

# **FY 2021/22 RECOMMENDED BUDGET**



**Departments and Enterprises**

**April 22<sup>nd</sup>, 2021**

# Budget Calendar

Last Modified April 16, 2020

APRIL 8 - OPERATING FUND		
DAY 1	Work session	Time
	Revenue outlook	0:10
	Personnel factors	0:10
	PSPRS Unfunded liability	0:30
APRIL 22 - OPERATING FUND		
DAY 2	Work session	Time
	Follow up from Day 1	0:05
	Budget document overview	0:05
	Operating fund summaries*	0:05
<b>Central services</b>		
	Finance office	0:05
	Information technology	0:10
<b>Public safety</b>		
	Police department	0:20
	Alarm and fire services	0:05
	Municipal court	0:15
<b>Development</b>		
	Public works	0:15
	CDD and Wastewater*	0:30
<b>Leadership</b>		
	Legal services*	0:10
	Town manager*	0:10
	Mayor and Council*	0:15
	Direction from Council	TBD
ESTIMATED TIME 4/22		2:30

Modified April 22, 2020	
CONSIDERATIONS & ACTIONS	
MAY 27 - TENTATIVE BUDGET	
DAY 4b	Regular Session
	Tentative budget discussion
	<b>Resolution:</b>
	Adopt tentative budget FY2022
JUNE 10 - FINAL BUDGET	
DAY 5a	Special Session
	Public hearing & discussion
	<b>Resolution:</b>
	Final budget adoption 2022
JUNE 10 - OTHER	
DAY 5b	Regular Session
	<b>Resolutions FY2022:</b>
	Adoption of ARS: PSPRS policy
	Designation of CFO for AELR
	Large purchases FY2022
	<b>Resolutions FY2021:</b>
	Budget amendments 2021
*information available by April 20th	
**information available by May 7th	

MAY 13 - ALL FUNDS **		
DAY 3	Work session	Time
	Follow up from Day 2	0:10
	Executive summary	0:05
	Financial forecast	0:05
<b>Assigned balances</b>		
	Fleet & facilities	0:03
	PD & IT equipment	0:04
	PRPRS reserve	0:02
<b>Other programs</b>		
	Public transit	0:02
	Grants and donations	0:02
	Debt service	0:02
	Contingencies	0:05
	Capital Improvement Plan	0:50
	Direction from Council	TBD
ESTIMATED TIME 5/13		1:30
MAY 27 - WRAP UP		
DAY 4a	Work session	Time
	Follow up from Day 3	0:10
	ARS: PSPRS funding policy	0:02
	AZ "State budget forms"	0:03
	Changes for tentative budget	0:20
	Direction from Council	TBD
ESTIMATED TIME 5/27		0:35



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AVAILABLE TUESDAY APRIL 20, 2021

Departments and Enterprises (Concluded)	
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OFFICE DESCRIPTION & SERVICES

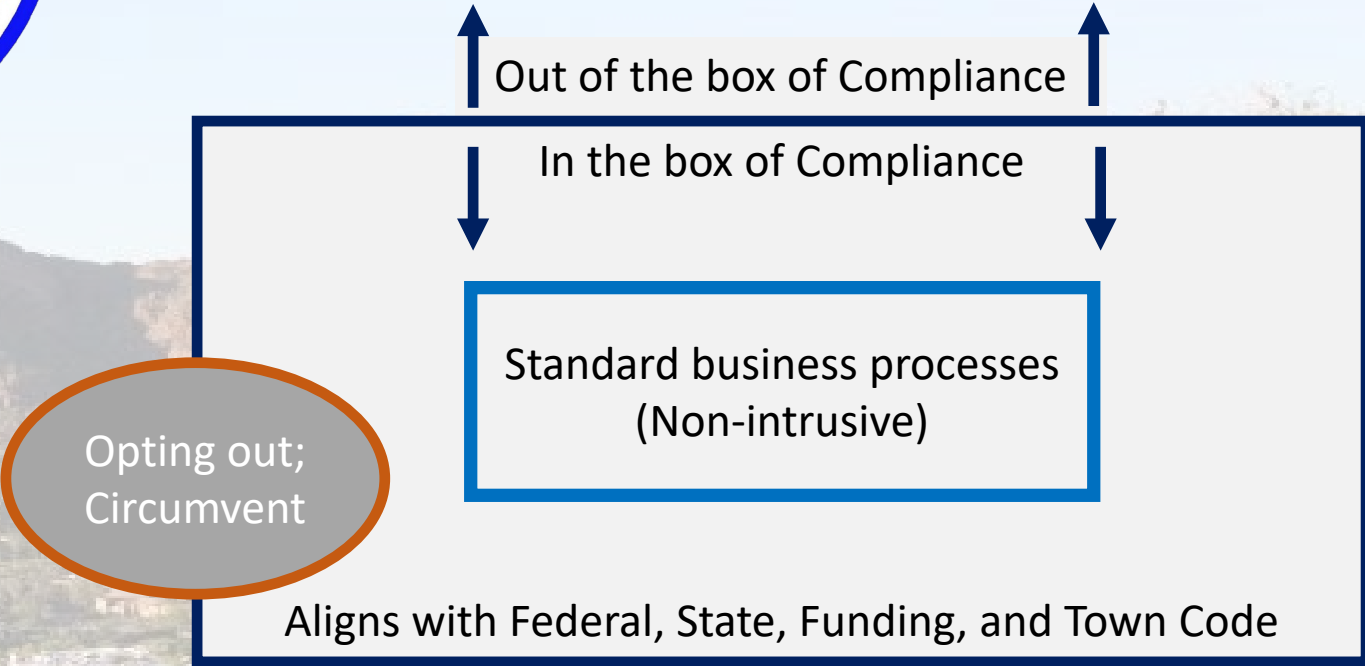
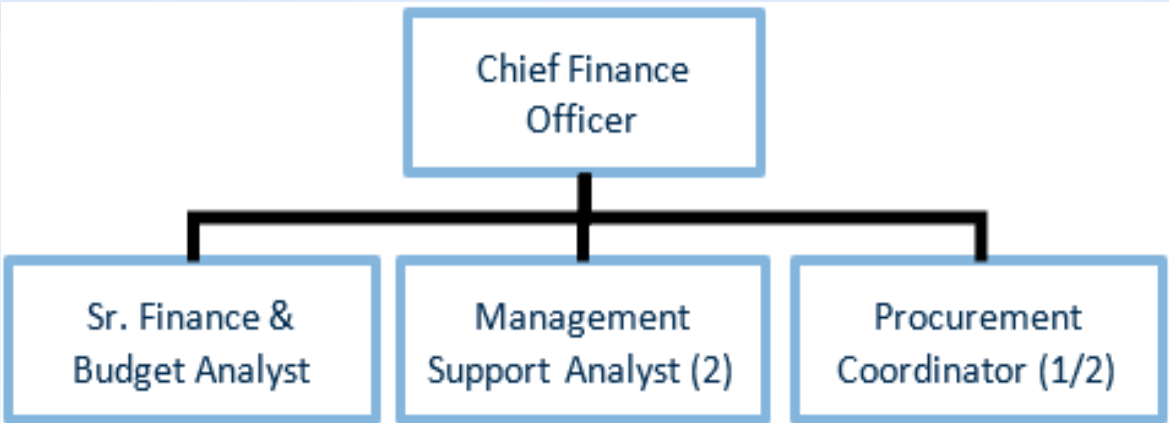
The Finance Department is a full service financial office. The Department maintains the Town’s financial systems and fiscal controls over cash and investments, capital assets, payroll, accounts payable, procurement, cash receipts, debt and risk management, and alarm, fire and wastewater service billings & collections.

Finance staff coordinates the Town’s annual financial audit and prepares financial statements including the Comprehensive Annual Financial Report (CAFR) the Popular Annual Financial Report (PAFR) and the Annual Expenditure Limitation Report (AELR).

The Department also coordinates the annual budget process, including long-range financial planning and internal and external financial performance reporting.



ORGANIZATIONAL CHART







## GOALS

- ▶ Successfully complete the Town's first "single audit" of federal funds (Compliance is a Town-wide effort)
- ▶ Conduct another internal review of internal controls and financial processes
- ▶ Procure contracts for banking services and merchant services

## HIGHLIGHTS

- ▶ Remained flexible and adaptive: Flexible as customers needs change; and adaptive as the Town's means for delivery changes.
- ▶ First year with new financial auditing firm
- ▶ No audit findings (Continuation is a Town-wide effort)
- ▶ Internal review of internal controls and processes; subsequent "independent auditor" review (Comm. some Council, most Admin)
- ▶ Corrective action plan from internal review (14 parts)
- ▶ Fully operational online and paperless contracting and bidding process from request to award.

## STAFFING LEVELS

There are no staffing level changes recommended for FY2021/22.

FINANCE - Authorized positions by CLASSIFICATION					
POSITION CLASSIFICATION	2020/22	2020/21	2019/20	2018/19	2017/18
Chief finance officer	1.0	1.0	1.0	1.0	1.0
Management support analyst	2.0	2.0	2.0	2.0	2.0
Sr. finance & budget analyst	1.0	1.0	1.0	1.0	1.0
Procurement coordinator	0.6	0.6	0.5	-	-
<b>Total full time equivalents</b>	<b>4.6</b>	<b>4.6</b>	<b>4.5</b>	<b>4.0</b>	<b>4.0</b>

## FUNDING LEVELS

Overall priority 2 expenditures are recommended to increase by \$46,226 or 6%; which is a \$38,611 or 6% increase in the General fund and \$7,615 or 7% increase for Enterprise funds based on services provided.

FINANCE - Funding by SOURCE						
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20
			\$	%		
General Fund	\$ 711,929	\$ 673,318	\$ 38,611	6%	\$ 671,843	\$ 585,949
Enterprises *	112,310	104,695	7,615	7%	104,695	107,380
Tax audit reimbursement **	60,000	60,000	-	0%	60,000	60,000
<b>Sources - Priority 2</b>	<b>\$ 884,239</b>	<b>\$ 838,013</b>	<b>\$ 46,226</b>	<b>6%</b>	<b>\$ 836,538</b>	<b>\$ 753,329</b>
Contingency - Priorities 3	50,900	-	50,900	n/a	-	-
<b>Total Sources</b>	<b>\$ 935,139</b>	<b>\$ 838,013</b>	<b>\$ 97,126</b>	<b>12%</b>	<b>\$ 836,538</b>	<b>\$ 753,329</b>

\* Finance provides services to Alarm, Fire and Wastewater (enterprise)

\*\* Reported reimbursement capped at contract payment amount

**Personnel:** The increase of \$17,015 or 3% is a product of current salaries and wages, medical, dental, retirement and taxes; and a full year of expanded hours for procurement services.

**Supplies and services:** The net increase of \$29,211 or 10% is primarily found in Professional services and Process fees as illustrated below.

Professional Services	Priority Two	FY2020/21 Budget	Process Fees	Priority Two	FY2020/21 Budget
ADOR	\$38,000	\$40,000	Credit card fees	\$33,000	\$13,800
Tax audit	60,000	60,000	Card service fee	1,700	800
Financial audits	35,000	35,000	Bank service fees	30,000	30,000
PHX IGS maint	750	500	Payroll service fees	33,000	31,600
Xpress bill pay	1,200	1,200	<b>Total process fees</b>	<b>\$97,700</b>	<b>\$76,200</b>
USB Custody (PFM)	2,500	2,500			
ETM unclaimed property	80	80			
GFOA apps	1,250	1,250			
Business process review	6,000	-			
Fee study	30,000	28,000			
Caselle training	3,500	-			
<b>Total professional services</b>	<b>\$178,280</b>	<b>\$168,530</b>			

Recommended Priority-2 budgets are estimated based on **actual** costs experienced during FY2020/21, not the prior year's budget.

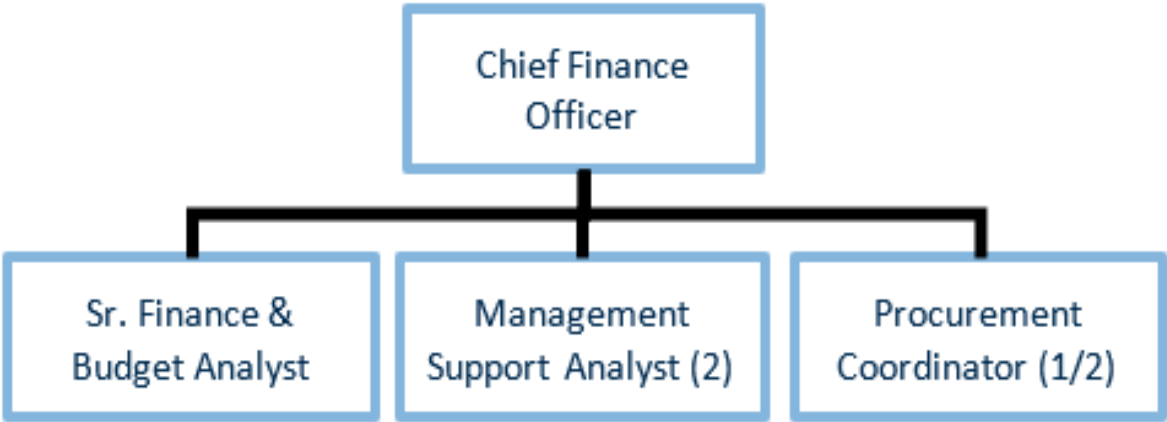
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# Finance Department

## MISSION

To provide our customers, both internal and external, with professional, courteous, and reliable services that are timely, accurate and valuable; while improving the efficiency and effectiveness of the department and its related functions in furnishing support, training, and financial information pertinent to determine the financial position of the Town that is interesting, relevant and user friendly.

## ORGANIZATIONAL CHART



## OFFICE DESCRIPTION & SERVICES

The Finance Division is a full service financial office. The Department maintains the Town’s financial systems and fiscal controls over cash and investments, capital assets, payroll, accounts payable, procurement, cash receipts, debt and risk management, and alarm, fire and wastewater service billings & collections. Finance staff coordinates the Town’s annual financial audit and prepares financial statements including the Comprehensive Annual Financial Report (CAFR) the Popular Annual Financial Report (PAFR) and the Annual Expenditure Limitation Report (AELR). The Department also coordinates the annual budget process, including long-range financial planning and internal and external financial performance reporting.

