

Town of Chino Valley Arizona

**Annual Budget
For
Fiscal Year
Ending
June 30, 2024**

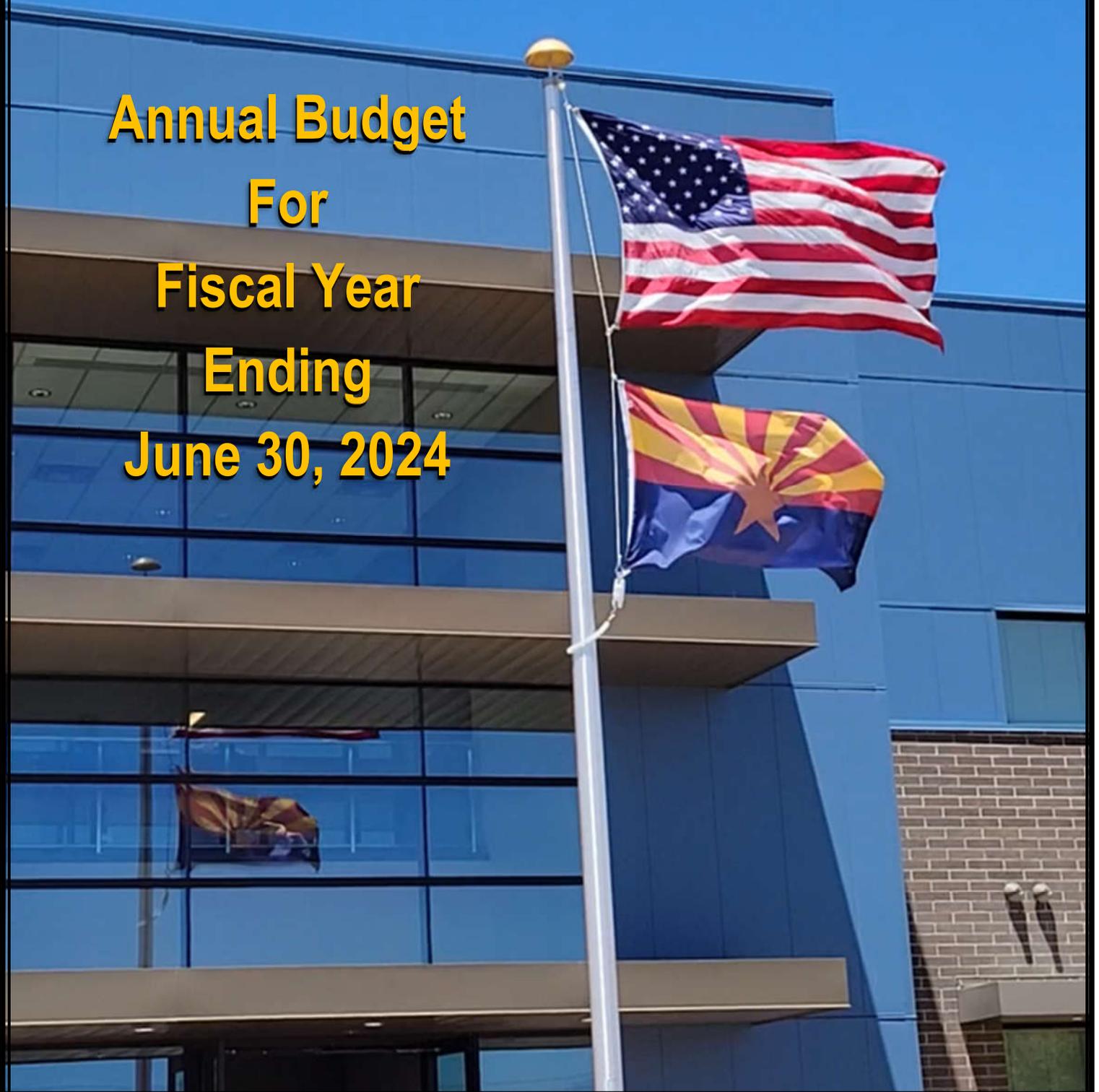


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GUIDE TO THE BUDGET DOCUMENT

The budget document serves a myriad of purposes. Most important is its use as a communications device. The budget presents the public with an opportunity to review the types of services and the level of services 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 that 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, the basis of accounting, and the 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 Program- The current year portion of the five-year capital improvement programs is listed for the General Fund, HURF Fund, Water and Sewer Funds, 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 ELECTED OFFICIALS

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

Mayor and Council Members

Jack Miller, Mayor

Eric Granillo, Vice Mayor

Tom Armstrong, Councilmember

John McCafferty, Councilmember

Annie Perkins, Councilmember

Sherri Phillips, Councilmember

Bob Schacherer, Councilmember



**Mayor
Miller**



**Vice-Mayor
Granillo**



Armstrong



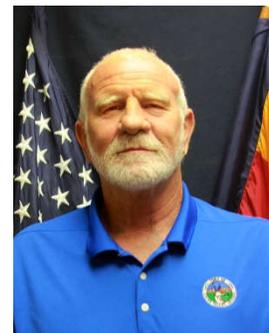
McCafferty



Perkins



Phillips



Schacherer

Honorable Mayor, Town Council, Staff and Community:

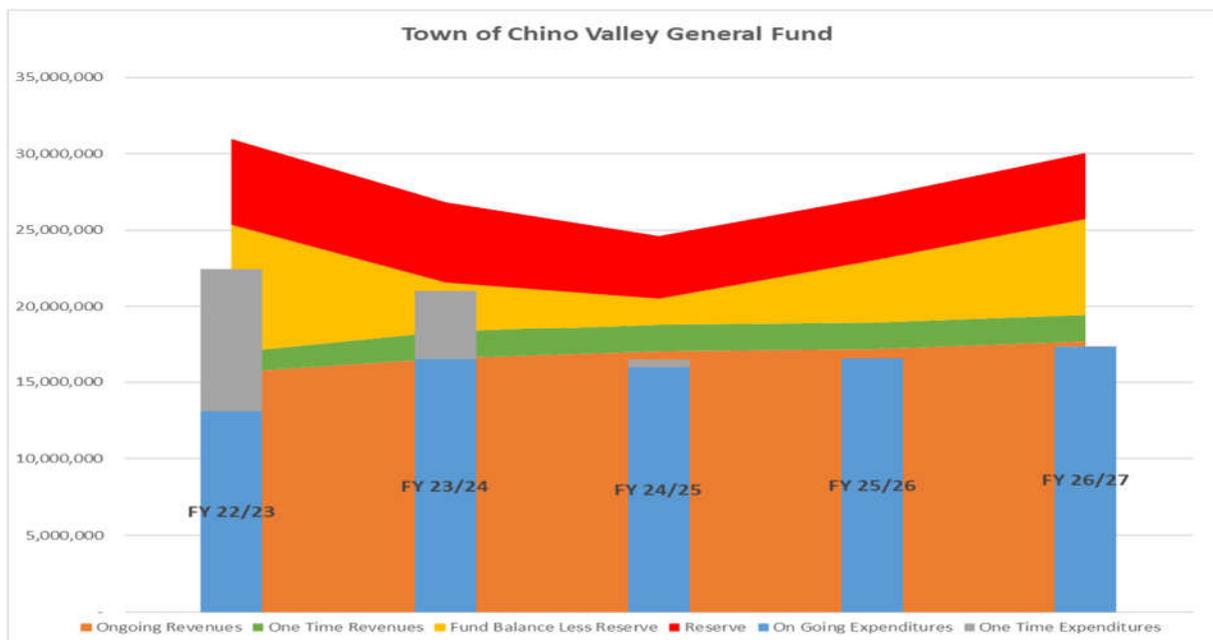
I am pleased to present a structurally balanced budget for the Town of Chino Valley for the Fiscal Year 2023/2024.

As Town Manager, it is my honor to work with staff who are committed to meeting the challenges set in the coming year. Staff worked as a team to prepare a very ambitious budget that includes many new projects and program improvements. We are very proud to have the Mayor and Council approve funding for the projects and programs presented. It demonstrates the level of support our elected officials have for our team.



Chino Valley continues to experience a steady rate of growth. The housing market has shown a slight decline which is to be expected with the overall slowing of the economy. But we are seeing growth in the small business sector, which continues to be a strength in our community. Most importantly, our financial position continues to be strong and stable. There is a high demand for our existing business sectors, and they continue to do well. We will actively monitor revenues and business growth or decline and be prepared to make adjustments when and if necessary.

With community growth comes an increased need for services. The budget includes increases to fund daily operating and staffing needs to meet the higher demand as well as address the impact of inflation. Proper fiscal policies and planning allow us to fund these increases while, as shown in the graphic below, present a budget that is structurally balanced. A structurally balanced budget means that our on-going revenues are sufficient to meet our on-going budgeted expenditures, while keeping a healthy fund balance, in addition to required reserves.



In developing the budget, staff focused on the areas the Council set as priorities during their Budget Retreat. These include: Infrastructure, Communication, Technology, and Recreation. Providing the utmost in Customer Service in these areas and the other services provided by the Town is the driving force behind the development of the FY2023/2024 budget. Resources were strategically allocated to ensure we are able move these priorities forward.

I thank everyone that participated in the General Plan Update process. This community driven effort creates a "roadmap" for Chino Valley's future. The General Plan was adopted by Council and will be up for voter approval in November. Several related master planning efforts are funded by Council in this year's budget. Council will undertake an update to our Town's Mission, Vision, and Strategic Plan that will guide future funding decisions and staff effort based on community priorities. Development of an Integrated

Water Master Plan represents a major step forward in proactive infrastructure planning for expanding and improving our water and sewer - essential to sustainably managing the growth in our Town. A Capital Improvement Plan for our water and sewer system will also be developed as part of that Water Master Plan project.

Other priority projects funded in this year's budget include planning for the expansion of our water reclamation facility, a continued focus on improving our roadways, and expanding recreational opportunities. The major street project funded this year is the reconstruction of the heavily travelled portion of Road 1 East. Additionally, the budget includes over a million dollars in other local street improvements. Recreationally, we continue to expand Territorial Days - making it the Town's signature event, as well as National Night Out, and the 9/11 Memorial Ceremony. Staff will undertake a comprehensive recreational amenities review and design effort to develop a plan for how the Town can increase programs and facilities - another important quality of life priority expressed by Council on behalf of residents.

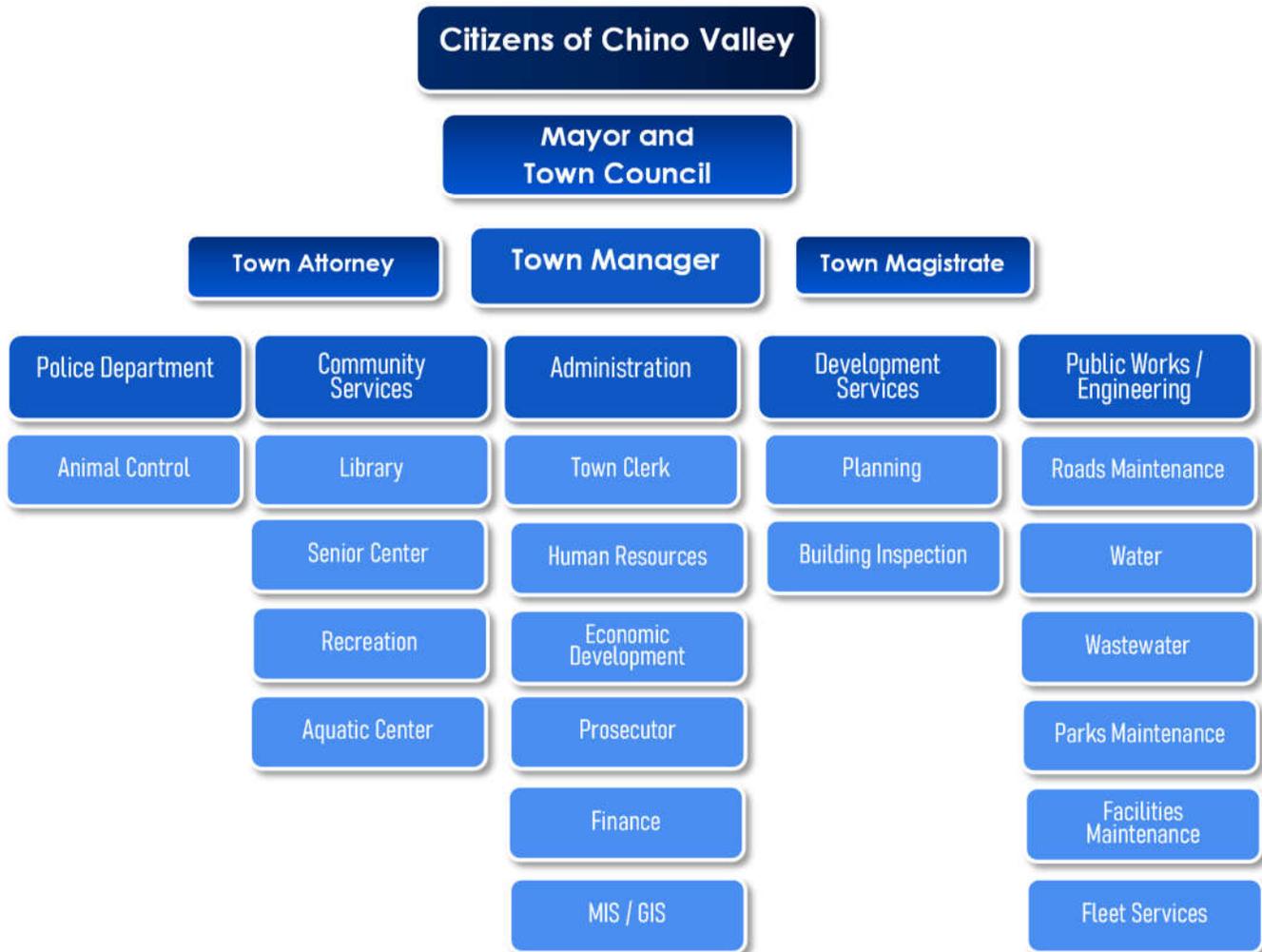
I would like to thank Department Directors and their team members, led by our Finance Department, who exhibited impressive leadership and stewardship in developing a fiscally sound budget. It is a budget that allows the town to continue providing a high level of service to citizens, expands the Town's infrastructure, and works toward developing the Town into a prospering community that manages growth and maintains its rural character. Finally, I would like to thank the Mayor and City Council for providing the guidance and leadership necessary in establishing the vision for our great Town that this budget represents.

Sincerely,

Cindy Blackmore

Cindy Blackmore
Town Manager





The Mayor and Council of the Town of Chino Valley are accountable to the Citizens of the Town. The Town Manager, 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
- Development Services
- Public Works / Engineering

Each of the five primary divisions in turn have oversight for the wide variety of internal and external service providing divisions assuring efficient and effective delivery of essential and quality of life services to Town residents, businesses, and visitors.

Cindy Blackmore, Town Manager

Andrew McGuire (Gust Rosenfeld), Town Attorney

Joan Dwyer, Town Magistrate

Terri Denemy, Assistant to the Town Manager

Frank Marbury, Public Works Director

Erin Deskins, Town Clerk

Joe Duffy, Administrative Service Director

Chuck Wynn, Chief of Police

Laura Kyriakakis, Human Resources Director

Laurie Lineberry, Development Services Director

Cyndi Thomas, Community Services Director

Maggie Tidaback, Economic Development 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.”

Environment & Community Spirit

Situated just northwest of Prescott and surrounded by sandy-colored Gama Grasses and rolling hills, Chino Valley is a place where people come to escape the big-city lifestyle and experience outdoor adventure, amazing restaurants, our local microbrewery, vineyard, and more. From anywhere in Chino Valley you can look up at the night sky and see brilliant constellations and bright stars. With so much wide-open space, it's not unusual to see locals out riding on horseback and off-roading down Perkinsville to enjoy and explore all that the high desert has to offer. At an elevation of 5,300 ft, we offer cooler summers and moderate winters with an occasional snowfall. Proud of our rural character, this quiet community is a place where people learn and love to relax. We relish our nearby hiking trails, swimming holes, and secret spots that offer endless opportunities for any outdoor enthusiast. Lesser-known treasures in Chino Valley include an amazing 9/11 Memorial, the Chino Valley Equestrian Center, the Peavine Trail, our own shooting range, and an RC Flying Field.

Our local school system consists of two elementary schools, a middle school, and a high school and is deeply connected to the community and proud of their sports programs. Chino Valley is also home to Yavapai College Chino Valley Agribusiness & Science Technology Center offering courses in agriculture technology, horticulture, animal care, canine care, service dog, equine care, linework, and construction. The campus has a Commercial Driving Program and an ADOT-authorized CDL testing site.

History

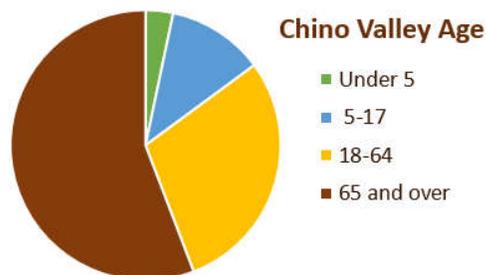
Chino Valley's history began with the declaration of Arizona as a United States Territory on Feb. 24, 1863. The Post of Fort Whipple, the site of the first Territorial government, was set up in Chino Valley near Del Rio Springs on December 23, 1863. In May 1864 it moved closer to Prescott. Within months settlers homesteaded the land and the long story of farming and ranching in Chino Valley began. In 1909 the Atchison, Topeka & Santa Fe Railroad and the Fred Harvey organization continued the farming tradition when they purchased the farm to supply the Fred Harvey Houses along the Santa Fe Railroad with milk, eggs, meat, and produce.

The coming of the railroad signaled a new era for Chino Valley. Jerome Junction was created to provide a transfer point between the narrow gauge coming over from Jerome, AZ, and the Santa Fe railroad going from Prescott to the main line at Ash Fork. The center of activity now moved there. It became a major railroad junction complete with stockyards, a Wells Fargo office, Post Office, a school, and a hotel. In May 1920 the railroad line from Jerome was moved further north.

Jerome Junction remained a stop on the Sant e Fe but most of the activity of the area moved west along Highway 89. Many of the buildings were moved there too. From the 1920's through the late 1940's most families were engaged in farming and ranching. Dairy farms took on a new impetus from the mid 1950's through 1965. The increasing costs of electricity and water for irrigation soon made it unprofitable for farmers to farm their land. While the farm dollar decreased, the land values increased, and many made the choice of selling their land for new homes and businesses.

Demographics - 2020 US Census

POPULATION: 13,020
TOTAL HOUSING UNITS: 5,037
MEDIAN FAMILY INCOME: \$46,857
MEDIAN HOME VALUE: \$400,800

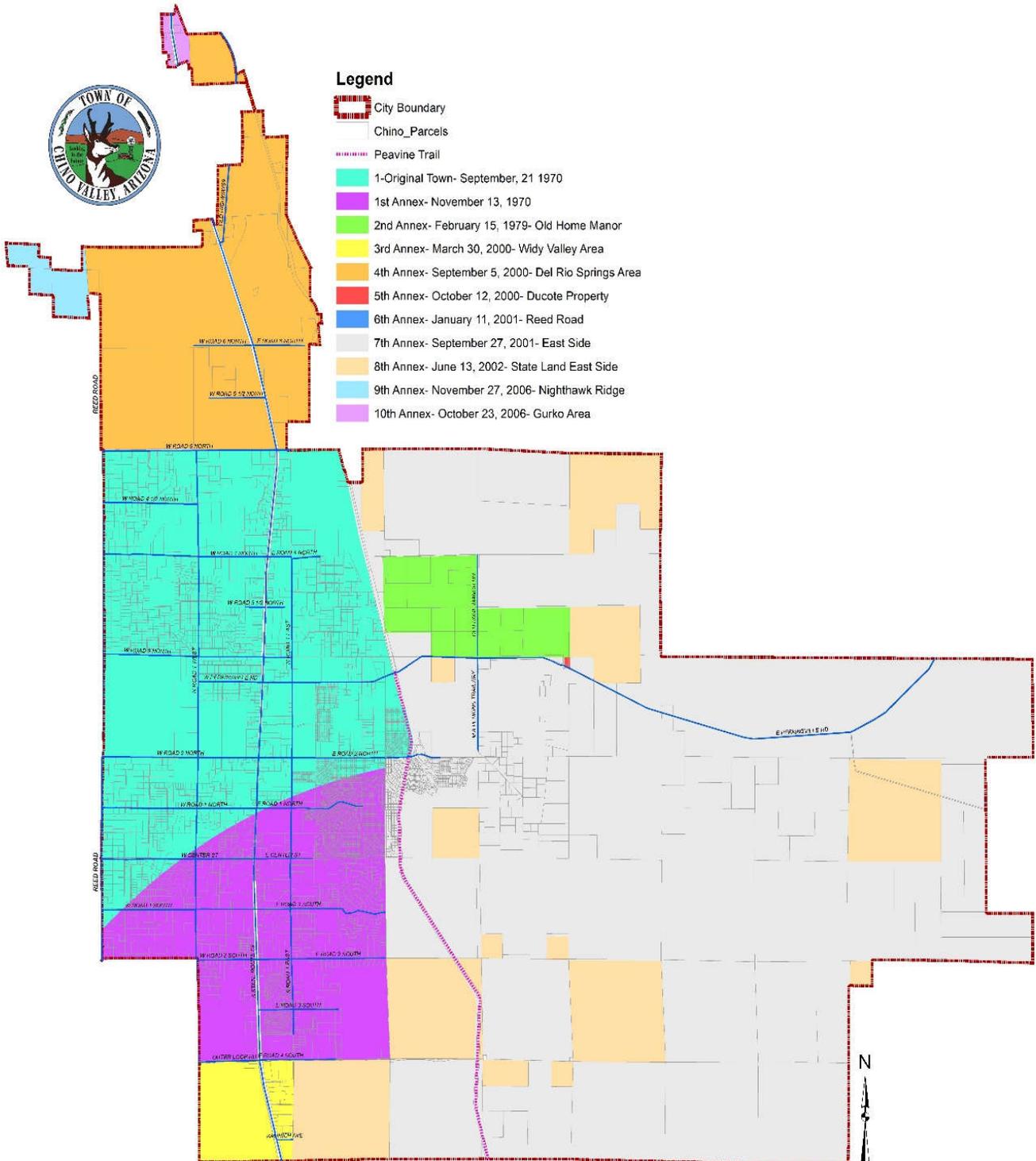


TOWN OF CHINO VALLEY MAP



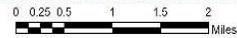
Legend

- City Boundary
- Chino_Parcels
- Peavine Trail
- 1-Original Town- September, 21 1970
- 1st Annex- November 13, 1970
- 2nd Annex- February 15, 1979- Old Home Manor
- 3rd Annex- March 30, 2000- Widy Valley Area
- 4th Annex- September 5, 2000- Del Rio Springs Area
- 5th Annex- October 12, 2000- Ducote Property
- 6th Annex- January 11, 2001- Reed Road
- 7th Annex- September 27, 2001- East Side
- 8th Annex- June 13, 2002- State Land East Side
- 9th Annex- November 27, 2006- Nighthawk Ridge
- 10th Annex- October 23, 2006- Gurko Area



Town of Chino Valley-Annexation Map

March 2018



TOWN OF CHINO VALLEY ASSESSED VALUE

Chino Valley does not assess a primary or secondary property tax.

