



**Minutes**  
**Budget Committee**  
Town of Queen Creek  
22350 S. Ellsworth Road, Queen Creek, AZ 85142  
Town Hall, Council Chambers  
May 6, 2013  
6 p.m.

**1. Call to Order**

The meeting was called to order by Chair Oliphant at 6:04 p.m. The following people were in attendance:

Committee Members: Chair Oliphant, Craig Barnes, Robin Benning

Town Staff: John Kross, Town Manager; Patrick Flynn, Assistant Town Manager/CFO; Samantha McPike, Budget Administrator

**2. Items for Discussion and Possible Action**

A. Consideration and possible approval of the March 27, 2013 minutes

Motion: Council Member Barnes                      2<sup>nd</sup>: Council Member Oliphant

**To approve the minutes of March 27, 2013.**

Motion carried unanimously

B. Discussion and possible approval of the Queen Creek FY2013/14 Operating and Capital Improvement budget

- 1) Background information including possible brief review of the 5 year financial plan
- 2) Operating budgets by department/cost center (General Fund) including not-for-profit budgets
- 3) Enterprise fund budgets by department/cost center including associated capital improvement projects
- 4) Other Capital Improvement and Development fund budgets

## 5) Other Town fund budgets

The committee reviewed the FY13/14 operating budget and capital improvements program budget. The Development Services department budget will be reviewed on May 7. The not-for-profit budgets will be reviewed on May 13.

Town Council recommended base budget is \$199,935 and includes

- Compensation
- Professional development at \$5,000 per person

Council member Barnes asked to include a place marker in this budget for raising the pay for the Vice Mayor position. The process would include presenting a resolution and council approval.

Town Clerk recommended base budget is \$233,000

- Major cost is the election cycle

Town Manager recommended base budget is \$797,597

- this department will go from 5 to 7 employees next year
- recommended supplements include
  - service delivery optimization (\$30,000)
  - comp & class study (\$40,000)

Workforce & Technology recommended base budget is \$443,000

- supplemental request includes
  - business analyst to assist with complex software programs
  - virtual desktop

Economic Development recommended base budget is \$544,122

- department is comprised of
  - Communications & Marketing
  - Horseshoe Park & Equestrian Centre
  - Economic Development
- Communications & Marketing supplemental requests
  - Branding events & festivals for \$15,000
    - Help offset traffic control and other items to attract events
  - Part-time Media Specialist for \$35,000
    - Increase position from part-time to full time
- Horseshoe Park & Equestrian Centre (enterprise fund)
  - Contractual services includes
    - Temp labor
    - Legal services
    - Custodial services

- Implementing new system to charge back IT time at HPEC
- Fees and services includes
  - Liability insurance
  - Marketing for HPEC
- HPEC materials includes
  - Bedding
  - Stall mats
  - Fuel
- Other includes equipment rental
- Repair and Maintenance includes
  - Erosion control
  - Panel replacements
- Supplemental requests for HPEC include
  - Full time maintenance & operations technician
    - Safety
    - Quick turn around time to shift events
  - Sound for shed rows/barns

In the future staff may need to look at the main sound system.

- QC Inc
  - Transitioned to old parks building
  - In lieu of paying rent, the Chamber provides front desk coverage
  - Supplement request brings the part-time person to full time at the front desk
- Economic Development
  - Supplemental Requests include
    - Hotel feasibility study
    - Economic development analyst for demographic research

Recessed at 7:37 p.m. and reconvened at 7:47 p.m.

#### Management Services

- Department is comprised of
  - Budget
  - Finance administration
  - Recreational programs
- Budget – recommended base budget is \$176,000
- Finance & Administration – recommended base budget is \$562,000 - includes
  - Payroll
  - Accounts payable

- Financial statements
- Recreational Programs – recommended base budget is \$566,000

#### Legal Services

- The Town contracts for these services

#### Utility

- The 6% increase in utilities is from SRP

#### Non-Departmental – recommended base budget is \$2.8 million

- Sales tax revenue is \$1.8 million  
This is 50% sales tax refund from Cornerstone and Vestar for the repayment of Ellsworth Loop road
- Other of \$335,000 is the base for the not-for-profits and vacation payouts
- Fees & Services of \$387,000 is for contractual services
  - Primarily for lobbyist and development fee study
  - The independent audit and sales tax audit is also included

The Budget Committee reviewed the enterprise funds expenditures and supplemental requests.