GOALS

- ▶ Remain flexible and adaptive: Flexible as customers needs change; and adaptive as the Town’s means for delivery changes.
- ▶ Successfully complete the Town’s first “single audit” of federal funds
- ▶ Conduct another internal review of internal controls and financial processes
- ▶ Procure contracts for banking services and merchant services
- ▶ Draft a policy for the PSPRS unfunded liability reserve; and update the investment policy and finance management policies
- ▶ Explore application options for CAFR and Budget compilation (continuity planning)
- ▶ Meet the new GFOA standards for the distinguished budget award
- ▶ Take the “Popular Annual Financial Report” to the next level

SERVICE STATS (CALENDAR YEAR)

CALENDAR YEAR SERVICE LEVELS						Municipal Billing Unit
Category	2020	2019	2018	2017	2016	2015
Printed statements	37,201	37,473	37,566	38,358	40,427	43,600
Electronic statements	53,215	52,759	51,332	50,536	51,053	43,171
Fire: Number of billings	43,912	43,574	42,650	42,297	42,779	45,867
Sewer: Number of billings	27,286	26,794	26,486	26,354	26,165	26,019
Alarm: Number of billings	3,437	3,607	3,988	4,693	4,677	5,412
Customer connections	561	546	506	494	374	421
Customer disconnections	571	485	491	463	373	425

CALENDAR YEAR SERVICE LEVELS			Accounts Payable Unit
Category	2020	2019	2018
Invoices processed	2,528	2,783	2,550
Transactions processed	7,608	8,323	7,426
Checks and ACH processed	1,793	2,029	1,984
Purchase orders processed	272	209	172
pCard transactions processed	2,281	2,975	2,838

CALENDAR YEAR CREDIT CARD CHARGES		
Category	2020	2019
Court	7,567	6,338
Post office	5,763	7,087
Utilities	37,870	20,670
Other (fees collected to offset)	35,072	18,400

HIGHLIGHTS

- ▶ First year with new financial auditing firm; no audit findings
- ▶ Conducted an internal review of various internal controls and processes
- ▶ Implemented a corrective action plan based on the internal review
- ▶ Implemented paperless workflows including procurement form and purchase orders.
- ▶ Fully operational online and paperless contracting and bidding process from request to award.
- ▶ Provided monthly financial updates for the Mayor, Vice mayor, Town Council, staff and all interested Citizens of Paradise Valley.
- ▶ Remained flexible and adaptive: Flexible as customers needs change; and adaptive as the Town’s means for delivery changes.

FUNDING LEVELS

FINANCE - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
General Fund	\$ 711,929	\$ 673,318	\$ 38,611	6%	\$ 671,843	\$ 585,949	\$ 475,495
Enterprises *	112,310	104,695	7,615	7%	104,695	107,380	203,400
Tax audit reimbursement **	60,000	60,000	-	0%	60,000	60,000	60,000
Sources - Priority 2	\$ 884,239	\$ 838,013	\$ 46,226	6%	\$ 836,538	\$ 753,329	\$ 738,895
Contingency - Priorities 3	50,900	-	50,900	n/a	-	-	-
Total Sources	\$ 935,139	\$ 838,013	\$ 97,126	12%	\$ 836,538	\$ 753,329	\$ 738,895

\* Finance provides services to Alarm, Fire and Wastewater (enterprise)      \*\* Reported reimbursement capped at contract payment amount

Funding consists of the General Fund and Enterprises. Overall, Priority 2 funding is recommended to **increase by \$201,998 or 21%**. The estimated general fund increase attributed to necessary IT projects and upgrades to maintain the existing level of services.



# Finance Department

## STAFFING LEVELS

FINANCE - Authorized positions by CLASSIFICATION							
POSITION CLASSIFICATION	2020/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
Director of admin & gov't affairs	-	-	-	-	-	1.0	1.0
Chief finance officer	1.0	1.0	1.0	1.0	1.0	-	-
Management support analyst	2.0	2.0	2.0	2.0	2.0	2.0	-
Sr. finance & budget analyst	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Procurement coordinator	0.6	0.6	0.5	-	-	-	-
Accounting specialist	-	-	-	-	-	-	2.0
<b>Total full time equivalents</b>	<b>4.6</b>	<b>4.6</b>	<b>4.5</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

**FY2021/22:** There are no recommended changes to staffing levels.

Staffing levels had remained consistent from 2013/14 through 2018/19.

The FY2019/20 budget included the addition of a part-time Procurement coordinator to assist all departments with the essentials of meeting procurement laws, bids, solicitations and contracting.

## PRIORITY THREE CONTINGENCY

PRIORITY 3 EXPENDITURES			
Description	Amount	Criteria	Authority to Initiate after Revenue Rebound
Construction tax audit	\$ 30,000	Service to assist with the State tax code with cost recover of 4x to 7x factor	Recommended for the Town Manager based on demands and recent audit performance and resluts
Procurement	10,400	Provides direct support in procurement of various goods and services that finds savings in competitive bidding and consolidating purchases	Recommended for the Town Manager to authorize up to 208 additional hours based on demands exceeding current service levels
Business process review	3,000	"Independent" review of various financial process, policies, procedures and internal controls; and provides recommendations for improvement.	Recommended for the Town Manager to authorize based on the realized improvements from the Priority 2 review
On-site training	2,000	Brings trainers on-site for town-wide processes such as Purchase Orders, MiExcel report, electronic Budget submissions, Procurement systems, and / or any recommended process improvement from the Business process review	Having financial systems application experts on-site training was suspend with COVID19. Recommended for the Town Manager to authorize based on opportunities for in-person training and the expected cost / benefit of the training.
Conferences and training	4,500	Off-site training was suspended with COVID19. Staff continued with professional education through remote conference options.	Recommended for the Town Manager to authorize resuming continuing education via conferences when remote conferences are phased out
Dues and subscriptions	1,000	With COVID19, professional memberships were paused and prioritized.	Recommended for the Town Manager to authorize based on benefits to the Town
<b>Total Priority 3</b>	<b>\$ 50,900</b>		

# Finance Department

## EXPENDITURES

FINANCE - Expenditures by CATEGORY							
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
	\$		\$	%			
<b>Total Personnel</b>	<b>\$ 576,805</b>	<b>\$ 559,790</b>	<b>\$ 17,015</b>	<b>3%</b>	<b>\$ 556,395</b>	<b>\$ 502,995</b>	<b>\$ 452,464</b>
Professional services	178,280	168,530	9,750	6%	162,273	135,870	140,674
Liability & property insurance	15,154	14,793	361	2%	14,793	13,798	13,012
Travel and training	4,800	3,000	1,800	60%	1,776	10,732	2,397
Processing & service fees	97,700	75,400	22,300	30%	94,601	83,605	110,831
Printing	5,000	10,000	(5,000)	-50%	2,000	1,358	11,852
Other supplies & services	6,500	6,500	-	0%	4,700	4,971	7,665
<b>Total Supplies &amp; Services</b>	<b>307,434</b>	<b>278,223</b>	<b>29,211</b>	<b>10%</b>	<b>280,143</b>	<b>250,334</b>	<b>286,431</b>
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures - Priority 2</b>	<b>\$ 884,239</b>	<b>\$ 838,013</b>	<b>\$ 46,226</b>	<b>6%</b>	<b>\$ 836,538</b>	<b>\$ 753,329</b>	<b>\$ 738,895</b>
Contingency - Priority 3	50,900	-	50,900	n/a	-	-	-
<b>Total Expenditures</b>	<b>\$ 935,139</b>	<b>\$ 838,013</b>	<b>\$ 97,126</b>	<b>12%</b>	<b>\$ 836,538</b>	<b>\$ 753,329</b>	<b>\$ 738,895</b>

Overall priority 2 expenditures are recommended to increase by \$46,226 or 6%.

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Financial audits	35,000	35,000	Bank service fees	30,000	30,000
PHX IGS maint	750	500	Payroll service fees	33,000	31,600
Xpress bill pay	1,200	1,200	<b>Total process fees</b>	<b>\$97,700</b>	<b>\$76,200</b>
USB Custody (PFM)	2,500	2,500			
ETM unclaimed property	80	80			
GFOA apps	1,250	1,250			
Buinesss process review	6,000	-			
Fee study	30,000	28,000			
Caselle training	3,500	-			
<b>Total profesional services</b>	<b>\$178,280</b>	<b>\$168,530</b>			

Recommended Priority Two budgets are estimated based on *actual* costs experienced through FY2020/21.

LINE ITEMS

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-46-100	SALARIES AND WAGES	\$ 425,583	\$ 425,583	\$ 420,611	\$ 4,972	1%	\$ 422,031	\$ 378,256	\$ 335,604
10-46-105	OVERTIME	-	-	-	-	n/a	-	1,328	-
10-46-115	EMPLOYEE BENEFITS-FICA	33,172	33,172	32,619	553	2%	29,477	28,977	25,782
10-46-120	EMPLOYEE BENEFITS-RETIREMENT	53,813	53,813	52,828	985	2%	51,370	43,716	40,304
10-46-125	EMPLOYEE BENEFITS-WORKERS COMP	1,093	1,093	1,038	55	5%	944	793	789
10-46-130	EMPLOYEE BENEFITS-MEDICAL	42,011	42,011	34,721	7,290	21%	34,555	32,299	32,314
10-46-131	EMPLOYEE BENEFITS-DENTAL	3,202	3,202	2,879	323	11%	3,169	2,862	2,538
10-46-135	EMPLOYEE BENEFITS-DISABIL/LIFE	387	387	431	(44)	-10%	385	385	337
10-46-136	EMPLOYEE BENEFITS - STD	2,224	2,224	2,143	81	4%	2,135	2,100	1,976
10-46-160	EMPLOYEE BENEFITS-CLOTHING	-	-	-	-	n/a	-	182	-
10-46-161	EMPLOYEE BENEFIT - CELL PHONE	4,140	4,140	1,380	2,760	200%	1,150	1,380	1,380
10-46-186	EMPLOYEE BENEFITS - H S A	7,280	7,280	6,750	530	8%	7,280	6,495	6,510
10-46-191	DEFERRED COMPENSATION-457	3,900	3,900	4,390	(490)	-11%	3,900	4,221	4,930
N/A	NEW STAFF / EXPANDED HOURS	10,400	-	-	-	n/a	-	-	-
TOTAL PERSONNEL		587,205	576,805	559,790	17,015	3%	556,395	502,995	452,464
10-46-325	FINANCIAL AUDITORS	35,000	35,000	35,000	-	0%	30,100	32,800	27,940
10-46-330	GENERAL PROFESSIONAL SERVICES	176,280	143,280	133,530	9,750	7%	132,173	103,070	112,734
10-46-337	GG CREDIT CARD PROCESSING	33,000	33,000	13,000	20,000	154%	32,515	27,415	8,943
10-46-338	GG CREDIT CARD SERVICE FEE	1,700	1,700	800	900	113%	1,635	1,159	539
10-46-339	BANK SERVICE CHARGES	30,000	30,000	30,000	-	0%	27,983	22,628	31,983
10-46-370	PAYROLL PROCESS SERVICE	33,000	33,000	31,600	1,400	4%	32,468	32,403	30,792
10-46-380	TOWN-WIDE TRAINING	1,800	1,800	-	1,800	n/a	-	6,123	-
10-46-465	OFFICE SUPPLIES	5,000	5,000	5,000	-	0%	4,000	4,039	6,726
10-46-485	PRINTING-LTRHD-ENV.	5,000	5,000	10,000	(5,000)	-50%	2,000	1,358	11,852
10-46-540	LIABILITY INSURANCE	14,393	14,393	13,905	488	4%	13,905	12,990	12,352
10-46-541	PROPERTY INSURANCE	761	761	888	(127)	-14%	888	808	660
10-46-675	MEMBERSHIP & DUES	1,500	1,500	1,500	-	0%	700	744	939
10-46-725	MILEAGE REIMBURSEMENT	500	500	500	-	0%	-	131	167
10-46-770	ONSITE TRAINING	2,000	-	2,000	(2,000)	-100%	590	1,468	749
10-46-790	SUBSCRIPTIONS & PUBLICATIONS	1,500	500	500	-	0%	424	1,770	655
10-46-815	CONFERENCES & TRAINING	6,500	2,000	-	2,000	n/a	762	1,240	825
TOTAL SUPPLIES & SERVICES		347,934	307,434	278,223	29,211	10%	280,143	250,334	286,430
TOTAL EXPENDITURES		\$ 935,139	\$ 884,239	\$ 838,013	\$ 46,226	6%	\$ 836,538	\$ 753,329	\$ 738,894

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OFFICE DESCRIPTION & SERVICES

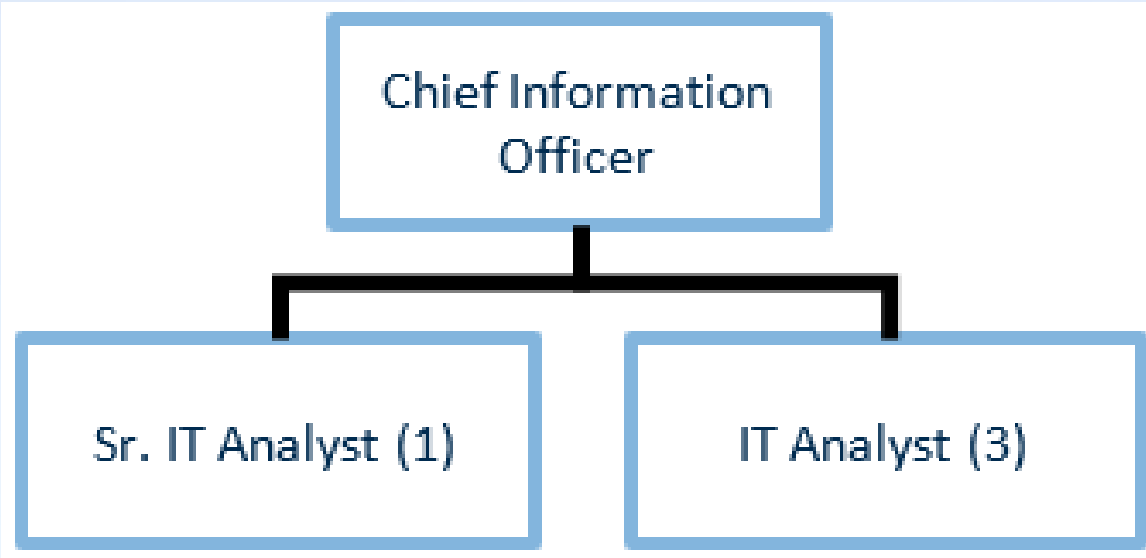
Information Technology (IT) manages and maintains the Town’s digital systems to ensure integrity and security of the information maintained within. Information is useful when it can provide value to our customers. IT supports, designs, and deploys computers, network systems and applications, public safety smart technology, geographic information systems (GIS), telephone and voicemail systems, internet and e-mail functionality to provide customer value.

The three business functional areas of IT are:

- ▶ Infrastructure support
- ▶ Application support
- ▶ Business system support



ORGANIZATIONAL CHART





## SERVICE STATS

- ▶ 97.26% uptime - core services (2.72% under goal)
- ▶ 918 Help desk tickets in past 3 quarters
- ▶ VPN usage is about 35% of the staff (+900% FY20)
- ▶ 116,316 Network attacks in Mar 2021
- ▶ 2 Virus responses

- ▶ More cyber attacks:
  - ▶ USA
  - ▶ Russia
  - ▶ China

## STAFFING LEVELS

There are no staffing level changes recommended for FY2021/22 and one recommended reclass for career ladder opportunities.

INFORMATION TECHNOLOGY - Authorized positions by CLASSIFICATION					
POSITION CLASSIFICATION	2021/22*	2020/21	2019/20	2018/19	2017/18
Chief information officer	1.0	1.0	1.0	1.0	1.0
Sr. information technology analyst	1.0	1.0	1.0	2.0	1.0
Information technology analyst	3.0	3.0	3.0	2.0	2.0
<b>Total full time equivalents</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>
* Recommended in FY2020/21 is to reclassify one IT analyst to a Sr. IT analyst if certain criteria expectations are met.					

