



# Town of Paradise Valley

6401 E Lincoln Dr  
Paradise Valley, AZ 85253

## Meeting Notice and Agenda

### Town Council

**Mayor Jerry Bien-Willner**  
**Vice Mayor Mark Stanton**  
**Council Member Ellen Andeen**  
**Council Member Paul Dembow**  
**Council Member Scott Moore**  
**Council Member Julie Pace**  
**Council Member Anna Thomasson**

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Thursday, June 24, 2021

3:00 PM

Council Chambers

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### Amended

#### 1. CALL TO ORDER / ROLL CALL

*THIS MEETING WILL BE HELD BY REMOTE PARTICIPATION ONLY*

##### *PUBLIC PARTICIPATION IN THE MEETING*

*Members of the public are encouraged to participate in the meeting via the following options:*

1. View the live stream at <https://paradisevalleyaz.legistar.com/Calendar.aspx>
  - (a) Click on Calendar Tab
  - (b) Look for Town Council meeting (you may have to select it from the dropdown list) and find the meeting date
  - (c) Click the "In Progress" link in the column titled Video

2. Zoom Conference

- (a) Computer: <https://zoom.us/j/6678902153>
  - (b) Telephone: 1 669 900 6833 Meeting ID 667 890 2153

*For submitting comments and questions, and speaking at meetings, please note that there are designated opportunities for public speaking during the meetings, which will be specifically identified by the meeting's presiding official (for Town Council Meetings, the Mayor).*

3. Submitting questions and comments:

- (a) Visit <https://paradisevalleyaz.legistar.com/Calendar.aspx>, search for the meeting date, and click "eComment". Locate the agenda item you are interested in and click "Comment" (Please submit comments at least 1 hr prior to meeting)
  - (b) Email [dmiller@paradisevalleyaz.gov](mailto:dmiller@paradisevalleyaz.gov) (Please submit comments at least 1 hr prior to meeting)

4. Speaking during Call to the Public / Public Hearings

- (a) Visit <https://paradisevalleyaz.legistar.com/Calendar.aspx>, search for the meeting date, and click "eComment". Locate the agenda item and click "Register to Speak". Join the meeting by dialing 1 669 900 6833 Meeting ID 667 890 2153

*(b) If attending by Zoom Video Conference, click the chat button and enter your name and the agenda item you would like to address*

*(These meeting participation guidelines are pursuant to Town Council Resolution 2020-08 adopted March 17, 2020.)*

*Notice is hereby given pursuant to A.R.S. §38-431.02. that members of the Town Council will attend by audio/video conference call.*

## 2. EXECUTIVE SESSION

[21-245](#) Discussion or consultation with Town Attorney for legal advice regarding privileged documents from outside counsel as authorized by A.R.S. §38-431.03(A)(3).

[21-246](#) The Town Council may go into executive session at one or more times during the meeting as needed to confer with the Town Attorney for legal advice regarding any of the items listed on the agenda as authorized by A.R.S. §38-431.03(A)(3).

## 3. CONSENT AGENDA

*All items on the Consent Agenda are considered by the Town Council to be routine and will be enacted by a single motion. There will be no separate discussion of these items. If a member of the Council or public desires discussion on any item it will be removed from the Consent Agenda and considered separately. Please fill out a Speaker Request form prior to the start of the meeting and indicate which item you would like to address.*

[21-249](#) **Adoption of Resolution 2021-15 Amending the Fiscal Year 2020/21 Budget**

Recommendation: Adopt Resolution 2021-15.

Staff Contact: Douglas Allen, CFO 480-348-3696

[21-250](#) **Authorization of Merit Bonus for Acting Town Attorney**

Recommendation: Adopt Resolution 2021-20.

Staff Contact: Andrew McGuire, 602-257-7664

[21-253](#) **Consideration of Waiving the Attorney/Client Privilege with Respect only to a Summary of Findings from Scott Rhodes Regarding his Conflicts of Interest Investigations**

Recommendation: Authorize waiving the attorney/client privilege only with respect to the summary findings letter, dated June 23, 2021, from attorney Scott Rhodes to Town Manager Keimach, regarding his conflicts of interest investigation.

Staff Contact: Andrew McGuire, 602-257-7664

## 4. ACTION ITEMS

*The Town Council May Take Action on This Item. Citizens may address the Council regarding any or all of these items. Those making comments are limited to three (3) minutes. Speakers may not yield their time to others. Please fill out a Speaker Request form prior to the start of the meeting and indicate which item you would like to address.*

**21-248**      **Adoption of Resolution Number 2021-18 Accepting Federal American Rescue Plan Act (“ARPA”) Funding and Authorizing Certain ARPA Funds for Sewer System Improvements**

**Staff Contact:**      Douglas Allen, CFO 480-348-3696

**21-251**      **Adoption of Resolution 2021-19, for an Intergovernmental Agreement Between the Town and the City of Scottsdale for Plan Review, Permitting, Inspection and Maintenance of Cross-Jurisdictional Road and Utility Improvements.**

**Recommendation:**      Adopt Resolution No. 2021-19.

**Staff Contact:**      Andrew J. McGuire, 602-257-7664  
Deborah Robberson, 480-348-3609

## **5. PUBLIC HEARINGS**

*The Town Council will hold a public hearing on Resolution Number 2021-12 Adopting the FY2021/22 Final Budget, Capital Improvement Plan and the Strategic Revenue Plan. Citizens may address the Council regarding the FY 2022 budget at this time. Those making comments are limited to three (3) minutes. Speakers may not yield their time to others. Please fill out a Speaker Request form prior to the start of the meeting and indicate which item you would like to address.*

**Consideration of the FY 2021/2022 Final Budget**

## **6. SPECIAL MEETING**

*The Town Council may take action on this item.*

**21-244**      **Adoption of Resolution Number 2021-12 Adopting the FY2021/22 Final Budget, Capital Improvement Plan and the Strategic Revenue Plan.**

**Recommendation:**      Adopt Resolution 2021-12.

**Staff Contact:**      Douglas Allen, CFO 480-348-3696

## 7. ADJOURN

### *AGENDA IS SUBJECT TO CHANGE*

*\*Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Town Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.*

*The Town of Paradise Valley endeavors to make all public meetings accessible to persons with disabilities. With 72 hours advance notice, special assistance can also be provided for disabled persons at public meetings. Please call 480-948-7411 (voice) or 480-483-1811 (TDD) to request accommodation to participate in the Town Council meeting.*



## Action Report

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**File #:** 21-245

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**Discussion or consultation with Town Attorney for legal advice regarding privileged documents from outside counsel as authorized by A.R.S. §38-431.03(A)(3).**



## Action Report

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**File #:** 21-246

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**The Town Council may go into executive session at one or more times during the meeting as needed to confer with the Town Attorney for legal advice regarding any of the items listed on the agenda as authorized by A.R.S. §38-431.03(A)(3).**



## Action Report

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**File #:** 21-249

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**AGENDA TITLE:**

**Adoption of Resolution 2021-15 Amending the Fiscal Year 2020/21 Budget**

**RECOMMENDATION:**

Adopt Resolution 2021-15.

**STAFF CONTACT:**

# TOWN *Of* PARADISE VALLEY



## STAFF REPORT

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

**FROM:** Jill Keimach, Town Manager  
Douglas Allen, CFO

**DATE:** June 24, 2021

**AGENDA TITLE:**  
Approve Resolution 2021-15 Amending the Fiscal Year 2020/21 Budget

### SUMMARY STATEMENT:

As part of the FY2022 budget process, Town Council reviewed each department and program budget with the Director. During that review, it was noted that some budget amendments for FY2021 were identified and included in the presentation. There were also certain contracts approved and grants accepted that had an inherited budget approved with it. This resolution formalizes those budget amendment requests for Council's consideration.

There are five sections to the budget amendment requests:

**Section 1.** Record the FY2020/21 budget amendment for the Legal Services Department for costs associated with contractual Town Attorney services that are not offset with other department savings in the amount of \$52,500.

LEGAL SERVICES		Current	Budget	Budget	Amended
Description		Budget	Increase	Reduction	Budget
1	Contractual Services - Town Attorney	-	\$ 52,500	-	\$ 52,500
2	Operating contingency	\$ 749,018	-	\$ (52,500)	696,518
Total Town Attorney Expenditures		\$ 749,018	\$ 52,500	\$ (52,500)	\$ 749,018

**Section 2.** Record the FY2020/21 budget amendment for Information Technology Department for costs associated with contractual Interim Director services and emergency hardware replacements and upgrades in the amount of \$99,320.

INFORMATION TECHNOLOGY		Current	Budget	Budget	Amended
Description		Budget	Increase	Reduction	Budget
1	Contractual Services - Interim Director	-	\$ 55,040	-	\$ 55,040
2	Hardware	-	44,280	-	44,280
3	Operating contingency	\$ 804,058	-	\$ (55,040)	749,018
4	Priority two spending authority	309,960	-	(44,280)	265,680
Total Information Technology Expenditures		\$ 1,114,018	\$ 99,320	\$ (99,320)	\$ 1,114,018



**Section 3.** Record the FY2020/21 budget amendment for Municipal Court for costs associated with temporary staffing to assist the Court in transitioning of personnel and delivery of services in the amount of \$37,000.

MUNICIPAL COURT		Current Budget	Budget Increase	Budget Reduction	Amended Budget
Description					
1	Personnel Services	\$ 688,657	\$ 37,000	-	\$ 725,657
2	Operating contingency	696,518	-	\$ (37,000)	659,518
Total Municipal Court Expenditures		\$ 1,385,175	\$ 37,000	\$ (37,000)	\$ 1,385,175

**Section 4.** Record the FY2020/21 budget amendment for Tourism to reflect current FY2021 estimated lodging tax revenues that impacts contractual costs with Experience Scottsdale in the amount of \$350,000.

TOURISM		Current Budget	Budget Increase	Budget Reduction	Amended Budget
Description					
1	Tourism	\$ 900,000	\$ 350,000	-	\$ 1,250,000
2	Priority three spending authority	2,003,237	-	\$ (350,000)	1,653,237
Total Tourism Expenditures		\$ 2,903,237	\$ 350,000	\$ (350,000)	\$ 2,903,237

**Section 5.** Record the FY2020/21 budget amendment for grant expenditures for grants the Town Council has accepted during the course of the fiscal year in the amount of \$11,690.

GRANTS		Current Budget	Budget Increase	Budget Reduction	Amended Budget
Description					
1	GOHS grant for drug test system	-	\$ 6,990	-	\$ 6,990
2	GOHS grant for prolaser lidar	-	4,700	-	4,700
3	Grant contingency (operating)	\$ 100,115	-	\$ (11,690)	88,425
Total Grant Expenditures		\$ 100,115	\$ 11,690	\$ (11,690)	\$ 100,115

#### ATTACHMENT(S):

Resolution 2021-15 Amending the FY2020/21 Budget

## **RESOLUTION NUMBER 2021-15**

### **A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF PARADISE VALLEY, ARIZONA AMENDING THE FISCAL YEAR 2020/21 ADOPTED BUDGET.**

**WHEREAS**, the Mayor and Council of the Town of Paradise Valley (the “Town Council”) adopted the Fiscal Year 2020/21 Budget for the Town of Paradise Valley (the “Town”) by Resolution 2020-17 on June 11, 2020; and

**WHEREAS**, the FY 2020/21 budget incorporated a tiered plan to monitor revenues and priorities to be flexible and adaptive to fluidly transition operations as revenues rebound or demands shift; and

**WHEREAS**, “Priority One” expenditures represent the base budget for primary services with spending authority effective July 1; “Priorities Two and Three” contingencies are designed to keep pace with demands that are poised to resume the direction the Town was heading in February 2020 that were to be assessed and potentially eased into in the second and third quarters of FY2020/21, respectively; and

**WHEREAS**, budget amendments are consistent with Generally Accepted Accounting Principles (GAAP) and recommended budgeted practices; and

**WHEREAS**, the Town of Paradise Valley’s Adopted Financial Management Policies (the “Financial Management Policies”) require the approval of the Town Council for the use contingency accounts in excess of \$25,000; and

**WHEREAS**, the Financial Management Policies require the approval of the Town Council for shifts in appropriations within funds and in departments exceeding \$50,000; and

**WHEREAS**, the Financial Management Policies require that amendments to the capital improvement fund be approved by the Town Council; and

**WHEREAS**, adjustments do not increase the total budget or enable the Town Council to increase spending in excess of the Adopted Budget or the Annual Expenditure Limitation; and

**WHEREAS**, the Town Council desires to record various budget amendments in accordance with the Financial Management Policies.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Paradise Valley, Arizona, as follows:

Section 1. Record the FY2020/21 budget amendment for the Legal Services Department for costs associated with contractual Town Attorney services that are not offset with other department savings.

LEGAL SERVICES		Current Budget	Budget Increase	Budget Reduction	Amended Budget
Description					
1	Contractual Services - Town Attorney	-	\$ 52,500	-	\$ 52,500
2	Operating contingency	\$ 749,018	-	\$ (52,500)	696,518
Total Town Attorney Expenditures		\$ 749,018	\$ 52,500	\$ (52,500)	\$ 749,018

Section 2. Record the FY2020/21 budget amendment for Information Technology Department for costs associated with contractual Interim Director services and emergency hardware replacements and upgrades.

INFORMATION TECHNOLOGY		Current Budget	Budget Increase	Budget Reduction	Amended Budget
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4	Priority <b>two</b> spending authority	309,960	-	(44,280)	265,680
Total Information Technology Expenditures		\$ 1,114,018	\$ 99,320	\$ (99,320)	\$ 1,114,018

Section 3. Record the FY2020/21 budget amendment for Municipal Court for costs associated with temporary staffing to assist the Court in transitioning of personnel and delivery of services.

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Total Municipal Court Expenditures		\$ 1,385,175	\$ 37,000	\$ (37,000)	\$ 1,385,175

Section 4. Record the FY2020/21 budget amendment for Tourism to reflect current FY2021 estimated lodging tax revenues that impacts contractual costs with Experience Scottsdale.

TOURISM		Current Budget	Budget Increase	Budget Reduction	Amended Budget
Description					
1	Tourism	\$ 900,000	\$ 350,000	-	\$ 1,250,000
2	Priority <b>three</b> spending authority	2,003,237	-	\$ (350,000)	1,653,237
Total Tourism Expenditures		\$ 2,903,237	\$ 350,000	\$ (350,000)	\$ 2,903,237

Section 5. Record the FY2020/21 budget amendment for grant expenditures for grants the Town Council has accepted during the course of the fiscal year.

GRANTS		Current Budget	Budget Increase	Budget Reduction	Amended Budget
Description					
1	GOHS grant for drug test system	-	\$ 6,990	-	\$ 6,990
2	GOHS grant for prolaser lidar	-	4,700	-	4,700
3	Grant contingency (operating)	\$ 100,115	-	\$ (11,690)	88,425
Total Grant Expenditures		\$ 100,115	\$ 11,690	\$ (11,690)	\$ 100,115

Section 6. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

Section 7. 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 competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**PASSED, ADOPTED AND APPROVED** by the Town Council of the Town of Paradise Valley this 24th day of June, 2021.

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Jerry Bien-Willner, Mayor

ATTEST:

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Duncan Miller, Town Clerk

APPROVED AS TO FORM:

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Andrew J. McGuire, Town Attorney



## Action Report

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**File #:** 21-250

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**AGENDA TITLE:**

**Authorization of Merit Bonus for Acting Town Attorney**

**RECOMMENDATION:**

Adopt Resolution 2021-20.

**STAFF CONTACT:**

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



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## **STAFF REPORT**

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

**FROM:** Andrew McGuire, Town Attorney

**DATE:** June 24, 2021

**DEPARTMENT:** Town Attorney  
Andrew McGuire, 602-257-7664

**AGENDA TITLE:**  
**Authorization of Merit Bonus for Acting Town Attorney**

**RECOMMENDATION:**  
Authorize the Mayor to execute Resolution 2021-20.

**SUMMARY STATEMENT:**  
After the retirement of the Town Attorney on December 17, 2020, the Mayor and Council appointed Deborah Robberson as the temporary Acting Town Attorney. Recently, the Mayor and Council completed the performance review process for the temporary Acting Town Attorney. Given the exceptional services provided by the temporary Acting Town Attorney, the Council seeks to approve a performance bonus.

**BUDGETARY IMPACT:**  
An increase in salary expense in Town Attorney budget.

**ATTACHMENT(S):**

- A. Staff Report
- B. Resolution 2021-20

**RESOLUTION NUMBER 2021-20**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF  
PARADISE VALLEY, ARIZONA, AUTHORIZING A MERIT BONUS FOR  
SERVICE AS THE TEMPORARY ACTING TOWN ATTORNEY.**

**WHEREAS**, on December 4, 2020, the Mayor and Council (the “Town Council”) of the Town of Paradise Valley (the “Town”) approved Resolution Number 2020-38 appointing Deborah Robberson (“Robberson”) as the temporary Acting Town Attorney; and

**WHEREAS**, Robberson served as the temporary Acting Town Attorney from December 18, 2020, until the Town retained the law firm of Gust Rosenfeld, PLC and appointed Andrew McGuire as the Town Attorney; and

**WHEREAS**, as part of Robberson’s 2021 performance review, the Town Council seeks to provide a bonus for exemplary services provided by Robberson during her tenure as temporary Acting Town Attorney.

**NOW THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Paradise Valley as follows:

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

Section 2. Robberson shall be paid a merit bonus in the amount of \$10,000.00, which shall be paid in a lump sum, subject to taxes and withholdings applicable to earnings, as soon as practical but no later than 30 days after the effective date of this Resolution.

Section 3. This Resolution shall be in full force and effect immediately upon its adoption.

Section 4. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

**PASSED AND ADOPTED** by the Mayor and Council of the Town of Paradise Valley, Arizona this 24th day of June, 2021.

\_\_\_\_\_  
Jerry Bien-Willner, Mayor

ATTEST:

\_\_\_\_\_  
Duncan Miller, Town Clerk

APPROVED AS TO FORM

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Andrew J. McGuire, Town Attorney

**CERTIFICATION**

I, Duncan Miller, Town Clerk hereby certify that the foregoing is a full, true and correct copy of Resolution Number 2021-20 duly and regularly passed and adopted by vote of the Town Council of Paradise Valley at a meeting thereof duly called and held on the 24th day of June, 2021. That said Resolution appears in the minutes of said meeting, and that the same has not been rescinded or modified and is now in full force and effect. I further certify that said municipal corporation is duly organized and existing and has the power to take the action called for by the foregoing Resolution.

