1702	Court Clerk	17	\$35,289	\$40,796	\$46,302
1703	Deputy Town Clerk/Records Technician	17	\$35,289	\$40,796	\$46,302
1602	Facilities Maintenance Worker, Senior	17	\$35,289	\$40,796	\$46,302
1605	Recreation Lead	17	\$35,289	\$40,796	\$46,302
1300	Animal Control Officer	16	\$33,608	\$38,853	\$44,097
1503	Librarian, Technical Services	16	\$33,608	\$38,853	\$44,097
15	Librarian, Children's	16	\$33,608	\$38,853	\$44,097
1603	Parks Maintenance Worker, Senior	16	\$33,608	\$38,853	\$44,097
1604	Utilities Maintenance Technician	16	\$33,608	\$38,853	\$44,097
1501	Administrative Technician - Various	15	\$32,008	\$37,003	\$41,998
1501.2	Administrative Technician, Customer Service	15	\$32,008	\$37,003	\$41,998
1502	Roads Maintenance Worker	15	\$32,008	\$37,003	\$41,998
1303	Facilities Maintenance Worker	14	\$30,484	\$35,240	\$39,997
	Lead Range Safety Officer	14	\$30,484	\$35,240	\$39,997
1401	Recreation Coordinator	14	\$30,484	\$35,240	\$39,997
1302	Cook	13	\$29,032	\$33,562	\$38,093
1304	Parks Maintenance Worker	13	\$29,032	\$33,562	\$38,093
1202	Administrative Technician Town Hall PT	12	\$27,650	\$31,964	\$36,279
1201	Library Clerk	12	\$27,650	\$31,964	\$36,279
1101	Adoption Specialist/Shelter Technician	11	\$26,333	\$30,442	\$34,551
1102	Pool Manager	11	\$26,333	\$30,442	\$34,551
902	Custodian	10	\$25,210	\$29,058	\$32,906
903	Aquatics Instructor	9	\$24,960	\$27,995	\$31,029
901	Assistant Cook	9	\$24,960	\$27,995	\$31,029
501	Cashier	8	\$24,960	\$27,256	\$29,552
802	Head Life Guard	8	\$24,960	\$27,256	\$29,552
801	Kitchen Assistant	8	\$24,960	\$27,256	\$29,552
	Range Safety Officer	8	\$24,960	\$27,256	\$29,552
702	Administrative Aide- PT Senior Center	7	\$24,960	\$26,552	\$28,144
701	Lifeguard	7	\$24,960	\$26,552	\$28,144

Job Family	Position Code	Min	Midpoint	Max
Cadet	PD1	\$44,593	\$51,551	\$58,509
	PD2			
Police Officer	PD3	\$49,164	\$56,835	\$64,506
	PD4			
	PD5			
	PD6			
	PD7			
Sergeant	PD8			
	PD9	\$65,883	\$76,164	\$86,445
	PD10			
LT	PD11			
	PD12	\$76,269	\$88,170	\$100,071
	PD13			
	PD14			
Chief of Police	PD15			
	PD16			
	PD17	\$97,340	\$112,529	\$127,719
	PD18			
	PD19			
Hourly Rate	Step			
Title	Grade			
Cadet	PD1	\$21.44	\$24.78	\$28.13
	PD2			
Police Officer	PD3	\$23.64	\$27.32	\$31.01
	PD4			
	PD5			
	PD6			
	PD7			
Sergeant	PD8			
	PD9	\$31.67	\$36.62	\$41.56
	PD10			
LT	PD11			
	PD12	\$36.67	\$42.39	\$48.11
	PD13			
	PD14			
Chief of Police	PD15			
	PD16			
	PD17	\$46.80	\$54.10	\$61.40
	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 20-21	Budget FY 21-22	Budget FY 22-23	Budget FY 23 - 24	Budget FY 24 - 25
GENERAL FUND					
CABLE FRANCHISE FEES	54,000	55,000	56,000	57,000	58,000
WATER FRANCHISE FEES	10,000	10,000	10,500	10,500	10,500
GAS FRANCHISE FEES	44,000	45,000	46,000	47,000	48,000
ELECTRIC FRANCHISE FEES	21,000	21,500	22,000	22,500	23,000
TOWN SALES TAX-RETAIL	5,000,000	5,093,000	5,246,000	5,403,000	5,565,000
CONSTRUCTION SALES TAX	550,000	566,000	583,000	600,000	618,000
BED TAX	92,000	95,000	98,000	101,000	104,000
BUILDING PERMITS	265,000	273,000	281,000	289,000	298,000
BUSINESS LICENSES	57,500	58,000	58,500	59,000	59,500
PLAN CHECK FEES	125,000	129,000	133,000	137,000	141,000
SIGN PERMITS	1,500	1,500	1,500	1,500	1,500
ZONING PERMITS	12,000	13,000	14,000	15,000	16,000
GRADING PERMITS	3,000	3,000	3,000	3,000	3,000
P.A.N.T.	5,000	5,000	5,000	5,000	5,000
VEHICLE LICENSE TAX	890,000	906,000	933,000	961,000	989,000
COUNTY LIBRARY FUNDS	98,000	99,000	100,000	101,000	102,000
SENIOR NUTRITION REVENUE	87,000	88,000	89,000	90,000	91,000
BULLET PROOF VEST PARTNERSHIP	2,500	2,500	2,500	2,500	2,500
STATE SHARED SALES TAX	1,275,000	1,298,000	1,337,000	1,377,000	1,418,000
STATE SHARED INCOME TAX	1,600,000	1,650,000	1,700,000	1,750,000	1,800,000
COPIER FEES	500	500	500	500	500
ENGINEERING SERVICES	-	-	-	-	-
PROGRAM INCOME	15,000	16,000	17,000	18,000	19,000
AQUATIC CENTER ENTRANCE FEES	48,000	49,000	50,000	51,000	52,000
AQUATIC CENTER CONCESSIONS	15,000	15,500	16,000	16,500	17,000
FACILITIES USE/UTILITY REIMBURSE	14,000	14,000	14,000	15,000	15,000
AQUATIC CTR PROGRAM FEES	15,000	15,500	16,000	16,500	17,000
FACILITIES USE-RECREATION	6,000	6,500	7,000	7,500	8,000
FACILITIES USE-SENIOR CENTER	2,000	2,000	2,000	2,000	2,000
FACILITIES USE-AQUATIC CENTER	6,000	6,500	7,000	7,500	8,000
FACILITIES USE-PARKS	5,000	5,000	5,000	6,000	6,000
S/C NUTRITION PROGRAM INCOME	5,000	5,000	5,000	5,000	5,000
POLICE REPORTS	5,000	5,000	5,000	5,500	5,500
ANIMAL CONTROL FEES	29,000	30,000	31,000	32,000	33,000
LIBRARY FINES	2,500	2,500	2,500	2,500	2,500
TRAFFIC FINES	148,000	152,000	156,000	160,000	165,000
REIMBURSEMENT COURT ATTORNEY	2,500	2,500	2,500	2,500	2,500
RESTITUTION	1,000	1,000	1,000	1,000	1,000
ADMINISTRATIVE FEES-FINANCE	-	-	-	-	-
MISCELLANEOUS REVENUE	5,000	5,000	5,000	5,000	5,000
SALE OF FIXED ASSETS	1,000	1,000	1,000	1,000	1,000
SENIOR CTR THRIFT STORE	500	500	500	500	500
SR CTR PROGRAM INCOME	1,000	1,000	1,000	1,000	1,000
INTEREST INCOME	121,000	125,000	129,000	133,000	137,000
TFRS FROM CAPITAL IMPROVE FUND	400,000	400,000	400,000	400,000	400,000
TOTAL GENERAL FUND	11,040,500	11,272,500	11,593,000	11,921,500	12,256,500
	5%	2%	3%	3%	3%