## HIGHLIGHTS

Upgraded the Maricopa Regional 911 services in PV  
 Successfully Completed our ACJIS cyber security audit  
 Deployed customer service monitoring

## EXPENDITURES

INFORMATION TECHNOLOGY - Expenditures by CATEGORY					
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change Amount	%	Projected 2020/21
<b>Total Personnel</b>	<b>\$ 607,929</b>	<b>\$ 607,278</b>	<b>\$ 651</b>	<b>0%</b>	<b>\$ 594,153</b>
Professional services	30,000	-	30,000	n/a	15,000
Liability & property insurance	18,957	18,302	655	4%	18,302
Travel and training	3,500	150	3,350	n/a	-
Software & main. contract	386,607	240,615	145,992	61%	220,500
Hardware & equipment	21,317	14,000	7,317	52%	42,000
Other supplies & services	109,583	95,550	14,033	15%	95,581
<b>Total Supplies &amp; Services</b>	<b>569,964</b>	<b>368,617</b>	<b>201,347</b>	<b>55%</b>	<b>391,383</b>
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>-</b>
<b>Expenditures - Priority 2</b>	<b>\$1,177,893</b>	<b>\$ 975,895</b>	<b>\$201,998</b>	<b>21%</b>	<b>\$ 985,536</b>
Contingency - Priority 3	12,710	-	12,710	n/a	-
<b>Total Expenditures</b>	<b>\$1,190,603</b>	<b>\$ 975,895</b>	<b>\$214,708</b>	<b>22%</b>	<b>\$ 985,536</b>

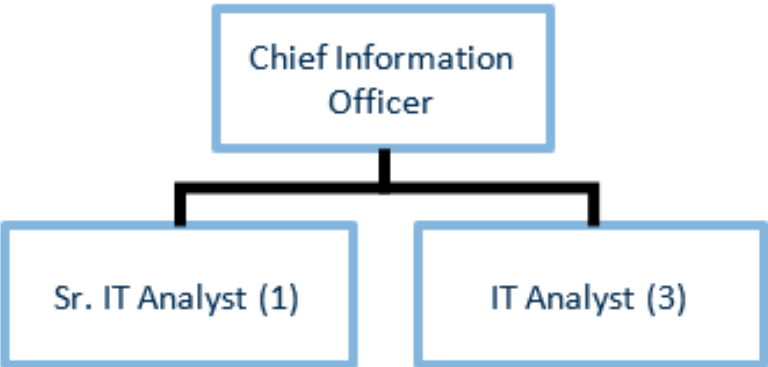
IT Expenditures are recommended to increased by \$201,998 or 21%. This is driven by three projects: Door systems upgrade (\$35,300); Firewall upgrades (\$32,000); and Back-up software replacement (\$37,000). Maintaining existing services such as Laserfiche, Granicus, Caselle and internet services account for \$157,436 of the IT recommended budget. Professional services help with exchange and rebuild our last legacy system, active directory.



## MISSION

To provide the resources, infrastructure, and applications for internal staff and residents to securely store, access and work with the town’s information.

## ORGANIZATIONAL CHART



## OFFICE DESCRIPTION & SERVICES

Information Technology (IT) manages and maintains the Town’s digital systems to ensure integrity and security of the information maintained within. Information is useful when it can provide value to our customers. IT supports, designs, and deploys computers, network systems and applications, public safety smart technology, geographic information systems (GIS), telephone and voicemail systems, internet and e-mail functionality to provide customer value.

The three business functional areas of IT are:

- ▶ Infrastructure support
- ▶ Application support
- ▶ Business system support

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## GOALS

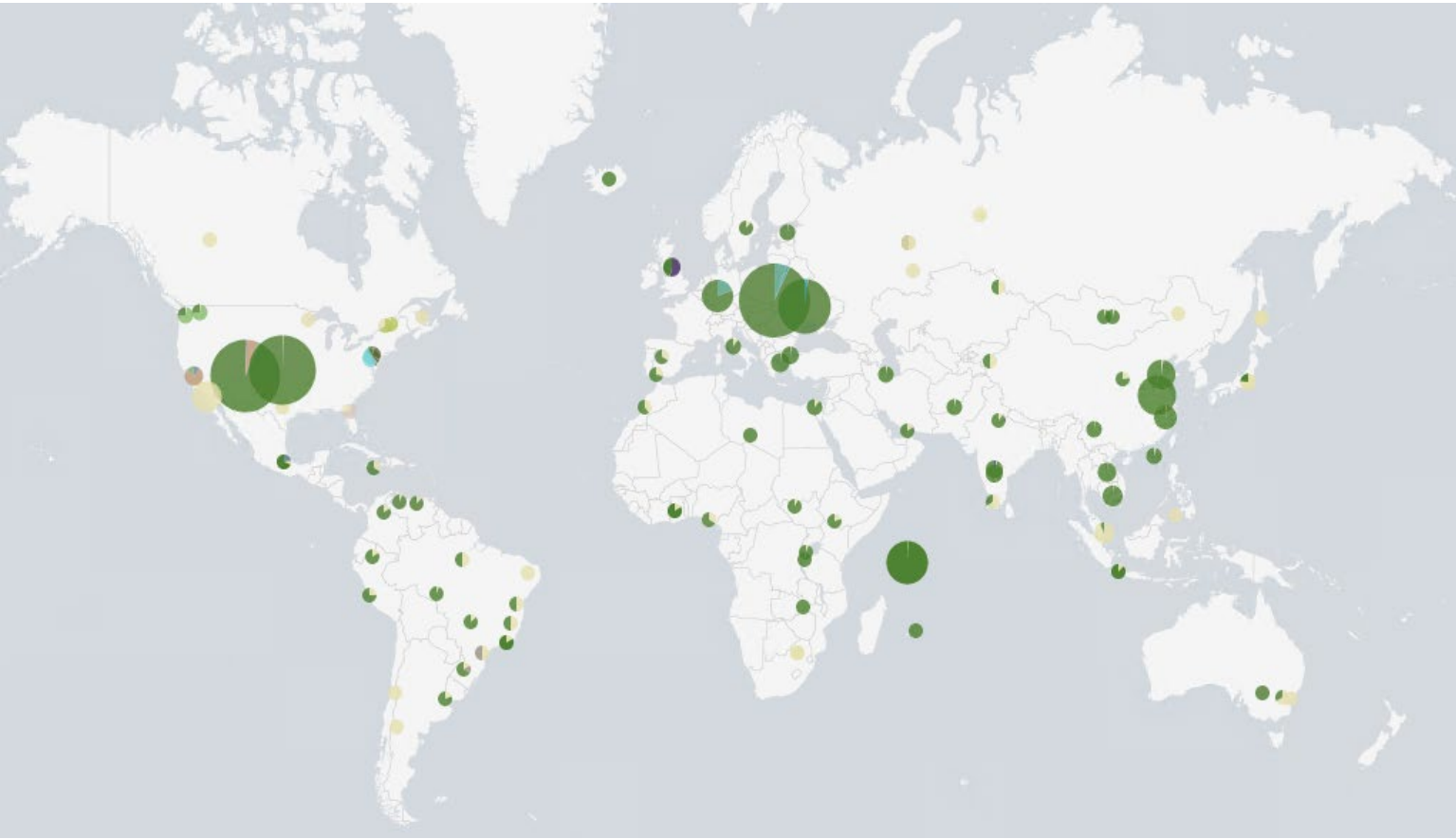
- ▶ Maintain 99.99% availability of town services
- ▶ Deploy dashboards and monitoring services
- ▶ Increase town Internet network capacity
- ▶ Enable digital services for residents
  - ▶ Anytime
  - ▶ Anywhere
- ▶ Apply IT to town business functions
- ▶ Maintain compliance with Federal, State and Local regulations
- ▶ Drive down total lifecycle costs of technology

## HIGHLIGHTS

- ▶ CV-19 Response – moved to mobile workforce
- ▶ Update Zabbix performance monitoring
- ▶ Happy or Not customer satisfaction system
- ▶ CCTV in Town Hall, PD and Courts upgrade
- ▶ Rave911 PD update
- ▶ PD Units Internet Gateway updates
- ▶ Lucity upgrade for public works
- ▶ Online map imagery update from 1988 to 2021
- ▶ Online map service for public; Water, Sewer, Power, APN, Address
- ▶ Accela Permitting Improvements started
- ▶ eCitizen project started
- ▶ Eventide Dispatch call recording solution
- ▶ Replaced all Windows 7
- ▶ Single standard Windows 10 user platform
- ▶ Updated GIS layer for LIDAR (elevation)
- ▶ IWS Law Enforcement Web Interface
- ▶ Retired 18 servers into our 3-node private cloud – reducing our maintenance debt

## SERVICE STATS

- ▶ 2 Virus responses
- ▶ 97.26% uptime - core services (2.72% under goal)
- ▶ 918 Help desk tickets in past 3 quarters
- ▶ VPN usage is about 35% of the staff (+900% FY20)
- ▶ 116,316 Network attacks in Mar 2021
- ▶ 3cx Phone system handled 162738 calls since install



# Information Technology

## FUNDING LEVELS

INFORMATION TECHNOLOGY - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
General Fund	\$1,158,843	\$ 965,264	\$193,579	20%	\$ 974,905	\$1,837,729	\$1,518,214
Enterprises*	19,050	10,631	8,419	79%	10,631	61,600	61,600
<b>Sources - Priority 2</b>	<b>\$1,177,893</b>	<b>\$ 975,895</b>	<b>\$201,998</b>	<b>21%</b>	<b>\$ 985,536</b>	<b>\$1,899,329</b>	<b>\$1,579,814</b>
Contingency - Priorities 3	12,710	-	12,710	n/a	-	-	-
<b>Total Sources</b>	<b>\$1,190,603</b>	<b>\$ 975,895</b>	<b>\$214,708</b>	<b>22%</b>	<b>\$ 985,536</b>	<b>\$1,899,329</b>	<b>\$1,579,814</b>
* Information Technology provides services to Alarm, Fire and Wastewater (enterprise)							

Funding consists of the General Fund and Enterprises. Overall, Priority 2 funding is recommended to **increase by \$201,998 or 21%**. The estimated general fund increase attributed to necessary IT projects and upgrades to maintain the existing level of services.

## STAFFING LEVELS

INFORMATION TECHNOLOGY - Authorized positions by CLASSIFICATION							
POSITION CLASSIFICATION	2021/22*	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
Chief information officer	1.0	1.0	1.0	1.0	1.0	-	-
Sr. information technology analyst	1.0	1.0	1.0	2.0	1.0	1.0	1.0
Information technology analyst	3.0	3.0	3.0	2.0	2.0	2.0	2.0
<b>Total full time equivalents</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>
* Recommended in FY2020/21 is to reclassify one IT analyst to a Sr. IT analyst if certain criteria expectations are met.							

**FY2021/22:** Recommended to reclassify one IT analyst to a Sr. IT analyst if certain criteria expectations are met.

There were no adopted staffing level changes in FY2020/21.

FY2018/19: With the onset of higher demands for services including GIS, one (1) additional Information technology analyst position was added primarily to assist in centralizing staffing for GIS and other programs in the IT Department.

FY2017/18: In a departmental restructuring, the Town’s first Chief Information Officer position was created.

# Information Technology

## PRIORITY THREE CONTINGENCY

Priority 3 is off site staff training.

## EXPENDITURES

INFORMATION TECHNOLOGY - Expenditures by CATEGORY							
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			Amount	%			
<b>Total Personnel</b>	<b>\$ 607,929</b>	<b>\$ 607,278</b>	<b>\$ 651</b>	<b>0%</b>	<b>\$ 594,153</b>	<b>\$ 532,814</b>	<b>\$ 373,807</b>
Professional services	30,000	-	30,000	n/a	15,000	43,305	32,611
Liability & property insurance	18,957	18,302	655	4%	18,302	16,260	12,700
Travel and training	3,500	150	3,350	n/a	-	28,345	9,737
Software & main. contract	386,607	240,615	145,992	61%	220,500	724,254	734,625
Hardware & equipment	21,317	14,000	7,317	52%	42,000	439,309	409,229
Other supplies & services	109,583	95,550	14,033	15%	95,581	115,042	7,105
<b>Total Supplies &amp; Services</b>	<b>569,964</b>	<b>368,617</b>	<b>201,347</b>	<b>55%</b>	<b>391,383</b>	<b>1,366,515</b>	<b>1,206,007</b>
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures - Priority 2</b>	<b>\$1,177,893</b>	<b>\$ 975,895</b>	<b>\$201,998</b>	<b>21%</b>	<b>\$ 985,536</b>	<b>\$1,899,329</b>	<b>\$1,579,814</b>
Contingency - Priority 3	12,710	-	12,710	n/a	-	-	-
<b>Total Expenditures</b>	<b>\$1,190,603</b>	<b>\$ 975,895</b>	<b>\$214,708</b>	<b>22%</b>	<b>\$ 985,536</b>	<b>\$1,899,329</b>	<b>\$1,579,814</b>

Overall priority 2 expenditures are recommended to increase by \$201,988 or 21%. The estimated increase primarily attributed to necessary IT projects and upgrades to maintain the existing level of services.

**Personnel:** The increase of \$651 is a product of current salaries and wages, medical, dental, retirement and taxes; and the addition of a funding to reclassify one position to have ladder options.

**Supplies and services:** The net increase of 55% is a result of an increase of \$30,000 in professional services to help with exchange and rebuild the active directory. Maintaining existing services such as Laserfiche, Granicus, Caselle and internet services account for \$157,436 of the IT recommended budget; with three large projects to upgrade existing applications: Door systems upgrade (\$35,300); Firewall upgrades (\$32,000); and Back-up software replacement (\$37,000).