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Duncan Miller, Town Clerk





## Action Report

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**File #:** 21-253

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**AGENDA TITLE:**

**Consideration of Waiving the Attorney/Client Privilege with Respect only to a Summary of Findings from Scott Rhodes Regarding his Conflicts of Interest Investigations**

**RECOMMENDATION:**

Authorize waiving the attorney/client privilege only with respect to the summary findings letter, dated June 23, 2021, from attorney Scott Rhodes to Town Manager Keimach, regarding his conflicts of interest investigation.

**STAFF CONTACT:**

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



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## **STAFF REPORT**

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

**FROM:** Andrew McGuire, Town Attorney

**DATE:** June 24, 2021

**DEPARTMENT:** Town Attorney  
Andrew McGuire, 602-257-7664

**AGENDA TITLE:**  
**Authorization of Waiving Attorney/Client Privilege – Conflict of Interest Summary**

**RECOMMENDATION:**

Authorize waiving the attorney/client privilege only with respect to the summary findings letter, dated June 23, 2021, from attorney Scott Rhodes to Town Manager Keimach, regarding his conflicts of interest investigation.

**SUMMARY STATEMENT:**

After some Town Council Members raised concerns about possible conflicts of interest by other Town Council Members, the Town hired an outside attorney, Scott Rhodes, to evaluate the various assertions. The Town wanted to ensure that all questions of potential impropriety were taken seriously. After reviewing the materials provided by Town Council Members, Mr. Rhodes summarized his findings in a brief letter to the Town Manager. The summary letter is attorney/client privileged, and it may not be released to the public without a waiver of the attorney/client privilege by the Town Council. The waiver requested is with respect only to the letter to the Town Manager dated June 23, 2021. The requested action specifically does not include waiver of any other communications or materials related to Mr. Rhodes' work for the Town on this matter.

**BUDGETARY IMPACT:**

N/A

**ATTACHMENT(S):**

A. Staff Report



## Action Report

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**File #:** 21-248

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**AGENDA TITLE:**

**Adoption of Resolution Number 2021-18 Accepting Federal American Rescue Plan Act ("ARPA") Funding and Authorizing Certain ARPA Funds for Sewer System Improvements**

**STAFF CONTACT:**

# **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  
Douglas Allen, CFO

**DATE:** June 24, 2021

**AGENDA TITLE:**

**Adoption of Resolution Number 2021-18 Accepting Federal American Rescue Plan Act ("ARPA") Funding and Authorizing Certain ARPA Funds for Sewer System Improvements**

**SUMMARY STATEMENT:**

**Action requested:**

The resolution for Council's consideration is to:

- Accept the Federal American Rescue Plan Act ("ARPA") funding;
- Authorize the Town Manager, or designee as the agent of the Town of Paradise Valley to conduct all negotiations, execute and submit all required documents necessary for obtaining ARPA funding, including but not limited to, applications, agreements, amendments, expenditure and procurement documentation, and so on; and
- Authorize up to \$350,000 in ARPA funds for sewer system improvements

The resolution is drafted to delegate only the administrative process and for Town Council to retain the sole authority to approve specific uses before any ARPA funding is committed, encumbered or spent.

### **I. What is the ARPA?**

The federal American Rescue Plan (2021) Act was signed into law on March 11, 2021 and continues many programs started by the CARES Act (2020) and the Consolidated Appropriations Act (2021) by adding new phases, allocations and guidance to address issues related to the continuing COVID-19 pandemic and recovery efforts, which provides \$350 billion funding to state, local, territorial and Tribal governments (\$1.2 billion in Arizona);

## **II. Who can Accept ARPA and Approve the Use?**

Accepting ARPA funding requires Council action. Only Town Council can accept ARPA funds and authorize the Town Manager, or designee to file the required paper work and execute other administrative functions mandated by the federal government.

Only Town Council can approve how the ARPA funds can be used. At the Council's study session on May 13<sup>th</sup>, the Council decided that the entire Council will decide how the Town will use ARPA. Staff will bring comprehensive information to Council for consideration in the fall of 2021, and one item related to the Sewer Enterprise for consideration with adoption of the FY2022 budget.

## **III. Why is this Resolution needed now?**

The Town is considered a "Non-entitlement unit" ("NEU") of local government and receives its allocation from a direct pass-through from the State of Arizona whom must distribute \$227 million to NEUs within 30 days of receipt.

The Town's individual NEU initial allocation is \$4,888,467.26; but subject to change downward during the application process.

The amount is precise to the penny because it is a dollar for dollar (penny for penny) pass-through from the state to the NEU. This is higher than the original estimates the Town received of \$3.4 million

Payments will be received in two equal installments. The first upon completion of the application, review and award. The second no earlier than a year after the date the first payment is paid to the state.

The Sewer Enterprises tentative budget includes contracts totaling \$343,156 for sewer lining, point repair and manhole rehabilitation.

## **IV. How can ARPA be Used?**

NEU ARPA funds may only be used for:

- (1) Supporting public health expenditures,
- (2) Addressing the negative economic impacts caused by the public health emergency,
- (3) Replacing lost public sector revenue, provide premium pay for essential workers,
- (4) Investing in water, sewer and broadband infrastructure

## **V. When must ARPA be Spent by?**

NEU ARPA expenditures must be incurred and obligated from March 3, 2021 to December 31, 2024; with a performance period ending December 31, 2026

## VI. Where can more information be found?

Enclosed are slides from the AZ League of Cities and Towns; and a few links below.

FAQs:

<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

### **Assistance to governments:**

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

General COVID-19 Economic Relief:

<https://home.treasury.gov/policy-issues/coronavirus>

## VII. Next Steps for the Application Process

- 1) Staff will use the State's eCivis system and provide required information including:
  - Most recently Council approved budget;
  - Certified attestation forms;
  - Approved award terms and conditions (provided by Treasury); and
  - Assurances of compliances.
- 2) Application is reviewed and awarded:
  - Adjustments to the initial allocation may change lower after the application review and actual award is received.
  - First of two equal installments is received.
  - Staff prepares for the many requirements of reporting and compliance.
- 3) Staff will bring comprehensive information for Council's consideration in the fall of 2021.

### **ATTACHMENT(S):**

- A. Resolution 2021-18 Accepting Federal American Rescue Plan Act Funding
- B. Presentation from the AZ League of Cities and Towns June 3, 2021

## **RESOLUTION NUMBER 2021-18**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF PARADISE VALLEY, ARIZONA, AUTHORIZING SUBMITTAL OF AN APPLICATION FOR, AND ACCEPTANCE OF, AMERICAN RESCUE PLAN ACT (“ARPA”) FUNDING; AUTHORIZING THE TOWN MANAGER OR DESIGNEE TO EXECUTE AND SUBMIT DOCUMENTS REQUIRED TO OBTAIN SUCH FUNDING; AND AUTHORIZING EXPENDITURE OF CERTAIN ARPA FUNDS FOR SEWER SYSTEM IMPROVEMENTS.**

**WHEREAS**, the federal American Rescue Plan (2021) Act ) (“ARPA”) was signed into law on March 11, 2021, and continues many programs started by the CARES Act (2020) and the Consolidated Appropriations Act (2021), by adding new phases, allocations and guidance to address issues related to the continuing COVID-19 pandemic and recovery efforts. ARPA provides \$350 billion funding to state, local, territorial and Tribal governments (\$1.2 billion in Arizona); and

**WHEREAS**, the Town of Paradise Valley (the “Town”) is considered a “Non-entitlement unit” (“NEU”) of local government and receives its allocation from a direct pass-through from the State of Arizona, which must distribute \$227 million to NEUs within 30 days of receipt; and

**WHEREAS**, the Town’s individual NEU initial allocation is \$4,888,467.26; and

**WHEREAS**, NEU ARPA funds may only be used for: (i) supporting public health expenditures, (ii) addressing the negative economic impacts caused by the public health emergency, (iii) replacing lost public sector revenue, and providing premium pay for essential workers, and (iv) investing in water, sewer and broadband infrastructure; and

**WHEREAS**, NEU ARPA expenditures must be incurred and obligated from March 3, 2021, to December 31, 2024, with the related performance period ending December 31, 2026; and

**WHEREAS**, the Town seeks to file the required application for and accept its ARPA allocation before the State’s distribution period expires; and

**WHEREAS**, a pre-requisite to obtaining ARPA funding is for an authorized Town representative to execute, submit and certify a series of documents to the U.S. Department of the Treasury through the State of Arizona’s e-civis system; and

**WHEREAS**, the Town desires to designate the Town’s representatives for the purpose of taking the necessary steps to apply for and accept the ARPA funding.

**NOW THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Paradise Valley as follows:

Section 1. The Town Manager, or the Town Manager's authorized designee, is hereby authorized as the agent of the Town to conduct all negotiations, and execute and submit all documents that may be necessary to obtain ARPA funding, including but not limited to, applications, agreements, amendments, expenditure and procurement documentation, and any related actions.

Section 2. Except as specifically set forth herein, specific expenditures of ARPA funds must be authorized by the Town Council.

Section 3. The Town Council hereby authorizes expenditures of ARPA funds in an amount not to exceed \$350,000 for sewer manhole rehabilitation and sewer lining/point repairs.

Section 4. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

**PASSED AND ADOPTED** by the affirmative vote of the Paradise Valley Town Council this 24th day of June, 2021.

\_\_\_\_\_  
Jerry Bien-Willner, Mayor

ATTEST:

\_\_\_\_\_  
Duncan Miller, Town Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
Andrew J. McGuire, Town Attorney





# **Coronavirus Local Fiscal Recovery Fund - Non-Entitlement Units (NEUs) Overview**

Updated: June 3, 2021

Governor's Office of Strategic Planning and Budgeting (OSPb)

# American Rescue Plan Act (ARPA) of 2021

- ARPA signed into law on March 11, 2021
- On May 10th, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the ARPA.
  - To help states and units of local government respond to the COVID-19 pandemic and address its economic impact.
    - Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
    - Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
    - Support immediate economic stabilization for households and businesses; and,
    - Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations

# Coronavirus State and Local Fiscal Recovery Fund

- The Coronavirus State and Local Fiscal Recovery Fund provided \$350B in emergency funding for state, local, territorial, and Tribal governments.
  - States & District of Columbia - \$195.3B
  - Counties - \$65.1B
  - Metropolitan Cities - \$45.6B
  - Tribal Governments - \$20.0B
  - Territories - \$4.5B
  - **Non-entitlement Units (NEUs) of Local Government - \$19.5B**
    - Populations under 50,000
    - Will receive funding passed through the State
    - Arizona aggregate allocation for distribution to its NEUs - \$226,731,767
      - As of June 3rd, Arizona has not received its first distribution from Treasury
      - States have 30 days to distribute upon receipt from Treasury

# Non-Entitlement Units (NEUs)

The State's NEU fund distribution follows Treasury's allocation guidance and methodology:

$$\frac{\text{Total population of the NEU}}{\text{Total population of all eligible NEUs}} \times \text{Aggregate state NEU payment}$$

Apache Junction	Eagar	Mammoth	San Luis	Wellton
Benson	El Mirage	Marana	Sedona	Wickenburg
Bisbee	Eloy	Miami	Show Low	Willcox
Bullhead City	Florence	Nogales	Snowflake	Williams
Camp Verde	Fountain Hills	Oro Valley	Somerton	Winkelman
Carefree	Fredonia	Page	South Tucson	Winslow
Cave Creek	Gila Bend	Paradise Valley	Springerville	Youngtown
Chino Valley	Globe	Parker	St. Johns	
Clarkdale	Guadalupe	Patagonia	Star Valley	
Clifton	Hayden	Payson	Superior	
Colorado City	Holbrook	Pima	Taylor	
Coolidge	Huachuca City	Pinetop-Lakeside	Thatcher	
Cottonwood	Jerome	Quartzsite	Tolleson	
Dewey-Humboldt	Kearny	Safford	Tombstone	
Duncan	Litchfield Park	Sahuarita	Tusayan	

# Allowable Uses

- With these funding categories, Treasury is providing your communities broad flexibility to meet your needs:
  - Support public health expenditures
  - Address negative economic impacts caused by the public health emergency
  - Replace lost public sector revenue
  - Provide premium pay for essential workers
  - Invest in water, sewer, and broadband infrastructure
- Period of performance is March 3, 2021 to December 31, 2026 **but all funds must be incurred/obligated by December 31, 2024**

# “Application” Process

- Using the eCivis Sub-Recipient Module (SRM)
  - Same system as AZCares Fund
- 4 required documents to upload:
  1. Total NEU reference budget (defined as the annual total operating budget, including general fund and other funds, in effect as of January 27, 2020) or top-line expenditure total (in exceptional cases in which the NEU does not adopt a formal budget)
    - Certified by an authorized representative of the NEU
  2. Created a Budget Attestation form

# **“Application” Process**

- Required documents:
  3. Award terms and conditions agreement (as provided by Treasury to be signed)
    - Current Treasury terms and conditions document states the Assistance Listing Number (formerly known as the CFDA) as 21.019 but we were informed on May 28th that it is 21.027
  4. Assurances of compliance with Title VI of the Civil Rights Act of 1964 (as provided by Treasury to be signed)

# Application Review and “Award”

- The 75% cap rule

*“Distributions to NEUs cannot exceed 75% of the NEU’s most recent budget. The most recent budget is defined as the NEU’s most recent annual total operating budget, including its general fund and other funds, as of January 27, 2020. Amounts in excess of such cap and therefore not distributed to the NEU must be returned to Treasury by the State or territory. States and territories may rely for this determination on a certified top-line budget total from the NEU.”*

- Your initial allocation calculation amount may change when “awarded” and be lower due to the 75% cap rule
- We will assign a unique NEU Recipient Number to each of you (e.g., Apache Junction will be AZ0001)
  - Treasury wants you to retain this NEU Recipient Number as an identifying number for the lifecycle of the program, including for your reporting purposes



# Payment

- 2 equal payment tranches
  - 1st payment - upon your submission of a completed “application,” our review and “award,” and your acceptance in eCivis SRM
  - 2nd payment - TBD
    - No earlier than a year “after the date on which the First Tranche payment is paid to the State”
- Payment method and account paid will be the same as the AZCares Fund
  - We would suggest setting up a unique accounting fund like required for the AZCares Fund for tracking and reporting purposes

# Post-Award

- Treasury directs NEUs to section 603 of the ARPA and the Interim Final Rule along with documents on the Treasury website, which include fact sheets and regularly updated FAQs
  - The State may be asked to facilitate Treasury's communications with NEUs, particularly distributing information on NEUs' use of funds and reporting requirements.
- Reporting
  - Treasury specific reporting guidance still to come
  - Your first report is due to Treasury by October 31, 2021
    - In addition to other TBD reporting requirements, NEUs will be asked by Treasury to provide:
      - NEU Recipient Number
      - Copy of signed award terms and conditions agreement
      - Copy of signed assurances of compliance with Title VI of the Civil Rights Act of 1964
      - Copy of actual budget documents validating the top-line budget total provided to the State as part of the request for funding



## Action Report

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**File #:** 21-251

---

**AGENDA TITLE:**

Adoption of Resolution 2021-19, for an Intergovernmental Agreement Between the Town and the City of Scottsdale and for Plan Review, Permitting, Inspection and Maintenance of Cross-Jurisdiction Road and Utility Improvements.

**RECOMMENDATION:**

Adopt Resolution No. 2021-19.

**STAFF CONTACT:**

Deborah Robberson, 480-348-3609

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



---

## **STAFF REPORT**

---

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

**FROM:** Jill Keimach, Town Manager  
Andrew McGuire, Town Attorney  
Deborah Robberson, Assistant Town Attorney

**DATE:** June 24, 2021

**DEPARTMENT: Town Attorney's Office**

Andrew J. McGuire, 602-257-7664

Deborah Robberson, 480-348-3609

**AGENDA TITLE:**

Intergovernmental Agreement Between the Town and the City of Scottsdale for Plan Review, Permitting, Inspection and Maintenance of Cross-Jurisdictional Road and Utility Improvements

**RECOMMENDATION:**

Approve Resolution No. 2021-19 authorizing the Town Manager to sign the Intergovernmental Agreement (CON-21-179-ENG) between the Town and the City of Scottsdale for plan review, permitting, inspection and maintenance of cross-jurisdictional road and utility improvements.

**SUMMARY STATEMENT:**

Five Star Development's project at the southwest corner of Scottsdale Road and Indian Bend Road and Scottsdale includes the Ritz-Carlton Paradise Valley and its associated resort retail, which are located in the Paradise Valley, and the master-planned development of The Palmeraie, which is located in Scottsdale. Certain road and utility improvements that will serve the development in both jurisdictions will be constructed across the municipalities' jurisdictional boundaries. The planned improvements include, but are not limited to, a roundabout, medians, and landscaping on Indian Bend Road; a north/south street running from the Indian Bend roundabout to the 6750 North Scottsdale Road alignment (currently known as Cinque Stelle Blvd.); and a box culvert running along Indian Bend Road.

The Town and Scottsdale wish to cooperate to allow one municipality to perform plan review, permitting, and inspections services for the design and construction the improvements and to establish future maintenance and permitting authority.

The proposed Intergovernmental Agreement ("IGA") designates Scottsdale as the lead agency to perform plan review, permitting, and inspection services for the road and utility

improvements. Future maintenance obligations are also established in the IGA: Scottsdale will maintain the pavement and adjacent curb and gutter on Indian Bend Road from the eastern crosswalk of the roundabout to Scottsdale Road (except the median adjacent to the eastern crosswalk). The Town will maintain the pavement and adjacent curb and gutter on Indian Bend Road from Mockingbird Lane to the eastern crosswalk of the roundabout (including the roundabout), the median adjacent to the eastern crosswalk of the roundabout, and the sidewalk and landscaping on the north half of Indian Bend Road up to the ADA sidewalk ramp at Scottsdale Road. Exhibit A to this Staff Report depicts each municipality's maintenance obligations.

Cinque Stelle Blvd. is planned as a private street, so no municipal maintenance obligation for this street is established in the IGA. After initial construction and acceptance of the improvements by the municipalities, the IGA designates the Town as the municipality that will be responsible for plan reviews, permits, and inspections for any future work on Cinque Stelle Blvd.

Each municipality will collect its applicable fees for the plan review services it performs, and Scottsdale will collect its permit fees.

