

**TOWN**  
*Of*  
**PARADISE VALLEY**



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**STAFF REPORT**

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**TO:** Mayor Bien-Willner and Town Council Members

**FROM:** Jill Keimach, Town Manager  
Cathy Spinella, Finance Manager  
Amy Rebenar, Executive Assistant to Town Manager

**DATE:** May 11, 2023

**DEPARTMENT:** Finance and Budget  
Jill Keimach (480) 348-3354

**AGENDA TITLE:**

Presentation, discussion, and direction regarding the Town of Paradise Valley's tentative budget for fiscal year 2024 (FY2024) which begins on July 1, 2023.

**SUMMARY STATEMENT:**

Town Council will consider a request to adopt Resolution 2023-05 setting forth the FY2024 tentative budget of \$56,349,762.

**BACKGROUND:**

The Tentative Budget is a result of Management and Town Council's collective efforts to identify, communicate, and fund priorities for the operating and capital budgets during the upcoming fiscal year. Discussions informing the development of the tentative budget for FY2024 were held with Council on March 23, April 13, and April 27, 2023.

Adoption of the Tentative Budget establishes the maximum expenditures allowable for FY2024. The total budget may be reduced prior to and after final adoption but may not be increased. After the Tentative Budget adoption, amendments may be made between line items without increasing the total budget. Thus, contingency appropriations are budgeted to support operational and capital needs unforeseen at the time of adoption using either available or new resources.

State laws establish a calendar for the budget adoption and public notice requirements. Accordingly, the Tentative Budget must be adopted prior to the third Monday in July. A summary of the Tentative Budget and a notice of public hearing on the budget must be published once per week for two consecutive weeks. The Town must hold a Public Hearing on the budget and afterwards convene a special meeting to adopt the Final Budget. Additionally, both the Tentative Budget and Final Budget must be posted on the Town's website within seven days of adoption.

The budget is published using the state forms created by the Auditor General to comply with the detailed requirements of statutes. The Town has also made the FY24 budget available online at <https://town-paradise-valley-az-budget-book.cleargov.com/9092> during its entire budget process this year. The final annual budget document will be published this summer. The following table lists the dates scheduled for each action:

May 11, 2023 – Adoption of Tentative Budget

May 20, 2023 – 1st publication of Tentative Budget and Notice of Public Hearing

May 24, 2023 – 2nd publication of Tentative Budget and Notice of Public Hearing

May 25, 2023 – Public Hearing and Adoption of Final Budget in a Special Meeting

June 15, 2022 – Posting of Final Budget

**BUDGETARY IMPACT:**

This action will set the maximum budget for FY2024. Revisions can be made to realign or decrease, but not to increase, the total expenditure amount for the Final Budget.

**RECOMMENDATION:**

Adopt Resolution 2023-05 setting forth the FY2024 Tentative Budget and authorize staff to proceed with the required publications.

**ATTACHMENT(S):**

- A. Staff report
- B. Resolution 2023-05 Tentative Budget
- C. PowerPoint