LINE ITEMS

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-52-100	SALARIES AND WAGES	\$ 442,436	\$ 442,436	\$ 445,052	\$ (2,616)	-1%	\$ 444,559	\$ 415,017	\$ 398,264
10-52-115	EMPLOYEE BENEFITS-FICA	34,674	34,674	34,873	(199)	-1%	32,051	31,650	30,993
10-52-120	EMPLOYEE BENEFITS-RETIREMENT	56,199	56,199	55,707	492	1%	59,168	50,362	47,796
10-52-125	EMPLOYEE BENEFITS-WORKERS COMP	1,136	1,136	1,101	35	3%	1,009	929	936
10-52-130	EMPLOYEE BENEFITS-MEDICAL	45,384	45,384	46,623	(1,239)	-3%	34,911	37,252	36,568
10-52-131	EMPLOYEE BENEFITS-DENTAL	4,157	4,157	4,630	(473)	-10%	3,659	3,619	2,990
10-52-135	EMPLOYEE BENEFITS-DISABIL/LIFE	464	464	520	(56)	-11%	468	421	393
10-52-136	EMPLOYEE BENEFITS - STD	2,634	2,634	2,552	82	3%	2,542	2,389	2,384
10-52-161	EMPLOYEE BENEFIT - CELL PHONE	6,900	6,900	6,900	-	0%	5,750	6,440	6,785
10-52-180	EMPLOYEE BENEFITS-401A MATCH	-	-	-	-	n/a	-	-	-
10-52-186	EMPLOYEE BENEFITS - H S A	5,800	5,800	5,400	400	7%	6,246	4,777	2,708
10-52-191	DEFERRED COMPENSATION-457	3,520	3,520	3,920	(400)	-10%	3,791	3,415	2,997
N/A	NEW / (REDUCED) STAFF	4,625	4,625	-	4,625	n/a	-	-	-
TOTAL PERSONNEL		607,929	607,929	607,278	651	0%	594,153	556,272	532,814
10-52-200	TELEPHONE	41,471	41,471	25,000	16,471	66%	41,471	43,708	40,074
10-52-210	TELEPHONE SYSTEM	-	-	-	-	n/a	-	1,861	4,700
10-52-220	INTERNET SERVICES	41,676	41,676	42,000	(324)	-1%	42,000	28,053	50,537
10-52-275	COPIER, PRINTER LEASE	20,899	20,899	9,600	11,299	118%	21,000	17,448	38,629
10-52-280	SOFTWARE ANNUAL LICENSES	65,775	65,775	63,125	2,650	4%	66,000	80,271	100,575
10-52-290	SOFTWARE MAINTENANCE CONTRACT	261,736	261,736	112,437	149,299	133%	105,000	126,316	438,163
10-52-305	IT SUPPORT	9,000	9,000	-	9,000	n/a	9,000	7,668	700
10-52-330	GENERAL PROFESSIONAL SERVICES	30,000	30,000	-	30,000	n/a	15,000	10,516	43,305
10-52-415	COMPUTER SUPPLIES	2,386	2,386	3,500	(1,114)	-32%	3,000	6,327	11,451
10-52-464	OFFICE FURNISHINGS-NON CAPITAL	-	-	-	-	n/a	-	762	-
10-52-465	OFFICE SUPPLIES	344	344	1,000	(656)	-66%	600	2,011	1,101
10-52-485	PRINTING	-	-	-	-	n/a	-	-	-
10-52-540	LIABILITY INSURANCE	17,992	17,992	17,215	777	5%	17,215	16,238	15,440
10-52-541	PROPERTY INSURANCE	965	965	1,087	(122)	-11%	1,087	997	820
10-52-570	COMPUTER HARDWARE MAINTENANCE	2,420	2,420	850	1,570	185%	2,500	-	3,668
10-52-572	NETWORK HARDWARE & MAINTENANCE	-	-	-	-	n/a	-	-	7,609
10-52-670	MEETING EXPENSES	-	-	750	(750)	-100%	-	138	-
10-52-725	MILEAGE REIMBURSEMENT	-	-	150	(150)	-100%	-	-	57
10-52-770	ONSITE TRAINING	16,210	3,500	-	3,500	n/a	-	12,495	20,525
10-52-790	SUBSCRIPTIONS & PUBLICATIONS	259	259	600	(341)	-57%	260	324	437
10-52-815	CONFERENCES & TRAINING	-	-	-	-	n/a	-	2,063	7,763
10-52-840	MISCELLANEOUS	224	224	100	124	124%	250	763	17,950
10-52-860	COMPUTER PERIPHERALS	3,317	3,317	2,000	1,317	66%	2,000	13,054	3,358
10-52-863	COMPUTER HARDWARE	12,000	12,000	-	12,000	n/a	24,000	136,154	332,933
10-52-864	COMPUTER SOFTWARE	15,000	15,000	22,203	(7,203)	-32%	5,000	34,059	123,701
10-52-865	NETWORK HARDWARE	-	-	-	-	n/a	16,000	93,928	79,287
10-52-868	CABLING INFRASTRUCTURE	-	-	-	-	n/a	-	41,336	13,918
10-52-869	IT EQUIPMENT<Than \$5,000	6,000	6,000	12,000	(6,000)	-50%	-	2,055	9,814
10-52-903	TH BOARDROOM TECH UPGRADES	35,000	35,000	55,000	(20,000)	n/a	20,000	-	-
TOTAL SUPPLIES & SERVICES		582,674	569,964	368,617	201,347	55%	391,383	678,544	1,366,514
TOTAL EXPENDITURES		\$1,190,603	\$1,177,893	\$ 975,895	\$ 201,998	21%	\$ 985,536	\$ 1,234,816	\$1,899,328

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OFFICE DESCRIPTION & SERVICES

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

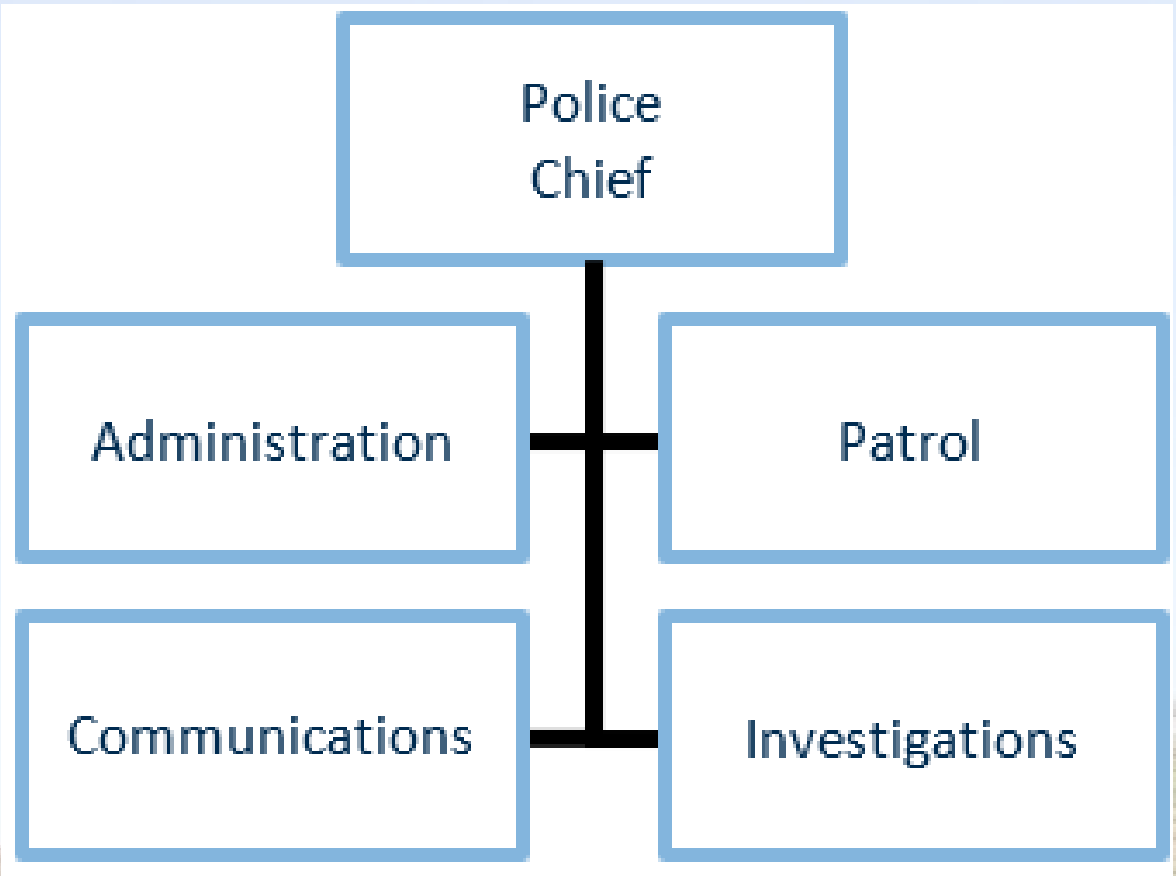
We are always open!

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).



ORGANIZATIONAL CHART





## MISSION

To provide high quality police services to our community, reduce crime and the fear of crime, by working with all citizens, preserve life, protect property, promote individual responsibility and encourage community involvement.

## HIGHLIGHTS

- ▶ Awarded accreditation through Arizona Law Enforcement Accreditation Program (ALEAP) in February 2021.
- ▶ Increased visible activities, including neighborhood and worship site checks, by 73% during the COVID pandemic to allay community fear of crime.

## SERVICE STATS

- ▶ 12% decrease in FBI Part 1 Crimes versus the three-year average.
- ▶ Over 21% decrease in FBI Part 1 Burglaries versus 3-year average.
- ▶ Over 44% decrease in non-injury Motor Vehicle collisions.

## STAFFING LEVELS

Recommended staffing levels same as last year; Two officers P3

POLICE DEPARTMENT - Authorized positions by PRIMARY FUNCTION					
PRIMARY FUNCTION	2021/22	2020/21	2019/20	2018/19	2017/18
Administration	12.0	12.0	12.0	12.0	8.0
Communications	6.0	6.0	6.0	6.0	5.0
Patrol	27.0	27.0	25.0	25.0	25.0
Investigations	6.0	6.0	6.0	6.0	6.0
Total full time equivalents	51.0	51.0	49.0	49.0	44.0
*In FY2021, Two Officer positions budgeted in a contingency until specific criteria are realized and service demands materialize					

## VISION

To Maintain a strong Police-Community partnerships to keep our neighborhoods crime free and to eliminate fear of crime in our community.

## EXPENDITURES

- ▶ Photo enforcement account for 40% of non-personnel expenditures
- ▶ Gasoline, radio service fees, department training and radio maintenance are the next largest non-personnel costs
- ▶ CAD software licensing agreements and police camera maintenance agreements are the largest costs in the technology cost center
- ▶ One replacement patrol vehicle is being recommended
- ▶ Replacement police vehicle radios and TASERs are being recommended with the creation of a multi-year life cycle replacement plan like, facilities, fleet and IT to even out cash flows
- ▶ Because of the large costs to replacement vehicle radios, half are recommended in FY2021/22 with the remainder in FY 2022/23

POLICE DEPARTMENT - Expenditures by DIVISION					
PRIMARY FUNCTION	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21
			\$	%	
Administration	\$2,620,028	\$2,517,974	\$ 102,054	4%	\$2,219,072
Communication	750,461	822,233	(71,772)	-9%	713,004
Patrol	4,378,390	4,340,068	38,322	1%	4,304,870
Investigations	895,383	995,493	(100,110)	-10%	857,348
PD technology	430,260	404,000	26,260	6%	404,000
Expenditures - Priority 2	\$9,074,522	\$9,079,768	\$ (5,246)	0%	\$8,498,294
Contingency - Priorities 3	356,800	-	356,800	n/a	-
Total Expenditures	\$9,431,322	\$9,079,768	\$ 351,554	4%	\$8,498,294

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# Police Department

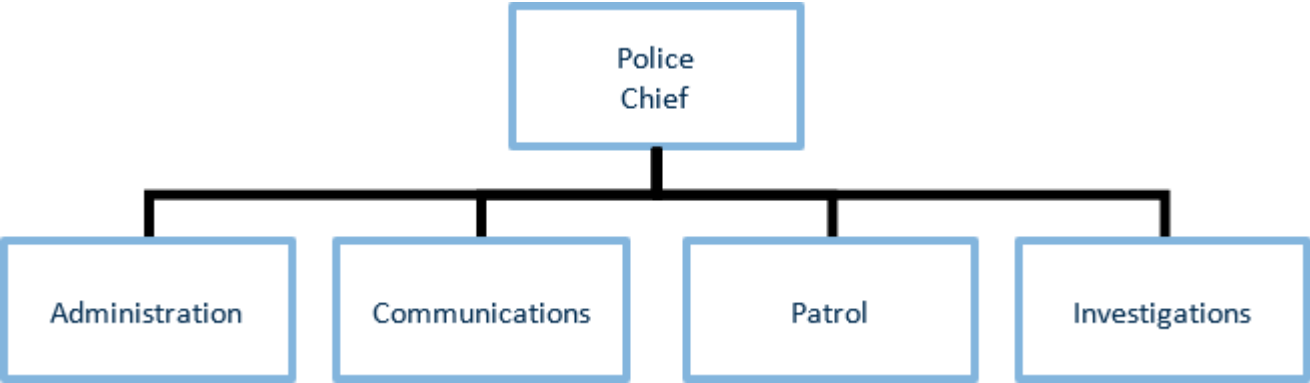
## MISSION

To provide high quality police services to our community, reduce crime and the fear of crime, by working with all citizens, preserve life, protect property, promote individual responsibility and encourage community involvement.

## VISION

To Maintain a strong Police-Community partnerships to keep our neighborhoods crime free and to eliminate fear of crime in our community.

## ORGANIZATIONAL CHART



## 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).



GOALS

- ▶ **Goal 1:** Reduce Crime and the Fear of Crime
- ▶ **Goal 2:** Encourage Community Empowerment
- ▶ **Goal 3:** Develop and Empower Department Personnel
- ▶ **Goal 4:** Incorporate Technology into the Department
- ▶ **Goal 5:** Review and Improve Work Product

SERVICE STATS

CALENDAR YEAR SERVICE LEVELS						Police Department	
Category	2020	2019	2018	2017	2016	2015	2014
Calls for service	53,699	49,638	54,897	49,721	44,651	29,789	28,526
Dispatched calls	13,377	13,389	12,079	11,437	10,939	11,930	9,875
Officer self-initiated activity	42,252	35,026	42,870	43,725	31,451	17,864	18,599
Traffic contacts	1,736	5,741	6,082	5,288	4,952	2,178	2,856
Vehicle impounds processed	87	218	389	309	153	n/a	n/a
Background checks	2,085	2,036	1,468	1,472	937	n/a	n/a
911 calls received	5,715	6,221	8,325	5,583	5,338	5,807	n/a
Incidents per officer	2,148	1,986	2,196	1,912	1,717	1,192	n/a
Public records request	467	438	346	404	349	115	n/a

- ▶ 12% decrease in FBI Part 1 Crimes versus the three-year average.
- ▶ Over 21% decrease in FBI Part 1 Burglaries versus three-year average.
- ▶ Over 44% decrease in non-injury Motor Vehicle collisions
- ▶ Alarm calls for service decreased 31%
- ▶ Officer viewed activity increased 21% (traffic stops, vacation watch, proactive patrols)

HIGHLIGHTS

- ▶ Increased visible activities, including neighborhood and worship site checks, by 73% during the COVID pandemic to allay community fear of crime
- ▶ Increased social media presence, posting three to four times per week after COVID forced cancellation of many public events.
- ▶ Aggressively sought grants and supplemental funding for personal protective equipment during COVID pandemic. Successful received nearly \$80,000 in supplemental funding.
- ▶ Awarded accreditation through Arizona Law Enforcement Accreditation Program (ALEAP) in February 2021.
- ▶ Transitioned from FBI Uniform Crime Reports (UCR) to the National Incident Based Reporting System (NIBRS). NIBRS provides more relevant data and was an FBI mandate by 1/1/2021. PVPD successfully transitioned with a 0% error rate in October 2020.
- ▶ In July 2020, PVPD 911 coordinated with PV IT and Maricopa Regional 911 to upgrade the 911 service in Paradise Valley. The upgrade provides greater redundancy, better 911 mapping and a text to 911 feature.
- ▶ Further improvements to the 911 mapping system were implemented with the integration of Rapid-SOS in September 2020.