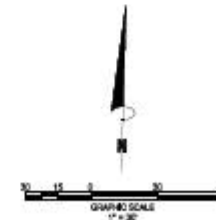
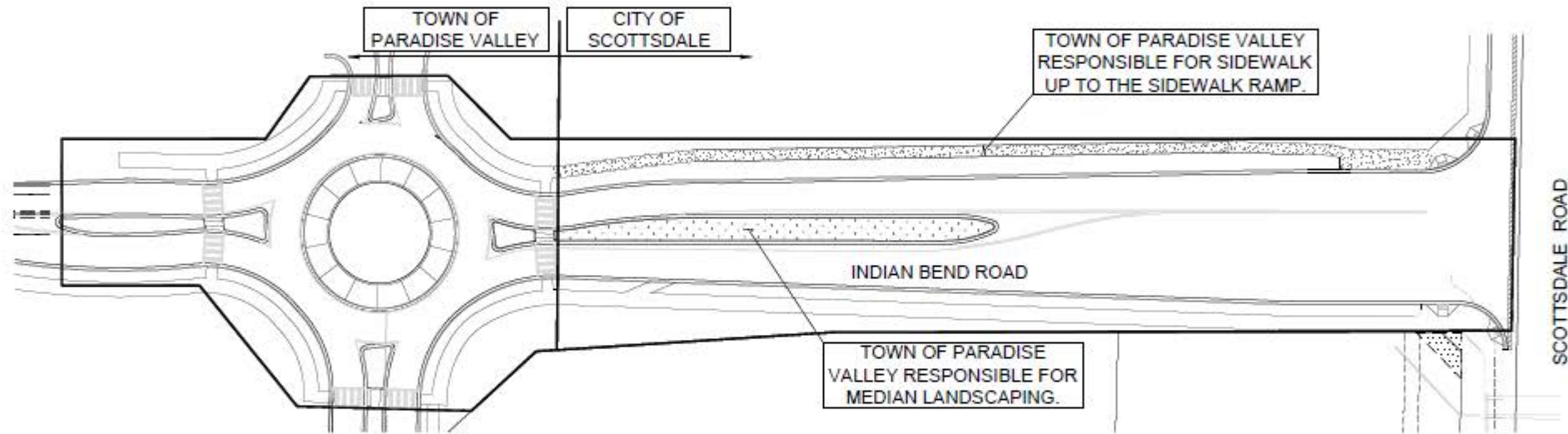
**BUDGETARY IMPACT:**

Town will collect fees based on the reasonable hourly rates for Town staff members who perform any plan reviews or inspections.

**ATTACHMENT(S):**

- A. Staff Report
- B. Exhibit A
- C. Resolution 2021-19
- D. CON-21-179-ENG - Intergovernmental Agreement Between the Town of Paradise Valley and City of Scottsdale for Plan Review, Permitting, Inspection and Maintenance of Cross-Jurisdictional Road and Utility Improvements
- E. Power Point Presentation

# Exhibit A



THE TOWN OF PARADISE VALLEY HAS REVIEWED THIS PLAN AND APPROVES THE PROPOSED IMPROVEMENTS TO THE SIDEWALKS AND MEDIAN LANDSCAPING. THE TOWN OF PARADISE VALLEY HAS REVIEWED THE PLAN AND APPROVES THE PROPOSED IMPROVEMENTS TO THE SIDEWALKS AND MEDIAN LANDSCAPING. THE TOWN OF PARADISE VALLEY HAS REVIEWED THE PLAN AND APPROVES THE PROPOSED IMPROVEMENTS TO THE SIDEWALKS AND MEDIAN LANDSCAPING.

NOTES:  
1. THE TOWN OF PARADISE VALLEY HAS REVIEWED THIS PLAN AND APPROVES THE PROPOSED IMPROVEMENTS TO THE SIDEWALKS AND MEDIAN LANDSCAPING. THE TOWN OF PARADISE VALLEY HAS REVIEWED THE PLAN AND APPROVES THE PROPOSED IMPROVEMENTS TO THE SIDEWALKS AND MEDIAN LANDSCAPING. THE TOWN OF PARADISE VALLEY HAS REVIEWED THE PLAN AND APPROVES THE PROPOSED IMPROVEMENTS TO THE SIDEWALKS AND MEDIAN LANDSCAPING.



EXHIBIT B

PALMERIAE PHASE I  
SCOTTSDALE, ARIZONA

811

KNOW WHAT'S BELOW  
Call before you dig

REVISIONS:

PR. RYG  
DR. TC  
JOB NO.  
20200449  
FILE NO.  
20200449-PV-COB RIA R20

SHEET NO.  
02 OF 02

CITY PROJECT #

**RESOLUTION NUMBER 2021-19**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF  
THE TOWN OF PARADISE VALLEY, ARIZONA,  
AUTHORIZING THE EXECUTION OF CONTRACT NO.  
CON-21-179-ENG, AN INTERGOVERNMENTAL  
AGREEMENT WITH THE CITY OF SCOTTSDALE FOR  
PLAN REVIEW, PERMITTING, INSPECTION AND  
MAINTENANCE OF CROSS-JURISDICTIONAL ROAD  
AND UTILITY IMPROVEMENTS.**

BE IT RESOLVED, BY THE MAYOR AND TOWN COUNCIL OF THE TOWN  
OF PARADISE VALLEY:

WHEREAS, Arizona Revised Statutes, Sections 11-951, *et seq.* provide that public agencies, including municipal corporations, may enter into intergovernmental agreements for the provision of services, or joint or cooperative action.

WHEREAS, the Town of Paradise Valley (“Town”) is authorized to enter into intergovernmental agreements with public agencies, including public entities such as the City of Scottsdale, pursuant to Arizona Revised Statutes, Section 11-952; and

WHEREAS, Article 1, Section 3-1 of the City Charter of the City of Scottsdale (“City”) authorizes the City to enter into intergovernmental agreements with various public agencies including public entities such as the Town of Paradise Valley; and

WHEREAS, the Town and the City desire to enter into an Intergovernmental Agreement (IGA) for plan review, permitting, inspection and maintenance of cross-jurisdictional road and utility improvements, which IGA is City Contract No. 2021-094-COS and Town Contract No. 2021-179-ENG.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARADISE VALLEY THAT:

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

SECTION 2. Intergovernmental Agreement between City of Scottsdale and the Town of Paradise Valley for plan review, permitting, inspection and maintenance of cross-jurisdictional road and utility improvements (CON-21-179-ENG), attached hereto as Exhibit A, is approved.

SECTION 3. The Town Manager is authorized and hereby instructed to execute the Intergovernmental Agreement between the City of Scottsdale and the Town of Paradise Valley for plan review, permitting, inspection and maintenance of cross-jurisdictional road and utility improvements (CON-21-179-ENG), and the Town Clerk is authorized and directed to attest to the same.

SECTION 4. The Town officers and employees are authorized and directed to perform all acts necessary or desirable to give effect to this Resolution.

PASSED AND ADOPTED by the Mayor and Council of the Town of Paradise Valley, Arizona this 24<sup>th</sup> day of June, 2021.

---

Jerry Bien-Willner, Mayor

ATTEST:

---

Duncan Miller, Town Clerk

APPROVED AS TO FORM

---

Andrew J. McGuire, Town Attorney



### **CERTIFICATION**

I, Duncan Miller, Town Clerk hereby certify that the foregoing is a full, true and correct copy of Resolution Number 2021-19 duly and regularly passed and adopted by vote of the Town Council of Paradise Valley at a meeting thereof duly called and held on the 24<sup>th</sup> day of June, 2021. That said Resolution appears in the minutes of said meeting, and that the same has not been rescinded or modified and is now in full force and effect. I further certify that said municipal corporation is duly organized and existing, and has the power to take the action called for by the foregoing Resolution.

---

Duncan Miller, Town Clerk

**EXHIBIT A**

**INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF SCOTTSDALE  
FOR PLAN REVIEW, PERMITTING, INSPECTION AND MAINTENANCE OF  
CROSS-JURISDICTIONAL ROAD AND UTILITY IMPROVEMENTS  
(CON-21-179-ENG)**

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE CITY OF SOTTSDALE AND THE TOWN OF PARADISE VALLEY**

This intergovernmental agreement ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2021 by and between the City of Scottsdale, an Arizona municipal corporation ("City") and the Town of Paradise Valley, a municipal corporation of the State of Arizona ("Town"), collectively referred to in this Agreement as the "Parties."

**RECITALS**

1. Arizona Revised Statutes Sections 11-952(A), et seq. provides that public agencies, including municipal corporations, may enter into intergovernmental agreements for the provision of services, or joint or cooperative action.

2. Article 1, Section 3-1 of the Scottsdale City Charter authorizes the City to enter into intergovernmental agreements with various public agencies, including other municipalities.

3. Town is authorized to enter into intergovernmental agreements with various public agencies, including other municipalities pursuant to Arizona Revised Statutes, Section 11-952 and the Town of Paradise Valley Resolution No. 2018-32.

4. Both City and Town perform plan review permitting and inspection services for the construction of improvements within their jurisdictions.

5. Five Star Development Resort Community ("Developer") is developing the Palmeraie mixed use project ("Project") located west of Scottsdale Road and South of Indian Bend Road. When completed the project will be located in both the Town and City.

6. As part of the Project, Developer will design and construct road and other improvements as generally depicted on Exhibit A, Depiction of Property, attached hereto. The improvements are described detail in ATWELL Civil Improvement Plans for Palmeraie Phase 1 dated 2/26/2021 and Civ Tech Pavement Marking and Signing Plans dated 10/2019 (as may be revised), submitted to and currently under review by the City of Scottsdale (collectively "Plans"), and include, but are not limited to: a roundabout on Indian Bend Road approximately 595 feet west of Scottsdale Road ("Roundabout"); a roadway segment connecting the Roundabout to the existing terminus of Indian Bend Road (approximately 765' west of Scottsdale Road); a north/south road (currently known as Cinque Stelle Blvd.) located along the jurisdictional boundary of the City and Town running from the south leg of Roundabout to the 6750 North Scottsdale Road alignment; and a box culvert to connect to the existing Indian Bend Road storm drain (collectively "Improvements"). Improvements will be located both in the Town and City.

7. City and Town wish to cooperate in allowing one municipality to perform plan review, permitting, and inspection services for the design and construction of the roundabout, and coordinate future maintenance responsibilities for the roundabout and street pavement on Indian Bend Road west of Scottsdale Road to the eastern line of the crosswalk on the eastern leg of the roundabout.

8. The Parties wish to designate City as the lead agency for purposes of plan review,

permitting and inspecting construction work, and design approval of the improvements within the roadway profiles of Indian Bend Road and Cinque Stelle Blvd, including utilities, except that City shall not approve or permit construction of the Roundabout without the prior consent of the Town.

9. These operations are necessary for the benefit of the citizens and businesses of both municipalities.

10. The Parties understand the terms of this Agreement, having negotiated it freely with an opportunity to consult with an attorney, and now enter it freely.

## AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement and other good and valuable consideration, the Parties agree as follows:

## TERMS

1.0. Recitals. The forgoing recitals are incorporated in this Agreement by this reference.

2.0. General. In the performance of this Agreement, the following general provisions will apply.

2.1. Applicability of City's Codes, Rules, and Regulations.

a. The Parties agree that the City will perform all plan review, permitting and inspections of the Improvements for compliance with the City's codes, design standards and policies manual, and drainage ordinances.

b. All plans submitted to City for review shall be in a digital format.

c. The scope of work in the Developer's plans and the construction documents must be fully shown and described in sufficient detail to allow the City to properly evaluate the design and construction work.

d. The Parties agree that the proposed Improvements shall be located in each jurisdiction's public rights-of-way or easements and permits for construction shall not be issued for Improvements on private property. The Developer shall be responsible to follow each jurisdiction's right-of-way and/or easement entitlement process, as applicable.

e. Upon completion of the work, City and Town shall be provided a full set of as built plans/drawings by the applicant.

3.0. City's Responsibilities. For the term of this Agreement and any renewal hereof, unless otherwise expressly provided herein, City shall be responsible for the following:

3.1. Plan Review, Permitting, Inspection Services, and Street Maintenance.

a. City will perform all construction plan review, permitting, and

inspections for the roundabout, including reviewing Developer's plans for drainage and retention of water.

b. City will issue required permits allowing construction of the Improvements only after the following: 1) City has reviewed and approved Developer's plans; and 2) Town has reviewed and approved Developer's plans approved by City. City will coordinate with Town regarding design and aesthetics of the Roundabout.

c. The City will inspect the construction work in accordance with its standard procedures for Civil Encroachment Permits.

d. At its cost City will maintain all asphalt pavement and adjacent curb and gutter on Indian Bend Road from the eastern line of the crosswalk on the eastern leg of the Roundabout to Scottsdale Road. The City will be responsible for maintenance of the ADA ramps at the northwest and southwest corners of the intersection of Scottsdale Road and Indian Bend Road. The City and Town will coordinate on pavement maintenance rehabilitation schedules to ensure Indian Bend Road pavement treatments are applied in conjunction with each other. The City maintenance will include all traffic controls on this section of Indian Bend Road. The area of maintenance is as depicted on Exhibit B.

e. The City will not be responsible for maintaining landscaping in the median located just east of the Roundabout's eastern leg crosswalk, or sidewalk and landscaping along the north half of Indian Bend Road in the section of roadway described in in paragraph 3.1(d) and as depicted on Exhibit B.

4.0. Town's Responsibilities. For the term of this Agreement, including any extension of it, unless otherwise expressly provided herein, Town shall be responsible for the following:

a. Town shall respond to City's request for information and provide information within its control within five (5) business days after receiving the request.

b. After construction is completed and accepted by both the City and Town, at its cost, Town will maintain the following, as generally depicted on Exhibit B:

1. Defined Roundabout area.

2. All asphalt pavement, adjacent curb and gutter, sidewalks and median landscaping on Indian Bend Road right-of-way from Mockingbird Lane to the eastern line of the crosswalk on the eastern leg of the Roundabout. The Town maintenance will include all traffic controls on this section of Indian Bend Road.

3. The sidewalk and landscaping along the north half of Indian Bend Road in the section of Roadway described in Section 3.1(d). The Town will not be responsible for maintenance of the ADA ramps at the northwest and southwest corners of the intersection of Scottsdale Road and Indian Bend Road.

4. Landscaping in the median located just east of the Roundabout's eastern leg.

5. After the initial construction Town shall approve all plan reviews, conduct inspections, and issue permits for the private north/south road known as Cinque Stelle Blvd.

d. Town will conduct zoning and engineering review of Developer's plans for the Improvements and may conduct other plan review of inspections for portions of the Project, or streets adjacent to or servicing the Project. Town shall invoice Five Star and collect fees based on the reasonable hourly rates for the Town staff members who perform or have performed any such review(s) or inspections.

5.0. Cost Sharing.

a. Other than as set forth in this Agreement, the Parties will not be participating in sharing costs.

6.0. Payments.

a. The City plan review fees and City permit fees will be charged in advance in accordance with the fee schedule that has been adopted by the City.

b. Before the City begins review of any plans, all City plan review fees must be paid by the Developer. Before the City conducts any inspections, all City permit fees must be paid by the Developer.

c. If Developer has not previously paid the Town for its plan review services, upon Town's request, the City will attempt to collect from the Developer the amount due the Town for its plan review services prior to issuing a permit for construction of the Improvements.

7.0. Term. The term of this Agreement shall be twenty (20) years from its effective date, subject to earlier termination in accordance with the terms and conditions of the Agreement. This Agreement may be renewed for additional terms upon approval of the Parties' respective governing bodies.

8.0. Indemnification. To the extent permitted by law, each party shall indemnify, defend and hold harmless, the other party and its employees, agents and invitees, from all losses, damages, claims, liabilities and expenses (including without limitation reasonable attorney's fees) for damages to property or injury to persons to the extent and magnitude arising from any negligent act, omission or willful misconduct of the indemnifying party or its employees, agents or invitees.

9.0. Termination. This Agreement may be terminated by either Party for any or no reason upon giving ninety (90) days written notice to the other Party. Neither Party shall be entitled to damages of any kind as a result of the termination of this Agreement under this section.

10.0. Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (i) delivered to the party at the address set forth below, (ii) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, (iii) given to a recognized and reputable overnight delivery service, to the address set forth below or (iv) delivered by facsimile transmission to the number set forth below:

If to Town:

Town of Paradise Valley  
Director of Community Development  
6401 East Lincoln Drive  
Paradise Valley, Arizona 85253  
Attn: Director of Community Development

With copy to:

Town of Paradise Valley  
6401 East Lincoln Drive  
Paradise Valley, Arizona 85253  
Attention: Town Attorney

If to City:

City of Scottsdale  
3939 Drinkwater Boulevard  
Scottsdale, Arizona 85251  
Facsimile: 480-312-4000  
Attn: Transportation Director

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this Section. Notices shall be deemed received (i) when delivered to the party, (ii) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, (iii) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

11.0. Contract Administrators. Each Party shall have a contract administrator ("Contract Administrator") to be the official contact for the Party in the performance of this Agreement and any Extension of it. The Contract Administrator for Scottsdale shall be the Traffic Engineering and Operations Director. The Contract Administrator for Paradise Valley shall be the Town Engineer.

12.0. Miscellaneous.

a. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original.

b.

13.0 Conflict of Interest. This Agreement is subject to the provisions of ARIZ. REV. STAT. § 38-511, as replaced or amended, and may be canceled, without penalty or further obligation, by either Party if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of either Party is, at any time while this Agreement or any extension of this Agreement is in effect, an employee or agent of any other Party of this Agreement with respect to the subject matter of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement by signing their names on the day and date first written above.

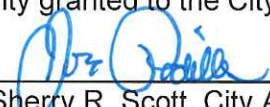
CITY OF SCOTTSDALE, an Arizona  
municipal corporation

ATTEST:

\_\_\_\_\_  
Ben Lane, City Clerk

\_\_\_\_\_  
David D. Ortega, Mayor

In accordance with A.R.S. Section 11-952, the undersigned, as legal counsel for the City, has reviewed the foregoing intergovernmental agreement and has determined that it is in appropriate form and is within the powers and authority granted to the City.

  
\_\_\_\_\_  
Sherry R. Scott, City Attorney  
By: Joe Padilla, Deputy City Attorney

(Signatures continue on following page)

TOWN OF PARADISE VALLEY, a  
municipal corporation of the State of  
Arizona

ATTEST:

\_\_\_\_\_  
Duncan Miller, Town Clerk

\_\_\_\_\_  
By: Jerry Bien-Willner  
Its Paradise Valley Mayor



In accordance with A.R.S. Section 11-952, the undersigned, as legal counsel for the Town, has reviewed the foregoing intergovernmental agreement and has determined that it is in appropriate form and is within the powers and authority granted to the Town.