Town of Chino Valley
Total Revenue Summary

	Budget FY 20-21	Budget FY 21-22	Budget FY 22-23	Budget FY 23 - 24	Budget FY 24 - 25
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	1,020,000	1,071,000	1,103,000	1,136,000	1,170,000
SALE OF FIXED ASSETS	4,000	-	-	-	-
INTERFUND CHARGES					
TRANSFER FROM GENERAL FUND	675,000	150,000	175,000	200,000	225,000
TOTAL HIGHWAY USER REVENUE FUND	1,706,000	1,228,000	1,285,000	1,343,000	1,402,000
	53%	-28%	5%	5%	4%
CDBG GRANT					
CDBG GRANTS			-	350,000	
	-	-	-	350,000	-
WATER ENTERPRISE FUND					
WATER SERVICE FEES	523,000	539,000	555,000	572,000	589,000
WATER SYSTEM BUY-IN FEES	200,000	200,000	200,000	200,000	200,000
WATER METER FEES	25,000	25,000	25,000	25,000	25,000
SALE OF FIXED ASSETS	-	-	-	-	-
MISCELLANEOUS REVENUE	36,000	36,000	36,000	36,000	36,000
WIFA RESERVE FUNDS					
WATER SYSTEM AQ BOND PROCEEDS					
TFRS FROM CAPT. IMPROVEMENT FUND	-	-	-	-	-
TOTAL WATER ENTERPRISE FUND	784,000	800,000	816,000	833,000	850,000
	-74%	2%	2%	2%	2%
CAPITAL IMPROVEMENT FUND					
1% TPT REVENUES-RETAIL/OTHER	1,675,000	1,699,000	1,749,000	1,800,000	1,854,000
1% CONSTRUCTION TPT REVENUES	182,000	210,000	216,000	222,000	229,000
1% BED TAX REVENUES	30,000	30,000	31,000	31,000	32,000
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	130,000	140,000	150,000	160,000	170,000
LEASE PURCHASE PROCEEDS					
TFRS IN FROM GENERAL FUND					
TFRS IN FROM ROAD IMPACT FEES					
TOTAL CAPITAL IMPROVEMENT FUND	4,017,000	4,079,000	4,146,000	4,213,000	4,285,000
	-30%	2%	2%	2%	2%
SEWER ENTERPRISE FUND					
SEWER SERVICE FEES	1,677,000	1,710,000	1,744,000	1,779,000	1,814,000
SEWER SYSTEM BUY-IN FEES	300,000	310,000	320,000	330,000	340,000
MISCELLANEOUS REVENUE	60,000	62,000	64,000	66,000	68,000
INTEREST INCOME	18,000	18,000	18,000	18,000	18,000
WIFA RESERVE FUNDS					
BOND PROCEEDS - WIFA	300,000	-	-	-	-
TOTAL SEWER ENTERPRISE FUND	2,355,000	2,100,000	2,146,000	2,193,000	2,240,000
	-19%	-11%	2%	2%	2%