FUNDING LEVELS

POLICE DEPARTMENT - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
General Fund	\$8,872,952	\$8,873,097	\$ (145)	0%	\$8,291,623	\$8,386,598	\$8,320,831
Enterprises *	126,570	131,671	(5,101)	-4%	131,671	119,042	182,700
Operating grants	75,000	75,000	-	0%	75,000	18,180	17,679
Sources - Priority 2	\$9,074,522	\$9,079,768	\$ (5,246)	0%	\$8,498,294	\$8,523,820	\$8,521,210
Contingency - Priorities 3	356,800	-	356,800	n/a	-	-	-
Total Sources	\$9,431,322	\$9,079,768	\$ 351,554	4%	\$8,498,294	\$8,523,820	\$8,521,210
* Police provides Communication (Dispatch) services to Alarm and Fire enterprises; and monitoring services to the Alarm enterprise							

Funding for the Department consists of the General Fund, the Alarm and Fire enterprises, and operating grants from the State of Arizona. Overall, Priority 2 funding is recommended to **decrease by \$5,246**. This net decrease is primarily from reduction in the Public Safety Personnel Retirement System (“PSPRS”) employer contribution rate lowering from 38.9% to 30.8% and increase in other expenditures explained in the “Expenditure” section.

Cash payments for the PSPRS unfunded liability are not shown in the Police Department’s operating budget. Information regarding the PSPRS unfunded liability can be found in the PSPRS program budget.

PRIORITY THREE CONTINGENCY

- Priority THREE requests include:
- Two (2) police officer positions, funding for the public safety fair, a trailer for motorcycle transport, and an slight increase to the gasoline budget.
  - These items are contingent on revenue stabilization, recovery of PV resorts occupancy rates over 2019 levels and continued call for service increases.
  - The addition of the two police officers maintains the service levels with increases in call loads and the increase in complex call types.
  - It is recommended for authorization given to the Town Manager to determine when the criteria has been met and authorized to approve filling these positions at that time.

# Police Department

## STAFFING LEVELS

POLICE DEPARTMENT - Authorized positions by CLASSIFICATION							
POSITION CLASSIFICATION	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
Chief of police	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Special services lieutenant	-	-	-	-	2.0	1.0	1.0
Commander	2.0	2.0	2.0	2.0	-	1.0	1.0
Community resource officer	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Crime analyst	1.0	1.0	1.0	1.0	1.0	-	-
Police administrative assistant	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Sr administrative support specialist	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Public safety analyst	1.0	1.0	1.0	1.0	-	-	-
Part-Time P/E technicians (4@20 hours)	2.0	2.0	2.0	2.0	-	-	-
Alarm monitor	1.0	1.0	1.0	1.0	-	-	-
Communications manager	-	-	1.0	1.0	1.0	-	-
Communications supervisor	1.0	1.0	-	-	-	1.0	-
Communications specialist	5.0	5.0	5.0	5.0	4.0	4.0	5.0
Lieutenant	-	-	-	-	1.0	1.0	-
Sergeant	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Corporal	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Officers	17.0	17.0	17.0	17.0	16.0	16.0	16.0
Detective sergeant	1.0	1.0	1.0	1.0	1.0	1.0	-
Detective corporal	1.0	1.0	1.0	1.0	-	-	-
Investigator	3.0	3.0	3.0	3.0	4.0	4.0	5.0
Evidence technician	1.0	1.0	1.0	1.0	1.0	-	-
<b>Sub-Total full time equivalents</b>	<b>49.0</b>	<b>49.0</b>	<b>49.0</b>	<b>49.0</b>	<b>44.0</b>	<b>42.0</b>	<b>41.0</b>
Positions in contingency*							
Officers	2.0	2.0	-	-	-	-	-
<b>Total full time equivalents</b>	<b>51.0</b>	<b>51.0</b>	<b>49.0</b>	<b>49.0</b>	<b>44.0</b>	<b>42.0</b>	<b>41.0</b>
Temporary / Term-limited positions:							
Communications specialists (PT)	1.0	1.0	1.0	1.0	2.0	1.0	-
Public safety analyst (FT)	-	-	-	-	1.0	-	-
Evidence technician (FT)	-	-	-	-	-	1.0	-
** Positions are held in contingency until specific criteria are realized and service demands materialize							

# Police Department

## STAFFING LEVELS (CONCLUDED)

POLICE DEPARTMENT - TOTAL Authorized positions							
	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
Sworn	36.0	36.0	34.0	34.0	34.0	34.0	33.0
Civilian	15.0	15.0	15.0	15.0	10.0	8.0	8.0
<b>Total full time equivalents</b>	<b>51.0</b>	<b>51.0</b>	<b>49.0</b>	<b>49.0</b>	<b>44.0</b>	<b>42.0</b>	<b>41.0</b>
*In FY2021, Two Officer positions were budgeted in a contingency until specific criteria are realized and service demands materialize							

The chart above shows the total sworn and civilian positions in the Police department.

The chart below shows the total positions by function (division) in the Police department.

POLICE DEPARTMENT - Authorized positions by PRIMARY FUNCTION							
PRIMARY FUNCTION	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
Administration	12.0	12.0	12.0	12.0	8.0	7.0	7.0
Communications	6.0	6.0	6.0	6.0	5.0	5.0	5.0
Patrol	27.0	27.0	25.0	25.0	25.0	25.0	24.0
Investigations	6.0	6.0	6.0	6.0	6.0	5.0	5.0
<b>Total full time equivalents</b>	<b>51.0</b>	<b>51.0</b>	<b>49.0</b>	<b>49.0</b>	<b>44.0</b>	<b>42.0</b>	<b>41.0</b>
*In FY2021, Two Officer positions were budgeted in a contingency until specific criteria are realized and service demands materialize							

FY2021/22 Two patrol officers were recommended but will be deferred until tourism returns to normal.

FY2020/21: An emergency manager/ sergeant position was added with priority two funding.

FY2019/20: No positions were added.

FY2018/19: Civilian positions added: four part-time photo enforcement technicians, an alarm monitoring position and a dispatcher.

FY2017/18: Civilian positions added: a public safety software analyst and a part-time dispatcher.

FY2016/17: Civilian positions added: an evidence technician and a part-time dispatcher.



# Police Department

## EXPENDITURES

There are five (5) primary functions (cost centers) in the Police Department for budgetary purposes. Four of those cost centers see a decrease in FY2020. Reduced retirement costs are the primary reason for the decreases in patrol and investigation cost centers.

POLICE DEPARTMENT - Expenditures by DIVISION							
PRIMARY FUNCTION	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
Administration	\$2,620,028	\$2,517,974	\$ 102,054	4%	\$2,219,072	\$1,900,575	\$2,426,154
Communication	750,461	822,233	(71,772)	-9%	713,004	726,508	683,599
Patrol	4,378,390	4,340,068	38,322	1%	4,304,870	4,655,581	4,400,852
Investigations	895,383	995,493	(100,110)	-10%	857,348	985,047	1,010,605
PD technology	430,260	404,000	26,260	6%	404,000	256,109	-
Expenditures - Priority 2	\$9,074,522	\$9,079,768	\$ (5,246)	0%	\$8,498,294	\$8,523,820	\$8,521,210
Contingency - Priorities 3	356,800	-	356,800	n/a	-	-	-
Total Expenditures	\$9,431,322	\$9,079,768	\$ 351,554	4%	\$8,498,294	\$8,523,820	\$8,521,210

The “PD Technology” cost center was established during FY2019/20 to track technology costs directly associated with the Police Department with shared ownership with the Information Technology Department. IT will continue to maintain the centralized budget for Town-wide technology.

The primary expenditures in the technology cost center are the maintenance agreement fee for the computer-aided dispatch and records management software system (CAD/RMS). Other expenses in this category include the service fees and software agreements for the camera systems, including body-worn, vehicle-mounted, and interview room camera systems.

# Police Department

## EXPENDITURES (CONCLUDED)

POLICE DEPARTMENT - Expenditures by CATEGORY							
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
Total Personnel	\$6,648,291	\$7,004,060	\$ (355,769)	-5%	\$6,650,816	\$6,964,514	\$6,769,429
Professional services	82,525	81,548	977	1%	45,298	34,751	42,054
FF&E; weapons & ammo	315,300	156,900	158,400	101%	154,900	128,456	104,086
Liability & property insurance	222,501	207,495	15,006	7%	207,495	196,917	188,920
Training and travel	74,900	74,900	-	0%	38,250	57,820	77,220
Photo enforcement contract	853,000	787,000	66,000	8%	678,000	352,613	809,237
PD Technology *	545,260	519,530	25,730	5%	518,030	364,662	127,496
Other supplies & services	255,345	248,335	7,010	3%	205,505	158,793	191,502
Total Supplies & Services	2,348,831	2,075,708	273,123	13%	1,847,478	1,294,012	1,540,515
Total Capital	77,400	-	77,400	n/a	-	265,294	211,266
Expenditures - Priority 2	\$9,074,522	\$9,079,768	\$ (5,246)	0%	\$8,498,294	\$8,523,820	\$8,521,210
Contingency - Priority 3	356,800	-	356,800	n/a	-	-	-
Total Expenditures	\$9,431,322	\$9,079,768	\$ 351,554	4%	\$8,498,294	\$8,523,820	\$8,521,210

**Personnel:** The decrease of 3% is a product of current salaries and wages, medical, dental, retirement and taxes and the PSPRS employer contribution rate lowering from 38.9% to 30.8%.

**Supplies and services:** The net increase of \$273,123 is primarily a result of increased process service numbers for the photo enforcement program and purchasing replacement TASERs and vehicle radios. The capital outlay increase is the result of a replacement police patrol vehicle request.

- ▶ Photo enforcement account for 40% of non-personnel expenditures
- ▶ Gasoline, radio service fees, department training and radio maintenance are the next largest non-personnel costs
- ▶ CAD software licensing agreements and police camera maintenance agreements are the largest costs in the technology cost center
- ▶ One replacement patrol vehicle is being recommended
- ▶ Replacement police vehicle radios (\$75,000) and TASERs (\$153,000) are being recommended with the creation of a multi-year life cycle replacement plan like, facilities, fleet and IT to even out cash flows

Police Department

LINE ITEMS - ADMINISTRATION

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-62-100	SALARIES AND WAGES	\$ 975,135	\$ 975,135	\$ 1,039,684	\$ (64,549)	-6%	\$ 909,352	\$ 856,670	\$ 814,529
10-62-105	OVERTIME	18,000	18,000	12,000	6,000	50%	5,250	4,309	14,394
10-62-115	EMPLOYEE BENEFITS-FICA	75,894	75,894	76,196	(302)	0%	60,980	63,806	61,551
10-62-120	EMPLOYEE BENEFITS-RETIREMENT	230,734	230,734	248,258	(17,524)	-7%	203,185	247,242	297,550
10-62-125	EMPLOYEE BENEFITS-WORKERS COMP	29,579	29,579	24,892	4,687	19%	22,594	20,219	18,375
10-62-130	EMPLOYEE BENEFITS-MEDICAL	107,885	107,885	86,629	21,256	25%	83,535	75,186	70,577
10-62-131	EMPLOYEE BENEFITS-DENTAL	9,962	9,962	7,898	2,064	26%	8,158	7,187	6,226
10-62-132	CANCER INSURANCE	200	200	375	(175)	-47%	200	200	200
10-62-135	EMPLOYEE BENEFITS-DISABIL/LIFE	959	959	958	1	0%	855	835	652
10-62-136	EMPLOYEE BENEFITS - STD	5,243	5,243	4,666	577	12%	4,567	4,544	4,297
10-62-160	EMPLOYEE BENEFITS-CLOTHING	1,950	1,950	7,070	(5,120)	-72%	6,908	3,545	4,987
10-62-161	EMPLOYEE BENEFIT - CELL PHONE	4,140	4,140	4,140	-	0%	3,450	4,140	4,140
10-62-186	EMPLOYEE BENEFITS - H S A	23,200	23,200	18,900	4,300	23%	20,073	17,757	16,162
10-62-191	DEFERRED COMPENSATION	12,720	12,720	12,700	20	0%	10,796	11,858	12,582
	NEW / REDUCED STAFF	41,000	-	-	-	n/a	-	-	-
	TOTAL PERSONNEL	1,536,601	1,495,601	1,544,366	(48,765)	-3%	1,339,904	1,317,498	1,326,223

Police Department

LINE ITEMS - ADMINISTRATION

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-62-290	SOFTWARE MAINTENANCE CONTRACT	-	-	-	-	n/a	-	54	-
10-62-326	MARICOPA CNTY ANIMAL CONTROL	11,215	11,215	10,888	327	3%	10,888	10,393	9,898
10-62-330	GENERAL PROFESSIONAL SERVICES	27,060	22,060	21,410	650	3%	14,410	727	11,550
10-62-400	BADGES & UNIFORMS SUPPLIES	2,000	1,500	2,000	(500)	-25%	2,000	2,842	4,174
10-62-462	TOWN CLOTHING	6,120	5,120	-	5,120	n/a	-	-	-
10-62-465	OFFICE SUPPLIES	26,000	20,000	26,000	(6,000)	-23%	20,000	14,389	19,943
10-62-466	AMMO, RANGE, TARGETS	13,000	10,000	10,000	-	0%	10,000	9,875	13,092
10-62-476	INSURANCE CLAIM LOSS	-	-	-	-	n/a	5,000	-	-
10-62-480	PHOTOCOPY USAGE	600	600	2,000	(1,400)	-70%	600	1,558	-
10-62-485	PRINTING	750	600	600	-	0%	600	639	1,483
10-62-495	COMMUNITY OUTREACH PROGRAM	29,285	24,285	17,835	6,450	36%	17,835	10,240	16,792
10-62-540	LIABIILTY INSURNACE	43,180	43,180	41,714	1,466	4%	41,714	38,972	37,060
10-62-541	PROPERTY INSURANCE	3,626	3,626	1,660	1,966	118%	1,660	1,561	1,936
10-62-542	VEHICLE INSURANCE	2,411	2,411	2,411	-	0%	2,411	2,296	2,548
10-62-670	MEETING EXPENSES	3,400	3,400	3,450	(50)	-1%	1,800	2,396	1,918
10-62-675	MEMBERSHIP & DUES	5,500	5,500	5,500	-	0%	4,000	3,395	2,639
10-62-715	LAB TESTS (INDEPENDENT LABS)	10,000	10,000	10,000	-	0%	5,000	1,890	4,689
10-62-725	MILEAGE-MISCELLANEOUS TRAVEL	1,250	1,250	1,500	(250)	-17%	750	1,235	347
10-62-730	OFFICER AWARDS PROGRAM	2,000	2,000	2,500	(500)	-20%	1,500	-	273
10-62-765	RECRUITING & EMPLOYMENT	9,780	7,980	8,000	(20)	0%	5,000	2,811	8,521
10-62-770	ONSITE TRAINING	50,650	50,650	50,400	250	0%	25,000	39,246	47,780
10-62-780	POLICE PROP.-EVIDENCE STORAGE	7,750	7,750	3,000	4,750	158%	3,000	1,707	4,342
10-62-790	SUBSCRIPTIONS & PUBLICATIONS	5,300	5,300	5,300	-	0%	6,000	16,034	12,921
10-62-795	SECURITY SYSTEM & CAMERA M&R	1,500	1,500	1,500	-	0%	1,500	17,368	25,184
10-62-815	CONFERENCES & TRAINING	18,000	18,000	18,000	-	0%	7,500	16,466	19,974
10-62-840	MISCELLANEOUS	3,500	3,500	3,500	-	0%	3,500	4,214	2,035
10-62-842	RECORDS RETENTION	1,500	1,500	1,500	-	0%	1,000	906	1,686
10-62-866	OFFICE FURNITURE & FIXTURES	3,500	3,500	3,500	-	0%	3,500	11,022	19,437
10-62-869	EQUIPMENT REPAIRS & MAINT	2,000	2,000	2,500	(500)	-20%	2,000	38	433
10-62-873	DUTY WEAPONS	8,000	3,000	3,000	-	0%	3,000	18,190	15,361
10-62-996	PHOTO ENFORCEMENT PHONE LINE	8,000	8,000	8,000	-	0%	8,000	5,686	6,825
10-62-997	PHOTO ENFORCEMENT PROCESS SERV	175,000	175,000	109,000	66,000	61%	170,000	37,404	129,840
10-62-999	PHOTO ENFORCEMENT FEES	670,000	670,000	670,000	-	0%	500,000	309,523	672,572
	TOTAL SUPPLIES & SERVICES	1,151,877	1,124,427	1,046,668	77,759	7%	879,168	583,076	1,099,931
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL EXPENDITURES	\$ 2,688,478	\$ 2,620,028	\$ 2,591,034	\$ 28,994	1%	\$ 2,219,072	\$ 1,900,575	\$ 2,426,154