---

Andrew J. McGuire, Town Attorney

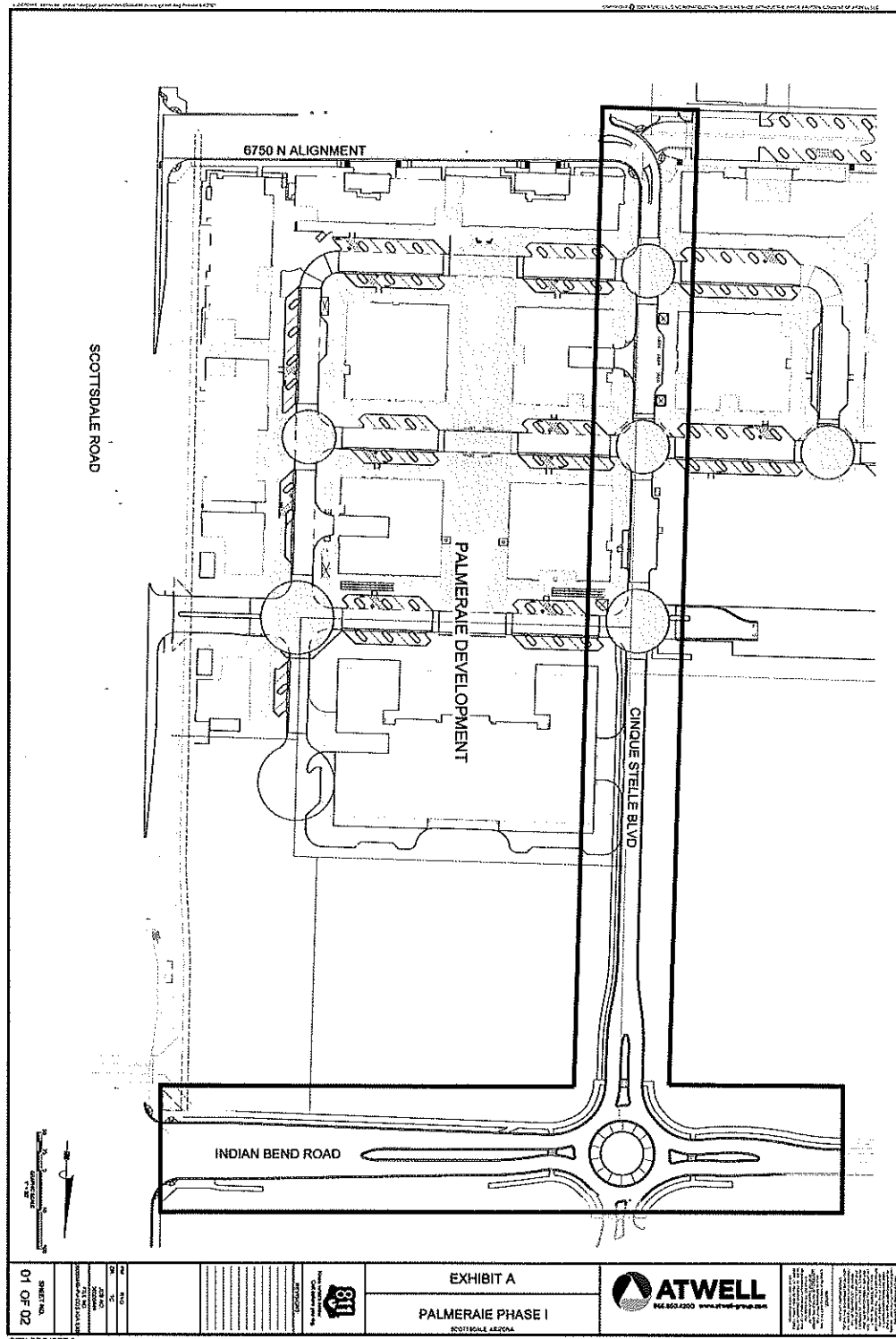


EXHIBIT A – Page 1 of 1

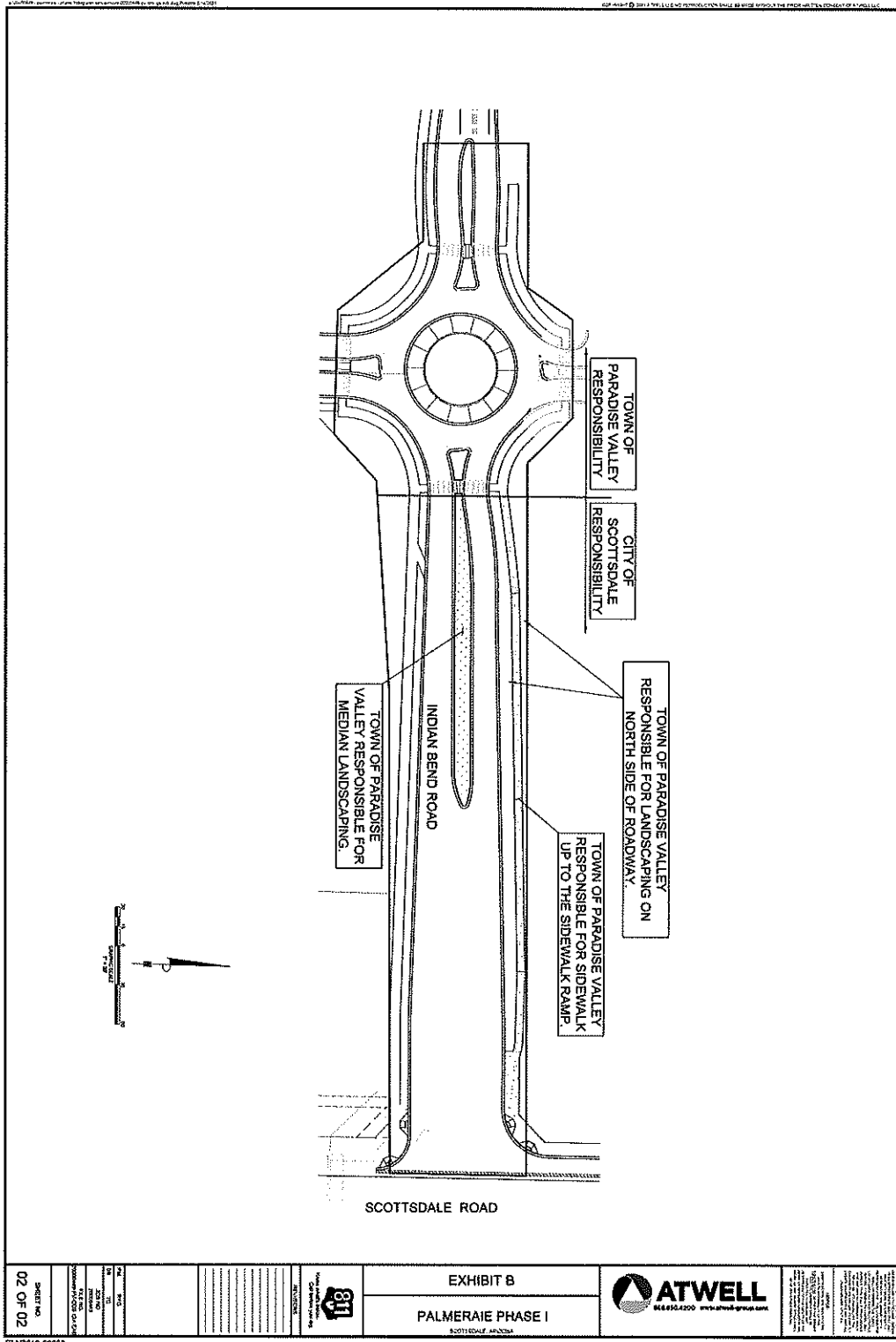


EXHIBIT B – Page 1 of 1

# TOWN OF PARADISE VALLEY

## **IGA WITH SCOTTSDALE FOR PLAN REVIEW, PERMITTING, INSPECTION AND MAINTENANCE OF CROSS-JURISDICTIONAL ROADS IN FIVE STAR DEVELOPMENT**

**Town Council Meeting**

**June 24, 2021**

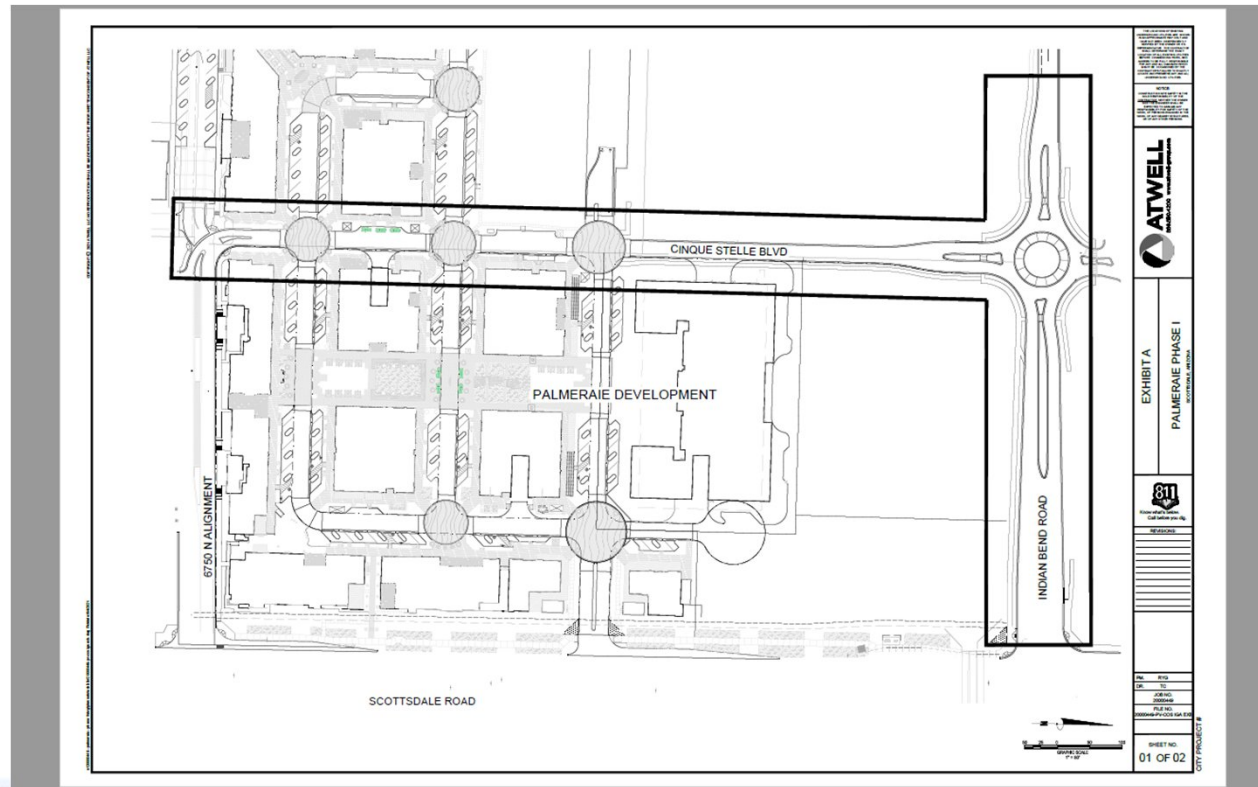


# PROPOSED IGA WITH CITY OF SCOTTSDALE

- Five Star developing projects at the SW corner of Indian Bend and Scottsdale Rd. in both Paradise Valley (Paradise Valley Ritz-Carlton and associated retail) and Scottsdale (The Palmeraie)
- Certain road and utilities that serve both projects cross jurisdictional boundaries
- Town and Scottsdale seek to establish a lead agency for plan review permitting, inspections and establish maintenance obligations for public street (Indian Bend)



# Cross-Jurisdictional Improvements



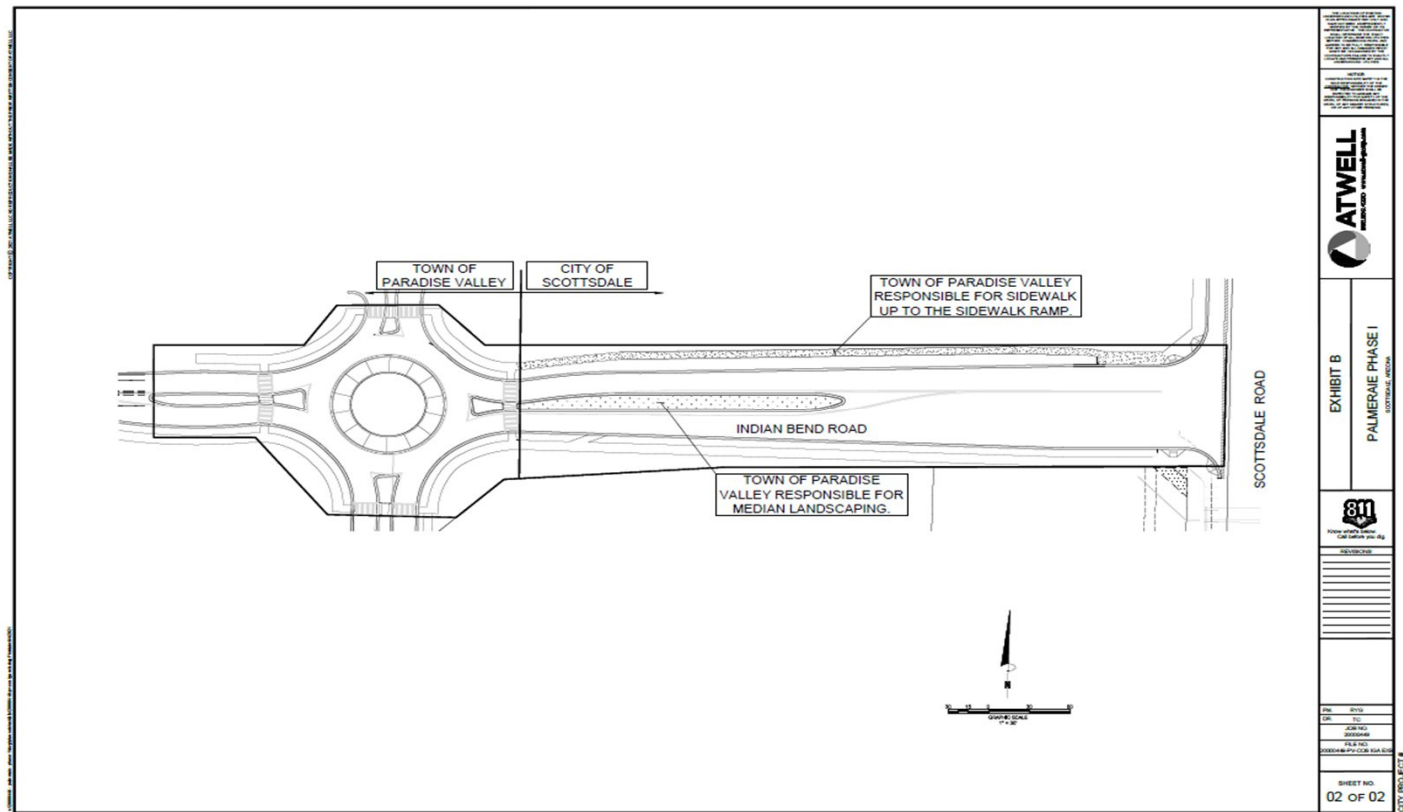
# IGA TERMS

- **Scottsdale Designated as Lead Agency for Construction**
  - Perform construction plan review, permitting and inspections for the improvements
  - Issue permits after Town review and approval
  - Coordinate with Town on Indian Bend roundabout aesthetics
- **Maintenance Responsibilities**
  - Scottsdale:
    - Indian Bend asphalt, curb and gutter east of roundabout's eastern crosswalk
    - Indian Bend south side (in Scottsdale jurisdiction)
  - Town:
    - Indian Bend asphalt, curb, and gutter from Mockingbird to eastern crosswalk of roundabout
    - Landscaping in Indian Bend median immediately east of roundabout
    - Sidewalk and landscaping on north side of Indian Bend up to ADA ramp at Scottsdale Rd.
- **Cinque Stelle Blvd** - After initial construction complete, Town to plan review, permit, etc. future work





# Maintenance Responsibilities





# QUESTIONS ?





## Action Report

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**File #:** 21-244

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**AGENDA TITLE:**

**Adoption of Resolution Number 2021-12 Adopting the FY2021/22 Final Budget, Capital Improvement Plan and the Strategic Revenue Plan.**

**RECOMMENDATION:**

Adopt Resolution 2021-12.

**STAFF CONTACT:**

# **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  
Douglas Allen, CFO**

**DATE: June 24, 2021**

**AGENDA TITLE:**

**Adoption of Resolution Number 2021-12 Adopting the FY2021/22 Final Budget, Capital Improvement Plan and the Strategic Revenue Plan.**

**SUMMARY STATEMENT:**

One of the most important duties of the Mayor and Town Council is to adopt an annual budget for the Town. The budget process provides the Council with the opportunity to match the needs of the Town and available resources with the intent of gaining the maximum return on each dollar.

The Town's budget is a result of all departments, management and Town Council's collaborative efforts to set and communicate the Town's financial plan, policies and operational guide for the upcoming fiscal year 2021/22.

Guided by the long-standing traditions of Paradise Valley's solid fiscal policy and prudent budgeting lead by the Mayor, Town Council and Management, the Town has saved and set-aside sufficient resources for fiscal emergencies to maintain Town services.

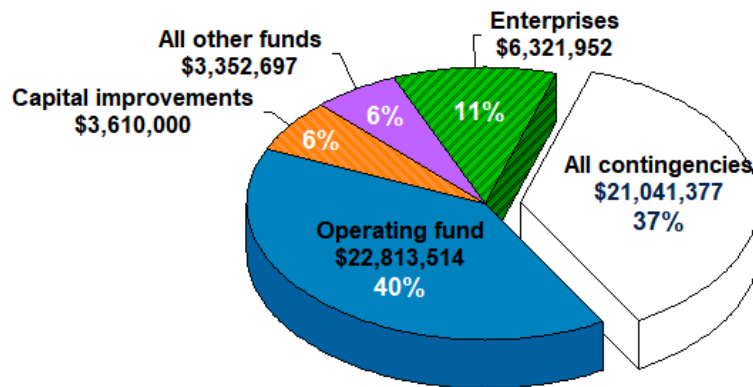
The tentative budget includes funding for all department's priority two operating budgets, payment of debt obligations, contingencies and continuing the capital improvement program while remaining poised to resume full operations when revenues rebound.