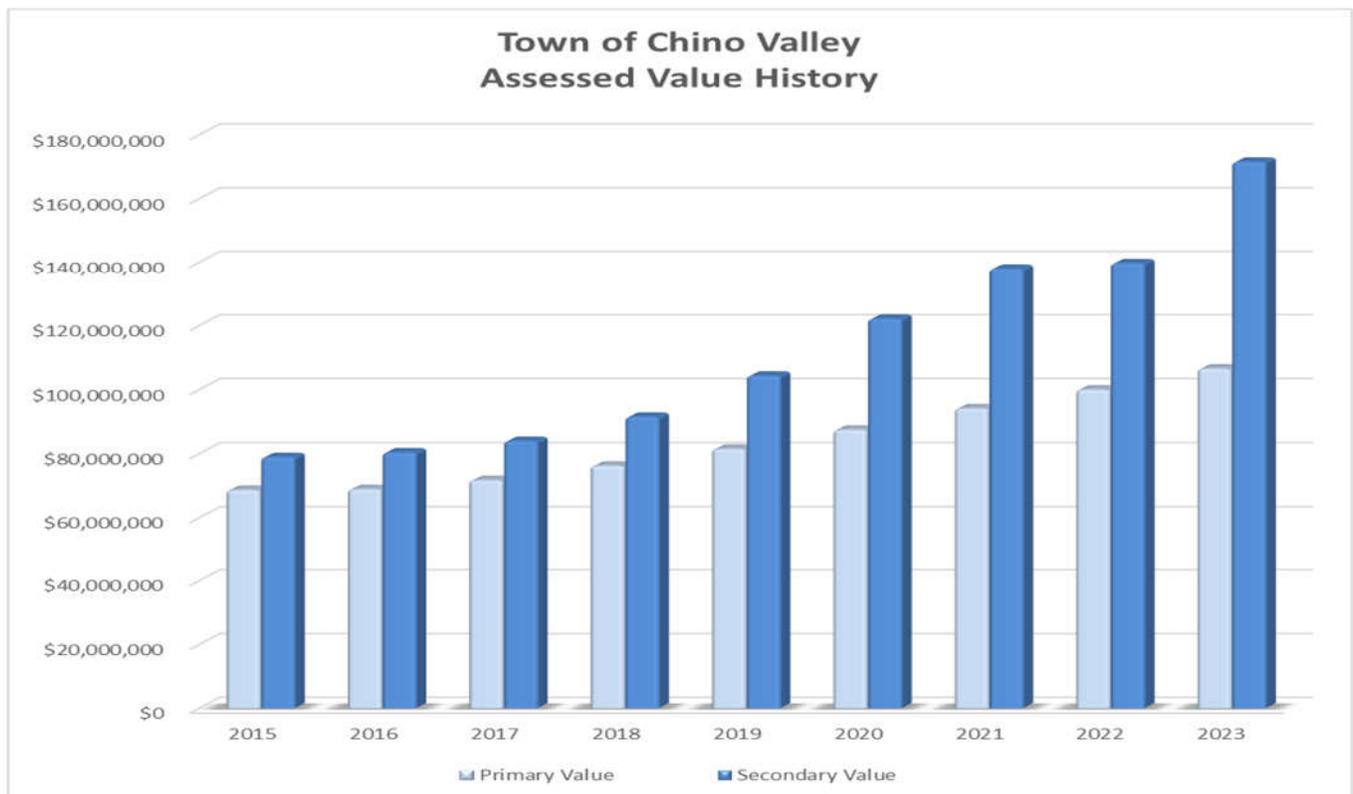
The Town's Assessed Values for the last 10 years are summarized below:

**Town of Chino Valley
Assessed Value History - Last 10 Years***

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Primary Value	\$68,650,602	\$68,900,296	\$71,703,530	\$76,175,661	\$81,468,659	\$87,437,075	\$94,119,722	\$99,980,268	\$106,533,510
% Change	3%	0%	4%	6%	7%	7%	8%	6%	7%
Secondary Value	\$78,892,362	\$80,357,855	\$83,930,432	\$91,475,023	\$104,330,919	\$122,115,077	\$137,938,692	\$139,710,711	\$171,539,005
% Change	18%	2%	4%	9%	14%	17%	13%	1%	23%

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 Town of Chino Valley does not charge a Property Tax.

The Total Primary and Secondary Tax Rates assessed by these districts for three fiscal years are summarized below:

Town of Chino Valley Primary and Secondary Property Combined Tax Worksheet

District		Chino Valley 2019/2020	Chino Valley 2020/2021	Chino Valley 2021/2022
Town of Chino Valley Primary	City	0.0000	0.0000	0.0000
Town of Chino Valley Secondary	City	0.0000	0.0000	0.0000
School Equalization	School	0.4566	0.4426	0.4263
School District Primary	School	4.1000	3.9659	3.9497
School District Secondary	School	0.0000	0.0000	0.0000
Total School District		4.5566	4.4085	4.3760
Fire Dist. Contribution	Fire	0.1000	0.0937	0.0890
Fire Districts	Fire	3.5732	3.5466	3.5346
Total Fire District		3.6732	3.6403	3.6236
Yavapai County	County	2.0152	1.9255	1.8570
Total Yavapai County		2.0152	1.9255	1.8570
Yavapai Community College	College	0.1525	0.0760	0.0131
Yavapai Community College	College	1.6883	1.6131	1.5557
Flood Control District	Flood	0.2103	0.2006	0.1916
YC Library District	Library	0.1651	0.1577	0.1521
Joint Tech. Education District	Education	0.0500	0.0500	0.0500
Total Other Districts		2.2662	2.0974	1.9625
Total All Districts		12.5112	12.0717	11.8191

BUDGET PROCESS

The development of the budget occurs throughout the year and is headed by the Town Manager, Administrative Services 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, forms, 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 the Town Council and a copy is published on the Town's website.

Budget meetings are held with the Town Manager, Administrative Services Director, and department heads. Proposed budgets, capital requests, personnel requests, and other issues are reviewed.

The Preliminary Budget is prepared and reviewed with the 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 the Town 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 Town 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.

**Town of Chino Valley
Budget Calendar
Fiscal Year Ending June 30, 2024**

	Date
Modify/update budget database/format budget	January
Budget calendar and budget materials to departments	February 1, 2023
Department Budget Worksheets due to Finance Director	February 24, 2023
Council Budget Planning Session	March 1, 2023
Complete first draft of Revenue Projections	March 1, 2023
Interdepartmental Meetings	March 6, 2023 - March 9, 2023
Town Manager and Finance Director meeting with departments	March 20, 2023 - March 24, 2023
Final Budget worksheets due from departments with performance measures	March 30, 2023
Final Departments budget meetings with Town Manager to review base budgets, capital budgets, new personnel requests and other	April 10, 2023 - April 21, 2023
Council Budget Hearing #1	May 16, 2023
Council Budget Hearing #2 if needed	May 18, 2023
Adopt Tentative Budget	May 23, 2023
Adopt CVSLID Resolution approving estimates, set public hearing	
Tentative Budget posted on website (within 5 business days)	May 24, 2023
First publication of Tentative Budget	June 1, 2023
Second publication of Tentative Budget	June 8, 2023
Adopt Final Budget	June 27, 2023
Public Hearing CVSLID, adopt resolution setting budget	
Final Budget posted on website (within 7 business days)	June 28, 2023
Adopt CVSLID Resolution set tax rate	July 11, 2023

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.
 - 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 for the General Government, HURF, Water Enterprise, and Sewer Enterprise.

- **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 – use 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 expenses 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.

Town of Chino Valley
Budgetary Funds

Governmental Funds

General Fund

Special Revenue Funds
Highway User Revenue
CDBG Grants Fund
Special Revenue Court Fund
Grants Fund
Special Revenue Fund Police
Capital Asset Replacement Fund
CVLID Lighting Improvement District

General Fund - CIP
HURF - CIP

Debt Service Fund

Proprietary funds

Enterprise Funds
Water Fund
Water CIP
Sewer Fund
Sewer - CIP

ACCOUNT STRUCTURE

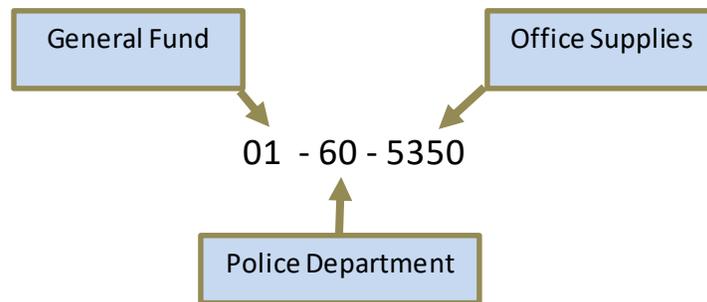
The account structure for expenditures is used to determine the department for which the transaction is related, as well as the detailed type of transaction. It provides the detailed characteristics for each transaction.

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

Fund	Department	Object Code
XX	XX	XXXX

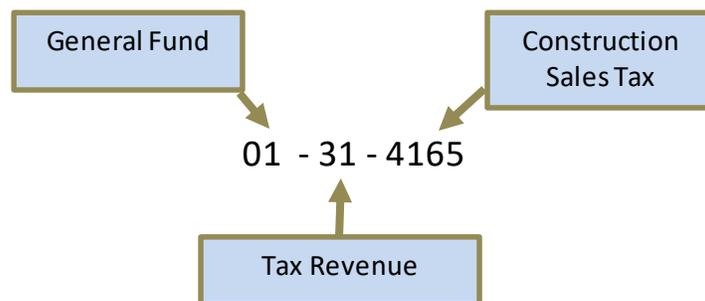
The expenditure account begins with the fund number such as 01 for the General Fund. The account is then segregated into departments, for example 60 for the Police Department. Next the accounts are broken down to the Object Code, for example 5350 for office supplies.

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
HURF - Capital Improvement	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		
General Fund - Capital Improvement	Modified Accrual	Modified Accrual
Proprietary Funds		
Water Enterprise Fund	Accrual Basis	Accrual Basis
Sewer Enterprise Fund	Accrual Basis	Accrual Basis
Water Capital Improvement	Accrual Basis	Accrual Basis
Sewer Capital Improvement	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 2023/2024 \$44,150,500

Major Funds

General Fund \$17,267,300

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 \$6,763,400

Roads and Streets
Roads CIP

Utility Fund \$5,298,800

Water Enterprise Fund
Water CIP
Sewer Enterprise Fund
Sewer CIP

General Fund CIP \$5,797,000

Debt Service Fund \$1,278,000

Non Major Funds

Grants Fund \$3,500,000

Special Revenue Fund Court \$17,000

Special Revenue Fund Police Department \$8,000

Lighting Improvement Districts \$4,000

Covid State and Local Federal Relief Funds \$3,800,000

Asset Replacement Fund \$417,000

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. 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 the 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 fiscal 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 require the approval of the Town Council.

Addition of personnel will only be requested to meet program initiatives and policy directives; after the 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, focusing 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 the 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 the 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 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 the 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 the 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 the 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 is 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 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 2022/2024. 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.

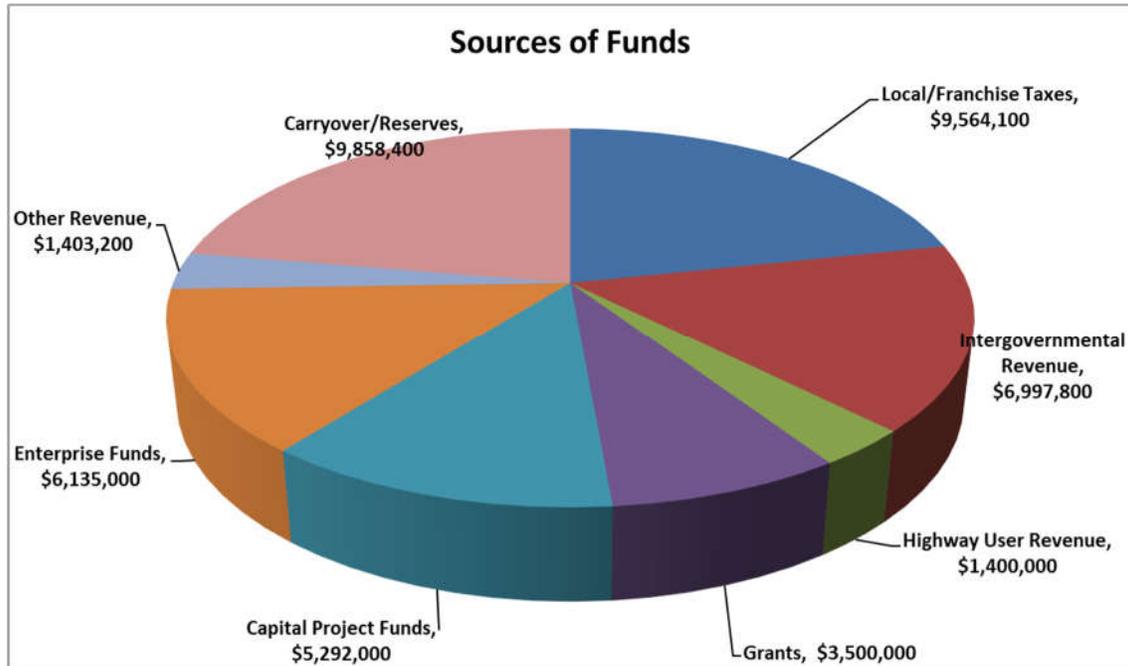
SOURCES AND USES OF FUNDS

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

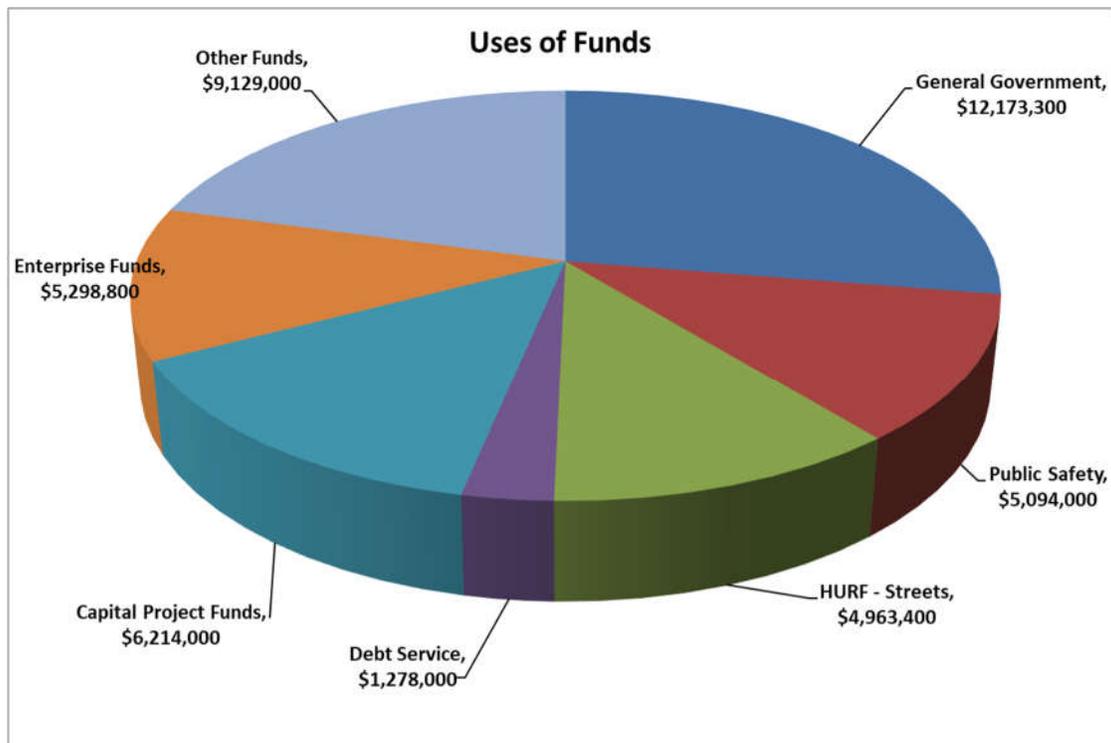
Town of Chino Valley				
Budgeted Total Sources and Uses by Fiscal Year				
	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24
Sources of Funds				
Local/Franchise Taxes	\$ 9,334,500	\$ 7,301,000	\$ 8,052,400	\$ 9,564,100
Intergovernmental Revenue	\$ 1,706,000	\$ 4,205,500	\$ 5,674,500	\$ 6,997,800
Highway User Revenue	\$ 1,706,000	\$ 1,073,000	\$ 1,360,000	\$ 1,400,000
Grants	\$ 3,500,000	\$ 4,976,500	\$ 3,849,000	\$ 3,500,000
Capital Project Funds	\$ 4,031,000	\$ 5,160,000	\$ 5,273,800	\$ 5,292,000
Enterprise Funds	\$ 3,139,000	\$ 5,773,500	\$ 5,551,900	\$ 6,135,000
Other Revenue	\$ 1,015,300	\$ 7,892,800	\$ 1,388,100	\$ 1,403,200
Carryover/Reserves	\$ 2,024,100	\$ 4,917,700	\$ 11,894,400	\$ 9,858,400
Total All Funding Sources	\$ 26,455,900	\$ 41,300,000	\$ 43,044,100	\$ 44,150,500
Uses of Funds				
General Government	\$ 7,924,200	\$ 8,284,900	\$ 9,899,100	\$ 12,173,300
Public Safety	\$ 3,616,300	\$ 3,705,700	\$ 4,526,800	\$ 5,094,000
HURF - Streets	\$ 1,706,000	\$ 1,095,500	\$ 4,000,500	\$ 4,963,400
Debt Service	\$ 973,000	\$ 991,500	\$ 1,384,500	\$ 1,278,000
Capital Project Funds	\$ 5,073,000	\$ 14,688,500	\$ 8,051,000	\$ 6,214,000
Enterprise Funds	\$ 3,551,900	\$ 6,021,500	\$ 5,901,200	\$ 5,298,800
Other Funds	\$ 3,611,500	\$ 6,512,400	\$ 9,281,000	\$ 9,129,000
	\$ 26,455,900	\$ 41,300,000	\$ 43,044,100	\$ 44,150,500

The following charts are representations of the Towns revenue and expenditure distribution for fiscal year 2023/2024:

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 2026.

Town of Chino Valley									
Fund Balance by Fiscal Year									
	Total All Funds	General Fund	HURF Fund	Water Enterprise	Sewer Enterprise	CIP General Fund	CIP Roads	CIP Water	CIP Sewer
Fund Balance 6/30/22	36,092,943	14,040,585	1,878,748	4,890,964	7,336,659	5,444,112	649,849	296,857	246,922
Fiscal Year 2022-23									
Revenues	36,214,000	16,937,900	1,351,200	938,200	2,044,000	3,468,000	3,300,000	100,000	250,000
Expenditures	38,115,900	22,457,500	1,336,700	922,800	2,089,300	6,482,000	669,600	175,100	145,000
Fund Balance 6/30/23	34,191,044	8,520,985	1,893,248	4,906,364	7,291,360	2,430,112	3,280,249	221,757	351,922
Fiscal Year 2023-24									
Revenues	40,220,100	18,311,000	1,412,500	1,021,000	2,614,000	5,787,000	2,700,000	2,050,000	1,000,000
Expenditures	50,828,500	21,017,300	2,200,400	945,500	2,178,300	7,475,000	4,763,000	2,200,000	1,025,000
Fund Balance 6/30/24	23,582,644	5,814,685	1,105,348	4,981,864	7,727,060	742,112	1,217,249	71,757	326,922
Fiscal Year 2024-25									
Revenues	52,638,100	18,814,300	1,454,500	1,046,000	2,672,000	5,388,300	200,000	4,250,000	13,500,000
Expenditures	51,038,450	16,472,050	1,446,800	912,500	2,355,100	5,756,000	1,500,000	4,200,000	13,305,000
Fund Balance 6/30/25	25,182,294	8,156,935	1,113,048	5,115,363	8,043,960	374,413	(82,751)	121,757	521,922
Fiscal Year 2025-26									
Revenues	50,145,500	18,977,000	1,497,500	1,072,000	2,531,000	20,493,000	200,000	50,000	-
Expenditures	45,994,238	16,574,938	1,485,300	929,700	2,123,300	19,228,000	-	100,000	500,000
Fund Balance 6/30/26	29,333,557	10,558,998	1,125,248	5,257,663	8,451,659	1,639,413	117,249	71,757	21,922

Fund Balance Continued

Town of Chino Valley									
Fund Balance by Fiscal Year									
	Debt Service	Grants	CDBG Grants	Special Rev Court	Capital Asset	Covid SLFRF	Special Rev Police	Lighting Dists	Total Non Major Funds
Fund Balance 6/30/22	483,750	192,478	-	98,092	460,691	-	72,404	833	824,498
Fiscal Year 2022-23									
Revenues	1,384,500	200,000	348,000	33,200	335,700	5,506,400	12,800	4,100	933,800
Expenditures	1,384,500	200,000	348,000	15,000	171,000	1,706,400	9,000	4,000	747,000
Fund Balance 6/30/23	483,750	192,478	-	116,292	625,391	3,800,000	76,204	933	1,011,298
Fiscal Year 2023-24									
Revenues	1,278,000	3,500,000	-	25,500	505,000	-	12,000	4,100	4,046,600
Expenditures	1,278,000	3,500,000	-	17,000	417,000	3,800,000	8,000	4,000	3,946,000
Fund Balance 6/30/24	483,750	192,478	-	124,792	713,391	-	80,204	1,033	1,111,898
Fiscal Year 2024-25									
Revenues	1,266,000	3,500,000	-	25,900	505,000	-	12,000	4,100	4,047,000
Expenditures	1,266,000	3,500,000	-	17,000	297,000		7,000	4,000	3,825,000
Fund Balance 6/30/25	483,750	192,478	-	133,692	921,391	-	85,204	1,133	1,333,898
Fiscal Year 2025-26									
Revenues	1,278,000	3,500,000	-	25,900	505,000	-	12,000	4,100	4,047,000
Expenditures	1,278,000	3,500,000	-	17,000	247,000		7,000	4,000	3,775,000
Fund Balance 6/30/26	483,750	192,478	-	142,592	1,179,391	-	90,204	1,233	1,605,898

The charts on the following pages detail each of the Town's Major Funds Fund Balance projections from Fiscal Year 2022/2023 through Fiscal Year 2025/2026. The charts on the following pages detail the significant revenue and expense items each fiscal year and the required ending Fund Balance per Town Policy. A narrative is included to describe each item.