#### EMS

- Revenues of \$5.8 million are from Town sales tax and property tax, and the new fire district
- Expenditures of \$8.1 million
  - The deficit is from the recession and lower property tax
  - There is a 3 year payment to Rural Metro from the fire district
  - Suggesting a school resource officer (SRO), some capital needs, and a new piece of apparatus which will be leased
- Supplemental requests include
  - 2 Fire Fighter positions
  - Fire apparatus. This new truck will be stationed at 412
  - Resource Office for Higley Middle School

The Committee asked that the Maricopa County Sheriff Resource Officer (MCSRO) discussion be brought back for discussion with the full Town Council at a future meeting.

#### Solid Waste recommended base budget is \$1.7 million

- Supplemental requests include
  - Part-time Inspector
  - Part-time Admin

#### Sewer/Waste Water

- \$3.2 million is debt service on the Greenfield reclamation plan and other buy-ins
  - Starting to look at improvements in the Greenfield plant. There will be some replacement costs.
- Supplemental requests include
  - Waste Water CIP - includes odor control program

#### Water

- Supplemental requests include
  - Water truck
  - Management Assistant position
- Caveat, there is no H2O in this budget
  - If the election in May is successful, there will be a ceiling of \$100m added to the budget.
- Will be installing 34 additional fire hydrants into the system
- The water main line agreements will be reissued

This concludes the enterprise funds.

#### Drainage & Transportation

- LGIP-Construction Sales Tax in 2014 is \$1.3m
- The projects include
  - freeway directional signs
  - Transportation Study at \$150k
- The debt service payment includes the Town's share of Ellsworth Loop Road and other bonds for our transportation program
- One suggested change is to build the traffic signal on Chandler Heights at Sossaman which includes a turn lane and widening the intersection. This change would move the project from the unfunded projects.

#### Other Capital Project Recommendations

- Supplemental requests include
  - Splash Pad
  - Dog Park
- Added projects
  - Monument signs – Welcome to Queen Creek (5 signs @ \$20,000)
  - Shade Structure
  - Flashing yellow light to turn left at specific times during the day
  - Crosswalk

HURF - Highway User Fund

- There are some unfunded street maintenance/repair projects

Other Funds

- Town Center
- Community Events
  - This is where Trunk or Treat or Passport to Discovery is funded because we do not always receive the money needed
- Special Assessment
  - Pays for Ellsworth Loop Road – Debt service is \$3.9m/year
- Street Light Improvement Districts
  - The Town has 62 improvement districts
  - The Town is the collection agency and pays the bill to SRP

3. Announcements

4. Adjournment

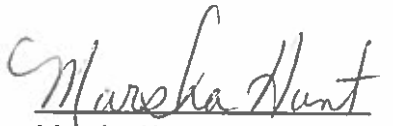
Meeting adjourned at 9:45 p.m.

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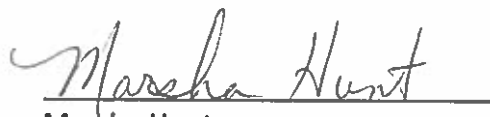
TOWN OF QUEEN CREEK

  
Council Member Oliphant, Chair

Prepared by:

  
Marsha Hunt  
Sr. Administrative Assistant

I, Marsha Hunt, do hereby certify that, to the best of my knowledge and belief, the foregoing minutes are a true and correct copy of the minutes of the May 6, 2013 Budget Committee Meeting. I further certify that the meeting was duly called and that a quorum was present.

  
Marsha Hunt  
Sr. Administrative Assistant

Passed and approved on: Feb. 12, 2014