Town of Chino Valley
Total Revenue Summary

	Budget FY 20-21	Budget FY 21-22	Budget FY 22-23	Budget FY 23 - 24	Budget FY 24 - 25
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	973,000	991,500	1,298,800	1,298,800	1,299,500
TOTAL DEBT SERVICE FUND	973,000	991,500	1,298,800	1,298,800	1,299,500
	9%	2%	31%	0%	0%
SPECIAL REVENUE FUND - COURT					
COURT IMPROVEMENT FEES	22,000	22,000	22,000	23,000	23,000
COURT COLLECTION FEES	2,400	2,400	2,400	2,400	2,400
INTEREST INCOME-LGIP	1,700	1,800	1,900	2,000	500
TOTAL SPECIAL REVENUE FUND	26,100	26,200	26,300	27,400	25,900
	-7%	0%	0%	4%	-5%
CAPITAL ASSET REPLACEMENT FUND					
MISCELLANEOUS REVENUE	10,000	10,000			
INTEREST INCOME LGIP	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL ASSET REPLACEMENT FU	14,000	14,000	4,000	4,000	4,000
	0%	0%	-71%	0%	0%
SPECIAL REVENUE FUND - PD					
VEHICLE HEARING FEE REVENUE	3,000	3,000	3,000	3,000	3,000
VEHICLE TOWING FEE	5,000	5,000	5,000	5,000	5,000
VEHICLE IMPOUND FEE REVENUE	4,000	4,000	4,000	4,000	4,000
TOTAL SPECIAL REVENUE FUND -PD	12,000	12,000	12,000	12,000	12,000
	-78%	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	1,200	1,100	1,100	1,100	1,100
TOTAL LIGHTING IMPROVEMENT DISTRIC	4,200	4,100	4,100	4,100	4,100
TOTAL REVENUE PLUS TRANSFERS, GRANT & DEBT	24,431,800	24,027,300	24,831,200	25,699,800	25,879,000
	-13%	-2%	3%	3%	1%

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	2020-21 Adopted Budget	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
GENERAL FUND						
	41 PROSECUTOR	127,800	131,300	134,900	138,600	142,400
	42 TOWN CLERK	287,200	265,400	297,900	266,800	311,600
	43 TOWN MANAGER	443,700	461,200	475,100	489,300	503,900
	44 HUMAN RESOURCES	267,200	282,200	289,700	297,900	305,700
	45 MUNICIPAL COURT	318,100	326,900	340,400	346,700	356,700
	46 FINANCE	472,400	488,400	503,600	519,200	535,200
	47 MGMT INFORMATION	314,300	329,700	295,300	345,100	338,000
	50 MAYOR AND COUNCIL	51,200	51,600	51,600	51,600	51,600
	55 PLANNING	260,800	271,800	271,800	279,500	288,100
	56 BUILDING INSPECTION	323,500	348,400	357,300	366,600	376,500
	60 POLICE	3,449,700	3,654,400	3,715,700	3,847,700	3,934,600
	61 ANIMAL CONTROL	166,600	166,700	170,800	175,300	179,600
	63 RECREATION	158,800	156,000	164,100	172,200	180,400
	64 LIBRARY	385,300	403,600	415,700	427,600	440,400
	66 SENIOR CENTER	333,200	497,700	357,700	368,900	379,500
	68 PARKS MAINTENANCE	580,700	568,400	554,000	568,600	581,400
	69 AQUATICS CENTER	293,700	275,600	256,500	261,700	267,800
	71 FACILITIES MAINTENANCE	508,100	494,800	512,600	521,600	499,800
	73 FLEET MAINTENANCE	277,400	292,300	299,900	314,600	323,400
	74 ENGINEERING	487,000	485,600	470,600	441,000	461,800
	75 CUSTOMER SERVICE	94,200	102,800	110,600	119,600	127,900
	95 NON DEPARTMENTAL	1,939,600	1,327,700	1,345,200	1,371,800	1,425,300
	TOTAL GENERAL FUND	11,540,500	11,382,500	11,391,000	11,691,900	12,011,600
HIGHWAY USER REVENUE FUND						
	278 ROAD MAINTENANCE	1,706,000	1,434,900	1,400,200	1,422,400	1,698,700
CDBG GRANTS						
	390 CDBG PROJECTS	-	-	-	350,000	-