GENERAL FUND BALANCE

TOWN OF CHINO VALLEY			
GENERAL FUND			
	Budget 22-23	Estimate 22-23	Budget FY 23-24
REVENUES			
On Going Revenues	14,585,900	16,537,900	17,911,000
Transfers In - Capital Improvement Fund	400,000	400,000	400,000
TOTAL REVENUES	\$ 14,985,900	\$ 16,937,900	\$ 18,311,000
EXPENDITURES			
Department Expenditures	13,825,900	12,986,100	15,642,300
Contingencies	600,000	600,000	625,000
Transfer to Capital Asset Replacement	250,000	250,000	250,000
Transfer to General Fund CIP	500,000	500,000	500,000
Transfer to Sewer Enter			500,000
Transfer to HURF - CIP	3,100,000	3,100,000	2,500,000
Transfer to Covid State and Local Relief Fund	1,000,000	5,021,400	1,000,000
TOTAL EXPENDITURES	\$ 19,275,900	\$ 22,457,500	\$ 21,017,300
REVENUES (UNDER) OVER EXPENDITURES	(\$4,290,000)	(\$5,519,600)	(\$2,706,300)
BEGINNING FUND BALANCE	\$ 9,510,685	\$ 14,040,585	\$ 8,520,985
REVENUES (UNDER) OVER EXPENDITURES	(\$4,290,000)	(\$5,519,600)	(\$2,706,300)
ENDING FUND BALANCE	\$ 5,220,685	\$ 8,520,985	\$ 5,814,685
Minimum Reserve Requirement @ 25% of total expenditures	3,456,475	3,246,525	3,910,575

The Town increased the amount transferred to the HURF fund to provide additional funds for road improvements. The contingency amount is set per Town Policy.

SPECIAL REVENUE FUND – HIGHWAY USER REVENUE FUND (HURF)

TOWN OF CHINO VALLEY			
HURF FUND			
	Budget 22-23	Estimate 22-23	Budget FY 23-24
REVENUES			
On Going Revenues	1,363,500	1,351,200	1,412,500
TOTAL REVENUES	\$ 1,363,500	\$ 1,351,200	\$ 1,412,500
EXPENDITURES			
Department Expenditures	1,125,500	1,007,200	1,210,400
Equipment	375,000	129,500	390,000
Office Building			400,000
Transfer to CIP Roads	200,000	200,000	200,000
TOTAL EXPENDITURES	\$ 1,700,500	\$ 1,336,700	\$ 2,200,400
REVENUES (UNDER) OVER EXPENDITURES	(\$337,000)	\$14,500	(\$787,900)
BEGINNING FUND BALANCE	\$ 1,680,461	\$ 1,878,748	\$ 1,893,248
REVENUES (UNDER) OVER EXPENDITURES	(\$337,000)	\$14,500	(\$787,900)
ENDING FUND BALANCE	\$ 1,343,461	\$ 1,893,248	\$ 1,105,348
Minimum Reserve Requirement @ 25% of department expenditures	425,125	334,175	550,100

Highway User Funds are restricted and must be used solely for street and highway purposes. At the end of Fiscal Year 2023, the Town is projecting a fund balance of \$1,893,248. 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 set up a Roads CIP Fund to track major road improvements separate from the ongoing road maintenance expenses.

CAPITAL IMPROVEMENT FUND

TOWN OF CHINO VALLEY			
CAPITAL IMPROVEMENT FUND			
	Budget 22-23	Estimate 22-23	Budget FY 23-24
REVENUES			
On Going Revenues	2,649,800	2,968,000	3,057,000
Police Building Loan Proceeds	-	-	-
Transfers In from General Fund	500,000	500,000	500,000
Bond Proceeds/Other	2,000,000	-	2,100,000
Yavapai Drainage District	120,000	-	130,000
TOTAL REVENUES	\$ 5,269,800	\$ 3,468,000	\$ 5,787,000
EXPENDITURES			
Department Expenditures	2,986,000	547,500	5,097,000
Yavapai Drainage District	120,000	-	200,000
Police Building	4,700,000	4,150,000	-
TFRS to General Fund	400,000	400,000	400,000
Transfer to Sewer Enterprise	-	-	500,000
TFRS To Debt Service Fund	1,384,500	1,384,500	1,278,000
TOTAL EXPENDITURES	\$ 9,590,500	\$ 6,482,000	\$ 7,475,000
REVENUES (UNDER) OVER EXPENDITURES	(\$4,320,700)	(\$3,014,000)	(\$1,688,000)
BEGINNING FUND BALANCE	\$ 5,212,538	\$ 5,444,112	\$ 2,430,112
REVENUES (UNDER) OVER EXPENDITURES	(\$4,320,700)	(\$3,014,000)	(\$1,688,000)
ENDING FUND BALANCE	\$ 891,838	\$ 2,430,112	\$ 742,112

The Capital Improvement Fund anticipate the completion of several major projects this fiscal year.

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 include \$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 22-23	Estimate 22-23	Budget FY 23-24
REVENUES			
On Going Revenues	1,017,400	938,200	1,021,000
TOTAL REVENUES	\$ 1,017,400	\$ 938,200	\$ 1,021,000
EXPENDITURES			
Department Expenditures	936,100	884,900	911,700
Debt/Contingency	37,200	37,900	33,800
TOTAL EXPENDITURES	\$ 973,300	\$ 922,800	\$ 945,500
REVENUES (UNDER) OVER EXPENDITURES	\$44,100	\$15,400	\$75,500
BEGINNING FUND BALANCE	\$ 4,986,795	\$ 4,890,964	\$ 4,906,364
REVENUES (UNDER) OVER EXPENDITURES	\$44,100	\$15,400	\$75,500
ENDING FUND BALANCE	\$ 5,030,895	\$ 4,906,364	\$ 4,981,864
Minimum Reserve Requirement @ 25% of total department expenditures	243,325	230,700	236,375

The Town adopted a five-year water rate plan during Fiscal Year 2018 and will be updated the plan in FY 2023/2024. The Town is seeing strong account user growth with additional housing units being added within the community.

SEWER ENTERPRISE FUND

TOWN OF CHINO VALLEY			
SEWER FUND			
	Budget 22-23	Estimate 22-23	Budget FY 23-24
REVENUES			
On Going Revenues	2,134,500	2,044,000	2,614,000
TOTAL REVENUES	\$ 2,134,500	\$ 2,044,000	\$ 2,614,000
EXPENDITURES			
Department Expenditures	1,386,100	1,212,400	1,299,200
Debt/Contingency	874,800	876,900	879,100
TOTAL EXPENDITURES	\$ 2,260,900	\$ 2,089,300	\$ 2,178,300
REVENUES (UNDER) OVER EXPENDITURES	(\$126,400)	(\$45,300)	\$435,700
BEGINNING FUND BALANCE	\$ 7,605,870	\$ 7,336,660	\$ 7,291,360
REVENUES (UNDER) OVER EXPENDITURES	(\$126,400)	(\$45,300)	\$435,700
ENDING FUND BALANCE	\$ 7,479,470	\$ 7,291,360	\$ 7,727,060
Minimum Reserve Requirement @ 25% of total department expenditures	565,225	522,325	544,575

The Town froze the adopted sewer rates in 2015 and has reduced the rate each year since by 3%. The Town took over operations of the Water reclamation plant Treatment plant in 2015. The Town is conducting a rate study with the intention of increasing rates on January 1, 2024.

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 23-24	Budget FY 23-24	
		Public Works	Customer Service	Net Effect FY 23-24
General Fund				
74	Engineering	(100,000)	-	
95	Non Departmental		(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				
		-	-	-
<hr/>				
Total Water Customers		995	30%	57,029
Total Sewer Customers		2,320	70%	132,971
Total Customers		\$ 3,315	100%	190,000

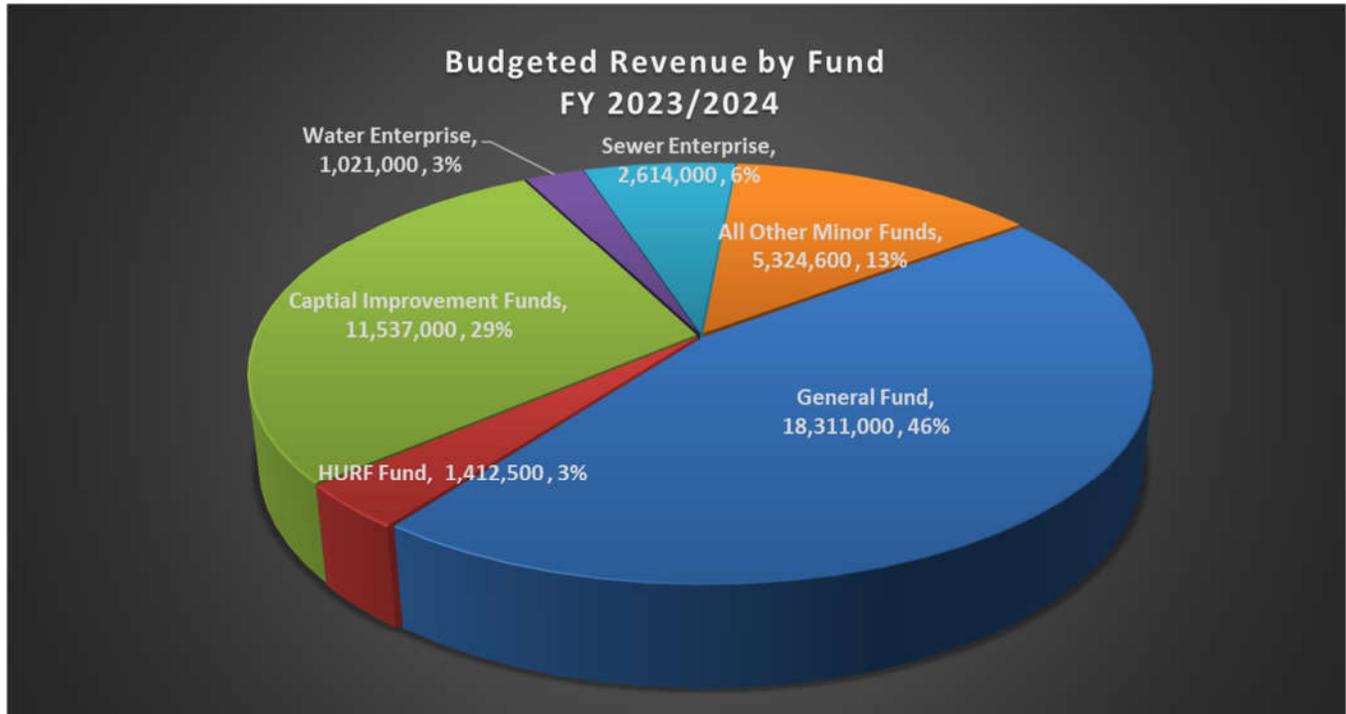
INTER FUND TRANSFERS SUMMARY

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

Town of Chino Valley		
Budget Transfer Summary		
2023/2034 Budget		
	Transfer In	Transfer Out
General Fund	\$ 400,000	\$ 3,750,000
HURF Fund		\$ 200,000
Water Enterprise		\$ 50,000
Sewer Enterprise	\$ 500,000	
CIP - General Fund	\$ 500,000	\$ 1,678,000
CIP - HURF	\$ 2,700,000	
CIP - Water	\$ 50,000	
DEBT Service	\$ 1,278,000	
Capital Asset Replacement	\$ 250,000	
	\$ 5,678,000	\$ 5,678,000

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 the next fiscal year's budget projection.



	Budget FY 22-23	Estimate FY 22-23	Budget FY 23 - 24
Total Revenues By Fund			
General Fund	14,985,900	16,937,900	18,311,000
HURF Fund	1,363,500	1,351,200	1,412,500
Captial Improvement Funds	16,244,800	12,624,400	11,537,000
Water Enterprise	1,017,400	938,200	1,021,000
Sewer Enterprise	2,134,500	2,044,000	2,614,000
All Other Minor Funds	5,528,100	2,318,300	5,324,600
	41,274,200	36,214,001	40,220,100

REVENUE PROJECTION METHODOLOGY

The Town prepares estimates of the 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 revenue 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 Towns each year as a basis for the projections. 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 22-23	Estimate FY 22-23	Budget FY 23 - 24
GENERAL FUND			
CABLE FRANCHISE FEES	51,000	47,600	48,000
WATER FRANCHISE FEES	12,500	10,400	11,000
GAS FRANCHISE FEES	53,000	61,600	58,000
ELECTRIC FRANCHISE FEES	25,000	190,000	290,000
TOWN SALES TAX-RETAIL	6,934,300	7,774,000	8,007,000
CONSTRUCTION SALES TAX 50%	838,000	1,002,000	1,032,000
BED TAX	138,600	114,700	118,100
BUILDING PERMITS 50%	325,000	435,600	350,000
BUSINESS LICENSES	65,000	42,700	66,000
PLAN CHECK FEES 50%	150,000	130,600	125,000
SIGN PERMITS	1,500	900	1,500
ZONING PERMITS	16,000	11,300	15,000
GRADING PERMITS	5,000	4,600	5,000
P.A.N.T.	5,000	2,700	5,000
VEHICLE LICENSE TAX	1,079,000	1,051,700	1,158,000
COUNTY LIBRARY FUNDS	96,000	104,900	76,300
SENIOR NUTRITION REVENUE	115,000	120,600	125,000
BULLET PROOF VEST PARTNERSHIP	2,500	-	2,500
STATE SHARED SALES TAX	1,864,000	2,079,800	2,031,000
STATE SHARED INCOME TAX \$1,000,000	2,513,000	2,559,500	3,600,000
COPIER FEES	500	100	100
ENGINEERING SERVICES	1,000	22,900	20,000
PROGRAM INCOME	17,000	100	1,000
AQUATIC CENTER ENTRANCE FEES	50,000	25,900	25,000
AQUATIC CENTER CONCESSIONS	-	2,000	2,000
FACILITIES USE/UTILITY REIMBURSE	20,000	30,500	30,000
AQUATIC CTR PROGRAM FEES	16,000	7,100	12,000
FACILITIES USE-RECREATION	2,000	2,300	2,000
FACILITIES USE-AQUATIC CENTER	4,000	5,100	5,000
FACILITIES USE-PARKS	5,000	7,500	6,000
S/C NUTRITION PROGRAM INCOME	5,000	1,200	1,000
POLICE REPORTS	4,000	5,600	5,000
ANIMAL CONTROL FEES	27,000	23,000	25,000
LIBRARY FINES	2,000	1,100	2,000
TRAFFIC FINES	130,000	156,400	140,000
REIMBURSEMENT COURT ATTORNEY	2,500	2,300	2,500
RESTITUTION	1,000	1,300	1,000
MISCELLANEOUS REVENUE	5,000	5,900	5,000
SALE OF FIXED ASSETS	1,000	6,400	1,000
SENIOR CTR THRIFT STORE	500	-	-
SR CTR PROGRAM INCOME	1,000	-	1,000
INTEREST INCOME	2,000	486,000	500,000
TFRS FROM CAPITAL IMPROVE FUND	400,000	400,000	400,000
TOTAL GENERAL FUND	14,985,900	16,937,900	18,311,000
		13%	22%

General Fund – Continued

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 22% increase in total General Fund Revenues next fiscal year.

General Fund Revenues have shown steady growth during fiscal year 2023. Tax Collections and State Shared Revenues have shown steady growth over the last fiscal year. Construction-related revenues exceeded the original projections and are projected to continue to be strong next fiscal year.

TOWN SALES TAX

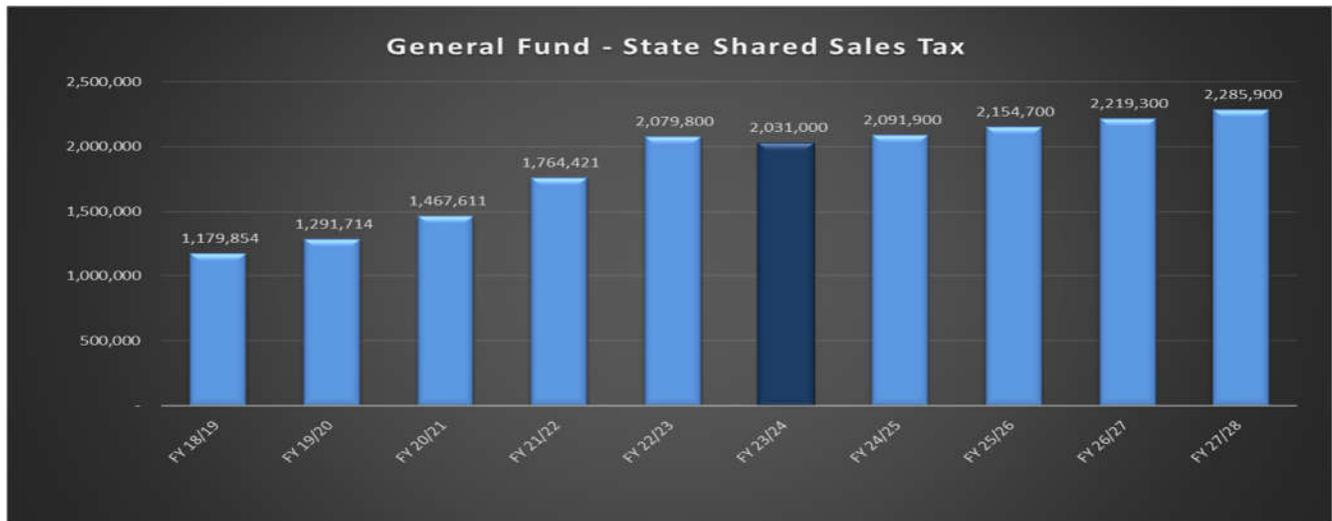
The Town of Chino Valley collects a transaction privilege tax (sales tax) of 4% on the gross receipts of business activities. 1% of the Towns sales tax collected is recorded in the Capital Improvement Fund.



The chart above summarizes the actual Town Sales Tax collections through fiscal year 2023 and the projected collections through fiscal year 2028. Fiscal years 2024 through 2027 are projected to increase at a conservative rate of 3% per year.

STATE SHARED SALES TAX

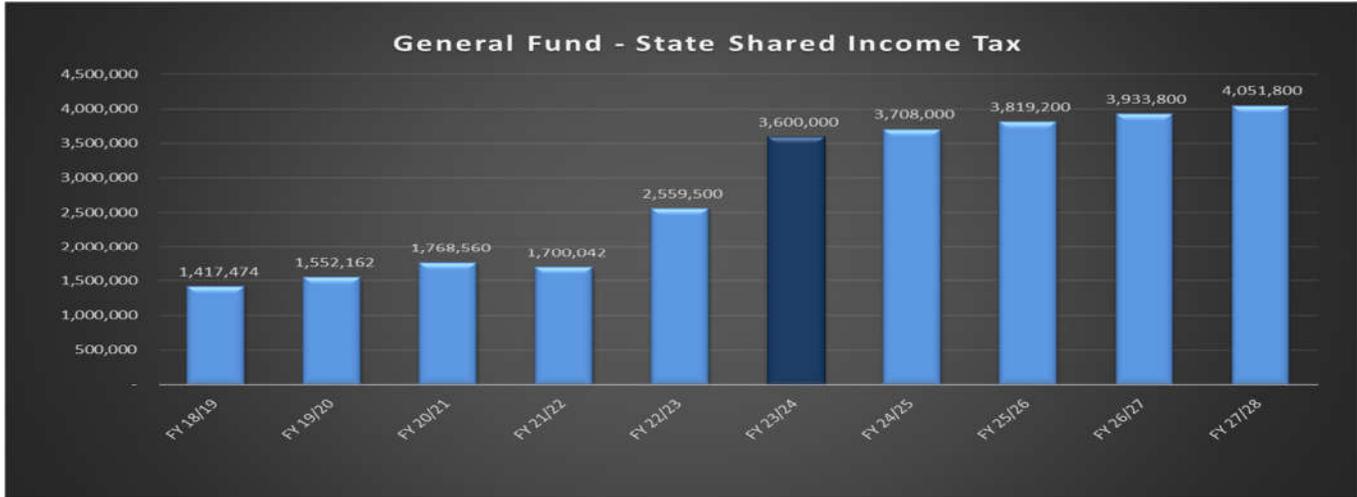
Arizona cities and towns share a portion of the total amount collected from State Sales Tax. The town's portion of the State Sales Tax is based on the relationship of its population to the total population of all cities and towns within the State.



The chart above summarizes the actual State Shared Sales Tax collections through fiscal year 2023 and the projected collections through fiscal year 2028. The fiscal year 2024 projection is based on an estimate provided by the Arizona Department of Revenue and the League of Arizona Cities and Towns. Fiscal years 2025 through 2028 are projected to increase at a conservative rate of 3% per year.

STATE SHARED INCOME TAX

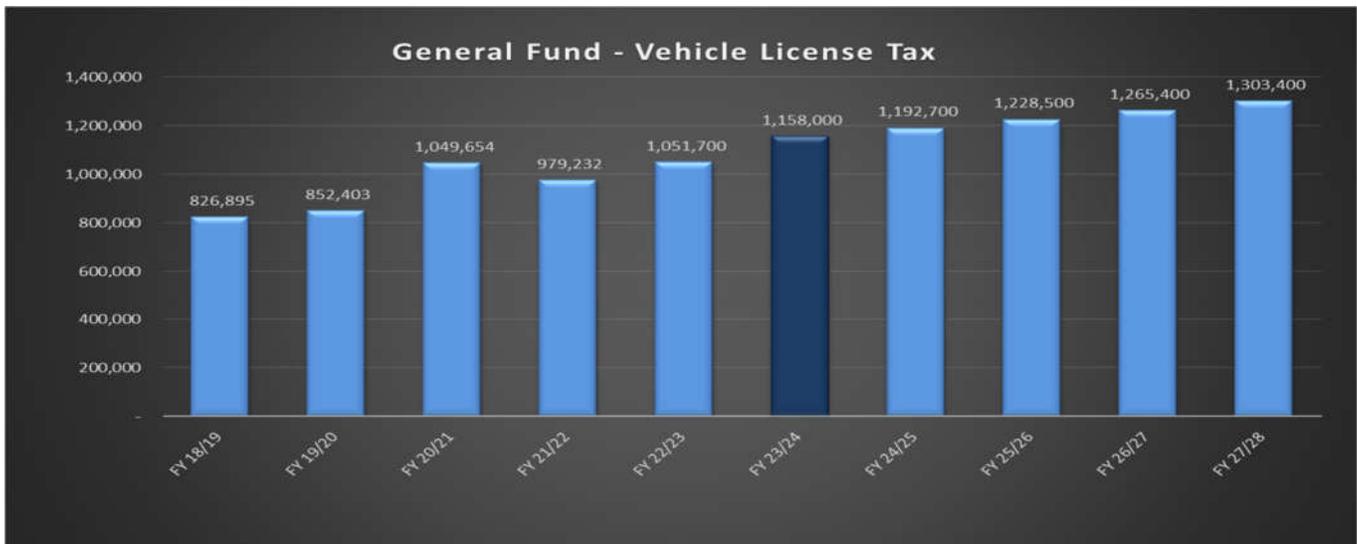
Arizona cities and towns share a portion of the total amount collected from the State Income Tax. A town's portion of the State Income Tax is based on the relationship of its population to the total population of all cities and towns within the state.



The chart above summarizes the actual State Income Tax collections through fiscal year 2023 and the projected collections through fiscal year 2028. The fiscal year 2024 projection is based on an estimate provided by the Arizona Department of Revenue and the League of Arizona Cities and Towns. Fiscal years 2025 through 2028 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.