Police Department

LINE ITEMS - COMMUNICATIONS

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-64-100	SALARIES AND WAGES	\$ 415,274	\$ 415,274	\$ 448,562	\$ (33,288)	-7%	\$ 371,574	\$ 436,444	\$ 381,178
10-64-105	OVERTIME	23,000	23,000	23,000	-	0%	18,934	17,930	40,908
10-64-115	EMPLOYEE BENEFITS-FICA	33,878	33,878	36,568	(2,690)	-7%	28,416	34,140	32,159
10-64-120	EMPLOYEE BENEFITS-RETIREMENT	48,270	48,270	52,086	(3,816)	-7%	36,800	40,453	33,614
10-64-125	EMPLOYEE BENEFITS-WORKERS COMP	1,106	1,106	1,150	(44)	-4%	3,145	5,824	932
10-64-130	EMPLOYEE BENEFITS-MEDICAL	42,502	42,502	43,011	(509)	-1%	43,278	38,956	35,989
10-64-131	EMPLOYEE BENEFITS-DENTAL	3,461	3,461	3,982	(521)	-13%	3,444	3,654	2,998
10-64-135	EMPLOYEE BENEFITS-DISABIL/LIFE	366	366	454	(88)	-19%	298	373	424
10-64-136	EMPLOYEE BENEFITS - STD	2,118	2,118	2,223	(105)	-5%	1,701	2,155	1,818
10-64-160	EMPLOYEE BENEFITS - CLOTHING	-	-	-	-	n/a	-	3,369	3,432
10-64-161	EMPLOYEE BENEFIT - CELL PHONE	-	-	1,380	(1,380)	-100%	-	1,265	1,380
10-64-186	EMPLOYEE BENEFITS - H S A	7,250	7,250	6,750	500	7%	6,473	6,494	5,548
10-64-191	DEFERRED COMPENSATION-457	4,570	4,570	5,070	(500)	-10%	4,765	4,875	3,710
N/A	NEW / REDUCED STAFF	-	-	-	-	-	-	-	-
TOTAL PERSONNEL		581,795	581,795	624,236	(42,441)	-7%	518,827	595,931	544,091
10-64-200	TELEPHONE	780	780	-	780	n/a	780	422	-
10-64-205	CELLULAR PHONE CHARGES	10,000	9,000	10,000	(1,000)	-10%	8,500	11,170	10,846
10-64-206	CELL PHONE PURCHASES	16,000	14,000	2,000	12,000	600%	2,000	-	-
10-64-207	CABLE TV	-	-	-	-	n/a	-	392	-
10-64-261	RWC RADIO FEES	50,000	50,000	66,030	(16,030)	-24%	66,030	58,534	61,299
10-64-265	PACE	-	-	-	-	n/a	-	814	4,410
10-64-375	TEMPORARY LABOR	-	-	3,600	(3,600)	-100%	-	-	-
10-64-462	TOWN CLOTHING	4,000	4,000	-	4,000	n/a	4,000	-	-
10-64-490	RADIO/TELEPHONE BATTERIES	2,000	2,000	2,000	-	0%	2,000	7,105	1,453
10-64-540	LIABILITY INSURANCE	21,590	21,590	20,857	733	4%	20,857	19,486	18,528
10-64-541	PROPERTY INSURANCE	1,796	1,796	3,010	(1,214)	-40%	3,010	2,857	4,352
10-64-575	NICE LOGGING RECORDER MAINTEN	-	-	1,500	(1,500)	-100%	-	1,439	-
10-64-610	RADIO REPAIRS	40,500	40,500	36,000	4,500	13%	36,000	21,481	30,166
10-64-675	DUES	1,000	1,000	1,000	-	0%	1,000	94	-
10-64-770	ONSITE TRAINING	-	-	-	-	n/a	-	-	994
10-64-815	TRAINING TRAVEL	-	-	-	-	n/a	-	37	-
10-64-840	MISCELLANEOUS	2,100	1,100	1,000	100	10%	1,000	1,881	1,877
10-64-867	DIGITAL RADIO/PHONE RECORDER	3,400	3,400	30,000	(26,600)	-89%	28,000	-	-
10-64-869	EQUIPMENT	20,750	19,500	21,000	(1,500)	-7%	21,000	4,865	5,581
TOTAL SUPPLIES & SERVICES		173,916	168,666	197,997	(29,331)	-15%	194,177	130,577	139,508
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 755,711	\$ 750,461	\$ 822,233	\$ (71,772)	-9%	\$ 713,004	\$ 726,508	\$ 683,599

Police Department

LINE ITEMS - PATROL

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-66-100	SALARIES AND WAGES	\$ 2,146,297	\$ 2,146,297	\$ 2,205,877	\$ (59,580)	-3%	\$ 2,332,990	\$ 2,124,203	\$ 1,974,607
10-66-102	STANDBY PAY	11,000	11,000	-	11,000	n/a	193	-	-
10-66-105	OVERTIME	176,500	176,500	188,500	(12,000)	-6%	112,508	183,505	141,595
10-66-115	EMPLOYEE BENEFITS-FICA	179,697	179,697	184,671	(4,974)	-3%	170,008	169,954	158,627
10-66-120	EMPLOYEE BENEFITS-RETIREMENT	723,723	723,723	922,369	(198,646)	-22%	927,953	1,187,748	1,211,568
10-66-125	EMPLOYEE BENEFITS-WORKERS COMP	107,710	107,710	106,093	1,617	2%	96,952	86,590	92,453
10-66-130	EMPLOYEE BENEFITS-MEDICAL	275,678	275,678	251,748	23,930	10%	230,574	225,380	223,702
10-66-131	EMPLOYEE BENEFITS-DENTAL	23,806	23,806	23,795	11	0%	23,085	21,635	20,806
10-66-132	CANCER INSURANCE	1,250	1,250	1,250	-	0%	-	1,250	1,250
10-66-135	EMPLOYEE BENEFITS-DISABIL/LIFE	2,231	2,231	2,495	(264)	-11%	2,098	2,356	1,914
10-66-136	EMPLOYEE BENEFITS - STD	12,560	12,560	12,140	420	3%	11,996	11,845	11,333
10-66-155	EMPLOYEE BENEFITS-UNEMPLOYMENT	-	-	-	-	n/a	4,648	-	-
10-66-186	EMPLOYEE BENEFITS - H S A	27,550	27,550	31,050	(3,500)	-11%	35,916	31,101	31,109
10-66-191	DEFERRED COMPENSATION-457	15,190	15,190	20,330	(5,140)	-25%	19,417	20,417	22,169
10-66-199	WORKERS' COMPENSATION DED	4,500	4,500	-	4,500	n/a	4,473	4,000	4,491
N/A	NEW STAFF	270,600	-	-	-	n/a	-	-	-
TOTAL PERSONNEL		3,978,292	3,707,692	3,950,318	(242,626)	-6%	3,972,810	4,069,984	3,895,625
10-66-160	EMPLOYEE BENEFITS-CLOTHING	33,300	33,300	33,000	300	1%	30,159	33,593	37,342
10-66-350	JAIL FEES	49,250	49,250	49,250	-	0%	20,000	23,581	19,200
10-66-400	BADGES & UNIFORMS SUPPLIES	-	-	-	-	n/a	-	-	501
10-66-430	FIRST AID SUPPLIES	2,500	2,500	2,500	-	0%	2,500	447	371
10-66-435	GAS & OIL	80,000	75,000	75,000	-	0%	50,000	51,230	80,151
10-66-465	PATROL SUPPLIES	17,150	17,150	17,250	(100)	-1%	17,250	17,835	12,940
10-66-466	POLICE CANINE	2,000	2,000	500	1,500	300%	1,000	-	-
10-66-495	SAFETY EQUIPMENT SUPPLIES	8,000	8,000	9,500	(1,500)	-16%	9,500	1,728	-
10-66-540	LIABILITY INSURANCE	90,799	90,799	87,745	3,054	3%	87,745	82,791	77,350
10-66-541	PROPERTY INSURANCE	21,582	21,582	17,201	4,381	25%	17,201	15,971	15,859
10-66-542	VEHICLE INSURANCE	11,117	11,117	8,104	3,013	37%	8,104	9,757	8,520
10-66-545	LOSS CONTROL-BIO HAZ MAT	1,200	1,200	1,200	-	0%	1,200	1,000	-
10-66-565	CAR WASHES	2,000	1,500	2,000	(500)	-25%	1,500	843	1,198
10-66-610	EQUIPMENT REPAIRS & MAINTENANC	2,000	2,000	2,000	-	0%	2,000	394	1,918
10-66-670	MEETING EXPENSES	-	-	-	-	n/a	-	-	1,100
10-66-675	MEMBERSHIP & DUES	-	-	-	-	n/a	-	14	-
10-66-725	MILEAGE REIMBURSEMENT	-	-	-	-	n/a	-	-	425
10-66-770	ONSITE TRAINING	-	-	-	-	n/a	-	288	3,283
10-66-800	TOWING	1,500	1,500	2,100	(600)	-29%	1,500	700	1,234
10-66-840	MISCELLANEOUS	500	500	500	-	0%	500	1,564	8
10-66-860	BULLET PROOF VESTS	19,300	19,300	9,900	9,400	95%	9,900	8,858	6,831
10-66-869	EQUIPMENT	256,600	256,600	72,000	184,600	256%	72,000	69,709	25,729
TOTAL SUPPLIES & SERVICES		598,798	593,298	389,750	203,548	52%	332,059	320,304	293,960
10-66-870	VEHICLES	82,400	75,400	-	75,400	n/a	-	258,090	209,278
10-66-872	VEHICLE CHANGEOVER	2,000	2,000	-	2,000	n/a	-	7,204	1,989
TOTAL CAPITAL OUTLAY		84,400	77,400	-	77,400	n/a	-	265,294	211,266
TOTAL EXPENDITURES		\$ 4,661,490	\$ 4,378,390	\$ 4,340,068	\$ 38,322	1%	\$ 4,304,870	\$ 4,655,581	\$ 4,400,852



Police Department

LINE ITEMS - INVESTIGATIONS

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-67-100	SALARIES AND WAGES	\$ 493,755	\$ 493,755	\$ 521,852	\$ (28,097)	-5%	\$ 458,841	\$ 481,876	\$ 487,083
10-67-102	STANDBY PAY	18,000	18,000	29,000	(11,000)	-38%	31,761	24,501	28,528
10-67-105	OVERTIME	31,000	31,000	25,000	6,000	24%	16,187	17,081	21,503
10-67-115	EMPLOYEE BENEFITS-FICA	42,881	42,881	44,830	(1,949)	-4%	33,441	39,536	40,455
10-67-120	EMPLOYEE BENEFITS-RETIREMENT	160,407	160,407	226,340	(65,933)	-29%	171,250	283,955	287,557
10-67-125	EMPLOYEE BENEFITS-WORKERS COMP	22,027	22,027	22,708	(681)	-3%	16,225	13,966	20,092
10-67-130	EMPLOYEE BENEFITS-MEDICAL	55,092	55,092	52,301	2,791	5%	52,023	49,482	49,484
10-67-131	EMPLOYEE BENEFITS-DENTAL	6,678	6,678	6,105	573	9%	5,708	5,814	5,508
10-67-132	CANCER INSURANCE	-	-	375	(375)	-100%	-	250	250
10-67-135	EMPLOYEE BENEFITS-DISABIL/LIFE	512	512	596	(84)	-14%	542	542	474
10-67-136	EMPLOYEE BENEFITS - STD	2,921	2,921	2,993	(72)	-2%	2,281	2,843	2,771
10-67-155	EMPLOYEE BENEFITS-UNEMPLOYMENT	-	-	-	-	n/a	1,920	-	-
10-67-160	EMPLOYEE BENEFITS-CLOTHING	3,250	3,250	6,500	(3,250)	-50%	7,846	6,562	4,676
10-67-161	EMPLOYEE BENEFIT - CELL PHONE	6,900	6,900	4,140	2,760	67%	4,600	5,520	4,370
10-67-180	EMPLOYEE BENEFITIS-401A MATCH	-	-	-	-	n/a	-	-	-
10-67-186	EMPLOYEE BENEFITS - H S A	13,050	13,050	9,450	3,600	38%	10,931	8,973	8,008
10-67-191	DEFERRED COMPENSATION-457	6,730	6,730	6,010	720	12%	5,719	5,779	5,387
10-67-199	WORKERS' COMPENSATION DED	-	-	-	-	n/a	-	828	-
N/A	NEW / REDUCED STAFF	-	-	-	-	n/a	-	-	-
TOTAL PERSONNEL		863,203	863,203	958,200	(94,997)	-10%	819,275	947,508	966,147
10-67-200	TELEPHONE & FAX	780	780	-	780	n/a	780	422	-
10-67-330	GENERAL PROFESSIONAL SERVICES	-	-	-	-	n/a	-	50	1,406
10-67-425	CRIME SCENE SUPPLIES	-	-	-	-	n/a	-	-	143
10-67-465	OFFICE SUPPLIES	-	-	-	-	n/a	-	-	504
10-67-540	LIABILITY INSURANCE	21,590	21,590	20,857	733	4%	20,857	19,486	18,528
10-67-541	PROPERTY INSURANCE	1,796	1,796	922	874	95%	922	868	988
10-67-542	VEHICLE INSURANCE	3,014	3,014	3,014	-	0%	3,014	2,872	3,251
10-67-705	INVESTIGATIVE TRAVEL	5,000	5,000	5,000	-	0%	5,000	67	1,993
10-67-770	STAFF TRAINING	-	-	-	-	n/a	-	480	2,424
10-67-790	SUBSCRIPTIONS & PUBLICATIONS	-	-	-	-	n/a	-	-	57
10-67-840	MISCELLANEOUS	-	-	-	-	n/a	-	7,356	984
10-67-869	EQUIPMENT	-	-	7,500	(7,500)	-100%	7,500	5,937	14,181
TOTAL SUPPLIES & SERVICES		32,180	32,180	37,293	(5,113)	-14%	38,073	37,538	44,459
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 895,383	\$ 895,383	\$ 995,493	\$ (100,110)	-10%	\$ 857,348	\$ 985,047	\$1,010,606

Police Department

LINE ITEMS - TECHNOLOGY

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-63-220	INTERNET SERVICES	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0%	\$ 50,000	\$ 43,032	\$ -
10-63-280	SOFTWARE ANNUAL LICENSES	10,000	10,000	10,000	-	0%	10,000	4,725	-
10-63-290	SOFTWARE MAINTENANCE	348,760	348,760	329,000	19,760	6%	329,000	202,480	-
10-63-865	NETWORK HARDWARE	21,500	21,500	15,000	6,500	43%	15,000	5,872	-
TOTAL SUPPLIES & SERVICES		430,260	430,260	404,000	26,260	0	404,000	256,109	-
TOTAL EXPENDITURES		\$ 430,260	\$ 430,260	\$ 404,000	\$ 26,260	\$ 0	\$ 404,000	\$ 256,109	\$ -

Alarm and Fire Services are “Enterprise” funds that are intended to be predominantly self-supporting and account for services rendered to the public on a fee basis that more resembles the private sector, than a governmental program.