**REQUEST OF MAYOR AND COUNCIL JUNE 24TH**

After a brief summary from staff:

- 1 Hold a public hearing;
- 2 Consider proposed amendments to the *Tentative budget*; and
- 3 Consider adopting resolution 2021-12 that adopts the budget, as amended for FY2021/22 and includes:
  - Single year funding for the Capital Improvement;
  - The Strategic Revenue Plan for FY2022; and
  - Single year delegation of authority to the Town Manager to reopen department 'priority three' when Council approved criteria discussed in previous department budget presentations have been reached.

The total Tentative Town budget is comprised as illustrated below for a total of \$57,139,540.



## ADOPTING BUDGETS

### A. TENTATIVE BUDGET ON STATE FORMS

The tentative budget includes funding for all department's "priority two" operating budgets effective July 1, payment of debt obligations, capital improvement projects and the three enterprise services. Contingencies are not available July 1; but possibly later in the fiscal year if "specific criteria are met, and service demands materialize". The contingencies are set for a fluid transition when revenue rebounds and ensuring the Town maintains a financially sustainable structure even in the event the Town's revenue rebound is not realized in FY2021/22.

By adopting the "**Tentative**" budget, Council sets the maximum spending for the fiscal year. The Tentative budget will be posted for public inspection on the Town's website and the Scottsdale Republic on June 11<sup>th</sup> and 18<sup>th</sup>, and a public hearing will be held for public comment June 24<sup>th</sup>.

### B. FINAL BUDGET ON STATE FORMS

After public comments, the Council can still modify the tentative budget categorically, but cannot increase the maximum spending amounts. Council then adopts the final budget referred to as the "**Adopted**" budget.

### C. STATE BUDGET FORMS

- The AZ State forms provide the budget authority to spend; but it's not a mandate to do so
- The Tentative Budget sets the maximum spending for the fiscal year
- Even if resources become available, if expenditures are not budgeted, funds cannot be spent
- Contingencies help fill gaps for flexibility and adaptability of service priorities and fluctuations in revenues.
- The Tentative Budget State forms are posted for public inspection
- A Public Hearing will be held for public comment
- The Adopted Budget cannot exceed the total Tentative Budget; but the total *can be reduced, and amendments can be made between lines*
- The latest the Tentative budget can be adopted without a property tax is July 20.

## D. GFOA RECOMMENDED PRACTICE

A well-constructed budget is more than just a financial plan. The Governmental Finance Officers Association (GFOA) says a budget is intended to fulfill four major functions through its role as:

- A **Policy** Document
- A **Financial** Plan
- An **Operations** Guide, and
- A **Communications** Medium

## I. TRANSITION FROM RECOMMENDED TO THE TENTATIVE BUDGET

As the Budget transitions from the Town Manager's Recommended Budget to the Mayor and Council's Tentative Budget, the following changes were subsequent to or result of discussions with Council. These changes did not increase the total recommended budget; with the majority being carried forward in a previously funded project from FY2021 to FY2022.

CHANGES FROM THE RECOMMENDED TO TENTATIVE BUDGET		
Description / Year / Department	Amount	
<b>1) Emergency Management position approved in Feb.</b>		
2022 GF: Increase PD FTEs by 1.0; no \$ increase	\$	- Neutral
The position was included in the personnel budget		
<b>2) Updated Historical Committee</b>		
2022 GF: Mayor, Council, Boards, Committees, Volunteers	\$	6,500 Increase
2022 GF: AEL match contingency		(6,500) Decrease
<b>3) Carryforward FY2021 funding to FY2022</b>		
2022 GF: Community services organizations - MCCBV	\$	15,000 Increase
2022 GF: AEL match contingency		(15,000) Decrease
2021 GF: Carry forward unassigned fund balance		15,000 Increase
<b>4) Carryforward FY2021 funding to FY2022</b>		
2022 GF: Conference rooms AV upgrades - IT	\$	55,000 Increase
2022 GF: AEL match contingency		(55,000) Decrease
2021 GF: Carry forward unassigned fund balance		55,000 Increase
<b>5) Carryforward FY2021 funding to FY2022</b>		
2022 CIP: 2021-03 56th to Invergordon Drive	\$	100,000 Increase
2022 CIP: "Accounting" Contingency (Operating)		(100,000) Decrease
2021 CIP Carry forward assigned fund balance		100,000 Increase

## II. TOWN MANAGERS RECOMMENDED BUDGET

The Town Manager's recommended budget includes funding for all department's priority two operating budgets, payment of debt obligations, contingencies and continuing the capital improvement program while remaining poised to resume full operations when revenues rebound and "specific criteria are met, and service demands materialize".

The total recommended budget is comprised of the Operating fund, Capital projects, Debt service, Other governmental programs and three Enterprises (Alarm, Fire and Wastewater services). As illustrated below, the total recommended budget is \$57,139,540, which is 11% less than prior year.

The primary reason for the decrease is the completion of major capital improvement projects and a prior issuance of excise tax proceeds to hedge cash flows for a development agreement where the Town fronts cash and then is reimbursed for capital improvements.

TOTAL BUDGET			STATE FORMS	
All Town Funds	Budget 2021/22	Budget 2020/21	Change \$	Change %
Operating fund expenditures *	\$ 22,737,014	\$ 22,233,512	\$ 503,502	2.3%
All contingencies	21,217,877	18,447,576	2,770,301	15.0%
Capital projects and debt service	6,387,064	16,638,028	(10,250,964)	-61.6%
All other governmental funds	475,633	324,345	151,288	46.6%
Enterprise funds	6,321,952	6,576,910	(254,958)	-3.9%
<b>Total budget</b>	<b>\$ 57,139,540</b>	<b>\$ 64,220,371</b>	<b>\$ (7,080,831)</b>	<b>-11.0%</b>
* The "Operating Fund" is the combination of the General and Highway User Revenue Funds				

### III. DEPARTMENT BUDGETS – “OPERATING FUND”

The Town’s “Operating Fund” accounts for financial resources that provide governmental services, including development services, police and public works.

The Town Manager’s Recommended “Department budgets” is a \$503,502 or 2% increase compared to last year’s budget. Included in the Department budgets are:

- an increase in staffing of 3.8 Full-time equivalents;
  - 2 new positions in Municipal Courts and 2 in Community Development;
- \$1.6 million for street maintenance projects;
- \$0.6 million in equipment and vehicle replacements; and
- reopening programs that were deferred over the pandemic.

OPERATING FUND - Expenditures by CATEGORY							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			Amount	%			
Personnel	\$13,273,381	\$13,208,623	\$ 64,758	0%	\$12,804,915	\$12,899,244	\$12,101,248
Supplies and services	9,180,063	8,951,644	228,419	3%	8,102,569	7,779,953	9,137,387
Capital	283,570	73,245	210,325	287%	-	265,294	236,262
<b>Expenditures-Priority 2</b>	<b>\$22,737,014</b>	<b>\$22,233,512</b>	<b>\$ 503,502</b>	<b>2%</b>	<b>\$20,907,484</b>	<b>\$20,944,491</b>	<b>\$21,474,897</b>
Contingency Priority 3	\$ 2,220,435						

The department budgets maintain balance and do not encroach on funding for the Town to continue with the Town’s full CIP, pay debt obligations, maintain health emergency reserves and other budget priorities.

## EXPENDITURES: CONTINUED CAUTION

The recommended budget continues with caution not to over extend obligations and continues to “ease” into programs that were on-hold or deferred in FY2021. Last year departments began prioritizing on 3-tier scale. As revenues rebounded and programs could be reasonably sustained, Town Council eased back into most Town-wide programs.

## PUBLIC SAFETY

The Police department is the Town’s largest department and accounts for nearly half of the Town’s staffing and nearly 40% of the Operating fund expenditures.

FULL TIME EQUIVALENTS ("FTE")		
	Budget 2021/22	Percent of Total
Police	50.0	45.9%
Development and public works	29.0	26.6%
All other programs	29.9	27.5%
<b>Total operating expenditures</b>	<b>108.9</b>	<b>100.0%</b>

OPERATING EXPENDITURES		
	Budget 2021/22	Percent of Total
Police	\$ 8,947,952	39.4%
Development and public works	6,689,382	29.4%
All other programs	7,099,680	31.2%
<b>Total operating expenditures</b>	<b>\$ 22,737,014</b>	<b>100.0%</b>

Other public safety services: Alarm and Fire Services are considered Enterprise funds. These funds have dedicated service fee revenue and operate relatively self-sufficiently.

TOTAL BUDGET INCLUDING ENTERPRISES		
	Budget 2021/22	Percent of Total
Police, Alarm and Fire	\$ 12,568,254	35.0%
Development and public works	6,689,382	18.6%
Capital Improvement Plan	6,387,064	17.8%
Wastewater enterprise	2,786,213	7.8%
All other programs	7,490,750	20.9%
<b>Total expenditures*</b>	<b>\$ 35,921,663</b>	<b>100.0%</b>
Contingencies of \$ 21,217,877 are not included		

## IV. NON-RECURRING REVENUE

Recently, the Town has realized significant amounts of non-recurring resources. Per Town policy, non-recurring resources are not to be used for operating expenditures. The chart below shows the projected revenues for FY2020/21 and FY2021/22. Both years are estimated based on 2018 revenues.

REVENUES SOURCE	RECURRING VS NON-RECURRING (ONE-TIME)			
	Budget 2021/22		Budget 2020/21	
	Recurring	Non-recurring	Recurring	Non-recurring
Local taxes	\$13,651,800	\$ 5,860,000	\$12,775,800	\$ 5,805,000
Intergovernmental	5,366,370	50,000	5,749,040	50,000
License and permits	2,405,600	585,000	2,415,530	695,600
Fines and forfeitures	2,125,000	-	2,245,050	-
Franchises	1,191,000	-	1,191,000	-
Charges for services	341,250	-	314,940	-
All other	429,340	-	652,750	-
AZ Cares/ARA	-	3,500,000	-	1,680,424
CIP Reconciliation transfer in	-	-	-	5,000,000
<b>Total uses</b>	<b>\$25,510,360</b>	<b>\$ 9,995,000</b>	<b>\$25,344,110</b>	<b>\$13,231,024</b>
Non-recurring: Construction TPT, Building permits, In-house inspections, and grants in excess of recurring threshold				

Included in the recommended budget is to retroactively resume the practice of “assigning fund balances”, that was paused in March of 2020. Long-range planning and assigning fund balances smooths cash flows over 10+ years for significant expenditures such as:

- Facilities and fleet,
- Street maintenance programs,
- Equipment life cycle management,
- PSPRS unfunded liability reserve, and
- Capital improvement projects and debt service payments.

## **V. CAPITAL IMPROVEMENT PLAN (“CIP”)**

The CIP is a multiyear plan which identifies and prioritizes the Town’s anticipated capital needs over the next five years. It is adopted as a part of the budget resolution and presented as a separate section of the budget document. Capital projects differ from annual operating expenses in that they involve large dollar amounts (greater than \$100,000), may require special financing, occur at irregular intervals, and involve development of assets expected to have at least a 3-year useful life span.

Town staff annually reviews and updates the CIP; however, only the current year schedule (Fiscal Year 2022), when adopted by Town Council, is incorporated into the annual operating budget. The future year expenditure forecast aids in capital repairs, replacements, and acquisitions which allow for prudent and strategic financial planning. However, identification of a project in the CIP does not guarantee construction. In fact, a number of variables can impact a project as it advances toward design and construction, such as timing, costs, right of way acquisition, coordination with other public or private entities, public participation, financial outlook, and final Council project approval. The Town Council has a prudent practice of reviewing and approving a project after CIP adoption and after an initial design (prior to 30% design plans) and well before a construction contract is negotiated and considered by Town Council, as required.

Twenty-nine projects being considered in the upcoming 5-year CIP along with their priority ranking (high, medium, low) can be seen in the attached presentation.

### **ADOPTING THE CIP:**

The CIP is adopted as part of the annual budget resolution. Historically, the adopted budget provides single year funding and budget authority for the Capital Improvement Plan as a whole; any and all new individual contracts and/or projects will be brought to Town Council for specific approval.

Any contract or expenditure over \$50,000 will require Town Council approval prior to commencing work.

## **VI. REVENUE ESTIMATES FY2021/22**

The Mayor, Vice Mayor, Council, Town Management and staff have:

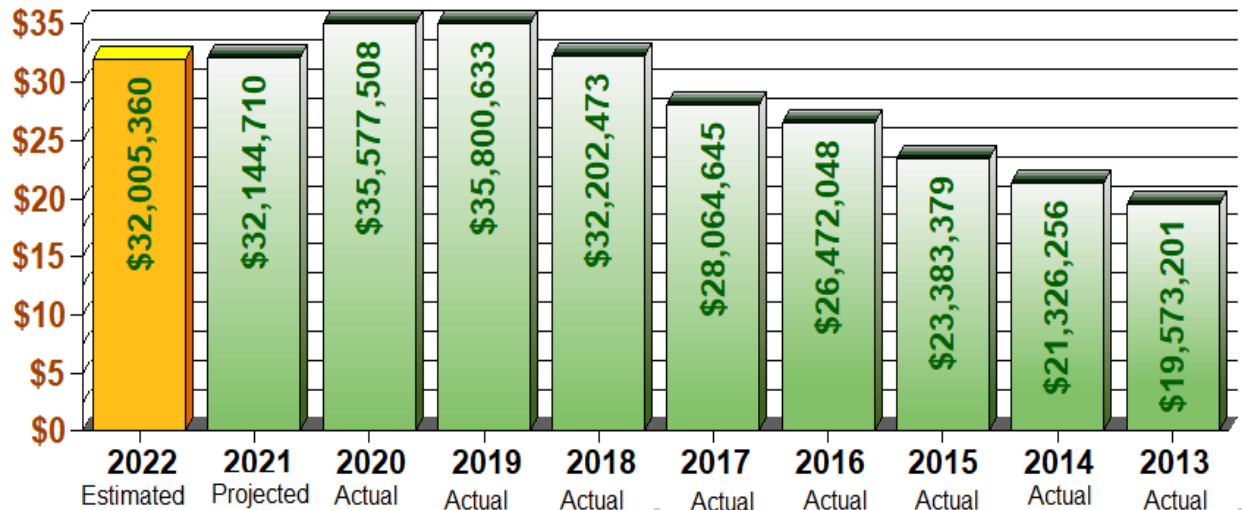
- ▶ Been actively involved and monitoring revenues with monthly updates throughout the course of the year
- ▶ Remained flexible, adaptive, patient and ready to transition budget priorities as necessitated by revenue and economic conditions
- ▶ Been cautious not to over extend the Town and risk the need to pull back on programs or service commitments, unless warranted to mitigate an unforeseen economic crisis.



Since mid-March of 2020, the Town prioritized expenditures and eased into programs as service demands warranted and revenues sufficiently rebounded. The Town's current revenue rebound trend is nearing FY2018 levels, contingent on another economic down turn.

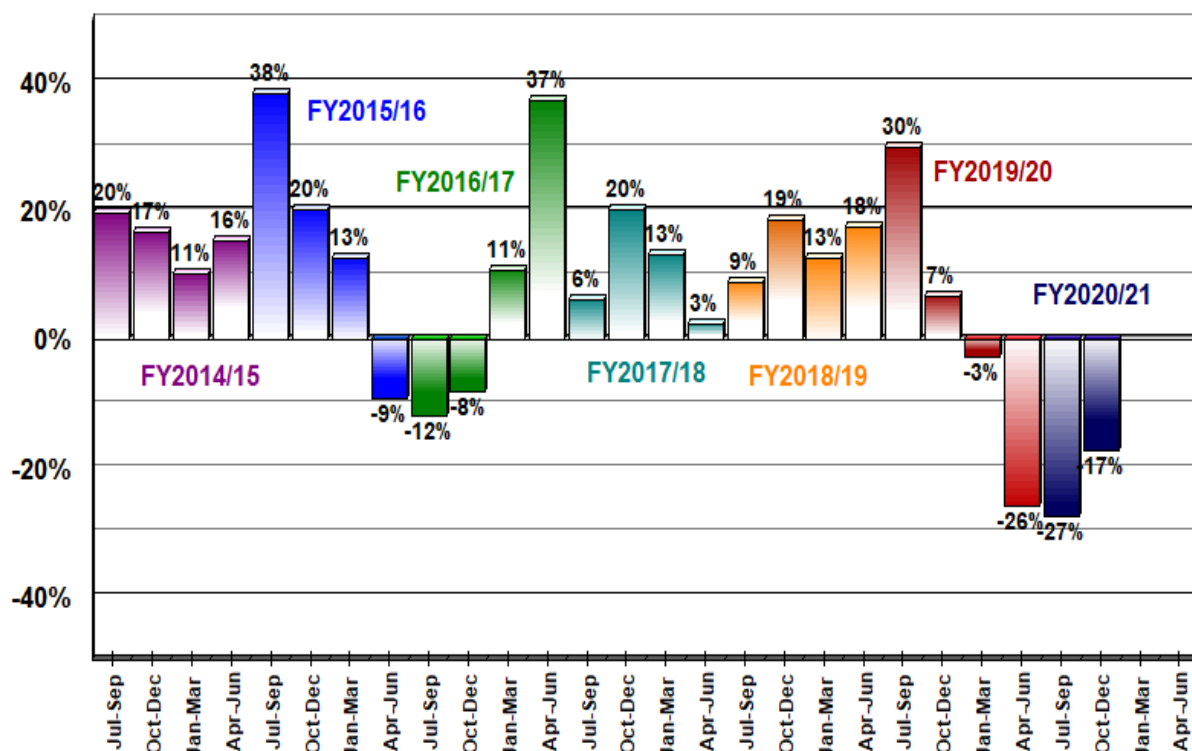
## OPERATING FUND REVENUES

(in millions)



Though revenues received through January are lower than last fiscal year, they are trending at a level the Town had planned and has been prepared for. There is no compelling data to recommend any mitigating actions at this time.

The graph below illustrates the year-to-year change by quarter in operating fund revenue collections. FY2020/21 is lower than FY2019/20, but the Town was prepared for worse.



Looking forward 15 months to June 30, 2022 continues to be less routine and much more of a challenge than recent years prior to this pandemic.

The next 3-6 months will be a leading indicator for economic optimism for the FY2021/22 and revenues will continue to be monitored closely. The recommended FY2021/22 budget is estimating base revenues at a 2018 level but is also prepared to mitigate a crisis as necessary.

## **VII. EXPENDITURES**

With revenues trending toward 2018 levels, the recommended budget for FY2022 continues to be cautious to not over extend the Town's obligations and recommends continuing to ease into programs that were on-hold or deferred in FY2021.