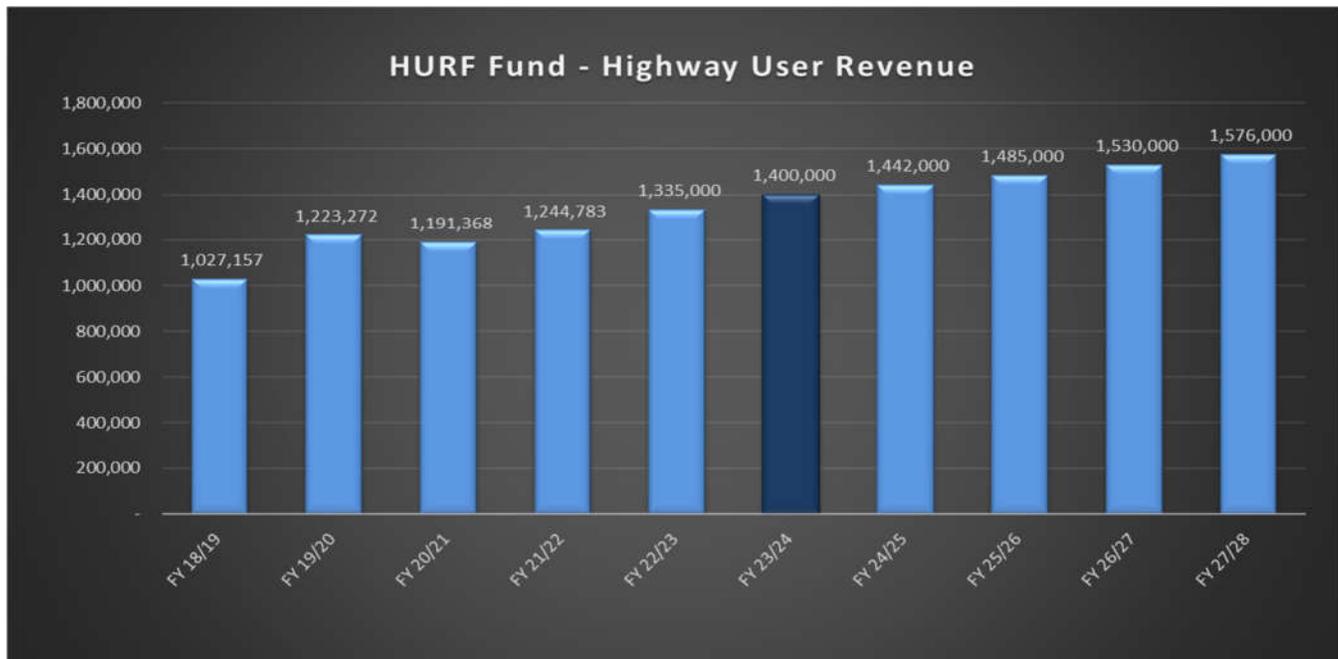
The chart above summarizes the actual Vehicle License Tax collections through fiscal year 2023 and the projected collections through fiscal year 2028. The fiscal year 2024 projection is based on an estimate provided by the League of Arizona Cities and Towns. Fiscal years 2025 through 2028 are projected 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 22-23	Estimate FY 22-23	Budget FY 23 - 24
HIGHWAY USER REVENUE FUND			
RIGHT-OF-WAY PERMITS	1,500	2,600	1,500
DRIVEWAY PERMITS	1,000	-	1,000
MISCELLANEOUS REVENUE	-	600	-
INTEREST INCOME	1,000	13,000	10,000
HIGHWAY USER REVENUE	1,360,000	1,335,000	1,400,000
SALE OF FIXED ASSETS	-	-	-
TOTAL HIGHWAY USER REVENUE FUND	1,363,500	1,351,200	1,412,500
		-1%	4%

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, and 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 2023 and the projected collections through fiscal year 2028. Fiscal Year 2020 included a one-time distribution of \$198,000. The fiscal year 2024 projection is based on an estimate provided by the League of Arizona Cities and Towns. Fiscal years 2024 through 2028 are projected to increase at a conservative rate of 3% per year.

CAPITAL IMPROVEMENT FUND

Town of Chino Valley Total Revenue Summary			
	Budget FY 22-23	Estimate FY 22-23	Budget FY 23 - 24
CAPITAL IMPROVEMENT FUND			
1% TPT REVENUES-RETAIL/OTHER	2,328,400	2,593,000	2,671,000
1% CONSTRUCTION TPT REVENUES 50%	275,200	333,000	343,000
1% BED TAX REVENUES	46,200	42,000	43,000
MISC. CAPITAL PROJECTS	2,000,000		2,000,000
POLICE BUILDING LOAN FUNDS	-		
TOWN HALL LOAN FUNDS			
YAVAPAI COUNTY DRAINAGE DISTRICT	120,000		130,000
TRANSFER FROM GENERAL FUND	500,000	500,000	500,000
WATER PORTFOLIO SALES	-		100,000
TOTAL CAPITAL IMPROVEMENT FUND	5,269,800	3,468,000	5,787,000
		-34%	10%

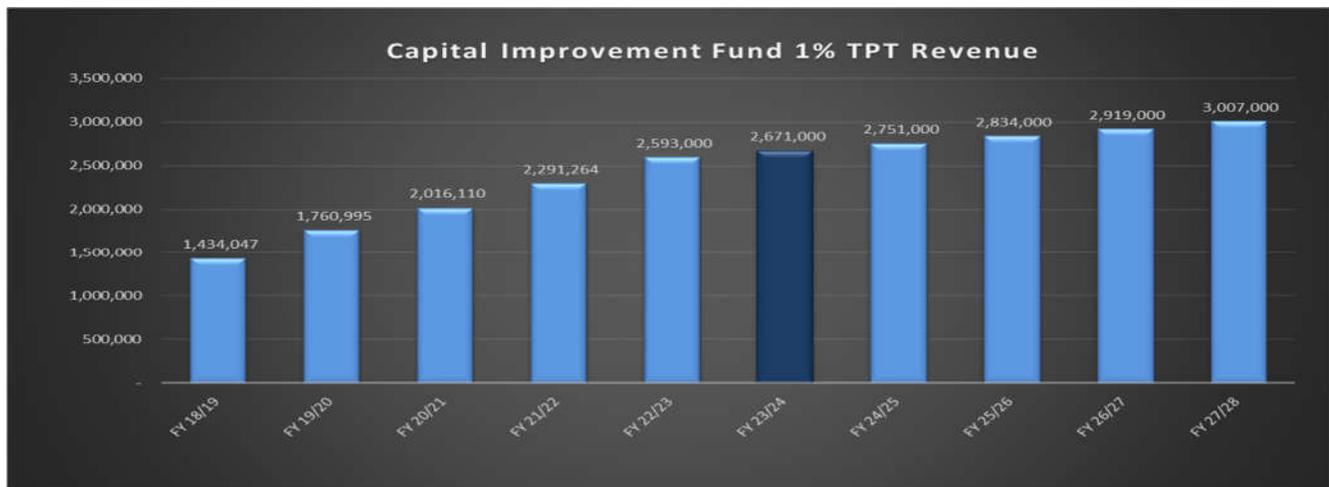
The major ongoing revenue for the Capital Improvements Fund is 1% of the Retail Sales Tax. The Town also separates the construction and bed tax portion from the 1%.

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 Fund Capital Projects over \$50,000 and related funding in the Capital Projects fund.

1% TPT REVENUES – RETAIL/OTHER

The Major ongoing 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 2023 and the projected collections through fiscal year 2028. Fiscal year 2025 through 2028 taxes are projected to increase at a conservative rate of 3% per year.

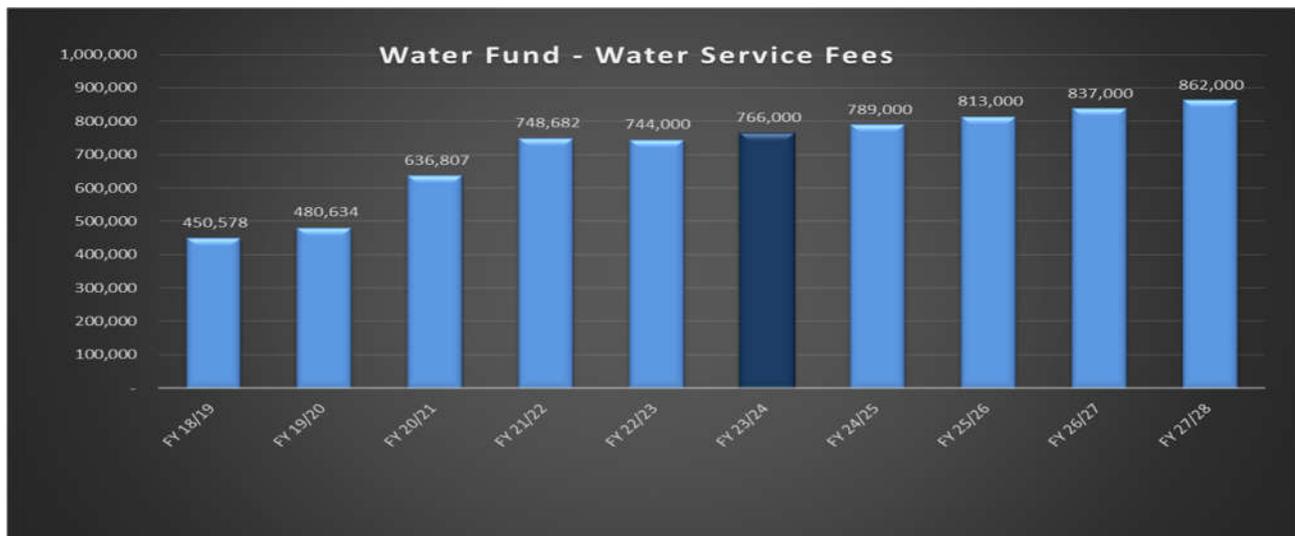
ENTERPRISE FUNDS – WATER

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 22-23	Estimate FY 22-23	Budget FY 23 - 24
WATER ENTERPRISE FUND			
WATER SERVICE FEES	670,400	744,000	766,000
FILL STATION RECEIPTS	52,000	58,000	60,000
WATER SYSTEM BUY-IN FEES 50%	250,000	83,000	150,000
WATER METER FEES	35,000	8,200	35,000
SALE OF FIXED ASSETS	-	-	-
MISCELLANEOUS REVENUE	10,000	45,000	10,000
TOTAL WATER ENTERPRISE FUND	1,017,400	938,200	1,021,000
		-8%	0%

Water rates increased by approximately 3% per year through Fiscal Year 2023. The Town is completing a rate increase study in the fiscal year 2024.

WATER SERVICE FEES

Water Service Fees are user fees charged to residential, commercial, and industrial customers 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.



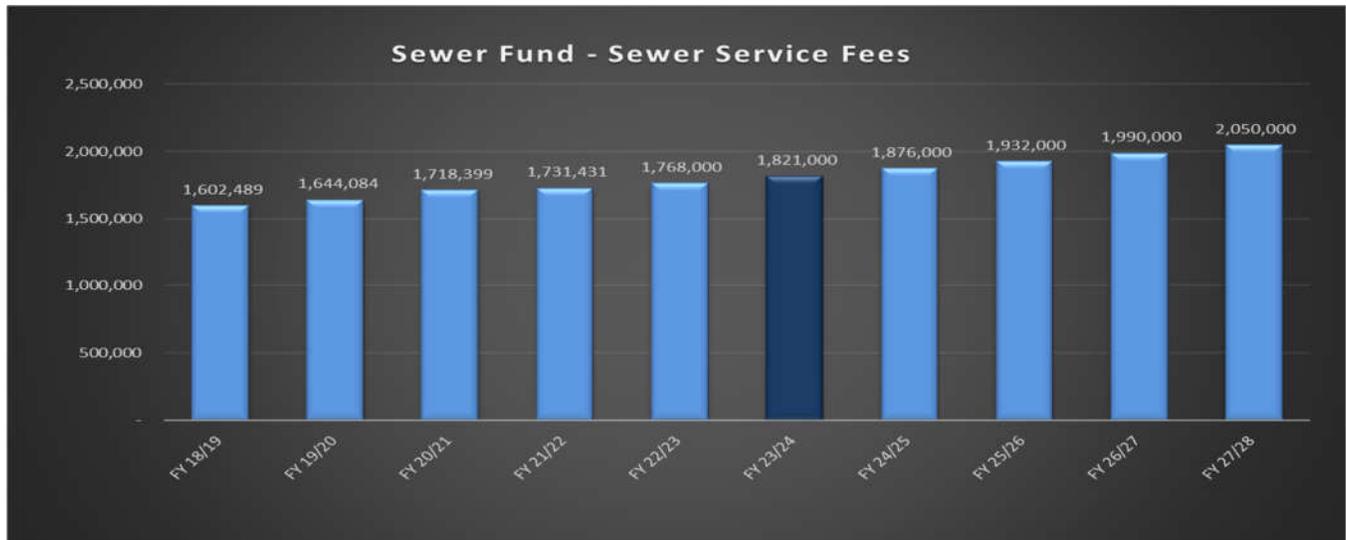
The Chart above summarizes the actual Water Service Fees collected through the fiscal year 2023 and the projected collections through the fiscal year 2028. Fiscal years 2025 through 2028 are projected to increase based on minimal new customer growth or about 3%.

Town of Chino Valley			
Total Revenue Summary			
	Budget FY 22-23	Estimate FY 22-23	Budget FY 23 - 24
SEWER ENTERPRISE FUND			
SEWER SERVICE FEES	1,740,000	1,768,000	1,821,000
SEWER SYSTEM BUY-IN FEES 50%	330,000	202,000	200,000
MISCELLANEOUS REVENUE	64,000	47,000	66,000
TRANSFER FROM GF CIP			500,000
INTEREST INCOME	500	27,000	27,000
WIFA LOAN FUNDS	-		
WIFA RESERVE FUNDS	-		-
BOND PROCEEDS - WIFA	-		-
TOTAL SEWER ENTERPRISE FUND	2,134,500	2,044,000	2,614,000
		-4%	22%

Sewer Enterprise Fund Revenues reflect the effects of the adopted rate decrease in Fiscal Year 2020 through Fiscal Year 2022. The Town is completing a rate increase study in fiscal Year 2024.

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 the fiscal year 2023 and the projected collections through the fiscal year 2028. Fiscal years 2025 through 2028 are projected to increase based on 2% new customer growth.

DEBT SERVICE FUND

DEBT SERVICE 08			
Description	2022-23 Adopted Budget	2022-23 Projected	2023-24 Adopted Budget
2021 REFUND - PRINCIPAL	702,400	702,400	605,504
2021 REFUND - INTEREST	316,100	316,100	285,798
2021 POLICE DEPARTMENT - PRINCIPAL	125,000	125,000	150,000
2021 POLICE DEPARTMENT - INTEREST	238,500	238,500	233,950
FISCAL AGENT FEES	2,500	2,500	2,500
			248
TOTAL EXPENDITURES	1,384,500	1,384,500	1,278,000

Debt Service Funds are used to make principal and interest payments on general government debt. The Town refinanced the existing government debt to take advantage of reduced interest rates and borrowed additional funds to construct the new Police Department Building. 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 fund's 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 2023 adopted budget, fiscal year 2023 estimate, and fiscal year 2024 adopted budget.

Town of Chino Valley				
Total Expenditure Summary by Department				
	Description	2022-23 Adopted Budget	2022-23 Projected	2023-24 Adopted Budget
GENERAL FUND				
41	PROSECUTOR	139,900	137,500	156,200
42	TOWN CLERK	296,400	265,600	407,000
43	TOWN MANAGER	682,600	703,300	743,600
44	HUMAN RESOURCES	355,100	345,000	446,800
45	MUNICIPAL COURT	363,500	362,100	396,500
46	FINANCE	539,500	525,600	560,000
47	MGMT INFORMATION	434,200	418,000	663,000
50	MAYOR AND COUNCIL	56,700	70,600	83,600
55	PLANNING	632,500	619,700	612,500
56	BUILDING INSPECTION	493,400	460,100	481,100
57	CODE ENFORCEMENT		-	204,800
60	POLICE	4,526,800	4,385,700	5,094,000
61	ANIMAL CONTROL	280,600	278,400	272,200
63	RECREATION	257,300	168,600	344,700
64	LIBRARY	426,300	425,000	482,900
66	SENIOR CENTER	563,600	571,200	480,500
68	PARKS MAINTENANCE	809,500	700,800	834,200
69	AQUATICS CENTER	256,800	256,800	258,900
71	FACILITIES MAINTENANCE	941,800	882,800	1,066,700
73	FLEET MAINTENANCE	392,400	378,200	623,600
74	ENGINEERING	652,300	521,300	768,300
95	NON DEPARTMENTAL	6,174,700	5,959,800	5,961,200
TOTAL GENERAL FUND		19,275,900	18,436,100	20,942,300

The Town is projecting the General Fund expenditures to end the fiscal year 2023 under budget. Overall, the General Fund expenditures are projected to increase by 9% over the last budget year primarily due to the one-time \$3,300,000 transfer to the HURF CIP Fund.

General Fund - Department 41

Michelle Codega
 Paralegal
mcodega@chinoaz.net

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.

2022-2023 Highlights

- Accomplished efficient disclosure and victim notification prior to or at the first Pre-trial Conference.
- Reviewed submitted reports from the Police Department and filed appropriate criminal charges in a timely matter.
- Resolved pending cases in a timely manner.
- Received training to stay current on ever changing laws and Rules.
- Brought stability to the office by having the same prosecutor work on all of the cases. This created a better working environment for the court.

2023-2024 Objectives

- Accomplish disclosure prior to or at the first Pre-trial Conference.
- Maintain current knowledge of the latest legal standards and apply them in resolving pending cases.
- Contact all victims prior to the defendant's first Court appearance.
- Capture performance data for the Police Department.
- Maintain an open relationship with the officers by attending meetings or conducting training for the department.
- Efficiently resolve cases to minimize costs to the Town and Police Department.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	69,706	69,706	75,262
Benefits	24,294	24,294	25,037
Services and Supplies	45,900	43,500	55,900
Capital	\$0	\$0	\$0
Total	\$139,900	\$137,500	\$156,200
% Change			12%
Number of Employees	1		1

Narrative

Overall, the department is projecting an increase of 12% in next year's budget due to an increase in personnel costs and services and supplies.

General Fund – Department 42

Erin Deskins

Town Clerk

edeskins@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.

FY 2022-2023 Highlights

- Obtained my Certified Municipal Clerk (CMC) designation a year early.
- Successfully completed the 2023 Primary Election, which included a Mayor seat, 3 Councilmember seats, and a Franchise Agreement with Arizona Public Service (APS).
- Transitioned from printed packets to electronic versions with the purchase of I-Pads for our Council & Commission members.
- Implemented digital signature software with Blue Ink.
- Completed Public Body recruitment to fill vacancies on Building Advisory Board, Parks & Recreation Advisory Board and Roads and Streets Committee.

FY 2023-2024 Objectives

- Administer a Special Election to be held November 7, 2023. Ballot items to be included: Adoption of the General Plan rewrite, Amending the Mayor term from 2-year to 4-year, and approval from citizens to sell land at Old Home Manor.
- Hold Town wide destruction of all documents that are eligible for destruction per Arizona State Statutes.
- Create and implement new processes for Town-wide records management program.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	158,612	146,200	250,424
Benefits	62,588	74,700	72,376
Services and Supplies	75,200	44,700	84,200
Capital	\$0	\$0	\$0
Total	\$296,400	\$265,600	\$407,000
% Change			37%
Number of Employees	3		4

Narrative

The department is projecting an increase of 37% in next year’s budget due to adding a new position.

General Fund – Department 43

Cindy Blackmore
 Town Manager
cblackmore@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 order to provide exceptional public service to the citizens of Chino Valley, in the most cost effective, efficient means possible that cherishes and preserves its historic rural lifestyle and supporting Economic Development for the betterment of our community.

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, Assistant to the Town Manager, Economic Development Project Manager, contract Public Information Officer, and a 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 operating and administrative departments.
- Coordinates with the Town Council to develop and implement short- and long-range goals for the Town.
- Coordinates with the Town Council, Finance Director, and Departments to develop and administer the Budget.
- Is responsible for economic and community development.
- Represents the Town in dealing with other governmental jurisdictions, agencies, private firms, professional groups, community stakeholders, the media, and general public.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	448,770	419,000	453,368
Benefits	119,730	133,000	134,032
Services and Supplies	114,100	151,300	156,200
Capital	\$0	\$0	\$0
Total	\$682,600	\$703,300	\$743,600
% Change			9%
Number of Employees	4		4

Narrative

Overall, the department is projecting an increase of 9% due to increased funding for economic development activities.

Mission

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

Program Description

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

FY 2022- 2023 Highlights

- Completed Classification & Compensation Study and market adjustments.
- Rolled out enhanced voluntary insurance benefits and CALM app to staff.
- Rolled out Stipend Program, Inclement Weather and GPS Tracker Policies.
- Updating Personnel Policy Manual & Administrative Procedure Manual (All policies broken out into redlined Employee Handbook and Administrative Policies).
- Initiated One-on-One mtgs with HR and Department Heads.
- Completed ICMA High Performance Leadership Master Certification Program.

FY 2023 - 2024 Objectives

- Finalize and Roll out Personnel Policies & Administrative Procedures Manual.
- Update Job Descriptions for all positions.
 - *Part 2 of Classification and Compensation Study Update*
- Implement and roll out mandatory Paycom BETI – enhanced payroll module.
- Conduct Executive Search for Finance Director.
- Develop an internal performance management process.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	175,934	174,200	201,494
Benefits	56,066	57,100	56,206
Services and Supplies	123,100	113,700	189,100
Capital	\$0	\$0	\$0
Total	\$355,100	\$345,000	\$446,800
% Change			26%
Number of Employees	2		2

Narrative

Overall, the department is projecting an increase of 26% due to a one-time professional services fee and an increase in Travel related expenses.

General Fund – Department 45

Ronda Apolinar
rapolinar@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 and persons cited for violations occurring within the Town limits.

Program Description

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

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

FY 2022-2023 Highlights

- Fines, Fees, and Restitution (F.A.R.E.) cases were reviewed. Order to Show Cause Hearings were set to discuss criminal cases with restitution owed to victims and marijuana related charges.
- The court implemented the Jury Trial Questionnaire pilot program. Prospective jurors have the ability to fill out the questionnaire online which is downloaded to a spreadsheet for quick and accurate information that is provided to the judge, prosecutor, and defense counsel.
- Standard operating procedures and informational documents have been saved to a shared folder for easy access for all court staff.
- MVD uploaded social security information to the Administrative Offices of the Court (A.O.C.) to assist with collection efforts and tax interceptions. The A.O.C. then downloaded the information to the individual courts.
- Money Handling: A process and procedure for deposits to the Town was created to conform with Minimum Accounting Standards requirements.

FY 2022-2024 Objectives

- Acquire new software for digital evidence for parties to submit evidence in digital format to include pictures, documents, video, and audio through a website.
- Implement the On-base program through the Town of Chino Valley in order to scan, save, and retrieve non-case management system information that relates to the operation of the court. The current case management system already uses On-base to save scanned documents.
- Continue to create, update, and distribute standard operating procedures for all court staff to utilize.
- Read and Review Minimum Accounting Standards, Arizona Code of Conduct for Judicial Employees, and Legal Advice vs. Information annually.
- Review and update cases in collections for address changes and verify social security numbers; issue Orders to Show Cause as appropriate.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	249,415	243,000	268,712
Benefits	74,585	80,000	86,538
Services and Supplies	39,500	39,100	41,250
Capital	\$0	\$0	\$0
Total	\$363,500	\$362,100	\$396,500
% Change			9%
Number of Employees	2		2

Narrative

Overall the department is projecting a slight increase of 9% next fiscal year.