WATER ENTERPRISE FUND					
482 WATER UTILITY OPERATION	680,700	644,000	663,900	652,000	669,300
495 WATER ENTERPRISE FUND EX	70,500	70,000	71,800	68,500	70,000
	751,200	714,000	735,700	720,500	739,300
CAPITAL IMPROVEMENT FUND					
590 MISC CAPITAL PROJECTS	4,923,000	4,061,500	3,998,800	3,958,800	3,869,500
SEWER ENTERPRISE FUND					
683 SEWER	1,449,600	1,531,900	1,182,900	1,270,000	905,400
695 CAP/DEBT CONTINGENCIES	1,381,100	889,400	888,900	888,500	888,000
	2,830,700	2,421,300	2,071,800	2,158,500	1,793,400
GRANTS FUND					
7 GRANTS	3,500,000	163,356	3,500,000	3,500,000	3,500,000
DEBT SERVICE FUND					
8 DEBT SERVICE	973,000	991,500	1,298,800	1,298,800	1,299,500
SPECIAL REVENUE FUND COURT					
9 SPECIAL REV FUND	43,500	25,500	26,500	26,500	26,500
CAPITAL ASSET REPLACEMENT					
10 ASSET REPLACEMENT EXPEN	150,000	25,000	25,000	10,000	10,000
SPECIAL REVENUE FUND PD					
16 VEHICLE IMPOUND EXPEND	4,200	12,000	12,000	12,000	12,000
LIGHTING IMPROVEMENT DISTRICTS					
40 CVSLID	0	4,000	4,000	4,000	4,000
TOTAL EXPENDITURES	26,422,100	21,235,555	24,463,801	25,153,400	24,964,500

OFFICIAL BUDGET FORMS

Town of Chino Valley

Fiscal Year 2021

Town of Chino Valley
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2021

Fiscal Year	S c h	FUNDS								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds	
2020	Adopted/Adjusted Budgeted Expenditures/Expenses*	E 1	11,009,400	5,360,000	891,300	4,916,000	0	5,800,100	0	27,976,800
2020	Actual Expenditures/Expenses**	E 2	10,689,750	1,826,300	904,100	2,271,600	0	3,326,300	0	19,018,050
2021	Fund Balance/Net Position at July 1***		7,861,217	987,083	457,683	1,378,550		12,421,930		23,106,463
2021	Primary Property Tax Levy	B 4	0							0
2021	Secondary Property Tax Levy	B 5								0
2021	Estimated Revenues Other than Property Taxes	C 6	10,640,500	4,573,300	0	4,031,000		3,139,000	0	22,383,800
2021	Other Financing Sources	D 7	0	0	0	0		0	0	0
2021	Other Financing (Uses)	D 8	0	0	0	0		0	0	0
2021	Interfund Transfers In	D 9	400,000	675,000	973,000	0		0	0	2,048,000
2021	Interfund Transfers (Out)	D 10	675,000	0	0	1,373,000		0	0	2,048,000
2021	Reduction for Amounts Not Available:									
2021	Total Financial Resources Available		18,226,717	6,235,383	1,430,683	4,036,550	0	15,560,930	0	45,490,263
2021	Budgeted Expenditures/Expenses	E 13	10,865,500	5,287,500	973,000	3,700,000	0	3,581,900	0	24,407,900

EXPENDITURE LIMITATION COMPARISON

1	Budgeted expenditures/expenses
2	Add/subtract: estimated net reconciling items
3	Budgeted expenditures/expenses adjusted for reconciling items
4	Less: estimated exclusions
5	Amount subject to the expenditure limitation
6	EEC expenditure limitation

	2020	2021
1	\$ 27,976,800	\$ 24,407,900
2		
3	27,976,800	24,407,900
4		
5	\$ 27,976,800	\$ 24,407,900
6	\$	\$

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 2021**

	2020	2021
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 2021**

SOURCE OF REVENUES	ESTIMATED REVENUES 2020	ACTUAL REVENUES* 2020	ESTIMATED REVENUES 2021
GENERAL FUND			
Local taxes			
Sales Taxes	\$ 5,148,000	\$ 5,585,234	\$ 5,642,000
Franchise Taxes	128,000	128,797	129,000
Licenses and permits			
Building Permits	350,000	265,331	265,000
Business Licenses	63,000	57,573	57,500
Plan Check Fees	140,000	124,480	125,000
Other Licenses and Permits	17,500	19,946	16,500
Intergovernmental			
State Shared Sales Tax	1,230,000	1,259,361	1,275,000
State Shared Income Tax	1,549,200	1,552,200	1,600,000
Vehicle License Tax	862,000	880,635	890,000
Yavapai County Library Funds	102,000	97,900	98,000
Police Dept Grants	7,500	7,229	7,500
Senior Nutrition Grant	86,000	86,300	87,000
Charges for services			
Engineering Fees	5,000		
Senior Nutrition Program Fees	10,000	5,000	5,000
Facility Use Fees	24,500	16,592	19,000
Police Report Fees	4,500	4,974	5,000
Aquatic Center Fees	77,000	75,650	92,000
Other Charges for Services	11,500	31,825	26,000
Fines and forfeits			
Animal Control Fees	30,000	25,138	29,000
Library Fines	3,500	1,871	2,500
Court Fines and Forfeitures	140,000	108,220	148,000
Interest on investments			
Interest	115,000	121,585	121,000
Contributions			
Senior Center Thrift Store	1,500	500	500
Total General Fund	\$ 10,105,700	\$ 10,456,341	\$ 10,640,500