Last fiscal year, Town department's prioritized programs on 3-tier priority scale. The Town began the fiscal year at Priority One and reopened programs as revenues rebounded and programs could be reasonably sustained.

Council action was required to reopen Priority Two and Three programs. During the year, Council authorized the Town to ease back into most Town-wide and less than half specific departmental Priority Two and Three programs.

Like last fiscal year, the FY2022 recommended budget uses the 3-tier priority approach.

However, it recommends that departments start the fiscal year at Priority Two in FY2022, rather than Priority One in FY2021.

Like last fiscal year; the FY2022 Priority Three programs are recommended to be held in a contingency account until "specific criteria are realized, and service demands materialize". Each department has defined what constitutes meeting the "specific criteria" test for each program in the priority three priorities for Council's considerations.

However, it is recommended that with the adoption of the FY2022 budget, Council authorize the Town Manager and Chief Finance Officer to determine when the "specific criteria are met, and service demands materialize" and has the authority to reopen the program. The Town Manager will communicate to Council before opening a Priority Three request, but further Council approval via formal budget amendment resolutions is not required.

## VIII. DEPARTMENT BUDGETS

This year's budget document was carefully crafted to serve multiple purposes in a single file. This first two slides for each department is the classic "Council presentation" for the Council meeting. The following half dozen or so pages resemble the department section of the classic "budget book". These slides will compile the budget book and will be available in PDF and paperback hard copies after adoption.

The first "presentation" slide provided a description of the department, services and an organization chart; as shown below with the Police Department slide 15.

### Public Safety

OFFICE DESCRIPTION & SERVICES

We provide high quality police services 24 hours per day, 7 days per week, 365 days during the year.

**We are always open!**

The service we provide includes responding to crimes, traffic collisions, medical emergencies, fires, public safety hazards, domestic disputes and other community needs.

We strive to fulfill the needs of our community through our Vacation Watch program, the Medication Drop Box, and regular visits to neighborhood schools, among other community oriented policing programs. We believe in high level of communication with our community and achieve that level through both traditional methods of communication (newspaper reports and columns) and non-traditional media platforms (social media and emergency notification methods).

### Police Department

ORGANIZATIONAL CHART

```

graph TD
    PC[Police Chief] --- Admin[Administration]
    PC --- Patrol[Patrol]
    PC --- Comm[Communications]
    PC --- Invest[Investigations]
  
```

15
Department Budgets – Public Safety
Recommended Budget 2021/22
Department Budgets

The second "presentation" slide is for "Highlights and Changes"; as shown below with Public Works slide 39.

### Public Works

HIGHLIGHTS

In FY 20/21, the Public Works Department:

- ▶ Updated 62 ADA Ramps on Lincoln Drive
- ▶ Repaired Town Hall metal roof
- ▶ Imported GPS locations for all irrigation, back flows, meters, valves, culverts and drain locations into ARC GIS database
- ▶ Completed a full mill and inch and half rubberized asphalt overlay on Lincoln Drive.

### Highlights and Changes

SERVICE STATS

- ▶ The Streets Division maintains approximately 34 acres of landscape with over 5,000 plants
- ▶ The Streets Division maintains 144.5 linear miles of paved asphalt streets
- ▶ The Facilities Division maintains Seven Buildings totaling 68,393 square feet.
- ▶ The Fleet Division maintains approximately 76 vehicles and equipment

STAFFING LEVELS

No changes, staffing of 13.0 as shown below

PUBLIC WORKS - Authorized positions by CLASSIFICATION	2021/22	2020/21	2019/20	2018/19	2017/18
PW Director	1.0	1.0	1.0	1.0	1.0
Lead building maintenance technician	1.0	1.0	1.0	1.0	1.0
Building maintenance technician	1.0	1.0	1.0	1.0	1.0
Lead fleet technician	1.0	1.0	1.0	1.0	1.0
Public works superintendent	1.0	1.0	1.0	1.0	1.0
Public works technician	7.0	7.0	7.0	7.0	7.0
Traffic sign technician	1.0	1.0	1.0	1.0	1.0
<b>Total full time equivalents</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>

EXPENDITURES

Proposed budget items for FY21/22 (\$708,946 or 15% decrease):

- ▶ PD Carpet and Server Room A/C
- ▶ Mill & Asphalt Overlay Maintenance Section 12
- ▶ Public Works Flatbed Truck
- ▶ Traffic signal backup UPS batteries
- ▶ Mill & Asphalt Overlay Maintenance Section 5 (Priority 3)

PUBLIC WORKS - Expenditures by PRIMARY FUNCTION	Budget 2021/22	Budget 2020/21	Change Amount	%	Projected 2020/21
Facilities	\$ 679,711	\$ 633,712	\$ 45,999	7%	\$ 622,030
Fleet	299,448	296,750	2,698	1%	285,879
Streets	3,054,945	3,810,088	(755,143)	-20%	3,696,803
<b>Expenditures - Priority 2</b>	<b>\$4,034,104</b>	<b>\$4,740,550</b>	<b>(\$706,446)</b>	<b>-15%</b>	<b>\$4,604,712</b>
Contingency - Priorities 3	957,673	-	957,673	5%	-
<b>Total Expenditures</b>	<b>\$4,991,777</b>	<b>\$4,740,550</b>	<b>\$ 251,227</b>	<b>5%</b>	<b>\$4,604,712</b>

39
Department Budgets - Development
Recommended Budget 2021/22
Department Budgets

The sections in the Department's "budget book" include:

- Mission, Vision
- Organizational Chart
- Description of the Services Provided
- Goals, Highlights, and Service Stats
- Summaries for:
  - Funding Levels
  - Staffing Levels
  - Expenditures
- Priority Three Contingencies
- Line Items

## IX. BUDGET CALENDAR

APRIL 8 - OPERATING FUND			Modified: April 22, May 7, June 10			MAY 13 - ALL FUNDS		
DAY 1	Work session	Time	CONSIDERATIONS & ACTIONS			DAY 3	Work session	Time
	Revenue outlook	0:10	<b>MAY 27 - TENTATIVE BUDGET</b>				Follow up from Day 2	0:10
	Personnel factors	0:10	DAY 4b Regular Session				<b>Other programs</b>	
	PSPRS Unfunded liability	0:30	Tentative budget discussion				Debt service	0:01
APRIL 22 - OPERATING FUND			<b>Resolution:</b>				Contingencies	0:01
DAY 2	Work session	Time	Adopt tentative budget FY2022				Public transit	0:02
	Follow up from Day 1	0:05	<b>JUNE 24 - FINAL BUDGET</b>				Grants and donations	0:10
	Budget document overview	0:05	DAY 6 Special Session				<b>Assigned balances</b>	0:10
	Operating fund summaries*	0:05	Public hearing & discussion				Fleet & facilities	
	<b>Central services</b>		<b>Resolution:</b>				PD & IT equipment	
	Finance office	0:05	Final budget adoption 2022				Debt Service & PRPRS reserve	
	Information technology	0:10	<b>JUNE 10 - OTHER</b>				Financial summaries	0:04
	<b>Public safety</b>		DAY 5 Regular Session				Financial forecast **	0:02
	Police department	0:20	Resolutions FY2022:				<b>Capital Improvement Plan</b>	0:50
	Alarm and fire services	0:05	Adoption of ARS: PSPRS policy				Direction from Council	TBD
	Municipal court	0:15	Designation of CFO for AELR				<b>ESTIMATED TIME 5/13</b>	<b>1:30</b>
	<b>Development</b>		Large purchases FY2022				<b>MAY 27 - WRAP UP</b>	
	Public works	0:15	<b>Resolutions FY2021:</b>			DAY 4a	Work session	Time
	CDD and Wastewater*	0:30	Financial Policy Amendment				Follow up from Day 3	0:10
	<b>Leadership</b>		*information available by April 20th				ARS: PSPRS funding policy	0:02
	Legal services*	0:10	**information available by May 11th				AZ "State budget forms"	0:03
	Town manager*	0:10					Changes for tentative budget	0:20
	Mayor and Council*	0:15					Direction from Council	TBD
	<b>Direction from Council</b>	TBD					<b>ESTIMATED TIME 5/27</b>	<b>0:35</b>
	<b>ESTIMATED TIME 4/22</b>	<b>2:30</b>						

## ATTACHMENT(S):

- A. Final Budget Presentation
- B. PV State Forms and Resolution 2021-12

## **RESOLUTION NUMBER 2021-12**

### **A RESOLUTION OF THE TOWN OF PARADISE VALLEY, ARIZONA ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR 2022, THE 2022-2026 CAPITAL IMPROVEMENT PLAN AND THE 2022 STRATEGIC REVENUE PLAN.**

**WHEREAS**, pursuant to the laws of the State of Arizona, the Mayor and Council of the Town of Paradise Valley (the “Town Council”) is required to adopt an annual budget for the Town of Paradise Valley (the “Town”); and

**WHEREAS**, in accordance with Arizona Revised Statutes (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, 2021, and ending June 30, 2022; and

**WHEREAS**, in accordance with the provisions of Title 42, Chapter 17, Articles 1-5, Arizona Revised Statutes, the Paradise Valley Town Council did, on May 27, 2021, make an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year, also 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 of Paradise Valley; and

**WHEREAS**, on May 27, 2021, the Town Council approved Resolution 2021-11, adopting the statement of expenditures/expenses and estimates of revenues for the fiscal year beginning July 1, 2021 and ending June 30, 2022; and

**WHEREAS**, due to a publication error, the originally-planned public hearing date set forth in Resolution 2021-11 (June 10, 2021) was not properly noticed, and the Town Council, after offering the opportunity for members of the public to speak, provided for an additional public hearing on June 24, 2021; and

**WHEREAS**, following adoption of Resolution 2021-11, the Town Clerk: (i) made available the tentative budget for inspection, not later than seven days after the date of Resolution 2021-11, at the Paradise Valley Town Hall and on the official Town Website (there is no physical library location within the Town); and (ii) published in the official Town newspaper once per week for two consecutive weeks (June 11, 2021 and June 18, 2021) (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 24, 2021, at the Town Council Chambers for the purposes of (i) hearing taxpayers on the proposed expenditures/expenses and estimates of revenues and (ii) adopting the tentative budget as final; and

**WHEREAS**, following due public notice, the Council met on June 24, 2021, at which time any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses and estimates of revenues; and

**WHEREAS**, the expenditures/expenses and estimates of revenues in the proposed final budget for Fiscal Year 2021/2022 do not exceed the expenditures/expenses and estimates of revenues shown on the published tentative budget; and

**WHEREAS**, the Town's Capital Improvement Program is a five-year plan that is examined at least annually and funding for Fiscal Year 2022 was included in the plan; and

**WHEREAS**, the Strategic Revenue Plan analyzes specific revenue trends, their basis, how likely risk factors could influence their performance and how such might impact the Town's governmental operations, obligation repayments and capital improvement plans in adverse economic conditions; and

**WHEREAS**, "Priority Two" department expenditures represent the spending authority effective July 1; "Priority Three" department contingencies are designed to keep pace with service demands that are poised to resume as revenues rebound, and specific criteria and service demands are realized.

**NOW THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Paradise Valley, Arizona, as follows:

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

Section 2. The said estimates of revenues, and expenditures shown on the attached Schedules A, C, D, E, F and G and Capital Improvement Plan as now increased, reduced, or changed by and the same are hereby adopted as the final budget of the Town of Paradise Valley for the Fiscal Year 2022.

Section 3. The adopted budget for FY2022 provides single year funding and budget authority for the Capital Improvement Plan as a whole; any and all new individual contracts and/or projects will be brought to Town Council for specific approval.

Section 4. The Strategic Revenue Plan for FY2022 will evolve during the fiscal year as Town Management resumes financial forecasts and stress tests, provides no less than quarterly updates at Town Council meetings, and immediately provides the Town Council with written notice if any revenue trend or risk indicator signal an onset of materially adverse conditions that could be detrimental to the Town's financial condition.

Section 5. The adopted budget for FY2022 provides single year delegation to the Town Manager and the Chief Financial Officer to determine whether "specific criteria and service demands are realized" in order to begin reopening Priority Three contingency programs with prior communication to Council.

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

Section 7. 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 competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**PASSED AND ADOPTED** by the affirmative vote of the Paradise Valley Town Council this 24th day of June, 2021.

\_\_\_\_\_  
Jerry Bien-Willner, Mayor

ATTEST:

\_\_\_\_\_  
Duncan Miller, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew J. McGuire, Town Attorney

**FY 2021/22  
“FINAL”  
ADOPTED BUDGET**



**Resolution 2021-12**

**and**

**Arizona  
State Forms**

**June 24<sup>th</sup>, 2021**



# Budget Calendar

Last Modified June 10, 2021

APRIL 8 - OPERATING FUND			Modified: April 22, May 7, June 10	MAY 13 - ALL FUNDS			
DAY 1	Work session	Time		DAY 3	Work session	Time	
Revenue outlook		0:10	CONSIDERATIONS & ACTIONS	Follow up from Day 2		0:10	
Personnel factors		0:10		Other programs			
PSPRS Unfunded liability		0:30		Debt service		0:01	
APRIL 22 - OPERATING FUND			MAY 27 - TENTATIVE BUDGET	Contingencies		0:01	
DAY 2	Work session	Time		Public transit		0:02	
Follow up from Day 1		0:05		Grants and donations		0:10	
Budget document overview		0:05	Resolution: Adopt tentative budget FY2022	Assigned balances		0:10	
Operating fund summaries*		0:05		Fleet & facilities			
Central services				PD & IT equipment			
Finance office		0:05	JUNE 24 - FINAL BUDGET	Debt Service & PRPRS reserve			
Information technology		0:10		Financial summaries		0:04	
Public safety				Financial forecast **		0:02	
Police department		0:20	DAY 6 Special Session	Capital Improvement Plan		0:50	
Alarm and fire services		0:05		Direction from Council		TBD	
Municipal court		0:15		ESTIMATED TIME 5/13		1:30	
Development			JUNE 10 - OTHER	MAY 27 - WRAP UP			
Public works		0:15		DAY 5 Regular Session	DAY 4a Work session		Time
CDD and Wastewater*		0:30			Follow up from Day 3		0:10
Leadership			ARS: PSPRS funding policy		0:02		
Legal services*		0:10	Resolutions FY2022:	AZ "State budget forms"		0:03	
Town manager*		0:10		Changes for tentative budget		0:20	
Mayor and Council*		0:15		Direction from Council		TBD	
Direction from Council		TBD	Resolutions FY2021: Budget Amendment 2021	ESTIMATED TIME 5/27		0:35	
ESTIMATED TIME 4/22		2:30		*information available by April 20th			
				**information available by May 11th			



# Actions for June 24<sup>th</sup>

After a brief budget summary from staff

- ▶ Hold a public hearing for public comments on the budget
- ▶ Consider proposed amendments to the Tentative budget
- ▶ Consider adopting resolution 2021-12 that:
  - Adopts the budget, as amended
  - Provides single year funding for the Capital Improvement Plan
  - Approves the Strategic Revenue Plan
  - Single year delegation of authority to the Town Manager to reopen department contingency "three" programs
- ▶ The Adopted Budget **cannot exceed** the total Tentative Budget; but the total *can be reduced and amendments can be made between lines*

## From Staff Report; page 1

One of the most important duties of the Mayor and Town Council is to adopt an annual budget for the Town.

The budget process provides the Council with the opportunity to match the needs of the Town and available resources with the intent of gaining the maximum return on each dollar.



The Town's budget is a result of all departments, management and Town Council's collaborative efforts to set and communicate the Town's:

- financial plan,
- policies and
- operational guide for the upcoming fiscal year.

## From Staff Report; page 2

The tentative budget includes funding for:

- All department's "priority 2" operating budgets effective July 1
- Payment of debt obligations
- Capital improvement projects
- Three enterprise services.

Department "priority 3 contingencies" are not available July 1

- but possibly later in the fiscal year if "specific criteria are met, and service demands materialize".

The contingencies are set for a fluid transition

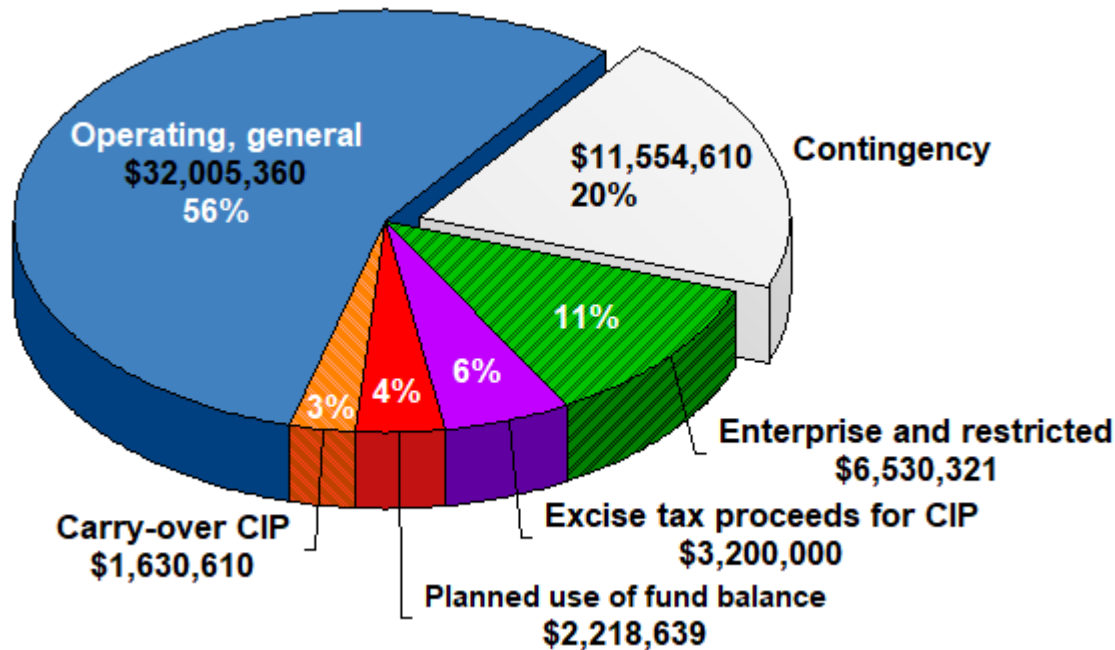
- when revenue rebound and
- to assist in ensuring the Town maintains a financially sustainable structure.