General Fund – Department 46

Joe Duffy, CPA
Administrative Services 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.

FY 2022-2023 Highlights

- Received an unqualified opinion on the Fiscal Year 2022 Annual Audit.
- Submitted and received the Certificate of Achievement for Excellence in Financial Reporting.
- Completed the requirements for the State and Local Federal Relief Funds.
- Increase the use of the OnBase® data management program to transition from paper to digitized record storage and retrieval.

FY 2023-2024 Objectives

- Increase the use of the OnBase® data management program to transition from paper to digitized record storage and retrieval.
- Prepare a Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2023.
- Reformat Budget to submit for the GFOA budget reward.
- Prepare WIFA Project Priority List submittals for wastewater treatment plant engineering.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	323,157	324,000	350,659
Benefits	113,243	108,000	104,242
Services and Supplies	103,100	93,600	105,100
Capital	\$0	\$0	\$0
Total	\$539,500	\$525,600	\$560,000
% Change			4%
Number of Employees	4		4

Narrative

Overall, the department is projecting an increase of 4% due to a purchase of furniture and fixtures and increased travel and training expenses.

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), Telecommunications, 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 the management and preservation of electronic information created during normal Town operations. MIS maintains the vital communications avenues such as e-mail, telecommunications, 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 to ensure the public is informed about Town and community business. MIS manages IT-related budgets and expenditures throughout the fiscal year to ensure proper spending of Town funds. With the continuous growth of the Town and community, MIS managed the 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.

FY 2022-2023 Highlights

- Planning and assistance with low voltage wiring and wire management for the new Police building.
- Installation and movement of networking, servers, workstations and telecommunications equipment into the new Police Building
- Migrated the Town's telecommunication system to a new extension dialing scheme.
- Migration and upgrade to the Town's domain servers.
- Deployment of a new IT ticketing system and network monitoring solution.
- Deployment and rollout of Office 365 to key staff members.

FY 2023-2024 Objectives

- Cleanup of the Town's North campus conduits and installation of enhanced fiber optic backbone connections.
- Recruitment and hiring of a new IT Technician to the MIS division.
- Migration and deployment of a new upgraded email server.
- Rollout of the next OnBase Document Management System Edition.
- Deployment of a digital signage platform for public notice information

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	135,621	132,000	152,441
Benefits	54,679	58,000	57,659
Services and Supplies	233,900	211,700	233,900
Capital	10,000	16,300	219,000
Total	\$434,200	\$418,000	\$663,000
% Change			53%
Number of Employees		3	4

Narrative

The department is projecting an increase of 53% primarily due to adding a new IT Support Technician and adding an access control system town wide.

General Fund – Department 50

Jack Miller

Mayor

jwmiller@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 mayor serves as the Town's Chief Executive Officer. 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

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	32,700	32,250	46,816
Benefits	3,000	3,350	4,784
Services and Supplies	21,000	35,000	32,000
Capital	-	-	-
Total	\$56,700	\$70,600	\$83,600
% Change			47%
Number of Employees	7		7

Narrative

The department is projecting an increase of 47% due to the adopted increase in Council Stipends which significantly below the levels of other towns/cities in Yavapai and Coconino County and the purchase of I-pads for the council members.

General Fund – Department 55

Laurie Lineberry, AICP
 Development Services Director
llineberry@chinoaz.net

Mission

The mission of the Planning Department is to enrich the quality of life for residents of Chino Valley through responsible, responsive, and creative planning and development, by encouraging appropriate land uses and intensities, while planning for future generations.

Program Description

The Planning Department provides detailed land use, zoning, and subdivision information for all properties within the Town of Chino Valley. The department meets with customers in the early stages of property development through Pre-Application Meetings, to provide guidance related to codes and process. The planning staff handles requests for rezoning, conditional use permits, and subdivisions. Staff also recommended changes to the Unified Development Ordinance (UDO), zoning or subdivision codes, to address current situations within the community, staying ahead of forecasted trends and keeping up with changing legislation.

FY 2022-2023 Highlights

- Implemented the Citizen Serve software program for Building, Planning, and Code Enforcement.
- Reinitiated and revised the Pre-Application and Site Plan project review processes.
- Hired and worked with the consultant team for the development of the 2040 General Plan.
- With the General Plan Steering Committee and staff guidance, the consultant team developed the draft General Plan for the Planning Commission and Town Council to vote on in June 2023.
- Expanded the neighboring property owner notifications for Planning cases.
- Refined the Business License process and implemented that process in Citizen Serve.
- In concert with the Community Services Director, developed a simplified process for Special Events within the community.

FY 2023-2024 Objectives

- Successful approval of the General Plan by the voters in November.
- Review the UDO with the new General Plan Goals and Policies and identify sections of the code that need to be amended.
- Develop a plan for the review and adoption of UDO amendments for consistency with the General Plan.
- Begin the amendment process of the UDO.
- Update the Festivals section of the Town Code to reflect the new process developed in 2022/2023 with the Community Services Department.

928-636-4427

Financial Information

Description	Total Expenditures by Type		
	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	421,212	418,000	370,257
Benefits	145,188	144,000	116,143
Services and Supplies	66,100	24,700	101,100
Capital	-	-	25,000
Total	\$632,500	\$586,700	\$612,500
% Change			-3%
Number of Employees	4		4

Narrative

Overall, the department is projecting a decrease of 3%.

General Fund – Department 56

Dan Trout
 Chief Building Official
dtrout@chinoaz.net

928-636-3481

Mission

The Building Safety team provides services needed to ensure life-safety in the built environment.

Program Description

The Building Safety team reviews all submitted building plans for compliance with adopted codes, and issues building permits for all development projects in the town. The team also inspects all aspects of construction of those structures to ensure life-safety of occupants. Currently, the Town has adopted the following construction codes: the 2018 International Building, Residential, Mechanical, Plumbing, Fuel Gas, and Energy Codes, as well as the 2017 National Electrical Code. The Code Compliance team ensures the health and well-being of citizens and the upkeep of properties. All code complaints, both called in and resulting from pro-active inspections, are enforced to the standards set forth in the Unified Development Ordinance (UDO), the 2018 IBC's and the Town Code.

FY 2022-2023 Highlights

- Improved customer service and inspection efficiencies through the completion of the transition back to CitizenServe® software.
- Processed 65 commercial permits, 487 residential permits, and 168 solar permits in 2022.
- Performed 2,452 building inspections for the year.
- Created a new Building Advisory Board.
- Remodeled the Building Safety half of the customer lobby/office area.

FY 2023-2024 Objectives

- Work with the Building Advisory Board to begin review of the ICC codes for Fall 2024 adoption and January 1, 2025 implementation.
- Ensure all staff receive training to maintain their required certifications.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	295,026	287,500	316,546
Benefits	125,374	120,000	111,153
Services and Supplies	73,000	52,600	53,400
Capital	-	-	-
Total	\$493,400	\$460,100	\$481,100
% Change			-2%
Number of Employees	5		5

Narrative

Overall, the department is projecting an decrease of 2%.

General Fund – Department 57

Dan Trout
 Chief Building Official
dtrout@chinoaz.net
 928-636-4427
 928-636-3472

Mission

The Code Enforcement team promotes public health, safety, and welfare through code compliance.

Program Description

The Code Compliance team ensures the health and well-being of citizens and the upkeep of properties. All code complaints, both called in and resulting from pro-active inspections, are enforced to the standards set forth in the Unified Development Ordinance (UDO), the 2018 IBC's, and the Town Code.

FY 2022-2023 Highlights

- Responded to calls for 1,795 code enforcement situations.
- Collected nearly 70 tons of waste material in 29 forty-yard dumpsters and 37 six-yard dumpsters from the Community Clean Up Program.

FY 2023-2024 Objectives

- Complete a review of existing Code Enforcement policies and present recommendations to Council.
- Adopt the International Property Maintenance Code.
- Initiate an addressing program to assist first responders.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	-	-	105,212
Benefits	-	-	42,789
Services and Supplies	-	-	56,800
Capital	-	-	-
Total	\$0	\$0	\$204,800
% Change			
Number of Employees	2		2

Narrative

The Code Enforcement Department is new department in fiscal year 2023/2024.

General Fund – Department 60

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

Mission

The mission of the Chino Valley Police Department is to protect the lives, property, and constitutional rights of the citizens of Chino Valley through fair and impartial enforcement of the laws of the state. We are committed to establishing close working relationships with our citizens, businesses, and visitors to resolve problems and issues. Serving the citizens of Chino Valley is a privilege, not a right. The citizen is the most important person in our department; not an interruption of work, but the purpose of it. The department's successes are attributed to the high ethics, professionalism, integrity, courage, and efficiency displayed by our personnel.

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 allows us to maximize resources to ensure the success of the department's mission. Police Department staff have donated time and expertise to assure outside funding and resources, such as the Federal 1033 program, RICO funds and collaboration with private organizations, are obtained and utilized to increase the 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.

FY 2022-2023 Highlights

- Completed design and started construction of new Police Station
- Completed setting and cleaning of the seven mobile homes in tactical village at the training facility.
- Complete transition to new Axon® Body 3 body cameras for patrol staff
- Promoted a fifth Sergeant to focus on training, internal investigations, hiring/background investigations, employee retention.
- Transitioned all Officers to 9mm handguns to save money on ammunition costs.
- Restarted Community Engagement Programs previously curbed due to Covid.

FY 2023-2024 Objectives

- Facilitate/teach Active Shooter Response Training to all Yavapai County Law Enforcement Agencies
- Continue to digitize all records.
- Succession planning for all departmental positions, especially positions related to the instruction of specific LE topics.
- Continue transition to being more self-reliant or self-sufficient, in terms of training and professional growth in order to reduce overall costs associated with sending staff to an outside source for necessary training.
- Add a restroom to the Shooting Range. This addition is necessary due to the large number of users and difficulty keeping port-a-johns clean and sanitary.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	2,505,298	2,425,000	2,923,217
Benefits	1,338,202	1,298,000	1,242,983
Services and Supplies	508,900	486,800	544,400
Capital	174,400	175,900	208,400
Total	\$4,526,800	\$4,385,700	\$4,919,000
% Change			9%
Number of Employees		34	38

Narrative

Personnel and Benefits increase due to adding three new officer positions. Overall, the department is projecting an increase of 9%.

General Fund – Department 61

Marrilee Easton
 Civilian Operation Supervisor
measton@chinoaz.net

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

FY 2022-2023 Highlights

- Partnered with PetData to offer online Pet License to our community.
- Received new Grass Turf and DG in the play yard areas.
- Animal Control Officers are on duty seven days a week patrolling our community and offering quick response time for "Calls for Service".

FY 2023-2024 Objectives

- Spending time patrolling the Peavine Trail by foot, making sure everyone is staying safe, and keeping their dogs on leash.
- Flexing the ACO schedule to provide for more comprehensive "area checks". For example: Patrolling parks during evening hours, not just daytime hours.
- Increase use of social media to remind and educate the public on being responsible pet owners.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	123,198	124,000	164,781
Benefits	56,602	53,000	46,419
Services and Supplies	38,800	39,400	49,000
Capital	62,000	62,000	12,000
Total	\$280,600	\$278,400	\$272,200
% Change			-3%
Number of Employees	3.5		4

Narrative

Overall, the department is projecting a decrease of 3%.

General Fund – Department 63

Cyndi Thomas
 Community Services Director
cthomas@chinoaz.net
 928-636-9114

Mission

The Recreation Department is committed to providing a diverse and engaging array of 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 recreational programs and events for the citizens of the Town of Chino Valley, managing the reservation of recreation facilities and the special events permitting process.

FY 2022-2023 Highlights

- Installation of a nine-hole disc course.
- Installation of a separate staff entrance to the Community Center.
- Regained use of the north side of the Community Center.
- Moved Recreation Office to the North side of the Community Center
- Help facilitate nine different classes for the citizens of Chino Valley at the Community Center
- Continued to provide excellent recreational events for the community.
- Collaborating with Prescott and Prescott Valley for a 2023 cross-community event.
- Added a new vehicle to our fleet for great efficiency and operational effectiveness.

FY 2023-2024 Objectives

- Continue to Collaborate with Prescott and Prescott Valley for a 2023 cross-community event.
- Promote Territorial Days into a two-day signature event.
- Continue to seek topics and instructors to expand class offerings.
- Continue to add successful events to improve quality of life and provide recreational opportunities for the citizens.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	78,898	69,000	86,765
Benefits	28,802	37,800	41,336
Services and Supplies	69,600	61,800	101,600
Capital	80,000	-	115,000
Total	\$257,300	\$168,600	\$344,700
% Change			34%
Number of Employees		2	2

Narrative

Capital is up due to a one-time expense to assist with connecting the Peavine Trail to the City of Prescott Peavine Trail System. Overall, the department is projecting a 34% increase.

General Fund – Department 64

Scott Bruner
 Library Director & Special Projects Manager
sbruner@chinoaz.net
 928-636-2687

Program Description

The Chino Valley Public Library offers a vast variety of free educational materials and services to the public. The library has over 40,000 books, 4,000 videos, 1,000 Audio's, 100 magazines, eight 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 online computerized card catalogs, and sixteen internet terminals (plus wireless) that 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 website 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.

FY 2022-2023 Highlights

- Returned to full-scale pre-COVID in-house Story Hour Programing.
- Restarted the Summer Reading Program, Spring and Fall Break Programs canceled the last two years due to COVID.
- Removed all 6,378 videos from their security cases which are no longer needed as our security gates now provide inventory control. This change has made patron checkout much more efficient.
- Painted the Children's Room.
- Secured \$30,000 in grant money for take-home Internet Hotspots, Launch Pad Tablets that teach kids to read, a large inflatable movie screen, and a laptop computer.

FY 2023-2024 Objectives

- Increase patron circulation and visits to pre-COVID numbers.
- Change front-end and outside Library displays monthly with fun and interesting themes to attract more circulation.
- Complete annual five-year computer(s) change out and upgrade.
- Complete software changeover for the electric card catalog from Symphony to more user-friendly Aspen Discovery.
- Partner with Recreation to offer movies in the park.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	287,954	281,000	322,332
Benefits	83,946	90,000	99,668
Services and Supplies	54,400	54,000	60,900
Capital	-	-	-
Total	\$426,300	\$425,000	\$482,900
% Change			13%
Number of Employees	6		6

Narrative

Personnel and Benefits are up slightly over the prior fiscal year. Services and Supplies are up, reflecting a small increase in operating expenses. Overall, the department is projecting an increase of 13%.

General Fund – Department 66

Cyndi Thomas
 Community Services Manager
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 operates 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 older 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. The Senior Center operates a Thrift Store and relies heavily on an engaged volunteer base for our service delivery.

FY 2022-2023 Highlights

- Began the planning process for the kitchen renovation.
- Served over 34,000 meals; the most since pre-covid.
- Received NACOG funding increase by \$49,000 for Meals on Wheels and Congregate Meals.
- Gentle Exercise continues to grow, currently there are over 40 participants.
- Reorganized Meals on Wheels routes to better enable our volunteer drivers to deliver the meals timelier and more efficiently.
- Partnered with Arizona Care Hospice and Angels Care Home Health to facilitate weekly blood pressure checks for patrons.

FY 2023-2024 Objectives

- Complete kitchen renovation with CDBG funds including the stove, hood, counters, cabinets, and floor.
- Replace the refrigerated mobile salad bar.
- Continue to increase the number of meals served.
- Continue to seek and obtain additional classes, speakers, and seminars for patrons.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	182,460	183,500	211,691
Benefits	71,140	70,000	73,810
Services and Supplies	160,000	167,700	195,000
Capital	150,000	150,000	-
Total	\$563,600	\$571,200	\$480,500
% Change			-15%
Number of Employees	4.25		4.25

Narrative

Personnel and Benefits are up slightly. Services and Supplies are up primarily due to the increase in food costs. Capital is down due to the matching funds that will be used to remodel the kitchen with a Community Development Block Grant. Overall, the department is expecting a decrease of decrease of 15%.

General Fund – Department 68

Jason Olson
 Facilities & Parks Manager
jolson@chinoaz.net
 928-636-7140

Mission

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

Program Description

The Parks Division is responsible for creating and maintaining parks for the citizens of the Town of Chino Valley. Each facility requires the maintenance of turf, foliage, shrubs, trees, aggregate, playground equipment, irrigation systems, and other park amenities, 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 beauty of Chino Valley.

FY 2022-2023 Highlights

- Replaced playground equipment in Community Center Park.
- Improved Dog Park with new ground cover.
- Hired one new Parks Maintenance worker.
- Replaced turf grass at the Aquatic Center with artificial turf.
- Purchased new 300-gallon spray rig.
- Purchased new turf and curb vacuum.
- Finished Field #5 renovation.
- Re-painted and fixed Ramada at Memory Park.
- Installed gutters on new restroom at Memory Park.
- Landscaped the front of Town Hall.
- Added 125 tons of new infield mix on Fields #1,2, and 3.
- Replaced and planted new trees and shrubs at Town Hall and Memory Park.

FY 2022-2024 Objectives

- Build new maintenance building for Facilities and Parks.
- Hire a Certified Pool Operator (Shared with Aquatic Center.)
- Replace infield mix on Fields #4 and 5.
- Install new security cameras at Memory Park/Community Center Park.
- Center Street Park Remodel.
- Repair/replace fencing .

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	175,077	164,500	243,304
Benefits	73,623	80,000	79,597
Services and Supplies	389,800	335,300	418,300
Capital	171,000	121,000	93,000
Total	\$809,500	\$700,800	\$834,200
% Change			3%
Number of Employees	4.5		5.5

Narrative

Services and Supplies are up due to increased water expenses and contract services. Capital is down due to buying less equipment this fiscal year. Overall, the department is projecting an increase of 3%.

General Fund – Department 69

Cyndi Thomas
 Community Services Manager
cthomas@chinoaz.net
 928-636-9114

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 featuring a zero-depth entry pool with a mushroom fountain, a splash pad with five colorful tipping buckets, a bright red corkscrew slide and lap swim lanes. During the season the Center offers lap swim, toddler swim, swim lessons, water aerobics, dollar swim, and open swim hours, as well as facility rental for special events.

FY 2022-2023 Highlights

- Pool splash pad up and running.
- Replaced chlorinator and pool vacuum.
- Repaired and refilled sand filters and repaired the valve seals.
- Installed new pool grates.
- Completed Minor plaster repairs.
- Replaced lights in the pool.
- Installed new swamp coolers.
- Brought back concession operations.

FY 2023-2024 Objectives

- Complete major plaster repair.
- Paint Interior and exterior.
- Update aquatic fees .
- Hire a Certified Pool Operator (Shared with Parks Maintenance).

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	97,832	98,000	105,852
Benefits	9,468	9,300	23,548
Services and Supplies	129,500	129,500	129,500
Capital	20,000	20,000	-
Total	\$256,800	\$256,800	\$258,900
% Change			1%

Narrative

Personnel reflects only the seasonal lifeguard expenses. Overall, the department expenses are projected to increase by 1%.

General Fund – Department 71

Jason Olson
 Facilities & Parks Manager
jolson@chinoaz.net
 928-636-7140

Mission

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

Program Description

The Facilities Maintenance Division 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.

FY 2022-2023 Highlights

- Replaced Flooring and Paint Town Hall.
- Replaced Roof on Court Building.
- Replaced Windscreen at Fleet services.
- Installed New Door at Town Hall.
- Installed New Swamp Coolers at the Aquatic Center.
- Installed New Door at Community Center.

FY 2023-2024 Objectives

- Replace Roof on Town Hall or Public Works.
- Repair Portions of the Parking Lot at the North Campus.
- Replace HVAC at Town Hall or Another Town Building as Needed.
- Make Code and Safety Improvements to Fleet Maintenance Building.
- Hire an additional Facilities Maintenance Worker – Custodian.
- Replace floors at Aquatic Center.
- Repaint Aquatic Center.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	263,914	225,000	315,979
Benefits	112,686	107,500	114,721
Services and Supplies	268,500	294,600	291,000
Capital	296,700	255,700	345,000
Total	\$941,800	\$882,800	\$1,066,700
% Change			13%
Number of Employees	4		5

Narrative

Personnel and Benefits are up due to adding one new position. Capital is up due to replacing several pieces of maintenance equipment. Overall, the department is projecting an increase of 13%.

General Fund – Department 73

Matthew Green
 Fleet Supervisor
mgreen@chinoaz.net
 928-636-7140

Mission

To provide safe, reliable vehicles and equipment to all Departments within the Town of Chino Valley, by administrating efficient, quality service and repairs on all Fleet Assets.

Program Description

The Fleet Maintenance Department of the Public Works Division provides maintenance and repair services to the Town of Chino Valley Fleet assets. Fleet Maintenance provides services to Police Department, Senior Center, Recreation Aquatics, Roads Department, Facilities Group, Public Works and Engineering, Library, MIS, Development Services, and Town Hall. Assets range from small engines and UTV's to motor graders and heavy trucks.

FY 2022-2023 Highlights

- Developed and implemented a new Preventive Maintenance Program per industry standards to include intervals and sequence of maintenance. This reduces lifetime costs and improves reliability.
- Developed Standard Work for the new Preventive Maintenance Program to include condition and safety inspections.
- Performed vehicle and equipment inventory audit to ensure the accuracy of Town records.
- Performed weekly visual audits of Fleet Functions to identify and reduce waste and improve efficiency.

FY 2023-2024 Objectives

- Meet the vehicle and equipment needs of all Town departments with safety and customer satisfaction as top priorities.
- Transition to Fleet Management Software system to improve service and accurately track Fleet asset costs.
- Operate within National standards for fleets with 499 or fewer assets to better meet the growing needs of the Town.
- Facilitate purchase and up fit of new vehicles approved in the budget to meet Town needs and utilize all assets to ensure optimal ROI.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	112,014	106,000	204,099
Benefits	45,786	51,000	52,702
Services and Supplies	204,600	191,200	232,800
Capital	30,000	30,000	134,000
Total	\$392,400	\$378,200	\$623,600
% Change			59%
Number of Employees	2		3

Narrative

Personnel and Benefits and Services and Supplies are up due to adding an additional employee. Capital is up due to planned shop improvements and new shop equipment. Overall, the department is projecting an increase of 59%.

General Fund – Department 74

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

Mission

The mission of the Public Works Department is to provide efficient delivery of services to all Town residents. Our goal is to create a thriving, safe, friendly Town that cultivates its natural beauty, history, and its western culture while working with citizens and developers, completing goals of efficient cost-delivery systems and public health/safety issues.

Program Description

The Engineering Division of the Public Works Department provides administrative oversight and support to the Streets, Fleet Maintenance, Parks Maintenance, Facilities Maintenance, and Utilities Divisions. The Engineering Division provides professional engineering services for all public improvements within the Town of Chino Valley and provides engineering advice to the Town Council. 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 (CYMPO), and the Regional Utility Coordinating Committee (RUCC).

FY 2022-2023 Highlights

- Completed the construction of the new Police Facility.
- Completed the construction of the FY 2022 Street Improvements project.
- Completed the design, award, and began construction of the FY 2023 Street Improvements project.
- Completed construction of the Peavine Trail Waterline project.
- Awarded a professional services contract for the development of the Integrated Water Master Plan.
- Awarded a professional services contract for the development of a Pavement Management Program.
- Continued the design of the Perkinsville Sewer and Water Improvements project.
- Completed over 300 reviews for many residential, commercial, and subdivision developments.