# Alarm Services

**Expenses** are planned to decrease by \$24,430 or 11%.

**Personnel** shows a decrease of 2% resulting from the current allocation of Town staff's services.

**Supplies and services** budget estimates an decrease of 23%, as shown below.



ALARM SERVICES - Expenses by CATEGORY					
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change \$	%	Projected 2020/21
<b>Total Personnel *</b>	<b>\$ 115,839</b>	<b>\$ 118,804</b>	<b>\$ (2,965)</b>	<b>-2%</b>	<b>\$ 118,804</b>
Radio and service fees	2,628	11,830	(9,202)	-78%	2,352
IT software	2,000	4,500	(2,500)	-56%	6,250
Professional services	20,000	15,000	5,000	33%	17,100
IT hardware	2,500	14,000	(11,500)	-82%	2,500
Contingency	40,000	48,000	(8,000)	-17%	-
Other supplies & services	5,737	1,000	4,737	n/a	600
<b>Total Supplies &amp; Services</b>	<b>72,865</b>	<b>94,330</b>	<b>(21,465)</b>	<b>-23%</b>	<b>28,802</b>
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>-</b>
<b>Total Expenses</b>	<b>\$ 188,704</b>	<b>\$ 213,134</b>	<b>\$ (24,430)</b>	<b>-11%</b>	<b>\$ 147,606</b>
* Personnel costs are allocated via an administrative allocation.					

ALARM SERVICES - Funding by SOURCE					
Funding by Source	Budget 2021/22	Budget 2020/21	Change \$	%	Projected 2020/21
Service fees	\$ 140,000	\$ 155,000	(15,000.00)	-10%	\$ 135,731
Use of fund balance	48,704	58,134	\$ (9,430)	-16%	11,875
<b>Total Sources</b>	<b>\$ 188,704</b>	<b>\$ 213,134</b>	<b>\$ (24,430)</b>	<b>-11%</b>	<b>\$ -</b>

# Fire Services

**Expenses** are planned to decrease by \$10,070.

**Personnel** shows a decrease by 1% resulting from the current allocation of staff's services

**Supplies and services:** The net decrease of \$8,913; but the final Phoenix figures are not in yet.

FIRE SERVICES - Expenses by CATEGORY					
EXPENSES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change \$	%	Projected 2020/21
<b>Total Personnel</b>	<b>\$ 227,560</b>	<b>\$ 228,717</b>	<b>\$ (1,157)</b>	<b>-1%</b>	<b>\$ 228,717</b>
Utilities	45,500	46,400	(900)	-2%	44,522
Phoenix IGA	2,820,000	2,819,293	707	0%	2,818,769
Maintenance services	68,902	40,300	28,602	71%	36,650
Third party reimbursements	100,000	115,000	(15,000)	-13%	100,000
Billing processing fees	43,500	46,400	(2,900)	n/a	38,751
Operating contingency	90,000	90,000	-	0%	-
Other supplies & services	63,450	82,872	(19,422)	-23%	80,366
<b>Total Supplies &amp; Services</b>	<b>3,231,352</b>	<b>3,240,265</b>	<b>(8,913)</b>	<b>0%</b>	<b>3,119,058</b>
<b>Total Expenses</b>	<b>\$3,458,912</b>	<b>\$3,468,982</b>	<b>\$ (10,070)</b>	<b>0%</b>	<b>\$3,347,775</b>

FIRE SERVICES - Funding by SOURCE					
Funding by Source	Budget 2021/22	Budget 2020/21	Change \$	%	Projected 2020/21
Fire service fee	\$2,920,000	\$2,850,000	\$ 70,000	2%	\$2,923,156
Fire service IGA fee	270,000	245,000	25,000	10%	270,000
Rents & reimbursements	43,000	47,000	(4,000)	-9%	44,807
Use (Gain) of fund balance	225,912	326,982	(101,070)	-31%	109,812
General fund transfer in	-	-	-	n/a	-
<b>Total Sources</b>	<b>\$3,458,912</b>	<b>\$3,468,982</b>	<b>\$ (10,070)</b>	<b>0%</b>	<b>\$ -</b>



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FOR THIS PRESENTATION ONLY

# Alarm Services

## MISSION

To provide high quality police services to our community, reduce crime and the fear of crime, by working with all citizens, preserve life, protect property, promote individual responsibility and encourage community involvement.

## OFFICE DESCRIPTION & SERVICES

Alarm Monitoring oversees the day-to-day operations of the Town’s Police Alarm Monitoring (PAM) subscription service. Residential alarm signals are directly monitored, dispatched, and responded to by Paradise Valley Police Officers. Paradise Valley is one of the few municipalities in the nation offering this unique service to its residents.

In addition to fielding account questions from subscribers and working with field technicians to test incoming signals, Alarm Monitoring is also responsible for false alarm fine assessment and collections.

The Town Council recently made the decision to take on new alarm subscribers to our police monitored alarm account. Please contact Alarm Monitoring Office.

## ENTERPRISE ACCOUNTING

Alarm Services is considered an “Enterprise” fund (often referred to as a “Proprietary” fund).

The Alarm Services enterprise is predominantly self-supporting and accounts for services rendered to the public on a fee basis that more resembles the private sector, than a governmental program.

The rate structure for residential and commercial alarm customers is designed to cover costs of providing alarm services.

The accounting basis for the Alarm fund is full “accrual” basis that has a measurement focus on determination of income and financial position; and uses business terms such as “income” & “expense”.

SELF-SUSTAINING FEE STRUCTURE

Town of Paradise Valley Police Department		
Alarm Monitoring Services		
Service Type	# of Entry Points	Total Charge
Telephone (installed via phone line)	1-24	\$35.00
Cellular Digital Back-up (wireless)	1-24	\$35.00
Telephone & Digital Back-up (both)	1-24	\$45.00
Telephone	25 & greater	\$40.00
Cellular Digital Back-up	25 & greater	\$40.00
Telephone & Digital Back-up	25 & greater	\$50.00
Yard Signs		\$4.00

False Alarm Assessment

First False Alarm Response	Free
Second & Subsequent False Alarms	\$100.00 per response

FUNDING LEVELS

ALARM SERVICES - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
Service fees	\$ 140,000	\$ 155,000	(15,000.00)	-10%	\$ 135,731	\$ 135,642	\$ 143,073
Use of fund balance	48,704	58,134	\$ (9,430)	-16%	11,875	(5,120)	133,091
Total Sources	\$ 188,704	\$ 213,134	\$ (24,430)	-11%	\$ -	\$ -	\$ -

Alarm Services is an “Enterprise” fund that is intended to be predominantly self-supporting and accounts for services rendered to the public on a fee basis that more resembles the private sector, than a governmental program.

EXPENSES

ALARM SERVICES - Expenses by CATEGORY							
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
Total Personnel *	\$ 115,839	\$ 118,804	\$ (2,965)	-2%	\$ 118,804	\$ 110,458	\$ 257,468
Radio and service fees	2,628	11,830	(9,202)	-78%	2,352	2,280	6,719
IT software	2,000	4,500	(2,500)	-56%	6,250	-	-
Professional services	20,000	15,000	5,000	33%	17,100	17,197	11,977
IT hardware	2,500	14,000	(11,500)	-82%	2,500	-	-
Contingency	40,000	48,000	(8,000)	-17%	-	-	-
Other supplies & services	5,737	1,000	4,737	n/a	600	587	-
Total Supplies & Services	72,865	94,330	(21,465)	-23%	28,802	20,064	18,696
Total Capital	-	-	-	n/a	-	-	-
Total Expenses	\$ 188,704	\$ 213,134	\$ (24,430)	-11%	\$ 147,606	\$ 130,522	\$ 276,164
* Personnel costs are allocated via an administrative allocation.							

Personnel show a 2% decrease resulting from the current allocation of staff’s services. Personnel expenses are services from the Police, Information technology and Finance departments.

Supplies and services budget estimates an decrease of 23%, as shown below.

# Alarm Services

LINE ITEMS									
GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
50-30-870	ALARM SERVICE FEE	\$140,000	\$ 140,000	\$ 155,000	\$ (15,000)	-10%	\$ 135,731	\$ 135,642	\$ 143,073
TOTAL REVENUE		140,000	140,000	155,000	(15,000)	-10%	135,731	135,642	143,073
50-40-980	ADMIN FEE ALLOCATION	\$115,839	\$ 115,839	\$ 118,804	\$ (2,965)	-2%	\$ 118,804	\$ 110,458	\$ 257,468
TOTAL PERSONNEL		115,839	115,839	118,804	(2,965)	-2%	118,804	110,458	257,468
50-40-235	RADIO SERVICE FEES	-	-	9,000	(9,000)	-100%	-	-	6,719
50-40-290	SOFTWARE MAINTENANCE CONTRACT	2,000	2,000	4,500	(2,500)	-56%	6,250	-	-
50-40-330	GENERAL PROFESSIONAL SERVICES	20,000	20,000	15,000	5,000	33%	17,100	17,197	11,977
50-40-336	BILL PROCESSING FEES	372	372	300	72	24%	336	211	-
50-40-339	BANK SERVICE CHARGES	576	576	750	(174)	-23%	516	396	-
50-40-341	CREDIT CARD & EFT EXPENSE	1,680	1,680	1,780	(100)	-6%	1,500	1,673	-
50-40-465	OFFICE SUPPLIES	969	969	-	-	0%	-	-	-
50-40-540	LIABILITY INSURANCE	3,768	3,768	-	-	0%	-	-	-
50-40-570	COMPUTER HARDWARE MAINTENANCE	2,500	2,500	4,000	(1,500)	-38%	2,500	-	-
50-40-753	POSTAGE ALLOCATION	-	-	-	-	0%	-	-	-
50-40-754	POSTAGE FOR MONTHLY BILLINGS	1,000	1,000	1,000	-	0%	600	587	-
50-40-840	MISCELLANEOUS	-	-	-	-	0%	-	-	-
50-40-850	BAD DEBT EXPENSE	-	-	-	-	n/a	-	-	-
50-40-863	COMPUTER HARDWARE	-	-	10,000	(10,000)	-100%	-	-	-
50-40-999	OPERATING CONTINGENCY	40,000	40,000	48,000	(8,000)	-17%	-	-	-
TOTAL SUPPLIES & SERVICES		72,865	72,865	94,330	(26,202)	-23%	28,802	20,064	18,696
TOTAL EXPENDITURES		\$ 188,704	\$ 188,704	\$ 213,134	\$ (29,167)	-25%	\$ 147,606	\$ 130,522	\$ 276,164

# Fire Services

FIRE SERVICES DESCRIPTION									
The Fire Service Enterprise was established to record activity associated with the fire service fee which began January 1, 2013. State Legislation was passed in 2014 that permanently allows the collection of the Town’s fee.									
The City of Phoenix provides fire services via a contract with the Town in which costs are shared equally. The Town constructed both fire stations with the associated debt service paid from the Town’s General Fund.									
Emergency medical services are provided by a private company which operates from leased Town property.									
Fire Services is an “Enterprise” fund that is intended to be predominantly self-supporting and accounts for services rendered to the public on a fee basis that more resembles the private sector, than a governmental program.									
RATES									
Fire Service Rates were designed to recover operating costs, but not the construction costs of the fire stations. The residential rate tiers are based on Residence Square Footage and commercial rates are based on the zoned use of the property.									
Residential Rates:									
▪3,000 square feet or less									
\$360 annually (\$30 monthly)									
▪3,001-6,000 square feet									
\$480 annually (\$40 monthly)									
▪6,001 or greater square feet									
\$600 annually (\$50 monthly)									
▪Vacant Lot									
\$120 annually (\$10 monthly)									



# Fire Services

## FUNDING LEVELS

FIRE SERVICES - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
Fire service fee	\$2,920,000	\$2,850,000	\$ 70,000	2%	\$2,923,156	\$2,923,331	\$2,846,197
Fire service IGA fee	270,000	245,000	25,000	10%	270,000	276,479	218,358
Rents & reimbursements	43,000	47,000	(4,000)	-9%	44,807	54,710	101,176
Use (Gain) of fund balance	225,912	326,982	(101,070)	-31%	109,812	(46,004)	(278,874)
General fund transfer in	-	-	-	n/a	-	50,000	50,000
<b>Total Sources</b>	<b>\$3,458,912</b>	<b>\$3,468,982</b>	<b>\$ (10,070)</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Fire Services is an “Enterprise” fund that is intended to be predominantly self-supporting and accounts for services rendered to the public on a fee basis that more resembles the private sector, than a governmental program.

Fire Service IGA Fee is the agreement with Clearwater Hills and Franciscan Renewal Center and is offset by “Third Party Reimbursements” expense for ½ payments passed to PHX.

## EXPENSES

FIRE SERVICES - Expenses by CATEGORY							
EXPENSES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
<b>Total Personnel</b>	<b>\$ 227,560</b>	<b>\$ 228,717</b>	<b>\$ (1,157)</b>	<b>-1%</b>	<b>\$ 228,717</b>	<b>\$ 247,926</b>	<b>\$ 165,602</b>
Utilities	45,500	46,400	(900)	-2%	44,522	39,999	37,032
Phoenix IGA	2,820,000	2,819,293	707	0%	2,818,769	2,668,014	2,490,242
Maintenance services	68,902	40,300	28,602	71%	36,650	40,645	62,881
Third party reimbursements	100,000	115,000	(15,000)	-13%	100,000	138,159	109,004
Billing processing fees	43,500	46,400	(2,900)	n/a	38,751	45,621	-
Operating contingency	90,000	90,000	-	0%	-	-	-
Other supplies & services	63,450	82,872	(19,422)	-23%	80,366	78,152	72,096
<b>Total Supplies &amp; Services</b>	<b>3,231,352</b>	<b>3,240,265</b>	<b>(8,913)</b>	<b>0%</b>	<b>3,119,058</b>	<b>3,010,590</b>	<b>2,771,255</b>
<b>Total Expenses</b>	<b>\$3,458,912</b>	<b>\$3,468,982</b>	<b>\$ (10,070)</b>	<b>0%</b>	<b>\$3,347,775</b>	<b>\$3,258,516</b>	<b>\$2,936,857</b>

**Expenses** are planned to decrease by \$10,070; but the final Phoenix figures are not in yet.  
**Personnel** decreased by 1% resulting from the current allocation of Town staff’s services.  
**Supplies and services:** The net decrease of \$8,913 is driven no change in the PHX IGA costs.  
**Depreciation** is not a budgeted expense since it is part of “net assets”, not “fund balance”.