# Tentative Budget Summary

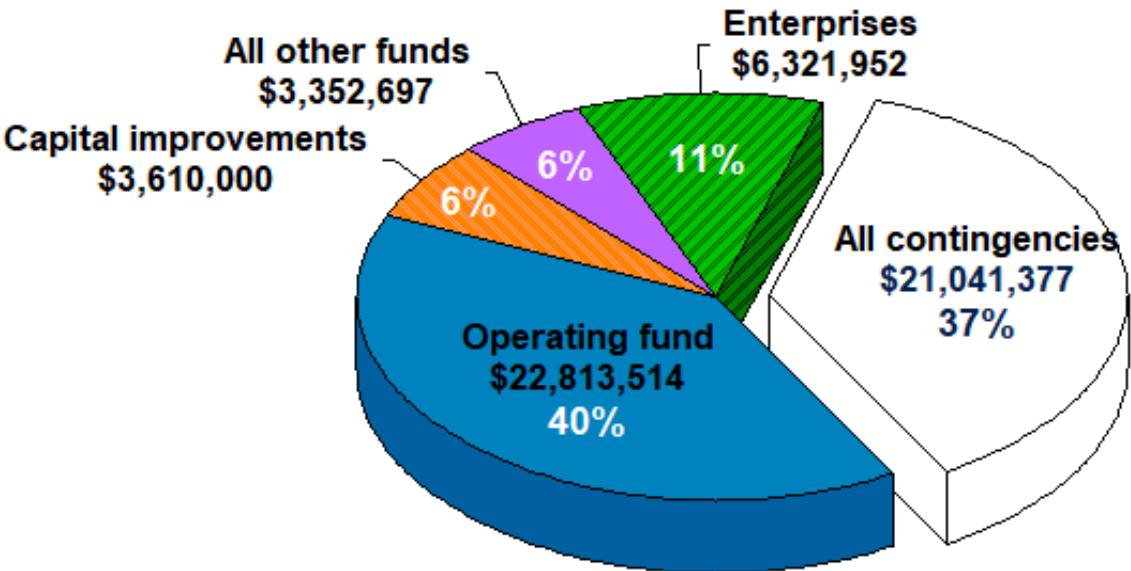


# Sources and Uses

## SOURCES



## USES



HIGHLIGHTS OF THE BUDGET 2022			SOURCES
SOURCES		Amount	% of Total
Operating, general revenues		\$32,005,360	56.0%
Carry-over Town and private funding for CIP		1,630,610	2.9%
Enterprise fees and restricted revenues		6,530,321	11.4%
Planned use of carry forward fund balance		2,218,639	3.9%
Excise tax proceeds available for CIP		3,200,000	5.6%
Contingencies for fluid operational transition		11,554,610	20.2%
TOTAL SOURCES		\$57,139,540	100.0%

HIGHLIGHTS OF THE BUDGET 2022			EXPENDITURES
EXPENDITURES / EXPENSES		Amount	% of Total
Operating fund, Department's priority two		\$22,813,514	39.9%
Capital Improvement Projects		3,610,000	6.3%
CIP Excise tax obligation payments		2,877,064	5.0%
Enterprise funds		6,321,952	11.1%
Court, Police and other grants and donations		475,633	0.8%
Contingencies for fluid operational transition		21,041,377	36.8%
TOTAL EXPENDITURES / EXPENSES		\$57,139,540	100.0%



# Tentative Budget Summary

## SOURCES

HIGHLIGHTS OF THE BUDGET 2022		EXPANDED LIST
SOURCES	Amount	% of Total
Operating, general revenues		
Local taxes	\$20,702,800	36.2%
Licenses and permits	2,990,600	5.2%
Intergovernmental revenue	5,416,370	9.5%
Fines and forfeits	2,125,000	3.7%
All other operating, general revenues	770,590	1.3%
Carry-over Town and private funding for CIP	785,610	1.4%
Private capital contributions for CIP	845,000	1.5%
Enterprise fee revenues		
Alarm services fees	140,000	0.2%
Fire services fees	3,233,000	5.7%
Waterwater service and impact fees	2,780,000	4.9%
Restricted revenues		
Municipal court grants	249,721	0.4%
Other grants and donations	127,600	0.2%
Planned use of fund balance - general & grants	1,871,687	3.3%
Planned use of fund balance - enterprises	346,952	0.6%
Excise tax proceeds available for CIP	3,200,000	5.6%
Contingencies for fluid operational transition		
Local taxes	3,742,200	6.5%
Licenses and permits	737,000	1.3%
Intergovernmental revenue	138,400	0.2%
Fines and forfeits	1,067,000	1.9%
All other operating, general revenues	1,245,010	2.2%
AEL excluded <i>Includes American Recovery Plan</i>	4,625,000	8.1%
<b>TOTAL SOURCES</b>	<b>\$57,139,540</b>	<b>100.0%</b>

# Sources and Uses

## USES

HIGHLIGHTS OF THE BUDGET 2022		EXPANDED LIST
EXPENDITURES / EXPENSES	Amount	% of Total
Operating fund, Department's priority two		
Police department	\$ 8,947,952	15.7%
Community development	2,676,508	4.7%
Public works and streets	4,012,874	7.0%
Town manager's office and Post office	1,480,528	2.6%
Tourism	1,242,000	2.2%
Information technology	1,213,843	2.1%
All other departments	3,239,809	5.7%
Capital Improvement Projects		
Town funded capital projects	2,765,000	4.8%
Non-Town funded capital projects	845,000	1.5%
CIP Excise tax obligation payments	2,877,064	5.0%
Enterprise funds		
Alarm services	149,212	0.3%
Fire services	3,386,527	5.9%
Wastewater services	2,786,213	4.9%
Court, Police and other grants and donations	475,633	0.8%
Contingencies for fluid operational transition		
CIP Contingency for CIP Activities	1,020,610	1.8%
CIP Excise tax proceeds for projects	3,200,000	5.6%
Federal, state and court grants	4,625,000	8.1%
Enterprise funds	178,000	0.3%
Department's priority three	2,220,435	3.9%
General operating purposes	1,266,613	2.2%
AEL capacity - emergency use only	8,530,719	14.9%
<b>TOTAL EXPENDITURES / EXPENSES</b>	<b>\$57,139,540</b>	<b>100.0%</b>

# Tentative Budget Summary

## FULL-TIME EQUIVELANTS ("FTEs")

Positions are measured in FTE's. An FTE is 1.0 when enough authorized hours yield full benefits. Temporary positions are term-limited and require Council action to continue after the term has ended or to convert it to a regular FTE position.

FULL TIME EQUIVALENTS ("FTE")								
DEPARTMENT	Budget 2021/22	Actual 2020/21	Chg +/-	Actual 2019/20	Actual 2018/19	Actual 2017/18	Actual 2016/17	Actual 2015/16
Town manager's office								
Administration	4.0	4.0	-	4.0	5.0	5.0	4.0	4.0
Post Office	2.0	2.0	-	2.0	2.0	2.0	2.0	2.0
Town attorney's office	3.8	4.0	(0.2)	4.0	4.0	3.0	3.0	3.0
Municipal court	10.5	8.5	2.0	7.0	7.0	6.0	5.0	5.0
Police department								
Sworn	35.0	35.0	-	34.0	34.0	34.0	34.0	33.0
Civilian	15.0	15.0	-	15.0	10.0	8.0	8.0	8.0
Public works								
Facilities and fleet	3.0	3.0	-	3.0	3.0	3.0	3.0	3.0
Streets & pavement plan	10.0	10.0	-	10.0	10.0	10.0	10.0	10.0
Community development	16.0	16.0	-	16.0	14.0	13.0	12.0	12.0
Information technology	5.0	5.0	-	5.0	5.0	4.0	3.0	3.0
Finance	4.6	4.6	-	4.5	4.0	4.0	4.0	4.0
<b>Sub-Total Priority 2 FTEs</b>	<b>108.9</b>	<b>107.1</b>	<b>1.8</b>	<b>104.5</b>	<b>98.0</b>	<b>92.0</b>	<b>88.0</b>	<b>87.0</b>
Contingency Priority 3:								
Police - sworn	2.0	2.0	-	-	-	-	-	-
Community development	3.0	1.0	2.0	1.0	-	-	-	-
<b>Total Authorized FTEs</b>	<b>113.9</b>	<b>110.1</b>	<b>3.8</b>	<b>105.5</b>	<b>98.0</b>	<b>92.0</b>	<b>88.0</b>	<b>87.0</b>

TEMPORARY (TERM-LIMITED OR CONTRACTED)								
DEPARTMENT	Budget 2021/22	Actual 2020/21	Chg +/-	Actual 2019/20	Actual 2018/19	Actual 2017/18	Actual 2016/17	Actual 2015/16
Town manager's office	0.4	0.4	-	-	-	-	-	-
Town attorney's office	-	0.4	(0.4)	0.4	-	1.2	1.0	1.0
Municipal court	-	0.6	(0.6)	3.0	3.0	3.0	5.0	3.0
Police department	1.0	1.0	-	1.0	1.0	3.0	2.0	-
Community development	1.0	1.0	-	-	-	-	1.0	-
<b>Total temporary FTE</b>	<b>2.4</b>	<b>3.4</b>	<b>(1.0)</b>	<b>4.4</b>	<b>4.0</b>	<b>7.2</b>	<b>9.0</b>	<b>4.0</b>

# Summary

## ENTERPRISE ALLOCATIONS

Town Departments provide direct services and support to the Town's Enterprises. Enterprises are intended to be self sufficient. Based on statistical date, an allocation is applied; and is reviewed with the Budget and audited with the CAFR.

SCHEDULE OF ADMINISTRATIVE COSTS				
Department	Enterprise			Total
	Alarm	Fire	Wastewater	
Legal services	-	\$ 26,680	\$ 13,340	\$ 40,020
Police	\$ 97,480	29,090	-	126,570
Facilities	-	21,230	-	21,230
Community development	-	97,256	67,324	164,580
Information technology	12,115	5,256	1,679	19,050
Finance	6,752	65,663	39,895	112,310
<b>Total</b>	<b>\$ 116,347</b>	<b>\$ 245,175</b>	<b>\$ 122,238</b>	<b>\$ 483,760</b>

## INTERFUND TRANSFERS

Transfers are made for various reasons: funding or closing major projects, reimbursement of fronting cash, or mandated separate funds (HURF, AZCares).

SCHEDULE OF TRANSFERS				
Transfer in	Transfers out			Total
	General Fund	Wastewater Impact Fees	CIP Proceeds	
HURF fund (streets)	\$ 2,081,945	-	-	\$ 2,081,945
Capital projects fund	3,000,000	-	\$ 3,500,000	6,500,000
Debt service fund	2,877,064	-	-	2,877,064
Wastewater utility	-	\$ 200,000	-	200,000
<b>Total</b>	<b>\$ 7,959,009</b>	<b>\$ 200,000</b>	<b>\$ 3,500,000</b>	<b>\$ 11,659,009</b>



# Tentative Budget Summary

TOTAL BUDGET				
All Town Funds	Budget 2021/22	Budget 2020/21	Change \$	Change %
Operating fund expenditures *	\$22,813,514	\$22,233,512	\$ 580,002	2.6%
All contingencies	21,041,377	18,447,576	2,593,801	14.1%
Capital projects and debt service	6,487,064	16,638,028	(10,150,964)	-61.0%
All other governmental funds	475,633	324,345	151,288	46.6%
Enterprise funds	6,321,952	6,576,910	(254,958)	-3.9%
<b>Total budget</b>	<b>\$57,139,540</b>	<b>\$64,220,371</b>	<b>\$(7,080,831)</b>	<b>-11.0%</b>
* The "Operating Fund" is the combination of the General and Highway User Revenue Funds				

The total tentative budget is \$57,139,540, which is 11% less than prior year. The primary reason for the decrease is the completion of major capital improvement projects and a prior issuance of excise tax proceeds (AEL exempt)

OPERATING FUND*				
	Budget 2021/22	Budget 2020/21	Change \$	Change %
Personnel	\$13,273,381	\$13,208,623	\$ 64,758	0%
Supplies and services	9,256,563	8,951,644	304,919	3%
Capital outlay	283,570	73,245	210,325	287%
<b>Operating expenditures</b>	<b>22,813,514</b>	<b>22,233,512</b>	<b>580,002</b>	<b>2.6%</b>
General contingency	1,266,613	782,606	484,007	62%
Department priority contingency	2,220,435	309,960	1,910,475	616%
AEL and other contingencies	8,530,719	5,400,000	3,130,719	58%
<b>Expenditures &amp; contingencies</b>	<b>12,017,767</b>	<b>6,492,566</b>	<b>5,525,201</b>	<b>85.1%</b>
Transfers out	5,877,064	5,708,028	169,036	3%
<b>Total uses</b>	<b>\$40,708,345</b>	<b>\$34,434,106</b>	<b>\$ 5,694,237</b>	<b>18.2%</b>
* The "Operating Fund" is the combination of the General and Highway User Revenue Funds				

# Summary

CHANGES FROM THE RECOMMENDED TO TENTATIVE BUDGET		
Description / Year / Department	Amount	
<b>1) Emergency Management position approved in Feb.</b>		
2022 GF: Increase PD FTEs by 1.0; no \$ increase	\$ -	Neutral
The position was included in the personnel budget		
<b>2) Updated Historical Committee</b>		
2022 GF: Mayor, Council, Boards, Committees, Volunteers	\$ 6,500	Increase
2022 GF: AEL match contingency	(6,500)	Decrease
<b>3) Carryforward FY2021 funding to FY2022</b>		
2022 GF: Community services organizations - MCCBV	\$ 15,000	Increase
2022 GF: AEL match contingency	(15,000)	Decrease
2021 GF: Carry forward unassigned fund balance	15,000	Increase
<b>4) Carryforward FY2021 funding to FY2022</b>		
2022 GF: Conference rooms AV upgrades - IT	\$ 55,000	Increase
2022 GF: AEL match contingency	(55,000)	Decrease
2021 GF: Carry forward unassigned fund balance	55,000	Increase
<b>5) Carryforward FY2021 funding to FY2022</b>		
2022 CIP: 2021-03 56th to Invergordon Drive	\$ 100,000	Increase
2022 CIP: "Accounting" Contingency (Operating)	(100,000)	Decrease
2021 CIP Carry forward assigned fund balance	100,000	Increase
RECOMMENDED CHANGES FROM THE TENTATIVE TO "FINAL" ADOPTED BUDGET		
Description / Year / Department	Amount	
<b>A) Information Technology Projects</b>		
2022 GF: Information technology department	\$ 321,150	Increase
2022 GF: Contingencies - restricted	(321,150)	Decrease
Net amounts in FY2021 and in FY2022 budget; sets budget and procurement authority		
<b>B) Sewer Enterprise Repair Contracts (fund with ARPA?)</b>	\$ 345,000	
The above changes were results of discussions with Council. Changes do not increase total budget; with the majority being carrying forward of previously funded project from FY2021 to FY2022. Plus the Projects on the next slide.		



# Budget Amendments FY2022



# By Motion before Budget Adoption

## Technology Focus Areas

Subsequent to the IT Department FY2022 budget requests, the department’s operations and budget needs were re-examined. These projects were discussed with Council May 27<sup>th</sup>.

- ▶ Email Upgrade – Office 365 Cloud;
- ▶ Backup and Recovery;
- ▶ Cyber Security and Risk Management;
- ▶ Health Check / Risk Assessment

- ▶ A **\$321,150** BA would communicate the vision and direction of the Town’s IT infrastructure and support; and
- ▶ A BA would assist with efficient implementation of IT’s work plan and procurement code requirements.

## SEWER

The Sewer Enterprise’s tentative budget includes contracts for: \$326,186 for Sewer Lining and Point Repair; and 16,970 for Sewer Manhole Rehabilitation  
**\$343,156** is recommended as a budget amendment FY2022

Recommendation for Council’s consideration is to use ARPA (American Rescue Plan) funding, *as allowed under the grant*. Further allocation of the ARPA funding will be brought to Council for consideration in the fall of 2021.

Description of Services		Summer			Fall			Summer / Fall
		FY21	FY22		FY22	FY22		
		Actuals	Estimate		Estimate	TBD Items		
		June	July/Aug	Total	Sept-Dec		Total	Total
1.a	Email Upgrade - Office 365 Cloud	8,800	91,200	100,000	45,000		45,000	145,000
1.b	Backup & Recovery Continuous Improvement	5,000	10,000	15,000	25,000		25,000	40,000
2	Cyber Security & Risk Mgmt.							
	Cyber Risk Assessments - External	6,800	200	7,000				7,000
	Cyber Risk Assessments - Internal				35,000		35,000	35,000
	Cyber Risk Remediations					39,750	39,750	39,750
	Cyber Awareness Online Interactive Training					20,000	20,000	20,000
3	Health Check / Risk Assessment (Data Center Major Systems)							
	Professional Services - Analysis / Remediate	7,000	18,000	25,000	35,000		35,000	60,000
	Professional Services - Retire Legacy Equipment				32,000		32,000	32,000
	Total Estimates	27,600	119,400	147,000	172,000	59,750	231,750	378,750







**TOWN OF PARADISE VALLEY**  
**Summary Schedule of Estimated Revenues and Expenditures/Expenses**  
**Fiscal Year 2022**

Fiscal Year	S	c	h	FUNDS							Total All Funds
				General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds	Internal Service Funds	
2021 Adopted/Adjusted Budgeted Expenditures/Expenses*	E		1	\$ 27,478,696	\$ 5,248,571	\$ 2,208,028	\$ 22,544,280	\$ -	\$ 6,740,796	\$ -	\$ 64,220,371
2021 Actual Expenditures/Expenses**	E		2	19,570,681	3,872,885	2,208,028	13,644,390	-	6,416,615	-	45,712,599
2022 Fund Balance/Net Position at July 1***			3	49,735,852	1,479,660	1,328,478	4,477,389	-	1,933,413	-	58,954,792
2022 Primary Property Tax Levy	B		4	-	-	-	-		-		-
2022 Secondary Property Tax Levy	B		5	-	-	-	-		-		-
2022 Estimated Revenues Other than Property Taxes	C		6	37,834,970	6,102,321	-	845,000	-	6,153,000	-	50,935,291
2022 Other Financing Sources	D		7	-	-	-	3,200,000	-	-	-	3,200,000
2022 Other Financing (Uses)	D		8	-	-	-	(3,200,000)	-	-	-	(3,200,000)
2022 Interfund Transfers In	D		9	-	2,081,945	2,877,064	3,000,000	-	200,000	-	8,159,009
2022 Interfund Transfers (Out)	D		10	(7,959,009)	-	-	-	-	(200,000)	-	(8,159,009)
2022 Line 11: Reduction for Fund Balance Assigned for Future Budget Year Expenditures											
Future Long-Term Debt Retirements			11	4,197,336	-	1,328,478	-	-	-	-	5,525,814
Future Facilities, Fleet, Equipment and Streets				2,372,585	1,427,778	-	3,200,000	-	-	-	7,000,363
Future Financial Stability (90%)				28,598,702	-	-	-	-	-	-	28,598,702
2022 Total Financial Resources Available			12	44,443,190	8,236,148	2,877,064	11,522,389	-	8,086,413	-	75,165,204
2022 Budgeted Expenditures/Expenses	E		13	\$ 31,776,336	\$ 8,155,578	\$ 2,877,064	\$ 7,830,610	\$ -	\$ 6,499,952	\$ -	\$ 57,139,540