* 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 2021**

SOURCE OF REVENUES	ESTIMATED REVENUES 2020	ACTUAL REVENUES* 2020	ESTIMATED REVENUES 2021
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund			
Highway User Revenue	\$ 1,010,000	\$ 1,259,983	\$ 1,020,000
Interest	5,000	7,742	5,000
Miscellaneous	2,000	12,852	6,000
	<u>\$ 1,017,000</u>	<u>\$ 1,280,577</u>	<u>\$ 1,031,000</u>
CDBG Grants	\$ 325,000	\$ 318,600	\$
	<u>\$ 325,000</u>	<u>\$ 318,600</u>	<u>\$</u>
Miscellaneous Grants	\$ 3,500,000	\$	\$ 3,500,000
	<u>\$ 3,500,000</u>	<u>\$</u>	<u>\$ 3,500,000</u>
Special Revenue Fund-Court	\$ 28,000	\$ 32,286	\$ 26,100
Special Revenue Fund-PD	55,000	10,075	12,000
Lighting Improvement Districts #1, #2, #3	4,000	4,000	4,200
	<u>\$ 87,000</u>	<u>\$ 46,361</u>	<u>\$ 42,300</u>
Total Special Revenue Funds	<u>\$ 4,929,000</u>	<u>\$ 1,645,538</u>	<u>\$ 4,573,300</u>
CAPITAL PROJECTS FUNDS			
Capital Improvements Fund	\$ 5,764,000	\$ 3,865,741	\$ 4,017,000
Replacement Fund	14,000	109,063	14,000
	<u>\$ 5,778,000</u>	<u>\$ 3,974,804</u>	<u>\$ 4,031,000</u>
Total Capital Projects Funds	<u>\$ 5,778,000</u>	<u>\$ 3,974,804</u>	<u>\$ 4,031,000</u>
ENTERPRISE FUNDS			
Water Enterprise Fund	\$ 2,974,000	\$ 872,333	\$ 784,000
Sewer Enterprise Fund	2,908,000	2,062,385	2,355,000
	<u>\$ 5,882,000</u>	<u>\$ 2,934,718</u>	<u>\$ 3,139,000</u>
Total Enterprise Funds	<u>\$ 5,882,000</u>	<u>\$ 2,934,718</u>	<u>\$ 3,139,000</u>
TOTAL ALL FUNDS	<u>\$ 26,694,700</u>	<u>\$ 19,011,401</u>	<u>\$ 22,383,800</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 2021

<u>FUND</u>	<u>OTHER FINANCING</u> 2021		<u>INTERFUND TRANSFERS</u> 2021	
	<u>SOURCES</u>	<u>(USES)</u>	<u>IN</u>	<u>(OUT)</u>
GENERAL FUND				
Capital Improvement Fund	\$	\$	\$ 400,000	\$ 675,000
Total General Fund	\$	\$	\$ 400,000	\$ 675,000
SPECIAL REVENUE FUNDS				
HURF Fund	\$	\$	\$ 675,000	\$
Total Special Revenue Funds	\$	\$	\$ 675,000	\$
DEBT SERVICE FUNDS				
Capital Improvement Fund	\$	\$	\$ 973,000	\$
Total Debt Service Funds	\$	\$	\$ 973,000	\$
CAPITAL PROJECTS FUNDS				
Capital Improvement Fund	\$	\$	\$	\$ 1,373,000
Total Capital Projects Funds	\$	\$	\$	\$ 1,373,000
TOTAL ALL FUNDS	\$	\$	\$ 2,048,000	\$ 2,048,000

**Town of Chino Valley
Expenditures/Expenses by Fund
Fiscal Year 2021**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2020	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2020	ACTUAL EXPENDITURES/ EXPENSES* 2020	BUDGETED EXPENDITURES/ EXPENSES 2021
GENERAL FUND				
Prosecutor	\$ 126,200	\$	\$ 123,800	\$ 127,800
Town Clerk	214,000		195,100	287,200
Town Manager	418,100		437,100	443,700
Human Resources	258,200		244,200	267,200
Magistrate Court	287,300		297,300	318,100
Finance	455,600		455,600	472,400
Mgmt Info Systems	307,300		300,650	314,300
Mayor & Council	51,200		40,300	51,200
Planning	211,300		207,500	260,800
Building Inspection	198,400		343,900	323,500
Police	3,531,700		3,515,600	3,449,700
Animal Control	158,100		140,600	166,600
Recreation	137,300		162,600	158,800
Library	375,200		349,500	385,300
Senior Center	354,600		369,800	333,200
Parks	618,800		607,000	580,700
Aquatic Center	251,600		217,100	293,700
Facilities Maintenance	772,400		687,400	508,100
Fleet Maintenance	345,700		288,900	277,400
Engineering	438,300		438,100	487,000
Customer Service	260,100		112,200	94,200
Non-Departmental	738,000		722,500	764,600
Contingency	500,000		433,000	500,000
Total General Fund	\$ 11,009,400	\$	\$ 10,689,750	\$ 10,865,500
SPECIAL REVENUE FUNDS				
Highway User Revenue Fund	\$ 1,417,500	\$	\$ 1,439,200	\$ 1,706,000
CDBG Grant	325,000		318,600	
Miscellaneous Grants Fund	3,500,000			3,500,000
Special Revenue Fund -- Court	58,500		58,500	43,500
Special Revenue Fund -- PD	55,000		6,000	34,000
Lighting Improvement Districts	4,000		4,000	4,000
Total Special Revenue Funds	\$ 5,360,000	\$	\$ 1,826,300	\$ 5,287,500
DEBT SERVICE FUNDS				
Debt Service Fund	\$ 891,300	\$	\$ 904,100	\$ 973,000
Total Debt Service Funds	\$ 891,300	\$	\$ 904,100	\$ 973,000
CAPITAL PROJECTS FUNDS				
Capital Improvements Fund	\$ 4,856,000	\$	\$ 2,248,800	\$ 3,550,000
Asset Replacement Fund	60,000		22,800	150,000
Total Capital Projects Funds	\$ 4,916,000	\$	\$ 2,271,600	\$ 3,700,000
ENTERPRISE FUNDS				
Water Enterprise Fund	\$ 2,914,200	\$	\$ 967,000	\$ 751,200
Sewer Enterprise Fund	2,885,900		2,359,300	2,830,700
Total Enterprise Funds	\$ 5,800,100	\$	\$ 3,326,300	\$ 3,581,900
TOTAL ALL FUNDS	\$ 27,976,800	\$	\$ 19,018,050	\$ 24,407,900