FY 2023-2024 Objectives

- Complete the design and award the North Road 1 East Street Improvements project.
- Complete the design and award the FY 2024 Street Improvements project.
- Begin construction of Phase 1 of the Perkinsville Sewer and Water Improvement project.
- Complete the Street Striping Project.
- Complete the Integrated Water Master Plan.
- Complete the Pavement Management Program.
- Continue to provide development review for Development Services.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	389,858	374,000	498,042
Benefits	119,642	112,000	122,458
Services and Supplies	142,800	35,300	147,800
Capital	-	-	-
Total	\$652,300	\$521,300	\$768,300
% Change			18%
Number of Employees	4		5

Narrative

Overhead related to the Water and Sewer Enterprise funds will be allocated to those departments through interdepartmental charges. Capital is up due to purchasing a pavement management program. Overall, the department is projecting an increase of 18%.

Special Revenue Fund – Department 02-78

Mark Davis
 Street Superintendent
mdavis@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 citizen's needs by maintaining 153 miles of paved, chip-sealed or dirt streets including, pothole repair, culvert and drainage maintenance, road grading, mowing, and trash pickup. The Roads Division also performs tree trimming along the Town right of way, repair, and replacement of Town signage, and light construction of new streets.

FY 2022-2023 Highlights

- Reconstructed Road 2 North near Highway 89.
- Reconstructed Road 4 ½ North from Reed Road to Road 1 West.
- Reconstructed Road 2 South from Highway 89 to Road 1 East.
- Reconstructed Road 1 West from Road 1 North to Road 2 North.
- Reconstructed Antelope Drive off West Perkinsville Road.
- Continued Patching Roads, Mowing Roadsides, and Repairing Signs.
- Reconstructed five miles of gravel surface Perkinsville Road.
- Master planned and constructed Roads Maintenance yard.

FY 2023-2024 Objectives

- Implement a Pavement Management System.
- Reconstruct East Road 1 South from Highway 89 to South Road 1 East.
- Reconstruct South Road 1 East from East Fletcher Court to East Road 3 South.
- Reconstruct Campbell Avenue off West Perkinsville Road.
- Design FY 2024 Streets Project.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	463,992	420,000	522,460
Benefits	208,908	202,000	235,340
Services and Supplies	392,600	385,200	392,600
Capital	635,000	329,500	1,050,000
Total	\$1,700,500	\$1,336,700	\$2,200,400
% Change			29%
Number of Employees	9		9

Narrative

Personnel and Benefits are up due to adding on call pay. Capital is up due to the planning of a new office for the department. Overall, the department is projecting an increase of 29%.

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 the 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 predominant 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 the last fiscal year. The Town took over the operation of the one-half-million-gallon per day water reclamation plant 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 predominant area for sewer service is the Road 2 North corridor along with the Chino Meadows, Bright Star, and Highlands Ranch subdivisions.

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 which is the heart of our community, our way of life, and our children's future. And securing the water resources necessary to serve the community into the future.

Program Description

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

FY 2022-2023 Highlights

- Expanded the Yavapai College water system to include the equestrian facility, the town roads, and utilities department yards.
- Developed a water flushing program.
- Automated backup Generator for Bright Star Well.
- Extended the water system from the North campus to serve Head Start.
- Loop waterline along the Peavine trail from Road 2 North to Perkinsville Road.

FY 2023-2024 Objectives

- Upgrade water meter reading system.
- Provide a new public water fill station.
- Install back-up generators at Town Hall and Yavapai College well sites.
- Extended waterline across Highway 89 @ Perkinsville Road.
- Integrated Water Master Plan.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	213,738	209,000	235,722
Benefits	85,062	89,000	96,178
Services and Supplies	292,300	256,900	292,300
Capital	345,000	330,000	222,500
Total	\$936,100	\$884,900	\$846,700
% Change			-10%
Number of Employees	3		3.5

Narrative

Overall, the department is projecting a decrease of 10%.

Enterprise Fund – Department 06

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

Mission

The Town of Chino Valley water reclamation facility is dedicated to 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 and water reclamation plant treatment plant.

FY 2022-2023 Highlights

- Replaced leaking underground air lines.
- Rebuilt Rotomat® screen #1.
- Replaced belt press with a screw press.
- Cleaned and rehabilitated 4,000 membrane filters.
- Replaced two pre-air blowers .
- Completed construction of new building and moved in.
- Completed concrete aprons and fencing around new building.

FY 2023-2024 Objectives

- Design, engineer and build a flow EQ basin.
- Construct drying bed.
- Design and engineer plant expansion from .5 MGD to 1 MGD.
- Extend Sewer line across Highway 89 at Perkinsville Road.
- Conduct Inflow/infiltration (I&I) survey of the entire collection system.

Financial Information

Total Expenditures by Type			
Description	2022-2023 Adopted Budget	2022-2023 FY Estimate	2023-2024 Adopted Budget
Personnel	213,738	208,000	230,173
Benefits	85,062	90,500	103,227
Services and Supplies	557,300	468,500	557,300
Capital	530,000	447,500	410,700
Total	\$1,386,100	\$1,214,500	\$1,301,400
% Change			-6%
Number of Employees	3		3.5

Narrative

Capital projects planned for this year include new equipment, blower, pumps and VFDs. The department also budgeted for additional sewer extensions. Overall, the department is projecting an decrease of 6%.

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 \$380,806 for the fiscal year 2022/2023. The Town intends to remodel the Senior Center kitchen and improve the park adjacent parking area with the grant this fiscal year.

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 budgeted for FY 2023 and the budget amount for FY 2024.

GRANTS 07		
Description	2022-23 Adopted Budget	2023-24 Adopted Budget
COURT GRANTS	25,000	25,000
PLANNING GRANTS	25,000	25,000
POLICE DEPARTMENT GRANTS	100,000	100,000
RECREATION GRANTS	25,000	25,000
LIBRARY GRANTS	50,000	50,000
SENIOR CENTER GRANTS	25,000	25,000
PARKS GRANTS	25,000	25,000
PUBLIC WORKS GRANTS	3,225,000	3,225,000
TOTAL GRANTS	3,500,000	3,500,000

The Court Special Revenue Fund is a restricted fund per the 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	2022-23 Adopted Budget	2022-23 Projected	2023-24 Adopted Budget
REVENUES			
COURT IMPROVEMENT FEES	22,000	26,400	26,000
COURT COLLECTION FEES	2,400	2,900	3,000
INTEREST INCOME-LGIP	100	2,100	2,100
TOTAL REVENUES	24,500	31,400	31,100
EXPENDITURES			
COURT COLLECTION EXPENSES	7,000	5,000	7,000
COURT IMPROVEMENTS	10,000	10,000	10,000
TOTAL EXPENDITURES	17,000	15,000	17,000
NET INC/DEC IN FUND BALANCE	7,500	16,400	14,100
FUND BALANCE SUMMARY			
COURT IMPROVEMENT FUND			
FUND BALANCE BEGINNING OF YEAR	29,255	37,975	56,475
NET CHANGE DURING YEAR	12,100	18,500	18,100
FUND BALANCE END OF YEAR	41,355	56,475	74,575
COURT COLLECTION FUND			
FUND BALANCE BEGINNING OF YEAR	58,037	60,117	58,017
NET CHANGE DURING YEAR	(4,600)	(2,100)	(4,000)
FUND BALANCE END OF YEAR	53,437	58,017	54,017
TOTAL FUND BALANCE			
FUND BALANCE BEGINNING OF YEAR	87,292	98,092	114,492
NET CHANGE DURING YEAR	7,500	16,400	14,100
FUND BALANCE END OF YEAR	94,792	114,492	114,492

In accordance with the 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 10-95			
Description	2022-23 Adopted Budget	2022-23 Projected	2023-24 Adopted Budget
REVENUES			
MISCELLANEOUSE INCOME	-	4,850	-
AMRRP DIVIDEND		39,708	
TRANSFER FROM GENERAL FUND	250,000	250,000	250,000
INTEREST INCOME-LGIP	-	6,230	-
TOTAL REVENUES	250,000	300,788	250,000
EXPENDITURES			
CAPITAL ASSET REPLACEMENTS	140,000	68,000	-
POLICE EVIDENCE TECH SUV			50,000
TRANSIT UTILITY VAN - FACILITIES			35,000
TELE-HANELER MJLTI DEPARTMENT			100,000
1/2 TON PICKUP ENGINEERING			50,000
1/2 TON DEVELOPMENT SERVICES			50,000
ADMIN STAFF VEHICLE			35,000
POLICE CARS	65,000	65,000	97,000
BUILDING DEPARTMENT ESCAPE	40,000	38,000	
TOTAL EXPENDITURES	245,000	171,000	417,000
ENDING FUND BALANCE	5,000	590,679	423,679

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 of 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	2022-23 Adopted Budget	2022-23 Projected	2023-24 Adopted Budget
REVENUES			
VEHICLE IMPOUND HEARING FEE	1,000	3,000	2,000
VEHICLE IMPOUND TOWING FEE	1,000	4,200	3,000
VEHICLE IMPOUND FEE REVENUE	200	6,000	3,000
TOTAL REVENUES	2,200	13,200	8,000
EXPENDITURES			
TOWING EXPENSES	1,000	4,000	2,000
TRAFFIC RELATED EQUIPMENT	10,000	5,000	5,000
VEHICLE IMPOUND FEE EXPENSE	1,000		1,000
TOTAL EXPENDITURES	12,000	9,000	8,000
NET INC/DEC IN FUND BALANCE	(9,800)	4,200	-
ENDING FUND BALANCE	72,404	76,604	77,604

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	2022-23 Adopted Budget	2022-23 Projected	2023-24 Adopted Budget
Total Revenues	4,100	4,100	4,100
CVSLID #1 UTILITIES - ELECTRIC	2,000	2,000	2,000
CVSLID #2 UTILITIES - ELECTRIC	1,000	1,000	1,000
CVSLID #3A UTILITIES - ELECTRIC	1,000	1,000	1,000
TOTAL EXPENDITURES	4,000	4,000	4,000

FY 2024 CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) for FY 2024 represents a 7.4-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, and debt financing 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. 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 the jurisdiction of origin. This special revenue source can only be used for the maintenance or construction of streets and highways. Special revenue bonds can be issued for the 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 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 the acquisition of major capital equipment, e.g., computer systems, vehicles, and equipment, which are very expensive and have a 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 an IGA for the construction and proportionally shared payment of the project. One jurisdiction will act as the primary lead agent for project management purposes. The Transportation Regional Plan and Storm Drainage Master Plan 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 water reclamation 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 to the fund. The Water Infrastructure Finance Authority of Arizona (WIFA) issues bonds that are then lent to different governmental entities to finance projects 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 a 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.

The table above details the Beginning Fund Balance and the anticipated sources of funds for the General Fund – Capital Improvement Fund.

GENERAL FUND - CAPITAL IMPROVEMENT FUND 05-90			
Description	2022-23 Adopted Budget	2022-23 Projected	2023-24 Adopted Budget
MISC CAPITAL PROJECTS	2,000,000		2,000,000
YAVAPAI DRAINAGE PROJECTS	120,000		200,000
N AZ GROUNDWATER FLOW MODEL		75,000	
WATER AUTHORITY DISCUSSION WITH PRESCOTT OLD HOME MANOR USF PERMIT	1,000		90,000
EXT WATER CREDITS	-	40,000	100,000
WATER RIGHTS PURCHASE CREDITS			575,000
REPERMITING WRF RECHARGE FACILITY AT OHM RECHARGE ACCESSMENT FOR DEL RIO UVR			150,000
OLD HOME MANOR MASTER PLAN		7,500	
WINE GLASS RANCH NARGFM III & IV	30,000		
PAD WATER FOR LAND OWNERS 660' FROM WSA	5,000		
CDBG GRANT MATCH	150,000	150,000	
POOL REPLASTER AND DECK RESURFACING	300,000	-	400,000
IMPACT FEE STUDY			60,000
TOWN HALL FLAGS AND LANDSCAPING	100,000	-	100,000
POLICE DEPARTMENT CONSTRUCTION NEW TOWN HALL	4,700,000	4,150,000	
ASBESTOS REMOVAL ROADS YARD	100,000		100,000
INTEGRATED UTILITY MASTER PLAN			500,000
GENERAL PLAN	300,000	275,000	25,000
TOTAL CAPITAL IMPROVEMENTS	7,806,000	4,697,500	4,300,000
TFRS TO GENERAL FUND - POLICE	250,000	250,000	250,000
TFRS TO GENERAL FUND - AQUATICS	150,000	150,000	150,000
TFRS TO SEWER ENTERPRISE FUND			500,000
TFRS TO DEBT SERVICE FUND	1,384,500	1,384,500	1,278,000
TOTAL DEBT SERVICE/OTHER	1,784,500	1,784,500	2,178,000
TOTAL EXPENDITURES	9,590,500	6,482,000	6,478,000
BUDGET REQUESTS			
REMODEL OLD POLICE BUILDING			600,000
TOWN HALL IMPROVEMENTS			150,000
MOBILE MESSAGE BOARD			22,000
PICKELBALL COURTS			-
RECREATIONAL AMENITIES REVIEW AND DESIGN			125,000
PARKS MAINTENANCE BUILDING			100,000
TOTAL BUDGET REQUESTS	-	-	997,000
TOTAL PROPOSED BUDGET	9,590,500	6,482,000	7,475,000

CAPITAL IMPROVEMENT PROGRAM - ROADS

CAPITAL IMPROVEMENT FUND - ROADS 21-78			
Description	2022-23 Adopted Budget	2022-23 Projected	2023-24 Adopted Budget
BEGINNING FUND BALANCE	649,849	649,849	3,280,249
TRANSFER FROM GENERAL FUND	3,100,000	3,100,000	2,500,000
TRANSFER FROM HURF	200,000	200,000	200,000
TOTAL FUNDS AVAILABLE	3,949,849	3,949,849	5,980,249
PROJECTS			
RODEO DRIVE AT OLD HOME MANOR		381,700	-
W RD 4 1/2 W REED ROAD	-	68,000	
RECONSTRUCT LOCAL STREETS	500,000	19,900	1,000,000
FY 2023 STREET IMPROVEMENTS			2,163,000
ANNUAL ROAD PROJECTS	2,000,000	200,000	-
ROAD ONE EAST JUNIPER TO PERKINSVILLE	-		1,500,000
DESIGN NORTH REED ROAD			100,000
TOTAL PROJECTS	2,500,000	669,600	4,763,000
ENDING FUND BALANCE	1,449,849	3,280,249	1,217,249

CAPITAL IMPROVEMENT PROGRAM - WATER

CAPITAL IMPROVEMENT FUND - WATER 22-82			
Description	2022-23 Adopted Budget	2022-23 Projected	2023-24 Adopted Budget
Beginning Fund Balance	296,857	296,857	221,757
Transfers In From Water Enterprise Fund	100,000	100,000	50,000
WIFA Loan			
OHM LAND SALES	2,000,000		2,000,000
Total Funds Available	2,396,857	396,857	2,271,757
Projects			
OHM LAND PROJECTS	2,000,000		2,000,000
BACK UP GENERATOR NORTH CAMPUS	46,000	51,300	
BACK UP GENERATOR YC WELL	49,000	54,800	
PAINT BRIGHT STAR TANK	27,000	-	
EQUIPMENT POLEBARN	15,000		
NEW FILL STATION	65,000	69,000	100,000
NEW WELL AND PUMP			100,000
LANDSCAPE UTILITY BUILDING			
Total Projects	2,202,000	175,100	2,200,000
Projected Ending Fund Balance	194,857	221,757	71,757

CAPITAL IMPROVEMENT PROGRAM – SEWER

CAPITAL IMPROVEMENT FUND - SEWER 23-83			
Description	2022-23 Adopted Budget	2022-23 Projected	2023-24 Adopted Budget
Beginning Fund Balance	246,922	246,922	351,922
Transfers In From Sewer Enterprise Fund	250,000	250,000	-
WIFA Reserve Fund	400,000		-
WIFA LOAN - EXPANSION	1,500,000		1,000,000
WIFA LOAN - One East Sewer	2,000,000	-	
Total Funds Available	4,396,922	496,922	1,351,922
Projects			
SCREW PRESS*	50,000	63,200	
NEW BUILDINGS APRON AND FENCE			
WTP (EQ Basin)	1,100,000	45,100	
TURBINE BLOWER	250,000		
EQUIPMENT POLE BARN	15,000		
DRYING BEDS			
I&I COLLECTION SUMMARY			100,000
DRIVEWAY ROCK			25,000
MBR FILTERS			
REPLACE MEMBRANTES			
ONE EAST SEWER LINE	2,000,000	-	
PLANT EXPANSION ENGINEERING	900,000	36,700	900,000
Total Projects	4,315,000	145,000	1,025,000
Projected Ending Fund Balance	328,844	351,922	326,922

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, 2024					
Debt Issue	Date Issued	Original Amount	Outstanding Amount as of June 30, 2023	FY 2024 Principal	FY 2024 Interest
General Government					
Refunding Obligations 2021	11/10/2021	\$ 7,023,845	\$ 6,321,460	\$ 602,504	\$ 285,798
Police Department 2021	11/10/2021	\$ 6,155,000	\$ 6,030,000	\$ 150,000	\$ 233,950
		\$ 13,178,845	\$ 12,351,460	\$ 752,504	\$ 519,748
Water Enterprise Fund					
Refunding Obligations 2021	11/10/2021	\$ 226,154	\$ 206,658	\$ 19,496	\$ 9,202
Sewer Enterprise Fund					
WIFA 2007	1/10/2007	\$ 1,580,000	\$ 403,659	\$ 96,825	\$ 8,461
WIFA 2008	1/11/2008	\$ 4,853,000	\$ 1,599,152	\$ 306,330	\$ 36,492
WIFA 2014	12/30/2014	\$ 2,963,671	\$ 1,917,435	\$ 142,883	\$ 35,668
WIFA 2015	11/23/2015	\$ 4,259,646	\$ 3,277,283	\$ 163,671	\$ 72,983
WIFA 2017	2/27/2017	\$ 292,659	\$ 222,036	\$ 12,487	\$ 5,063
		\$ 13,948,976	\$ 7,419,565	\$ 722,195	\$ 158,667
Total Town of Chino Valley Debt		\$ 27,353,975	\$ 19,977,683	\$ 1,494,195	\$ 687,617
General Government					
	Payment Date				
Refunding Obligations 2021	7/1/2022			602,504	142,899
	1/1/2023	7,023,845	6,321,460	-	142,899
Police Department 2021	7/1/2022	6,155,000	6,030,000	150,000	116,975
	1/1/2023				116,975
		13,178,845	12,351,460	752,504	519,748
Water Enterprise Fund					
Refunding Obligations 2021	7/1/2022			19,496	4,601
	2/1/2022	226,154	206,658	-	4,601
Total Water Enterprise		226,154	206,658	19,496	9,202
Sewer Enterprise Fund					
WIFA 2007 910087-07	7/1/2021			96,825	4,231
	1/1/2022	1,580,000	403,659	-	4,231
WIFA 2008 910126-08	7/1/2021			306,330	18,246
	1/1/2022	4,853,000	1,599,152	-	18,246
WIFA 2014 910163-15	7/1/2021			142,883	17,834
	1/1/2022	2,963,671	1,917,435		17,834
WIFA 2015 910167-16	7/1/2021			163,671	36,492
	1/1/2022	4,259,646	3,277,283		34,492
WIFA 2017 910171-17	7/1/2021	292,659	222,036	12,487	2,531
	1/1/2022				2,531
Total Sewer Enterprise		13,948,976	7,419,565	722,195	156,667
Total Town of Chino Valley Debt		27,353,975	19,977,683	1,494,195	685,617

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 2023/2024 Direct General Obligation Bonded Debt,
Legal Limitation and Unused Borrowing Capacity

6% General Municipal Purpose Bonds		20% Water, Light, Sewer, Open Space, Public Safety, Law Enforcement, Fire/Emergency Services, Streets/Transportation Facilities and Park Bonds	
Secondary Assessed Valuation	<u>\$139,710,711</u>	Secondary Assessed Valuation	<u>\$139,710,711</u>
6% Limitation	<u>\$8,382,643</u>	20% Limitation	<u>\$27,942,142</u>
6% Direct General Obligation Bonds	<u>0</u>	20% Direct General Obligation Bonds	<u>0</u>
Unused 6% Borrowing Capacity	<u><u>\$8,382,643</u></u>	Unused 20% Borrowing Capacity	<u><u>\$27,942,142</u></u>

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

	UMB Refunding Series 2021 11/10/2021 Original Amount \$7,023,845			UMB Refunding Series 2021 11/10/2021 Original Amount \$226,155		
Fiscal Year	Principal	Interest	Total	Principal	Interest	Total
2024	605,504	285,798	891,302	19,496	9,202	28,698
2025	629,724	254,312	884,036	20,276	8,188	28,464
2026	653,944	221,614	875,558	21,056	7,135	28,191
2027	629,724	190,128	819,852	20,276	6,122	26,398
2028	678,164	156,220	834,384	21,836	5,030	26,866
2029	726,605	119,890	846,495	23,395	3,860	27,255
2030	750,825	82,348	833,173	24,175	2,651	26,826
2031	799,265	42,385	841,650	25,735	1,365	27,100
2032	847,705		847,705	27,295		27,295
2033						
2034						
2035						
2036						
2037						
2038						
2039						
2040						
2041						
2042						
2043						
2044						
2045						
2046						
2047						
	6,321,460	1,352,695	7,674,155	203,540	43,553	247,093

	UMB Police Department Series 2021 11/10/2021 Original Amount \$6,155,000			WIFA Issued 1/10/2007 Original Amount \$1,580,000		
Fiscal Year	Principal	Interest	Total	Principal	Interest	Total
2024	150,000	233,950	383,950	96,825	8,461	105,286
2025	150,000	229,450	379,450	99,495	5,717	105,212
2026	175,000	224,200	399,200	102,239	2,898	105,137
2027	175,000	218,950	393,950	105,059		105,059
2028	175,000	211,950	386,950			
2029	175,000	203,200	378,200			
2030	200,000	195,200	395,200			
2031	200,000	187,200	387,200			
2032	200,000	177,200	377,200			
2033	220,000	168,400	388,400			
2034	230,000	159,200	389,200			
2035	240,000	149,600	389,600			
2036	250,000	139,600	389,600			
2037	260,000	129,200	389,200			
2038	270,000	118,400	388,400			
2039	280,000	107,200	387,200			
2040	290,000	95,600	385,600			
2041	300,000	83,600	383,600			
2042	315,000	71,000	386,000			
2043	325,000	58,000	383,000			
2044	340,000	44,400	384,400			
2045	355,000	30,200	385,200			
2046	370,000	15,400	385,400			
2047	385,000		385,000			
	6,030,000	3,251,100	9,281,100	403,618	17,076	420,694

	WIFA Issued 1/11/2008 Original Amount \$4,853,000			WIFA 12/30/2014 Original Amount \$2,963,671		
Fiscal Year	Principal	Interest	Total	Principal	Interest	Total
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						
2040						
2041						
2042						
2043						
2044						
2045						
2046						
2047						
	1,599,152	92,497	1,691,649	1,917,436	221,098	2,138,534

	WIFA Issued 11/23/15 Original Amount \$4,259,646			WIFA Issued 2/27/17 Original Amount \$292,659		
Fiscal Year	Principal	Interest	Total	Principal	Interest	Total
2024	163,671	72,983	236,654	12,487	5,062	17,549
2025	170,218	68,993	239,211	12,788	4,753	17,541
2026	177,027	64,844	241,870	13,097	4,437	17,534
2027	184,108	60,528	244,636	13,414	4,113	17,527
2028	191,472	56,040	247,512	13,738	3,781	17,519
2029	199,131	51,372	250,503	14,070	3,442	17,512
2030	207,096	46,518	253,614	14,410	3,093	17,503
2031	215,380	41,470	256,850	14,758	2,736	17,494
2032	223,995	36,219	260,214	15,114	2,371	17,485
2033	232,955	30,759	263,714	15,480	1,998	17,478
2034	242,273	25,080	267,353	15,853	1,614	17,467
2035	251,964	19,174	271,138	16,237	1,222	17,459
2036	262,043	13,031	275,074	16,629	820	17,449
2037	272,524	6,643	279,168	17,031	408	17,439
2038	283,425		283,425	16,932		16,932
2039	-	-	-	-	-	-
2040						
2041						
2042						
2043						
2044						
2045						
2046						
2047						
	3,277,283	593,654	3,870,937	222,036	39,850	261,886

**Total Town of Chino Valley
Combined Debt Service All Debt Issues**

Fiscal Year	Principal	Interest	Total
2024	1,493,195.14	687,617	2,180,812
2025	1,539,093.53	631,897	2,170,991
2026	1,610,632.00	573,630	2,184,262
2027	1,607,830.93	516,048	2,123,878
2028	1,572,755.15	456,611	2,029,366
2029	1,296,032.27	402,184	1,698,216
2030	1,357,509.83	346,993	1,704,503
2031	1,419,378.01	289,038	1,708,416
2032	1,481,650.99	226,304	1,707,955
2033	639,343.55	208,236	847,579
2034	662,470.99	189,468	851,939
2035	686,049.18	169,996	856,045
2036	528,671.50	153,451	682,123
2037	549,554.96	136,251	685,806
2038	570,356.88	118,400	688,757
2039	280,000.00	107,200	387,200
2040	290,000.00	95,600	
2041	300,000.00	83,600	
2042	315,000.00	71,000	
2043	325,000.00	58,000	
2044	340,000.00	44,400	
2045	355,000.00	30,200	
2046	370,000.00	15,400	
2047	385,000.00	-	
	17,294,525	5,213,323	22,507,848

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 twelve 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% coverage (medical, dental, vision) for qualified employees, and subsidizes a portion of the cost for dependent coverage. The Town offers three types of medical coverage; a PPO 350, PPO 600, and High Deductible Health Plan 2800 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 2.75% in increased premium costs over the last twelve fiscal years. In fiscal year 21/22 the Trust will be passing along an average 0.59% increase in benefits costs.