**EXPENDITURE LIMITATION COMPARISON**

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

2021	2022
\$ 64,220,371	\$ 57,139,540
(10,220)	(10,220)
64,210,151	57,129,320
(20,851,090)	(12,949,732)
\$ 43,359,061	\$ 44,179,588
\$ 43,359,061	\$ 44,179,588



TOWN OF PARADISE VALLEY Revenues Other Than Property Taxes Fiscal Year 2022			
SOURCE OF REVENUES	ESTIMATED REVENUES 2021	ACTUAL REVENUES* 2021	ESTIMATED REVENUES 2022
<b>GENERAL FUND</b>			
<b>Local taxes</b>			
Transaction privilege (sales) tax	\$ 16,198,800	\$ 16,198,800	\$ 16,511,800
Occupancy (bed) tax	2,382,000	2,382,000	3,000,000
Franchise (fee) tax	1,191,000	1,191,000	1,191,000
<b>Licenses and permits</b>			
Building permits	883,000	883,000	880,000
In house plan review	807,600	807,600	700,000
Hillside application	164,100	164,100	95,500
All other licenses and permits	1,256,430	1,256,430	1,315,100
<b>Intergovernmental</b>			
State shared income tax	2,353,300	2,353,300	1,909,770
State shared sales tax	1,654,600	1,654,600	1,718,600
Auto lieu tax	683,730	683,730	678,000
All other intergovernmental	125,390	125,390	137,000
<b>Fines and forfeits</b>			
Court collected fines	1,380,000	1,380,000	1,300,000
PD technology fee	614,110	614,110	610,000
Public safety fee	85,670	85,670	85,000
All other fines and forfeits	165,270	165,270	130,000
<b>Miscellaneous</b>			
Rents and royalties	80,600	80,600	81,640
Post office charges for services	314,940	314,940	341,250
Interest income	438,150	438,150	323,300
Other miscellaneous	134,000	134,000	24,400
Total before contingencies	\$ 30,912,690	\$ 30,912,690	\$ 31,032,360
<b>Contingencies for revenue rebound</b>			
Local taxes contingency	2,847,900		3,742,200
Licenses and permits contingency	771,800		737,000
Intergovernmental contingency	69,790		11,400
Fines and forfeits	354,000		1,087,000
Miscellaneous contingency	487,750		1,245,010
Total General Fund	\$ 35,443,930	\$ 30,912,690	\$ 37,834,970
SCHEDULE C			

TOWN OF PARADISE VALLEY Revenues Other Than Property Taxes Fiscal Year 2022			
SOURCE OF REVENUES	ESTIMATED REVENUES 2021	ACTUAL REVENUES* 2021	ESTIMATED REVENUES 2022
<b>SPECIAL REVENUE FUNDS</b>			
Highway user revenue fund (HURF)	\$ 982,020	\$ 982,020	\$ 973,000
HURF contingency			127,000
Total HURF	\$ 982,020	\$ 982,020	\$ 1,100,000
Court enhancement	\$ 271,796	\$ 271,796	\$ 310,000
Court revenue contingency			(65,279)
Court JCEF and Fill the Gap	5,000	5,000	5,000
Total Court	\$ 276,796	\$ 276,796	\$ 249,721
Police grants and donations	\$ 50,000	\$ 50,000	\$ 114,600
Transportation grants	37,737	37,737	38,000
Other grants and donations	11,590	20,000	1,100,000
Federal and state grant contingency	1,680,424	1,680,424	3,500,000
Total Police and other grants	\$ 1,779,751	\$ 1,788,161	\$ 4,752,600
Total Special Revenue Funds	\$ 3,038,567	\$ 3,046,977	\$ 6,102,321
<b>CAPITAL PROJECTS FUNDS</b>			
Development agreements	\$ 8,110,000	\$ 1,193,214	\$ 575,000
SRP Aesthetics	200,000		200,000
Residents of Paradise Valley	70,000		70,000
	\$ 8,380,000	\$ 1,193,214	\$ 845,000
Total Capital Projects Funds	\$ 8,380,000	\$ 1,193,214	\$ 845,000
<b>ENTERPRISE FUNDS</b>			
Fees for services	\$ 155,000	\$ 135,731	\$ 140,000
Total Alarm Services Fund	\$ 155,000	\$ 135,731	\$ 140,000
Fees for services	\$ 2,850,000	\$ 2,923,156	\$ 2,920,000
IGA fee	245,000	270,000	270,000
Rents and reimbursements	47,000	44,807	43,000
Total Fire Services Fund	\$ 3,142,000	\$ 3,237,963	\$ 3,233,000
Fees for services	\$ 2,580,000	\$ 2,535,354	\$ 2,580,000
Buy back and miscellaneous	20,000	6,477	20,000
Total Wastewater Utility Fund	\$ 2,580,000	\$ 2,541,831	\$ 2,580,000
Impact fee	\$ 150,000	\$ 358,351	\$ 200,000
	\$ 150,000	\$ 358,351	\$ 200,000
Total Wastewater Impact Fee Fund	\$ 6,027,000	\$ 6,273,876	\$ 6,153,000
TOTAL ALL FUNDS	\$ 52,889,497	\$ 41,426,757	\$ 50,935,291
SCHEDULE C			

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



## TOWN OF PARADISE VALLEY Other Financing Sources/ <Uses> and Interfund Transfers Fiscal Year 2022

FUND	OTHER FINANCING 2022		INTERFUND TRANSFERS 2022	
	SOURCES	<USES>	IN	<OUT>
<b>GENERAL FUND</b>				
Highway Revenue User Fund (HURF)	\$	\$	\$	\$ (2,081,945)
CIP Capital Projects Fund				(3,000,000)
CIP Series 2016 Excise Tax				(1,480,883)
CIP Series 2020 Excise Tax				(1,396,181)
Total General Fund	\$	\$	\$	\$ (7,959,009)
<b>SPECIAL REVENUE FUNDS</b>				
Highway Revenue User Fund (HURF)	\$	\$	\$ 2,081,945	\$
Total Special Revenue Funds	\$	\$	\$ 2,081,945	\$
<b>DEBT SERVICE FUNDS</b>				
CIP Series 2016 Excise Tax	\$	\$	\$ 2,877,064	\$
CIP Series 2020 Excise Tax				
Total Debt Service Funds	\$	\$	\$ 2,877,064	\$
<b>CAPITAL PROJECTS FUNDS</b>				
CIP Capital Projects Fund	\$ 3,200,000	\$	\$ 3,000,000	\$
CIP Series 2020 Excise Tax Proceeds		(3,200,000)		
Total Capital Projects Funds	\$ 3,200,000	\$ (3,200,000)	\$ 3,000,000	\$
<b>ENTERPRISE FUNDS</b>				
Wastewater	\$	\$	\$ 200,000	\$
Impact fees				(200,000)
Total Enterprise Funds	\$	\$	\$ 200,000	\$ (200,000)
<b>TOTAL ALL FUNDS</b>	<b>\$ 3,200,000</b>	<b>\$ (3,200,000)</b>	<b>\$ 8,159,009</b>	<b>\$ (8,159,009)</b>

SCHEDULE D

## TOWN OF PARADISE VALLEY Expenditures/Expenses by Fund Fiscal Year 2022

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2021	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2021	ACTUAL EXPENDITURES/ EXPENSES* 2021	BUDGETED EXPENDITURES/ EXPENSES 2022
<b>GENERAL FUND</b>				
Community development	\$ 2,330,981	\$ 183,724	\$ 2,240,002	\$ 2,676,508
Finance	887,981	85,337	731,843	771,929
Information technology	888,953	75,707	974,905	1,213,843
Mayor, Council, Boards,	152,120		43,565	178,520
Public works	898,914	12,850	887,211	957,929
Tourism promotion	900,000		900,000	1,242,000
Town Attorney's office	705,222	35,157	735,928	873,845
Town Manager's office	1,430,506	89,547	1,240,007	1,480,528
Municipal court	759,281	11,319	807,485	785,515
Police department	8,746,781	201,316	8,366,623	8,947,952
Contingencies - general	2,719,799	(1,087,741)	843,114	2,096,613
Contingencies - pending	9,216,950	(1,503,988)	1,800,000	10,751,154
Total General Fund	\$ 29,415,468	\$ (1,938,772)	\$ 19,570,681	\$ 31,776,336
<b>SPECIAL REVENUE FUNDS</b>				
Court grants	\$ 152,500	\$ (5,977)	\$ 110,073	\$ 322,195
Police and other grants and donations	171,845		66,009	153,438
Grants contingency	1,120,115			4,625,000
Highway user revenue (streets)	1,449,905	2,360,183	3,696,803	3,054,945
Total Special Revenue Funds	\$ 2,894,365	\$ 2,354,206	\$ 3,872,885	\$ 8,155,578
<b>DEBT SERVICE FUNDS</b>				
CIP Series 2016	\$ 1,479,585	\$	\$ 1,479,585	\$ 1,480,883
CIP Series 2020	728,443		728,443	1,396,181
Total Debt Service Funds	\$ 2,208,028	\$	\$ 2,208,028	\$ 2,877,064
<b>CAPITAL PROJECTS FUNDS</b>				
Capital improvement program	\$ 14,430,000	\$	\$ 13,644,390	\$ 3,610,000
Contingency and available proceeds	8,557,600	(443,320)		4,220,610
Total Capital Projects Funds	\$ 22,987,600	\$ (443,320)	\$ 13,644,390	\$ 7,830,610
<b>ENTERPRISE FUNDS</b>				
Alarm fund	\$ 165,134	\$	\$ 147,606	\$ 149,212
Fire services fund	3,378,982		3,347,775	3,386,527
Wastewater fund	3,032,794	25,886	2,921,234	2,786,213
Wastewater impact fee fund				
Enterprise contingencies	138,000			178,000
Total Enterprise Funds	\$ 6,714,910	\$ 25,886	\$ 6,416,615	\$ 6,499,952
TOTAL ALL FUNDS	\$ 64,220,371	\$	\$ 45,712,599	\$ 57,139,540

\* 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.

SCHEDULE E





TOWN OF PARADISE VALLEY Expenditures/Expenses by Department Fiscal Year 2022				
DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2021	EXPENDITURE/ ADJUSTMENTS APPROVED 2021	ACTUAL EXPENDITURES/ EXPENSES* 2021	BUDGETED EXPENDITURES/ EXPENSES 2022
Community development:				
General fund	\$ 2,330,961	\$ 163,724	\$ 2,240,002	\$ 2,676,508
Enterprises	159,815		159,815	164,580
Department Total	\$ 2,490,776	\$ 163,724	\$ 2,399,817	\$ 2,841,088
Debt service				
CIP Series 2016	\$ 1,479,585		\$ 1,479,585	\$ 1,480,883
CIP Series 2020	728,443		728,443	1,396,181
Department Total	\$ 2,208,028		\$ 2,208,028	\$ 2,877,064
Finance:				
General fund	\$ 667,981	\$ 65,337	\$ 731,843	\$ 771,929
Enterprise funds	104,695		104,695	112,310
Department Total	\$ 772,676	\$ 65,337	\$ 836,538	\$ 884,239
Information technology:				
General fund	\$ 888,953	\$ 75,707	\$ 974,905	\$ 1,213,843
Enterprise funds	11,235		11,235	19,050
Department Total	\$ 900,188	\$ 75,707	\$ 986,140	\$ 1,232,893
Mayor, Council, Boards, Commissions and Volunteers				
General fund	\$ 152,120		\$ 43,565	\$ 178,520
Department Total	\$ 152,120		\$ 43,565	\$ 178,520
Public Works				
General fund	\$ 896,914	\$ 12,850	\$ 887,211	\$ 957,929
Highway user revenue fund	1,449,905	2,360,183	3,696,803	3,054,945
Enterprise funds	20,698		20,698	21,230
Department Total	\$ 2,367,517	\$ 2,373,033	\$ 4,604,712	\$ 4,034,104
Tourism and Grants				
General fund	\$ 900,000		\$ 900,000	\$ 1,242,000
Grants fund	171,845		66,009	153,438
Department Total	\$ 1,071,845		\$ 966,009	\$ 1,395,438
Town Attorney's office:				
General fund	\$ 705,222	\$ 35,157	\$ 735,926	\$ 673,845
Enterprise funds	39,144		39,144	40,020
Department Total	\$ 744,366	\$ 35,157	\$ 775,070	\$ 713,865
Town Manager's office				
General fund	\$ 874,369	\$ 81,017	\$ 807,161	\$ 921,877
Post office	556,137	8,530	432,846	558,651
Department Total	\$ 1,430,506	\$ 89,547	\$ 1,240,007	\$ 1,480,528

SCHEDULE F

TOWN OF PARADISE VALLEY Expenditures/Expenses by Department Fiscal Year 2022				
DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2021	EXPENDITURE/ ADJUSTMENTS APPROVED 2021	ACTUAL EXPENDITURES/ EXPENSES* 2021	BUDGETED EXPENDITURES/ EXPENSES 2022
Wastewater services				
Enterprise funds	\$ 2,913,057	\$ 25,886	\$ 2,801,497	\$ 2,663,975
Impact fees				
Department Total	\$ 2,913,057	\$ 25,886	\$ 2,801,497	\$ 2,663,975
Contingencies:				
General fund				
General purpose	\$ 1,891,799	\$ (1,087,741)	\$ 600,000	\$ 1,266,613
Specific purpose	828,000		243,114	830,000
PSPRS liability	5,400,002		1,800,000	
Department priorities 2 & 3	3,816,948	(1,503,988)		2,220,435
Restricted for emergencies				8,530,719
Capital projects - general	554,000	(443,320)		1,020,610
Capital projects - proceeds	8,003,600			3,200,000
Grants and donations	1,120,115			4,625,000
Enterprise funds	138,000			178,000
Department Total	\$ 21,752,464	\$ (3,035,049)	\$ 2,643,114	\$ 21,871,377
Capital Improvement Program:				
Capital projects fund	\$ 14,430,000		\$ 13,644,390	\$ 3,610,000
Department Total	\$ 14,430,000		\$ 13,644,390	\$ 3,610,000
Alarm services:				
Enterprise funds	\$ 46,330		\$ 28,802	\$ 32,865
Department Total	\$ 46,330		\$ 28,802	\$ 32,865
Fire services:				
Enterprise funds	\$ 3,150,265		\$ 3,119,058	\$ 3,141,352
Department Total	\$ 3,150,265		\$ 3,119,058	\$ 3,141,352
Municipal court:				
General fund	\$ 759,281	\$ 11,319	\$ 807,485	\$ 785,515
Court grants	152,500	(5,977)	110,073	322,195
Department Total	\$ 911,781	\$ 5,342	\$ 917,558	\$ 1,107,710
Police department:				
General fund - Operations	\$ 8,746,781	\$ 201,316	\$ 8,366,623	\$ 8,947,952
Enterprise funds	131,671		131,671	126,570
Department Total	\$ 8,878,452	\$ 201,316	\$ 8,498,294	\$ 9,074,522

\* 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.

SCHEDULE F



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TOWN OF PARADISE VALLEY Full-Time Employees and Personnel Compensation Fiscal Year 2022						
FUND	Full-Time Equivalent (FTE)	Employee Salaries and Hourly Costs	Retirement Costs	Healthcare Costs	Other Benefit Costs	Total Estimated Personnel Compensation
GENERAL FUND	105.4	\$ 9,086,688	\$ 2,501,795	\$ 1,189,285	\$ 495,613	\$ 13,273,381
SPECIAL REVENUE FUNDS						
Court grants	3.5	\$ 189,824	\$ 38,777	\$ 22,610	\$ 8,235	\$ 259,446
Total Special Revenue Funds	3.5	\$ 189,824	\$ 38,777	\$ 22,610	\$ 8,235	\$ 259,446
DEBT SERVICE FUNDS						
		\$	\$	\$	\$	\$
Total Debt Service Funds		\$	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS						
		\$	\$	\$	\$	\$
Total Capital Projects Funds		\$	\$	\$	\$	\$
ENTERPRISE FUNDS						
		\$	\$	\$	\$	\$
Total Enterprise Funds		\$	\$	\$	\$	\$
TOTAL ALL FUNDS	108.9	\$ 9,276,512	\$ 2,540,572	\$ 1,211,895	\$ 503,848	\$ 13,532,827

## At Conclusion of this Brief Summary

- ▶ The Adopted Budget **cannot exceed** the total Tentative Budget; but the total *can be reduced and amendments can be made between lines*
- ▶ Hold a public hearing for public comments on the budget
- ▶ Consider proposed amendments to the Tentative budget for IT Projects to provide budget and procurement authority
- ▶ Consider adopting resolution 2021-12 that:
  - Adopts the budget, as amended
  - Provides single year funding for the Capital Improvement Plan
  - Approves the Strategic Revenue Plan
  - Single year delegation of authority to the Town Manager to reopen department contingency “three” programs



## CONSIDERATION AND ACTION

- ▶ These State Forms are submitted for the Mayor and Council’s consideration and action
- ▶ Posted for public inspection on the Town’s website and in the Scottsdale Republic on June 11<sup>th</sup> and 18<sup>th</sup>.
- ▶ Council can categorically modify the approved “Tentative Budget” before a “Final Budget” is adopted; but not increase the total budget
- ▶ Council can amend the budget throughout the fiscal year

## RECOMMENDED MOTIONS

*Motion 1: Amend the Tentative Budget State Forms by increasing the Information Technology Department and decreasing the General Fund Contingency by \$321,150.*

*Motion 2: Amend the Tentative Budget State Forms by authorizing up to \$345,000 of ARPA funding for sewer repairs, as allowed under ARPA.*

*Motion 3: Approve Resolution 2021-12 Adopting the Final Budget, and the Capital Improvement and Strategic Revenue Plans for 2021/22, as amended.*



# **FY 2021/22 “FINAL” ADOPTED BUDGET**



**Resolution 2021-12**

**and**

**Arizona  
State Forms**

**June 24<sup>th</sup>, 2021**