* 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 2021**

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2020	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2020	ACTUAL EXPENDITURES/ EXPENSES* 2020	BUDGETED EXPENDITURES/ EXPENSES 2021
Prosecutor				
General Fund	\$ 126,200	\$	\$ 123,800	\$ 127,800
Department Total	\$ 126,200	\$	\$ 123,800	\$ 127,800
Town Clerk				
General Fund	\$ 214,000	\$	\$ 195,100	\$ 287,200
Department Total	\$ 214,000	\$	\$ 195,100	\$ 287,200
Town Manager				
General Fund	\$ 418,100	\$	\$ 437,100	\$ 443,700
Department Total	\$ 418,100	\$	\$ 437,100	\$ 443,700
Human Resources				
General Fund	\$ 258,200	\$	\$ 244,200	\$ 267,200
Department Total	\$ 258,200	\$	\$ 244,200	\$ 267,200
Municipal Court				
General Fund	287,300	\$	297,300	318,100
Special Revenue Fund	\$ 58,500	\$	\$ 58,500	\$ 43,500
Department Total	\$ 345,800	\$	\$ 355,800	\$ 361,600
Finance				
General Fund	\$ 455,600	\$	\$ 455,600	\$ 472,400
Department Total	\$ 455,600	\$	\$ 455,600	\$ 472,400
Mgmt Info Systems				
General Fund	\$ 307,300	\$	\$ 300,650	\$ 314,300
Department Total	\$ 307,300	\$	\$ 300,650	\$ 314,300
Mayor and Council				
General Fund	\$ 51,200	\$	\$ 40,300	\$ 51,200
Department Total	\$ 51,200	\$	\$ 40,300	\$ 51,200
Planning				
General Fund	\$ 211,300	\$	\$ 207,500	\$ 260,800
Department Total	\$ 211,300	\$	\$ 207,500	\$ 260,800
Building Inspection				
General Fund	\$ 198,400	\$	\$ 343,900	\$ 323,500
Department Total	\$ 198,400	\$	\$ 343,900	\$ 323,500
Police				
General Fund	3,531,700	\$	3,515,600	3,449,700
Special Revenue Fund	55,000	\$	6,000	34,000
Department Total	\$ 3,586,700	\$	\$ 3,521,600	\$ 3,483,700
Animal Control				
General Fund	\$ 158,100	\$	\$ 140,600	\$ 166,600
Department Total	\$ 158,100	\$	\$ 140,600	\$ 166,600

**Town of Chino Valley
Expenditures/Expenses by Department
Fiscal Year 2021**

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2020	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2020	ACTUAL EXPENDITURES/ EXPENSES* 2020	BUDGETED EXPENDITURES/ EXPENSES 2021
Recreation				
General Fund	\$ 137,300	\$	\$ 162,600	\$ 158,800
Department Total	\$ 137,300	\$	\$ 162,600	\$ 158,800
Library				
General Fund	\$ 375,200	\$	\$ 349,500	\$ 385,300
Department Total	\$ 375,200	\$	\$ 349,500	\$ 385,300
Senior Center				
General Fund	\$ 354,600	\$	\$ 369,800	\$ 333,200
Department Total	\$ 354,600	\$	\$ 369,800	\$ 333,200
Parks Maintenance				
General Fund	\$ 618,800	\$	\$ 607,000	\$ 580,700
Department Total	\$ 618,800	\$	\$ 607,000	\$ 580,700
Aquatics Center				
General Fund	\$ 251,600	\$	\$ 217,100	\$ 293,700
Department Total	\$ 251,600	\$	\$ 217,100	\$ 293,700
Facilities Maintenance				
General Fund	\$ 772,400	\$	\$ 687,400	\$ 508,100
Department Total	\$ 772,400	\$	\$ 687,400	\$ 508,100
Fleet Maintenance				
General Fund	\$ 345,700	\$	\$ 288,900	\$ 277,400
Department Total	\$ 345,700	\$	\$ 288,900	\$ 277,400
Engineering				
General Fund	\$ 438,300	\$	\$ 438,100	\$ 487,000
Department Total	\$ 438,300	\$	\$ 438,100	\$ 487,000
Customer Service				
General Fund	\$ 260,100	\$	\$ 112,200	\$ 94,200
Department Total	\$ 260,100	\$	\$ 112,200	\$ 94,200
Non-Departmental				
General Fund	\$ 1,238,000	\$	\$ 1,155,500	\$ 1,264,600
Debt Service Fund	891,300	\$	904,100	973,000
Capital Improvement Fund	4,856,000	\$	2,248,800	3,550,000
Grant Fund	3,500,000	\$	\$	3,500,000
CDBG Grant	325,000	\$	318,600	\$
Asset Replacement Fund	60,000	\$	22,800	150,000
Department Total	\$ 10,870,300	\$	\$ 4,649,800	\$ 9,437,600