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, members can get assistance in developing a tailored plan that focuses on employee health and wellness interests, and receive increased awareness of wellness through educational and ongoing support resources. Through the YCT Wellness Program members can also receive one-on-one counseling with a pharmacist to make sure medications are working as intended and members can afford them.

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.

	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23
Employee Contribution Rate	11.94%	12.04%	12.41%	12.17%
Employer Contribution Rate	11.94%	12.04%	12.41%	12.17%
Total Contribution Rate	23.88%	24.08%	24.82%	24.34%

ASRS

Contribution Rates are summarized below:

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 2020-21		Fiscal Year 2021-22		Fiscal Year 2022-23	
Employee Contribution Rate	Tier 1&2	Tier 3	Tier 1&2	Tier 3	Tier 1&2	Tier 3
	7/20/2011 11.65%	9.94%	7/20/2011 11.65%	9.94%	7/20/2011 11.65%	9.94%
Employer Contribution Rate	Tier 1&2	Tier 3	Tier 1&2	Tier 3	Tier 1&2	Tier 3
	7/1/1968 8 7.65%		7/1/1968 8 7.65%		7/1/1968 8 7.65%	
Total Contribution Rate	Tier 1&2	Tier 3	Tier 1&2	Tier 3	Tier 1&2	Tier 3
	30.27%	27.89%	33.72%	32.59%	32.35%	31.27%
Employee Contribution Rate	Tier 1&2	Tier 3	Tier 1&2	Tier 3	Tier 1&2	Tier 3
	7/20/2011 41.92%	37.83%	7/20/2011 45.37%	42.53%	7/20/2011 44.00%	41.21%
Employer Contribution Rate	Tier 1&2	Tier 3	Tier 1&2	Tier 3	Tier 1&2	Tier 3
	7/1/1968 8 37.92%		7/1/1968 8 41.37%		7/1/1968 8 40.00%	

Vacation

Vacation time is traditionally 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 of 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
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving (Personal Holiday)
- Christmas Day

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 2023-24							
Staff Positions by Fund with Prior Year Comparisons							
(Excludes temporary and seasonal employees)							
Department	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Net Change	
GENERAL FUND							
PROSECUTOR 41	1.00	1.00	1.00	1.00	1.00	0%	-
TOWN CLERK 42	2.00	2.50	3.00	2.80	3.80	-7%	1.00
TOWN MANAGER 43	3.25	3.25	3.00	4.50	4.50	33%	-
HUMAN RESOURCES 44	2.00	2.00	2.00	2.00	2.00	0%	-
MUNICIPAL COURT 45	4.00	4.00	4.50	4.50	4.50	0%	-
FINANCE 46	4.00	4.00	4.00	4.00	4.00	0%	-
MIS 47	2.00	2.00	2.00	2.00	3.00	0%	1.00
PLANNING 55	2.00	2.50	3.00	6.00	4.00	50%	(2.00)
BUILDING INSPECTION 56	2.00	3.50	4.00	5.00	5.00	20%	-
CODE ENFORCEMENT					2.00		2.00
POLICE 60	25.50	25.50	26.00	29.00	32.00	10%	3.00
NON-SWORN STAFF	5.00	5.00	5.00	5.00	6.00	0%	1.00
ANIMAL CONTROL 61	3.00	3.00	3.50	3.50	4.00	0%	0.50
RECREATION 63	1.50	2.00	2.00	2.00	2.00	0%	-
LIBRARY 64	5.50	5.50	6.00	6.00	6.00	0%	-
SENIOR CENTER 66	4.25	4.25	4.25	4.25	4.25	0%	-
PARKS MAINTENANCE 68	3.00	3.00	4.50	4.50	5.50	0%	1.00
FACILITIES MAINTENANCE 71	3.00	3.00	4.00	6.00	7.00	33%	1.00
FLEET MAINTENANCE 73	2.00	2.00	2.00	2.00	3.00	0%	1.00
ENGINEERING 74	4.00	4.00	4.00	4.00	5.00	0%	1.00
CUSTOMER SERVICE 75	6.00	4.00	4.00	-	-		-
TOTAL GENERAL FUND	85.50	86.00	91.75	98.05	108.55	6%	6.30
HURF FUND							
TOTAL HURF FUND	7.00	7.00	9.00	9.00	9.00	0%	-
WATER ENTERPRISE							
TOTAL WATER ENTERPRISE	2.50	2.50	3.00	3.50	3.50	14%	-
SEWER ENTERPRISE							
TOTAL SEWER ENTERPRISE	2.50	2.50	3.00	3.50	3.50	14%	-
TOTAL	97.50	98.00	106.75	114.05	124.55	6%	10.50

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	Prottem 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 - Wastew ater	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			
	PD15			
Chief of Police	PD16			
	PD17	\$97,340	\$112,529	\$127,719
	PD18			
	PD19			
<u>Hourly Rate</u>	<u>Step</u>			
<u>Title</u>	<u>Grade</u>			
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			
	PD15			
Chief of Police	PD16			
	PD17	\$46.80	\$54.10	\$61.40
	PD18			
	PD19			

REVENUE PROJECTIONS – 5 YEAR

The Town prepares estimates of the 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 monthly and then projects each revenue forward for future fiscal years. The projections are based on each revenue's 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 Towns each year as a basis for the projections.

The Tables on the following pages summarize 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 22-23	Estimate FY 22-23	Budget FY 23 - 24	Budget FY 24 - 25	Budget FY 25-26	Budget FY 26-27
GENERAL FUND						
CABLE FRANCHISE FEES	51,000	47,600	48,000	49,000	50,000	51,000
WATER FRANCHISE FEES	12,500	10,400	11,000	11,500	12,000	12,500
GAS FRANCHISE FEES	53,000	61,600	58,000	60,000	61,800	63,700
ELECTRIC FRANCHISE FEES	25,000	190,000	290,000	295,000	300,000	305,000
TOWN SALES TAX-RETAIL	6,934,300	7,774,000	8,007,000	8,247,000	8,494,000	8,749,000
CONSTRUCTION SALES TAX 50%	838,000	1,002,000	1,032,000	1,063,000	1,095,000	1,128,000
BED TAX	138,600	114,700	118,100	121,600	125,200	129,000
BUILDING PERMITS 50%	325,000	435,600	350,000	355,000	360,000	365,000
BUSINESS LICENSES	65,000	42,700	66,000	67,000	68,000	69,000
PLAN CHECK FEES 50%	150,000	130,600	125,000	128,000	131,000	133,000
SIGN PERMITS	1,500	900	1,500	1,500	1,500	1,500
ZONING PERMITS	16,000	11,300	15,000	16,000	17,000	18,000
GRADING PERMITS	5,000	4,600	5,000	5,000	5,000	5,000
P.A.N.T.	5,000	2,700	5,000	5,000	5,000	5,000
VEHICLE LICENSE TAX	1,079,000	1,051,700	1,158,000	1,192,700	1,228,500	1,265,400
COUNTY LIBRARY FUNDS	96,000	104,900	76,300	78,000	80,000	82,000
SENIOR NUTRITION REVENUE	115,000	120,600	125,000	130,000	135,000	140,000
BULLET PROOF VEST PARTNERSHIP	2,500	-	2,500	2,500	2,500	2,500
STATE SHARED SALES TAX	1,864,000	2,079,800	2,031,000	2,091,900	2,154,700	2,219,300
STATE SHARED INCOME TAX \$1,000,000	2,513,000	2,559,500	3,600,000	3,708,000	3,819,200	3,933,800
AZ CARES ACT FUNDING						
COPIER FEES	500	100	100	100	100	100
ENGINEERING SERVICES	1,000	22,900	20,000	20,000	20,000	20,000
PROGRAM INCOME	17,000	100	1,000	1,000	1,000	1,000
AQUATIC CENTER ENTRANCE FEES	50,000	25,900	25,000	25,000	25,000	25,000
AQUATIC CENTER CONCESSIONS	-	2,000	2,000	2,000	2,000	2,000
FACILITIES USE/UTILITY REIMBURSE	20,000	30,500	30,000	30,000	30,000	30,000
AQUATIC CTR PROGRAM FEES	16,000	7,100	12,000	12,000	12,000	12,000
FACILITIES USE-RECREATION	2,000	2,300	2,000	2,000	2,000	2,000
FACILITIES USE-SENIOR CENTER	-	-	-	-	-	-
FACILITIES USE-AQUATIC CENTER	4,000	5,100	5,000	5,000	5,000	5,500
FACILITIES USE-PARKS	5,000	7,500	6,000	6,000	6,000	6,500
S/C NUTRITION PROGRAM INCOME	5,000	1,200	1,000	1,000	1,000	1,000
POLICE REPORTS	4,000	5,600	5,000	5,000	5,000	5,000
ANIMAL CONTROL FEES	27,000	23,000	25,000	25,000	25,000	25,000
LIBRARY FINES	2,000	1,100	2,000	2,000	2,000	2,000
TRAFFIC FINES	130,000	156,400	140,000	140,000	145,000	150,000
REIMBURSEMENT COURT ATTORNEY	2,500	2,300	2,500	2,500	2,500	2,500
RESTITUTION	1,000	1,300	1,000	1,000	1,000	1,000
ADMINISTRATIVE FEES-FINANCE	-	-	-	-	-	-
MISCELLANEOUS REVENUE	5,000	5,900	5,000	5,000	5,000	5,000
SALE OF FIXED ASSETS	1,000	6,400	1,000	1,000	1,000	1,000
SENIOR CTR THRIFT STORE	500	-	-	-	-	-
SR CTR PROGRAM INCOME	1,000	-	1,000	1,000	1,000	1,000
INTEREST INCOME	2,000	486,000	500,000	500,000	500,000	500,000
TFRS FROM CAPITAL IMPROVE FUND	400,000	400,000	400,000	400,000	400,000	400,000
TOTAL GENERAL FUND	14,985,900	16,937,900	18,311,000	18,814,300	18,977,000	19,475,300
		13%	22%	3%	1%	3%

**Town of Chino Valley
Total Revenue Summary**

	Budget FY 22-23	Estimate FY 22-23	Budget FY 23 - 24	Budget FY 24 - 25	Budget FY 25-26	Budget FY 26-27
HIGHWAY USER REVENUE FUND						
RIGHT-OF-WAY PERMITS	1,500	2,600	1,500	1,500	1,500	1,500
DRIVEWAY PERMITS	1,000	-	1,000	1,000	1,000	1,000
MISCELLANEOUS REVENUE	-	600	-	-	-	-
INTEREST INCOME	1,000	13,000	10,000	10,000	10,000	10,000
HIGHWAY USER REVENUE	1,360,000	1,335,000	1,400,000	1,442,000	1,485,000	1,530,000
SALE OF FIXED ASSETS	-	-	-	-	-	-
TOTAL HIGHWAY USER REVENUE FUND	1,363,500	1,351,200	1,412,500	1,454,500	1,497,500	1,542,500
		-1%	4%	3%		
CDBG GRANT						
CDBG GRANTS	349,000	348,000	-	-	-	350,000
	349,000	348,000	-	-	-	350,000
WATER ENTERPRISE FUND						
WATER SERVICE FEES	670,400	744,000	766,000	789,000	813,000	837,000
FILL STATION RECEIPTS	52,000	58,000	60,000	62,000	64,000	66,000
WATER SYSTEM BUY-IN FEES 50%	250,000	83,000	150,000	150,000	150,000	150,000
WATER METER FEES	35,000	8,200	35,000	35,000	35,000	35,000
SALE OF FIXED ASSETS	-	-	-	-	-	-
MISCELLANEOUS REVENUE	10,000	45,000	10,000	10,000	10,000	10,000
TOTAL WATER ENTERPRISE FUND	1,017,400	938,200	1,021,000	1,046,000	1,072,000	1,098,000
		-8%	0%	2%		
CAPITAL IMPROVEMENT FUND						
1% TPT REVENUES-RETAIL/OTHER	2,328,400	2,593,000	2,671,000	2,751,000	2,834,000	2,919,000
1% CONSTRUCTION TPT REVENUES 50%	275,200	333,000	343,000	353,300	364,000	375,000
1% BED TAX REVENUES	46,200	42,000	43,000	44,000	45,000	46,000
MISC. CAPITAL PROJECTS	2,000,000	-	2,000,000	2,000,000	2,000,000	2,000,000
POLICE BUILDING LOAN FUNDS	-	-	-	-	-	-
TOWN HALL LOAN FUNDS	-	-	-	-	15,000,000	-
YAVAPAI COUNTY DRAINAGE DISTRICT	120,000	-	130,000	140,000	150,000	170,000
TRANSFER FROM GENERAL FUND	500,000	500,000	500,000	-	-	-
WATER PORTFOLIO SALES	-	-	100,000	100,000	100,000	100,000
TOTAL CAPITAL IMPROVEMENT FUND	5,269,800	3,468,000	5,787,000	5,388,300	20,493,000	5,610,000
		-34%	10%	-7%		
SEWER ENTERPRISE FUND						
SEWER SERVICE FEES	1,740,000	1,768,000	1,821,000	1,876,000	1,932,000	1,990,000
SEWER SYSTEM BUY-IN FEES 50%	330,000	202,000	200,000	200,000	200,000	200,000
MISCELLANEOUS REVENUE	64,000	47,000	66,000	68,000	70,000	72,000
TRANSFER FROM GF CIP	-	-	500,000	500,000	300,000	100,000
INTEREST INCOME	500	27,000	27,000	28,000	29,000	30,000
WIFA LOAN FUNDS	-	-	-	-	-	-
WIFA RESERVE FUNDS	-	-	-	-	-	-
BOND PROCEEDS - WIFA	-	-	-	-	-	-
TOTAL SEWER ENTERPRISE FUND	2,134,500	2,044,000	2,614,000	2,672,000	2,531,000	2,392,000
		-4%	22%	2%		
GRANTS FUND						
TOTAL GRANTS FUND	3,500,000	200,000	3,500,000	3,500,000	3,500,000	3,500,000
		-94%	0%	0%		

**Town of Chino Valley
Total Revenue Summary**

	Budget FY 22-23	Estimate FY 22-23	Budget FY 23 - 24	Budget FY 24 - 25	Budget FY 25-26	Budget FY 26-27
DEBT SERVICE FUND						
DEBT PROCEEDS/PREMIUM						
TFRS FROM CAPITAL IMPROVE FUND	1,384,500	1,384,500	1,278,000	1,266,000	1,278,000	1,217,000
TOTAL DEBT SERVICE FUND	1,384,500	1,384,500	1,278,000	1,266,000	1,278,000	1,217,000
		0%	-8%	-1%	1%	-5%
SPECIAL REVENUE FUND - COURT						
COURT IMPROVEMENT FEES	22,000	26,000	23,000	23,000	23,000	23,000
COURT COLLECTION FEES	2,400	4,900	2,400	2,400	2,400	2,400
INTEREST INCOME-LGIP	100	2,300	100	500	500	500
TOTAL SPECIAL REVENUE FUND	24,500	33,200	25,500	25,900	25,900	25,900
		36%	4%	2%		
CAPITAL ASSET REPLACEMENT FUND						
MISCELLANEOUS REVENUE		39,700				
TRANSFER FROM GENERAL FUND	250,000	250,000	500,000	500,000	500,000	500,000
AMRRP DIVIDEND		39,800				
INTEREST INCOME LGIP	4,000	6,200	5,000	5,000	5,000	5,000
TOTAL CAPITAL ASSET REPLACEMENT FU	254,000	335,700	505,000	505,000	505,000	505,000
		32%	99%	0%		
COVID SLFRF						
EPA GRANT - PEAVINE WATER	485,000	485,000				
TRANSFER FROM GENERAL FUND	1,000,000	5,021,400				
TOTAL CARES ACT REVENUE	1,485,000	5,506,400	-	-	-	-
		271%				
CIP - ROADS						
TRANSFER FROM GENERAL FUND	3,100,000	3,100,000	2,500,000	-	-	-
TRANSFER FROM HURF	200,000	200,000	200,000	200,000	200,000	200,000
TOTAL ROADS CIP	3,300,000	3,300,000	2,700,000	200,000	200,000	200,000
		0%	-18%			
CIP - WATER						
TRANSFER FROM CAPITAL IMP FUND						
TRANSFER FROM WATER ENTERPRISE	100,000	100,000	50,000	50,000	50,000	50,000
WIFA LOAN				2,200,000		
OHM LAND SALES	2,000,000		2,000,000	2,000,000	-	2,000,000
TOTAL WATER CIP	2,100,000	100,000	2,050,000	4,250,000	50,000	2,050,000
		-95%	-2%			
CIP - SEWER						
TRANSFER FROM SEWER ENTERPRISE	190,000	250,000	-	-	-	-
WIFA RESERVE AND REPLACEMENT	400,000		-	-		
WIFA LOAN PROCEEDS	3,500,000		1,000,000	13,500,000	-	1,250,000
TOTAL SEWER CIP	4,090,000	250,000	1,000,000	13,500,000	-	1,250,000
		-94%	-76%			
SPECIAL REVENUE FUND - PD						
VEHICLE HEARING FEE REVENUE	3,000	2,900	3,000	3,000	3,000	3,000
VEHICLE TOWING FEE	5,000	3,700	5,000	5,000	5,000	5,000
VEHICLE IMPOUND FEE REVENUE	4,000	6,200	4,000	4,000	4,000	4,000
TOTAL SPECIAL REVENUE FUND -PD	12,000	12,800	12,000	12,000	12,000	12,000
		7%	0%	0%		
LIGHTING IMPROVEMENT DISTRICTS						
CVSLID #1 TAX REVENUES	2,000	2,000	2,000	2,000	2,000	2,000
CVSLID #2 TAX REVENUES	1,000	1,000	1,000	1,000	1,000	1,000
CVSLID #3A TAX REVENUES	1,100	1,100	1,100	1,100	1,100	1,100
TOTAL LIGHTING IMPROVEMENT DISTRIC	4,100	4,100	4,100	4,100	4,100	4,100
		0%	0%			
TOTAL REVENUE PLUS TRANSFERS, GRANT & DEBT	41,274,200	36,214,000	40,220,100	52,638,100	50,145,500	39,231,800
		-12%	-3%	31%		

EXPENDITURE PROJECTIONS – 5 YEAR

The Town prepares estimates of the current-year and future-year expenses for each department. The Town projected Salaries and Fringe Benefits to increase 3% 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	2023-24 Adopted Budget	2024-25 Projected	2025-26 Projected	2026-27 Projected	2027-28 Projected
GENERAL FUND						
	41 PROSECUTOR	156,200	161,200	167,500	174,100	179,900
	42 TOWN CLERK	407,000	425,100	403,500	456,700	434,700
	43 TOWN MANAGER	743,600	773,000	803,800	836,200	870,200
	44 HUMAN RESOURCES	446,800	416,700	430,200	444,400	459,300
	45 MUNICIPAL COURT	396,500	408,300	431,400	448,100	468,700
	46 FINANCE	560,000	584,800	611,200	638,800	666,100
	47 MGMT INFORMATION	663,000	469,500	465,500	492,100	489,300
	50 MAYOR AND COUNCIL	83,600	82,500	82,500	82,500	82,500
	55 PLANNING	612,500	611,800	637,300	664,100	692,200
	56 BUILDING INSPECTION	481,100	492,100	514,600	538,200	563,000
	57 CODE ENFORCEMENT	204,800	210,400	218,200	226,400	235,000
	60 POLICE	5,094,000	5,303,250	5,510,438	5,727,984	5,956,413
	61 ANIMAL CONTROL	272,200	269,500	279,300	289,600	300,400
	63 RECREATION	344,700	228,100	234,800	241,900	249,300
	64 LIBRARY	482,900	504,000	526,200	549,500	573,900
	66 SENIOR CENTER	480,500	485,600	500,600	516,400	533,000
	68 PARKS MAINTENANCE	834,200	754,100	767,700	781,900	808,900
	69 AQUATICS CENTER	258,900	265,400	272,200	279,300	286,800
	71 FACILITIES MAINTENANCE	1,066,700	843,900	866,900	889,900	911,400
	73 FLEET MAINTENANCE	623,600	503,800	513,400	523,800	534,400
	74 ENGINEERING	768,300	772,500	802,700	833,600	866,300
	95 NON DEPARTMENTAL	5,961,200	1,926,500	1,555,000	1,683,500	1,704,500
	TOTAL GENERAL FUND	20,942,300	16,492,050	16,594,938	17,318,985	17,866,213
HIGHWAY USER REVENUE FUND						
	278 ROAD MAINTENANCE	2,200,400	1,446,800	1,485,300	1,525,400	1,566,700
CDBG GRANTS						
	390 CDBG PROJECTS	-	-	-	350,000	-