**Town of Chino Valley
Expenditures/Expenses by Department
Fiscal Year 2021**

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2020	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2020	ACTUAL EXPENDITURES/ EXPENSES* 2020	BUDGETED EXPENDITURES/ EXPENSES 2021
Water Utilities				
Water Enterprise Fund	\$ 2,914,200	\$	\$ 967,000	\$ 751,200
Department Total	\$ 2,914,200	\$	\$ 967,000	\$ 751,200
Sewer Utilities				
Sewer Enterprise Fund	\$ 2,885,900	\$	\$ 2,359,300	\$ 2,830,700
Department Total	\$ 2,885,900	\$	\$ 2,359,300	\$ 2,830,700
Roads				
HURF	\$ 1,417,500	\$	\$ 1,439,200	\$ 1,706,000
Department Total	\$ 1,417,500	\$	\$ 1,439,200	\$ 1,706,000
Street Lighting Improvement District				
SLID Fund	\$ 4,000	\$	\$ 4,000	\$ 4,000
Department Total	\$ 4,000	\$	\$ 4,000	\$ 4,000
TOTAL ALL DEPARTMENTS	\$ 27,976,800	\$	\$ 19,018,050	\$ 24,407,900

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 2021

FUND	Full-Time Equivalent (FTE) 2021	Employee Salaries and Hourly Costs 2021	Retirement Costs 2021	Healthcare Costs 2021	Other Benefit Costs 2021	Total Estimated Personnel Compensation 2021
GENERAL FUND	86.0	\$ 5,070,797	\$ 903,159	\$ 909,870	\$ 468,474	\$ 7,352,300
SPECIAL REVENUE FUNDS						
Highway User Revenue	7.0	\$ 310,027	\$ 37,885	\$ 67,904	\$ 47,084	\$ 462,901
Total Special Revenue Funds	7.0	\$ 310,027	\$ 37,885	\$ 67,904	\$ 47,084	\$ 462,901
ENTERPRISE FUNDS						
Water Enterprise Fund	2.5	\$ 151,193	\$ 18,476	\$ 23,210	\$ 15,821	\$ 208,700
Sewer Enterprise Fund	2.5	\$ 151,193	\$ 18,476	\$ 23,210	\$ 15,821	\$ 208,700
Total Enterprise Funds	5.0	\$ 302,386	\$ 36,952	\$ 46,421	\$ 31,642	\$ 417,400
TOTAL ALL FUNDS	98.0	\$ 5,683,210	\$ 977,996	\$ 1,024,195	\$ 547,200	\$ 8,232,601

BUDGET RESOLUTION – ADOPT TENTATIVE BUDGET

RESOLUTION NO. 2020-1159

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR 2020/2021; PROPOSING AN EXPENDITURE LIMITATION FOR THE SAME YEAR; AND SETTING A DATE FOR PUBLIC HEARING ON THE TENTATIVE BUDGET AND ADOPTION OF A FINAL BUDGET; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE AND APPROVAL ACCORDING TO THE LAW.

WHEREAS, pursuant to Article 9, Section 20(9) of the Arizona Constitution, and Arizona Revised Statutes ("A.R.S.") Section 41-563.03(C), (E) and (G), the qualified voters of the Town of Chino Valley (the "Town"), on August 30, 2016, approved Proposition 436, adopting an Alternative Expenditure Limitation for the Town; and

WHEREAS, Proposition 436 provided that, as part of the budget process, the Mayor and Common Council shall annually adopt an expenditure limitation to govern the budget, after public hearing; and

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

WHEREAS, in accordance with said chapter of said title, the estimates required to meet the public expenditures/expenses for the ensuing year shall be published according to law and a public hearing shall be held at which any taxpayer may appear and be heard in favor of or against any of the proposed expenditures/expenses or tax levies; and

WHEREAS, the Town Council desires now to establish a tentative expenditure limitation and budget expenditures for Fiscal Year 2020-2021.

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

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The tentative expenditure limitation to govern the Town of Chino Valley budget for Fiscal Year 2020/2021 is hereby proposed in an amount not to exceed \$24,407,900.

SECTION 3. The estimates of revenues and expenditures shown in the schedules attached hereto as Exhibit A and incorporated herein by reference are hereby adopted as the tentative budget of the Town of Chino Valley for Fiscal Year 2020/2021.

Resolution 2020-1159
3811607.2

May 26, 2020

SECTION 4. The Town Clerk is authorized and directed to: (i) make available the tentative budget for inspection, not later than seven days after the date of this Resolution, at the Chino Valley Public Library, at the Chino Valley Town Hall and on the official Town Website; and (ii) publish in the official Town newspaper once per week for two consecutive weeks (a) the official tentative budget and (b) a notice of the public hearing of the Town Council to hear taxpayers and make tax levies at designated times and places. The notice shall include the physical addresses of the Chino Valley Public Library, and the Chino Valley Town Hall, and the website where the tentative budget may be found.

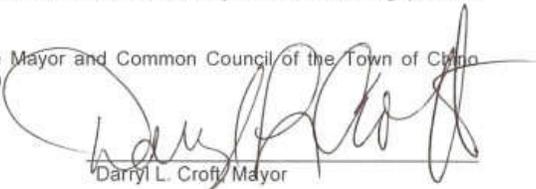
SECTION 5. A public hearing on the tentative budget shall be held on June 23, 2020, during the regularly-scheduled Town Council meeting.

SECTION 6. This Resolution shall be effective from and after its passage and approval according to law.

SECTION 7. All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

SECTION 8. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 26th day of May, 2020



Darryl L. Croft, Mayor

ATTEST:



Jami C. Lewis, Town Clerk

APPROVED AS TO FORM:



Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify the above foregoing Resolution No. 2020-1159 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on May 26, 2020, and that quorum was present thereat and that the vote thereon was 7 ayes and 0 nays and 0 abstentions. 0 Council members were absent or excused.



Jami C. Lewis, Town Clerk

BUDGET RESOLUTION – ADOPT EXPENDITURE LIMITATION

RESOLUTION NO. 2019-1143

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR 2019/2020; SETTING AN EXPENDITURE LIMITATION TO GOVERN THE TOWN OF CHINO VALLEY BUDGET FOR FISCAL YEAR 2019/2020; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE AND APPROVAL ACCORDING TO THE LAW.

WHEREAS, pursuant to the provisions of the laws of the State of Arizona, the Mayor and Common Council of the Town of Chino Valley (the "Town Council") is required to adopt an annual budget for the Town of Chino Valley (the "Town"); and

WHEREAS, pursuant to Article 9, Section 20(9) of the Arizona Constitution, and Arizona Revised Statutes ("A.R.S.") §§ 41-563.03(C), (E) and (G), the qualified voters of the Town of Chino Valley, on August 30, 2016, approved Proposition 436, adopting an Alternative Expenditure Limitation for the Town; and

WHEREAS, Proposition 436 provided that, as part of the budget process and after a public hearing, the Town Council shall annually adopt an expenditure limitation to govern the budget; and

WHEREAS, in accordance with A.R.S. § 42-17102, the Town Manager prepared and filed with the Town Council the Town Manager's Budget estimates for the fiscal year beginning July 1, 2019 and ending June 30, 2020; and

WHEREAS, on May 28, 2019, the Town Council approved Resolution 2019-1140, adopting (i) an expenditure limitation and (ii) the estimates of expenditures for the fiscal year beginning July 1, 2019, and ending June 30, 2020, as the tentative budget for the Town; and

WHEREAS, Resolution 2019-1140 also directed the Town Clerk to: (i) publish in the official Town newspaper once per week for two consecutive weeks, (a) the official tentative budget and (b) a notice of the public hearing of the Town Council to hear taxpayers and make tax levies at designated times and places; and (ii) not later than seven business days following consideration of Resolution 2019-1140 by the Town Council, (a) make available at the Chino Valley Public Library and the Chino Valley Town Hall a complete copy of the tentative budget, and (b) post the tentative budget on the Town's website; and

WHEREAS, due notice has been given by the Town Clerk as required by law that the Town Council would meet on June 25, 2019, at the Town Council Chambers for the purposes of (i) hearing taxpayers on the proposed expenditures and proposed tax levies as set forth in said estimates and (ii) adopting the tentative budget as final; and

WHEREAS, on June 25, 2019, the Town Council held a public hearing on the final budget and proposed tax levy as required by law; and

WHEREAS, the expenditures/expenses in the proposed final budget for Fiscal Year 2019/2020 do not exceed the expenditures/expenses shown on the published tentative budget.

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

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

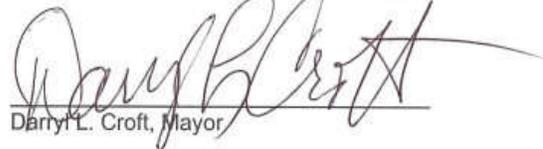
SECTION 2. The expenditure limitation to govern the Town of Chino Valley budget for Fiscal Year 2019/2020 is hereby approved in an amount not to exceed \$27,976,800.

SECTION 3. The estimates of revenues and expenditures shown in the schedules attached hereto as Exhibit A and incorporated herein by reference, are hereby formally adopted as the official final budget for the Town for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

SECTION 4. This Resolution shall be effective from and after its passage and approval according to law.

SECTION 5. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 25th day of June, 2019.


Darryl L. Croft, Mayor

ATTEST:


Jami C. Lewis, Town Clerk

APPROVED AS TO FORM:


Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify the above foregoing Resolution No. 2019-1143 was duly passed by the Council of the Town of Chino Valley, Arizona, at a special meeting held on June 25, 2019, and that quorum was present thereat and that the vote thereon was 6 ayes and 0 nays and 0 abstentions. 1 Council members were absent or excused.


Jami C. Lewis, Town Clerk

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	