Town of Chino Valley
Total Expenditure Summary by Department

WATER ENTERPRISE FUND					
482 WATER UTILITY OPERATION	911,700	878,800	896,200	914,500	933,700
495 WATER ENTERPRISE FUND EXPS	33,800	33,700	33,500	31,800	32,400
	945,500	912,500	929,700	946,300	966,100
CAPITAL IMPROVEMENT FUND					
590 MISC CAPITAL PROJECTS	7,475,000	5,756,000	19,228,000	3,977,000	3,884,000
SEWER ENTERPRISE FUND					
683 SEWER	1,301,400	1,501,000	1,267,000	1,306,500	1,311,800
695 CAP/DEBT CONTINGENCIES	876,900	879,100	881,300	883,700	781,200
	2,178,300	2,380,100	2,148,300	2,190,200	2,093,000
GRANTS FUND					
7 GRANTS	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000
DEBT SERVICE FUND					
8 DEBT SERVICE	1,278,000	1,266,000	1,278,000	1,217,000	1,224,000
SPECIAL REVENUE FUND COURT					
9 SPECIAL REV FUND	17,000	17,000	17,000	17,000	17,000
CAPITAL ASSET REPLACEMENT					
10 ASSET REPLACEMENT EXPENSES	417,000	297,000	247,000	247,000	247,000
SPECIAL REVENUE FUND PD					
16 VEHICLE IMPOUND EXPEND	8,000	7,000	7,000	7,000	7,000
COVID STATE AND LOCAL FEDERAL RELEIF FUND					
17 SLFRF	3,800,000	-	-	-	-
CIP - ROADS					
21 ROADS CIP	4,763,000	1,500,000	-	-	-
CIP - WATER					
22 WATER CIP	2,200,000	4,200,000	100,000	2,025,000	-
CIP - SEWER					
23 SEWER CIP	1,025,000	13,305,000	500,000	1,250,000	-
LIGHTING IMPROVEMENT DISTRICTS					
40 CVSLID	4,000	4,000	4,000	4,000	4,000
TOTAL EXPENDITURES	50,753,500	51,083,450	46,039,238	34,574,885	31,375,014

STATE BUDGET FORMS

Town of Chino Valley
Summary Schedule of estimated revenues and expenditures/expenses
Fiscal Year 2024

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	
2023	E	1	14,425,900	13,281,500	1,384,500	8,051,000	0	5,901,200	0	43,044,100
2023	E	2	13,586,100	4,088,700	1,384,500	4,868,500	0	2,982,200	0	26,910,000
2023		3	12,566,285	2,279,155	483,750	10,135,752	0	12,771,403	0	38,236,345
2024	B	4	0							0
2024	B	5								0
2024	C	6	17,911,000	4,954,100	0	5,292,000	0	6,135,000	0	34,292,100
2024	D	7	0	0	0	0	0	1,000,000	0	1,000,000
2024	D	8	0	0	0	0	0	1,000,000	0	1,000,000
2024	D	9	400,000	2,700,000	0	2,028,000	0	550,000	0	5,678,000
2024	D	10	5,428,000	200,000	0	0	0	50,000	0	5,678,000
2024										
2024										
2024		11								0
2024										0
2024										0
2024										0
2024		12	25,449,285	9,733,255	483,750	17,455,752	0	19,406,403	0	72,528,445
2024	E	13	17,267,300	14,092,400	1,278,000	6,214,000	0	5,298,800	0	44,150,500

Expenditure limitation comparison

	2023	2024
1 Budgeted expenditures/expenses	\$ 46,544,100	\$ 45,150,500
2 Add/subtract: estimated net reconciling items		
3 Budgeted expenditures/expenses adjusted for reconciling items	46,544,100	45,150,500
4 Less: estimated exclusions		
5 Amount subject to the expenditure limitation	\$ 46,544,100	\$ 45,150,500
6 EEC expenditure limitation	\$	\$

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 beginning fund balance/(deficit) or net position/(deficit) amounts except for nonspendable amounts (e.g., prepaids and inventories) or amounts 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 2024

	2023	2024
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	\$ _____	\$ _____
Property tax judgment	_____	_____
B. Secondary property taxes	_____	_____
Property tax judgment	_____	_____
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	_____	_____
Property tax judgment	_____	_____
(2) Secondary property tax rate	_____	_____
Property tax judgment	_____	_____
(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 2024

Source of revenues	Estimated revenues 2023	Actual revenues* 2023	Estimated revenues 2024
General Fund			
Local taxes			
Sales Taxes	\$ 7,910,900	\$ 8,890,700	\$ 9,157,100
Franchise Taxes	141,500	309,600	407,000
Licenses and permits			
Building Permits	325,000	435,600	350,000
Business Licenses	65,000	42,700	66,000
Plan Check Fees	150,000	130,600	125,000
Other Licenses and Permits	22,500	16,800	21,500
Intergovernmental			
State Shared Sales Tax	1,864,000	2,079,800	2,031,000
State Shared Income Tax	2,513,000	2,559,500	3,600,000
Vehicle License Tax	1,079,000	1,051,700	1,158,000
Yavapai County Library Funds	96,000	104,900	76,300
Police Dept Grants	7,500	2,700	7,500
Senior Nutrition Grant	115,000	120,600	125,000
Charges for services			
Engineering Fees	1,000	22,900	20,000
Senior Nutrition Program Fees	5,000	1,200	1,000
Facility Use Fees	27,000	22,000	25,000
Police Report Fees	4,000	5,600	5,000
Aquatic Center Fees	70,000	58,400	57,000
Other Charges for Services	28,000	16,100	11,600
Fines and forfeits			
Animal Control Fees	27,000	23,000	25,000
Library Fines	2,000	1,100	2,000
Court Fines and Forfeitures	130,000	156,400	140,000
Interest on investments			
Interest	2,000	486,000	500,000
Contributions			
Senior Center Thrift Store	500		
Total General Fund	\$ 14,585,900	\$ 16,537,900	\$ 17,911,000

Town of Chino Valley
Revenues other than property taxes
Fiscal Year 2024

Source of revenues	Estimated revenues 2023	Actual revenues* 2023	Estimated revenues 2024
Special revenue funds			
Highway User Revenue	\$ 1,360,000	\$ 1,335,000	1,400,000
Interest	1,000	13,000	10,000
Miscellaneous	2,500	3,200	2,500
	\$ 1,363,500	\$ 1,351,200	1,412,500
Miscellaneous Grants	\$ 3,500,000	\$ 200,000	3,500,000
Cares Act Funding	485,000	485,000	
CDBG Grant	349,000	348,000	
	\$ 4,334,000	\$ 1,033,000	3,500,000
Special Revenue Fund-Court	\$ 24,500	\$ 33,200	25,500
Special Revenue Fund-PD	12,000	12,800	12,000
Lighting Improvement Districts #1, #2, #3	4,100	4,100	4,100
	\$ 40,600	\$ 50,100	\$ 41,600
Total special revenue funds	\$ 5,738,100	\$ 2,434,300	\$ 4,954,100
Debt service funds			
Debt Refinancing Proceeds	\$	\$	\$
Total debt service funds	\$	\$	\$
Capital projects funds			
Capital Improvements Fund - General Fund	\$ 5,269,800	\$ 2,968,000	5,287,000
Capital Improvements Fund - Roads			
Asset Replacement Fund	4,000	85,700	5,000
	\$ 5,273,800	\$ 3,053,700	\$ 5,292,000
Total capital projects funds	\$ 5,273,800	\$ 3,053,700	\$ 5,292,000
Enterprise funds			
Water Enterprise Fund	\$ 1,017,400	\$ 938,200	1,021,000
Capital Improvement Fund - Water	2,000,000		2,000,000
Sewer Enterprise Fund	2,134,500	2,044,000	2,114,000
Capital Improvement Fund - Sewer	400,000		1,000,000
	\$ 5,551,900	\$ 2,982,200	\$ 6,135,000
Total enterprise funds	\$ 5,551,900	\$ 2,982,200	\$ 6,135,000
Total all funds	\$ 31,149,700	\$ 25,008,100	\$ 34,292,100

* 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.

Fiscal Year 2024

Fund	Other financing 2023		Interfund transfers 2024	
	Sources	(Uses)	In	(Out)
General Fund				
Trans from Capital Improv Fund	\$	\$	\$ 400,000	\$ 3,750,000
Trans to Capital Asset Replacement				
Trans to Gen Fund CIP				1,678,000
Trans to CIP - Roads				
Trans to SLFRF				
Total General Fund	\$	\$	\$ 400,000	\$ 5,428,000
Special revenue funds				
HURF - Trans To CIP Roads	\$	\$	\$	\$ 200,000
Roads - CIP Trans from Gen			2,500,000	
Roads - CIP Trans from HURF			200,000	
SLFRF - Trans from General Fund				
Total special revenue funds	\$	\$	\$ 2,700,000	\$ 200,000
Debt service funds				
Trans From Capital Improvement	\$	\$	\$	\$
Total debt service funds	\$	\$	\$	\$
Capital projects funds				
Gen CIP - Trans from General Fund	\$	\$	\$ 500,000	\$
Trans to Debt Service			1,278,000	
Trans to General Fund				
Cap Asset - Trans from General Fund			250,000	
Total capital projects funds	\$	\$	\$ 2,028,000	\$
Enterprise funds				
Water CIP	\$	\$	\$ 50,000	\$
Water Ent Fund to Water CIP				50,000
Sewer CIP	1,000,000	1,000,000		
Sewer Ent Fund from General Fund			500,000	
Total enterprise funds	\$ 1,000,000	\$ 1,000,000	\$ 550,000	\$ 50,000
Total all funds	\$ 1,000,000	\$ 1,000,000	\$ 5,678,000	\$ 5,678,000

**Town of Chino Valley
Expenditures/expenses by fund
Fiscal Year 2024**

Fund/Department	Adopted budgeted expenditures/ expenses 2023	Expenditure/ expense adjustments approved 2023	Actual expenditures/ expenses* 2023	Budgeted expenditures/ expenses 2024
General Fund				
Prosecutor	\$ 139,900	\$	\$ 137,500	\$ 156,200
Town Clerk	296,400		265,600	407,000
Town Manager	682,600		703,300	818,600
Human Resources	355,100		345,000	446,800
Magistrate Court	363,500		362,100	396,500
Finance	539,500		525,600	560,000
Mgmt Info Systems	434,200		418,000	663,000
Mayor & Council	56,700		70,600	83,600
Planning	632,500		619,700	612,500
Building Inspection	493,400		460,100	481,100
Code Enforcement				204,800
Police	4,526,800		4,385,700	5,094,000
Animal Control	280,600		278,400	272,200
Recreation	257,300		168,600	344,700
Library	426,300		425,000	482,900
Senior Center	563,600		571,200	480,500
Parks	809,500		700,800	834,200
Aquatic Center	256,800		256,800	258,900
Facilities Maintenance	941,800		882,800	1,066,700
Fleet Maintenance	392,400		378,200	623,600
Engineering	652,300		521,300	768,300
Non-Departmental	724,700		509,800	1,586,200
Contingency	600,000		600,000	625,000
Total General Fund	\$ 14,425,900	\$	\$ 13,586,100	\$ 17,267,300
Special revenue funds				
Highway User Revenue Fund	\$ 1,500,500	\$	\$ 1,136,700	\$ 2,000,400
Roads - CIP	2,500,000		669,600	4,763,000
Miscellaneous Grants Fund	3,500,000		200,000	3,500,000
Special Revenue Fund -- Court	17,000		15,000	17,000
Special Revenue Fund -- PD	12,000		9,000	8,000
Lighting Improvement Districts	4,000		4,000	4,000
CSLFRF	5,400,000		1,706,400	3,800,000
CDBG Grant	348,000		348,000	
Total special revenue funds	\$ 13,281,500	\$	\$ 4,088,700	\$ 14,092,400
Debt service funds				
Debt Service Fund	\$ 1,384,500	\$	\$ 1,384,500	\$ 1,278,000
Total debt service funds	\$ 1,384,500	\$	\$ 1,384,500	\$ 1,278,000
Capital projects funds				
General Fund CIP	\$ 7,806,000	\$	\$ 4,697,500	\$ 5,797,000
Asset Replacement Fund	245,000		171,000	417,000
Total capital projects funds	\$ 8,051,000	\$	\$ 4,868,500	\$ 6,214,000
Enterprise funds				
Water Enterprise Fund	\$ 873,300	\$	\$ 822,800	\$ 895,500
Water CIP	2,202,000		175,100	2,200,000
Sewer Enterprise Fund	2,010,900		1,839,300	1,178,300
Sewer CIP	815,000		145,000	1,025,000
Total enterprise funds	\$ 5,901,200	\$	\$ 2,982,200	\$ 5,298,800
Total all funds	\$ 43,044,100	\$	\$ 26,910,000	\$ 44,150,500

* 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.

Fund	Full-time equivalent (FTE) 2024	Employee salaries and hourly costs 2024	Retirement costs 2024	Healthcare costs 2024	Other benefit costs 2024	Total estimated personnel compensation 2024
General Fund	106.5	\$ 7,091,551	\$ 1,097,634	\$ 1,003,581	\$ 707,904	\$ 9,900,670
Special revenue funds						
Highway User Revenue	9.0	\$ 418,680	\$ 51,456	\$ 94,033	\$ 63,932	\$ 628,101
Total special revenue funds	9.0	\$ 418,680	\$ 51,456	\$ 94,033	\$ 63,932	\$ 628,101
Enterprise funds						
Water Enterprise	4.0	\$ 235,731	\$ 28,971	\$ 42,913	\$ 24,294	\$ 331,909
Sewer Enterprise	4.0	\$ 230,228	\$ 28,295	\$ 51,205	\$ 23,727	\$ 333,455
Total enterprise funds	8.0	\$ 465,959	\$ 57,266	\$ 94,118	\$ 48,021	\$ 665,364
Total all funds	123.5	\$ 7,976,190	\$ 1,206,356	\$ 1,191,732	\$ 819,857	\$ 11,194,135

**Town of Chino Valley
Expenditures/expenses by department
Fiscal Year 2024**

Department/Fund	Adopted budgeted expenditures/ expenses 2023	Expenditure/ expense adjustments approved 2023	Actual expenditures/ expenses* 2023	Budgeted expenditures/ expenses 2024
Prosecutor				
General Fund	\$ 139,900	\$	\$ 137,500	\$ 156,200
Department Total	\$ 139,900	\$	\$ 137,500	\$ 156,200
Town Clerk				
General Fund	\$ 296,400	\$	\$ 265,600	\$ 407,000
Department Total	\$ 296,400	\$	\$ 265,600	\$ 407,000
Town Manager				
General Fund	\$ 682,600	\$	\$ 703,300	\$ 818,600
Department Total	\$ 682,600	\$	\$ 703,300	\$ 818,600
Human Resources				
General Fund	\$ 355,100	\$	\$ 345,000	\$ 446,800
Department Total	\$ 355,100	\$	\$ 345,000	\$ 446,800
Municipal Court				
General Fund	363,500		362,100	396,500
Special Revenue Fund	\$ 17,000	\$	\$ 15,000	\$ 17,000
Department Total	\$ 380,500	\$	\$ 377,100	\$ 413,500
Finance				
General Fund	\$ 539,500	\$	\$ 525,600	\$ 560,000
Department Total	\$ 539,500	\$	\$ 525,600	\$ 560,000
Mgmt Info Systems				
General Fund	\$ 434,200	\$	\$ 418,000	\$ 663,000
Department Total	\$ 434,200	\$	\$ 418,000	\$ 663,000
Mayor and Council				
General Fund	\$ 56,700	\$	\$ 70,600	\$ 83,600
Department Total	\$ 56,700	\$	\$ 70,600	\$ 83,600
Planning				
General Fund	\$ 632,500	\$	\$ 619,700	\$ 612,500
Department Total	\$ 632,500	\$	\$ 619,700	\$ 612,500
Building Inspection				
General Fund	\$ 493,400	\$	\$ 460,100	\$ 481,100
Department Total	\$ 493,400	\$	\$ 460,100	\$ 481,100
Police				
General Fund	4,526,800		4,385,700	5,094,000
Special Revenue Fund	12,000		9,000	8,000
Department Total	\$ 4,538,800	\$	\$ 4,394,700	\$ 5,102,000

Town of Chino Valley
Expenditures/expenses by department
Fiscal Year 2024

Department/Fund	Adopted budgeted expenditures/ expenses 2023	Expenditure/ expense adjustments approved 2023	Actual expenditures/ expenses* 2023	Budgeted expenditures/ expenses 2024
Animal Control				
General Fund	\$ 280,600		278,400	272,200
Department Total	\$ 280,600	\$	\$ 278,400	\$ 272,200
Recreation				
General Fund	\$ 257,300		168,600	344,700
Department Total	\$ 257,300	\$	\$ 168,600	\$ 344,700
Library				
General Fund	\$ 426,300		425,000	482,900
Department Total	\$ 426,300	\$	\$ 425,000	\$ 482,900
Senior Center				
General Fund	\$ 563,600		571,200	480,500
Department Total	\$ 563,600	\$	\$ 571,200	\$ 480,500
Parks Maintenance				
General Fund	\$ 809,500		700,800	834,200
Department Total	\$ 809,500	\$	\$ 700,800	\$ 834,200
Aquatics Center				
General Fund	\$ 256,800		256,800	258,900
Department Total	\$ 256,800	\$	\$ 256,800	\$ 258,900
Facilities Maintenance				
General Fund	\$ 941,800		882,800	1,066,700
Department Total	\$ 941,800	\$	\$ 882,800	\$ 1,066,700
Fleet Maintenance				
General Fund	\$ 392,400		378,200	623,600
Department Total	\$ 392,400	\$	\$ 378,200	\$ 623,600
Engineering				
General Fund	\$ 652,300		521,300	768,300
Department Total	\$ 652,300	\$	\$ 521,300	\$ 768,300
Code Enforcement				
General Fund	\$			204,800
Department Total	\$	\$	\$	\$ 204,800
Non-Departmental				
General Fund	\$ 1,324,700		5,131,196	2,211,200
Debt Service Fund	1,384,500		1,384,500	1,278,000
Capital Improvement Fund	7,806,000		4,697,500	5,797,000
CDBG Grant	348,000		348,000	
Grant Fund	3,500,000		200,000	3,500,000
SLFRF	5,400,000		1,706,400	3,800,000
Asset Replacement Fund	245,000		171,000	417,000
Department Total	\$ 20,008,200	\$	\$ 13,638,596	\$ 17,003,200

Town of Chino Valley
Expenditures/expenses by department
Fiscal Year 2024

Department/Fund	Adopted budgeted expenditures/ expenses	Expenditure/ expense adjustments approved	Actual expenditures/ expenses*	Budgeted expenditures/ expenses
	2023	2023	2023	2024
Water Utilities				
Water Enterprise Fund	\$ 873,300	\$	\$ 822,800	\$ 895,500
WATER CIP	2,202,000		175,100	2,200,000
Department Total	\$ 3,075,300	\$	\$ 997,900	\$ 3,095,500
Sewer Utilities				
Sewer Enterprise Fund	\$ 2,010,900	\$	\$ 1,839,300	\$ 2,178,300
Sewer CIP	4,315,000		145,000	1,025,000
Department Total	\$ 6,325,900	\$	\$ 1,984,300	\$ 3,203,300
Roads				
HURF	\$ 1,500,500	\$	\$ 1,136,700	\$ 2,000,400
Roads CIP	2,500,000		669,600	\$4,763,000
Department Total	\$ 4,000,500	\$	\$ 1,806,300	\$ 6,763,400
Street Lighting Improvement District				
SLID Fund	\$ 4,000	\$	\$ 4,000	\$ 4,000
Department Total	\$ 4,000	\$	\$ 4,000	\$ 4,000
TOTAL ALL DEPARTMENTS	\$ 46,544,100	\$	\$ 30,931,396	\$ 45,150,500

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.

**RESOLUTION NO. 2023-
1223**

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR 2023/2024; 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 4, 2020, approved Proposition 450, adopting an Alternative Expenditure Limitation for the Town; and

WHEREAS, Proposition 450 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 2023/2024.

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 2023/2024 is hereby proposed in an amount not to exceed \$45,150,500.

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 2023/2024.

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 27, 2023, 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 13th day of June 2023.

Jack W. Miller, Mayor



ATTEST:

Erin N. Deskins

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify the above foregoing Resolution No. 2023-1223 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on June 13, 2023, and that quorum was present thereat and that the vote thereon was ___ ayes and ___ nays and ___ abstentions. ___ Council members were absent or excused.

Erin N. Deskins

Erin N. Deskins, Town Clerk

RESOLUTION NO. 2023-1225

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR 2023/2024; SETTING AN EXPENDITURE LIMITATION FOR THE SAME YEAR; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE AND APPROVAL ACCORDING TO THE LAW.

WHEREAS, pursuant to the provisions of the laws of the State of Arizona, the Mayor and 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.”) Section 41-563.03(C), (E), and (G), the qualified voters of the Town of Chino Valley, on August 4, 2020, approved Proposition 450, adopting an Alternative Expenditure Limitation for the Town; and

WHEREAS, Proposition 450 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 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, 2023, and ending June 30, 2024; and

WHEREAS, on June 13, 2023, the Town Council approved Resolution 2023-2024, adopting (i) an expenditure limitation and (ii) the statement of estimates and expenses for the fiscal year beginning July 1, 2023, and ending June 30, 2024; and

WHEREAS, Resolution 2023-2024 also directed the Town Clerk to (i) make available the tentative budget for inspection, not later than seven days after the date of Resolution 2023-2024, 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; and

WHEREAS, due notice has been given by the Town Clerk as required by law that the Town Council would meet on June 27, 2023, at the Chino Valley Town Hall for the purposes of (i) hearing taxpayers on the proposed estimates, expenses, and tax levies as set forth in said statement of estimates and expenses and (ii) adopting the tentative budget as final; and

WHEREAS, on June 27, 2023, the Town Council held a public hearing on the final budget as required by law; and

WHEREAS, the revenues and expenses in the proposed final budget for Fiscal Year 2023/2024 do not exceed the estimates and expenses shown on the published tentative budget.

[CONTINUED ON THE
FOLLOWING PAGE]

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 expenditure limitation to govern the Town of Chino Valley budget for Fiscal Year 2023/2024 is hereby approved in an amount not to exceed \$45,150,500.

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 of the Town of Chino Valley for Fiscal Year 2023/2024.

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 27th day of June 2023.

Jack W. Miller, Mayor



ATTEST:

Erin N. Deskins

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify the above foregoing Resolution No. 2023-1225 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on June 27, 2023, and that quorum was present thereat and that the vote thereon was ____ ayes and ____ nays and ____ abstentions. ____ Council members were absent or excused.

Erin N. Deskins

Erin N. Deskins, Town Clerk

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 the Town Council to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and duration as to when it may be expended.

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

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

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

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

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

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

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

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

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

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

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

Comprehensive Annual Financial Report (CAFR) - The official annual audited financial report of the 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 include 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 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 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 was 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, 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-to-day 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, publicly 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	