# Fire Services

## LINE ITEMS

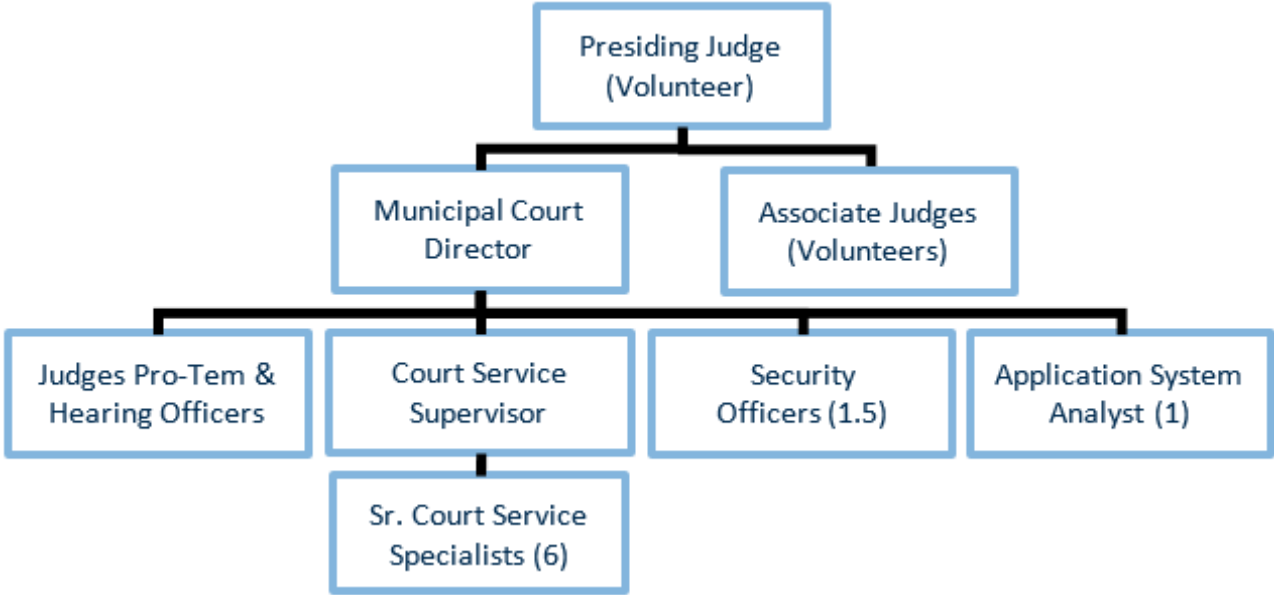
GL	Account Title	BUDGET PRIORITY THREE	BUDGET PRIORITY TWO	AMENDED BUDGET	CHANGE IN	CHANGE IN	PROJECTED	ACTUAL	ACTUAL
		2021/22	2021/22	2020/21	AMOUNT	%	2020/21	2019/20	2018/19
53-30-870	FIRE SERVICE FEE	\$ 2,920,000	\$ 2,920,000	\$ 2,850,000	\$ 70,000	2%	\$ 2,923,156	\$ 2,923,331	\$ 2,846,197
53-30-872	FIRE SERVICE IGA FEE	270,000	270,000	245,000	25,000	n/a	270,000	276,479	218,358
53-37-616	MISC INTEREST	1,000	1,000	5,000	(4,000)	-80%	7,500	15,674	43,325
53-38-425	PROCESS SERVICE FEE - FIRE	1,000	1,000	1,000	-	0%	-	-	147
53-38-711	PMT HOUSE RENTAL	36,000	36,000	36,000	-	0%	36,000	36,000	36,000
53-38-766	THIRD PARTY FIRE SERV REIMBURS	5,000	5,000	5,000	-	0%	1,307	3,036	21,704
<b>TOTAL REVENUE</b>		<b>3,233,000</b>	<b>3,233,000</b>	<b>3,142,000</b>	<b>91,000</b>	<b>3%</b>	<b>3,237,963</b>	<b>3,254,520</b>	<b>3,165,731</b>
53-40-980	ALLOCATE ADMINISTRATIVE FEES	227,560	227,560	228,717	(1,157)	-1%	228,717	247,926	165,602
<b>TOTAL PERSONNEL</b>		<b>227,560</b>	<b>227,560</b>	<b>228,717</b>	<b>(1,157)</b>	<b>-1%</b>	<b>228,717</b>	<b>247,926</b>	<b>165,602</b>
53-40-210	WATER	7,000	7,000	7,000	-	0%	6,822	4,974	4,001
53-40-214	FIRE SERVICE FEE	1,200	1,200	1,200	-	0%	1,155	1,155	1,477
53-40-215	ELECTRICITY	32,000	32,000	32,000	-	0%	30,649	27,772	26,073
53-40-217	SEWER SERVICE FEES	4,100	4,100	4,800	(700)	-15%	5,313	4,874	4,515
53-40-220	NATURAL GAS	2,400	2,400	2,600	(200)	-8%	1,739	2,378	2,442
53-40-330	GENERAL PROFESSIONAL SERVICES	30,702	30,702	14,500	16,202	112%	6,034	5,616	7,592
53-40-333	JANITORIAL SERVICE	2,200	2,200	2,200	-	0%	-	-	-
53-40-335	PHOENIX IGA	2,820,000	2,820,000	2,819,293	707	0%	2,818,769	2,668,014	2,490,242
53-40-336	BILL PROCESSING FEES	4,500	4,500	4,000	500	13%	4,129	4,433	-
53-40-339	BANK SERVICE CHARGES	8,000	8,000	8,000	-	0%	7,417	7,331	-
53-40-341	CREDIT CARD & EFT EXPENSE	28,000	28,000	28,000	-	0%	24,447	30,481	-
53-40-342	THIRD PARTY REIMBURSEMENTS	100,000	100,000	115,000	(15,000)	-13%	100,000	138,159	109,004
53-40-435	GAS & OIL	20,000	20,000	20,000	-	0%	20,841	19,575	19,648
53-40-520	WEED CONTROL	900	900	900	-	0%	900	889	137
53-40-540	LIABILITY INSURANCE	163	163	200	(37)	-19%	200	162	-
53-40-541	PROPERTY INSURANCE	3,032	3,032	4,917	(1,885)	-38%	4,917	4,873	3,088
53-40-542	VEHICLE INSURANCE	8,555	8,555	8,555	-	0%	8,555	8,148	8,148
53-40-560	FACILITIES REPAIRS & MAINT	30,000	30,000	18,500	11,500	62%	22,461	32,526	52,697
53-40-580	FIRE HYDRANT MAINTENANCE	-	-	15,000	(15,000)	-100%	17,281	17,170	16,672
53-40-595	LANDSCAPE MAINT	1,200	1,200	1,200	-	0%	4,088	-	-
53-40-634	ENVIRONMENTAL DISPOSAL FEE	2,400	2,400	1,500	900	60%	2,387	1,613	941
53-40-635	PEST CONTROL	1,500	1,500	1,500	-	0%	780	-	1,513
53-40-754	POSTAGE FOR MONTHLY BILLINGS	11,000	11,000	14,400	(3,400)	-24%	10,176	10,707	-
53-40-840	MISCELLANEOUS	20,000	20,000	20,000	-	0%	20,000	19,738	21,064
53-40-850	BAD DEBT EXPENSE	2,500	2,500	5,000	(2,500)	-50%	-	-	1,999
53-40-999	OPERATING CONTINGENCY	90,000	90,000	90,000	-	0%	-	-	-
<b>TOTAL SUPPLIES &amp; SERVICES</b>		<b>3,231,352</b>	<b>3,231,352</b>	<b>3,240,265</b>	<b>(11,227)</b>	<b>0%</b>	<b>3,119,058</b>	<b>3,010,590</b>	<b>2,771,255</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,458,912</b>	<b>\$ 3,458,912</b>	<b>\$ 3,468,982</b>	<b>\$ 79,773</b>	<b>0%</b>	<b>\$ 3,347,775</b>	<b>\$ 3,258,516</b>	<b>\$ 2,936,857</b>

OFFICE DESCRIPTION & SERVICES

Paradise Valley Municipal Court is the independent judicial branch of the Town government. The Court has jurisdiction over criminal and civil traffic violations, non-traffic misdemeanors and town code violations occurring within the Town of Paradise Valley. The Court also issues protective orders in cases of domestic violence and harassment.



ORGANIZATIONAL CHART



Paradise Valley Municipal Court is the ONLY court in the nation that operates with a 100% volunteer judicial bench.

The Court has ten volunteer judges appointed by Council and two hearing officers appointed by the Presiding Judge.





## HIGHLIGHTS

Coronavirus Response: The court remained open throughout the pandemic as directed by Arizona Supreme Court. Court implemented enhancements to conduct telephonic and virtual proceedings to reduce the number of participants in courthouse. Staff was resilient in providing extraordinary service during an exceptionally challenging time.

## STAFFING LEVELS

Recommends staffing level for FY2021/22 is to increase by 2 full-time equivalents with **no impact to General Fund**.

- **Court Enhancement:** (1) Application System Analyst position to support and maintain court business applications and processes.
- **Court Grants:** (1) Court Program Specialist/Court Specialist to oversee programs, develop procedures and processes, train staff and manage workflows to implement best practices.

The ongoing local and state technology initiatives require an Application System Analyst and Court Program Specialist to support court operations and implement required business/technology advances per Arizona Supreme Court.

MUNICIPAL COURT - Authorized positions by funding SOURCE					
	2020/21	2020/21	2019/20	2018/19	2017/18
General fund	7.0	7.0	7.0	7.0	6.0
Court enhancement	2.5	1.5	-	-	-
Other court grants	1.0	-	-	-	-
<b>Total full time equivalents</b>	<b>10.5</b>	<b>8.5</b>	<b>7.0</b>	<b>7.0</b>	<b>6.0</b>
General fund: temporary part-time	-	0.6	3.0	3.0	6.0

## SERVICE STATS – FY2020

- ▶ Highest case filings per clerk ratio in the state
- ▶ 4,779 court visitors; 2,321 courtroom proceedings
- ▶ 13,794 payments; 14,104 phone calls
- ▶ 11,256 motions/correspondence received
- ▶ 39% projected increase in case filings from FY20 to FY21

CASE FILINGS							Municipal Court
Category	2021*	2020	2019	2018	2017	2016	
Criminal cases	199	247	482	290	276	137	
Civil cases	38,030	27,225	49,646	49,426	49,010	54,316	
Protective orders	50	26	23	14	16	19	
<b>Total cases</b>	<b>38,279</b>	<b>27,498</b>	<b>50,151</b>	<b>49,730</b>	<b>49,302</b>	<b>54,472</b>	
* 2021 is estimated on data trends							

## EXPENDITURES

Overall, Priority 2 funding is recommended to **increase by \$123,113 or 21%**. Funding from the General fund is recommended to increase by \$14,915 or 2%; with funding from the Court enhancement fees increasing by \$108,198 or 76%; and Fill the Gap and JCEF increasing by \$67,474.

MUNICIPAL COURT - Funding by SOURCE					
Funding by Source	Budget 2021/22	Budget 2020/21*	Change		Projected 2020/21
			\$	%	
General Fund	\$ 785,515	\$770,600	\$ 14,915	2%	\$807,485
Court Enhancement fees	249,721	141,523	108,198	76%	107,573
Fill the gap and JCEF	72,474	5,000	67,474	1349%	2,500
<b>Sources - Priority 2</b>	<b>\$1,107,710</b>	<b>\$917,123</b>	<b>\$123,113</b>	<b>21%</b>	<b>\$917,558</b>
Contingency - Priorities 3	3,000	-	3,000	n/a	-
<b>Total Sources</b>	<b>\$1,110,710</b>	<b>\$917,123</b>	<b>\$193,587</b>	<b>21%</b>	<b>\$917,558</b>
* Included in FY2020/21 is a Budget Amendment for \$37,000 that may be brought for Council consideration in June 2021					



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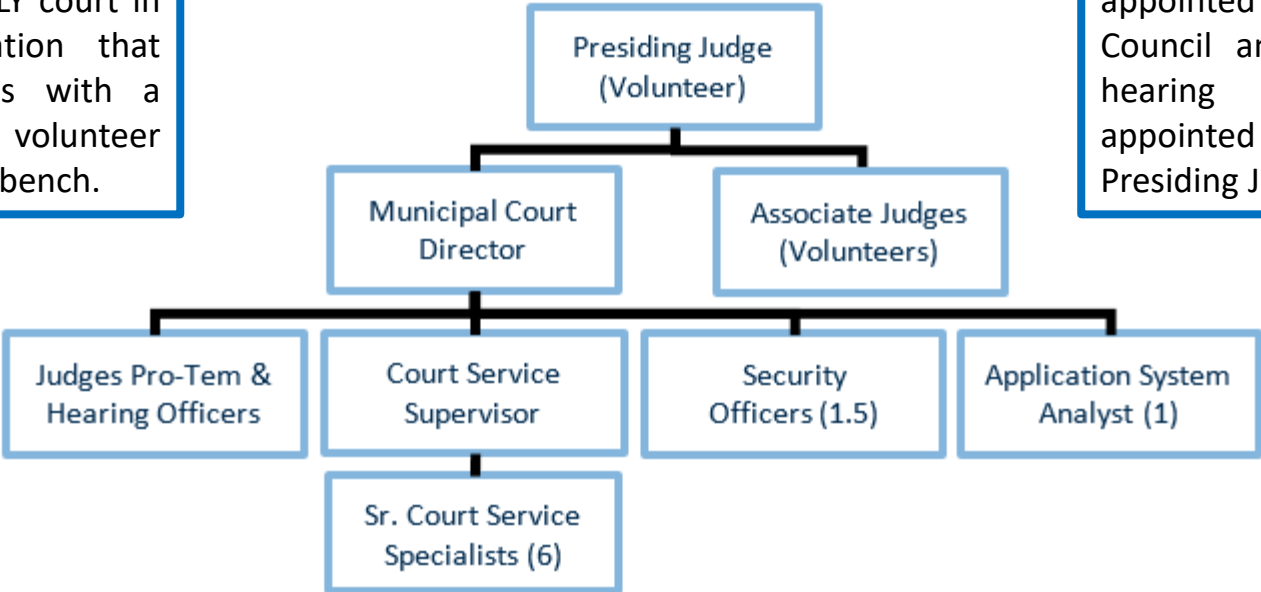
MISSION

To provide a professional and dignified forum for the efficient, fair and swift resolution of all matters that come before the Court.

Paradise Valley Municipal Court is the ONLY court in the nation that operates with a 100% volunteer judicial bench.

ORGANIZATIONAL CHART

The Court has ten volunteer judges appointed by Council and two hearing officers appointed by the Presiding Judge.



OFFICE DESCRIPTION & SERVICES

Paradise Valley Municipal Court is the independent judicial branch of the Town government. The Court has jurisdiction over criminal and civil traffic violations, non-traffic misdemeanors and town code violations occurring within the Town of Paradise Valley. The Court also issues protective orders in cases of domestic violence and harassment.

The Municipal Court is a court of limited jurisdiction within the Town of Paradise Valley. As a part of the Arizona State Court System, it is subject to the authority of the Arizona Supreme Court. The Municipal Court is one of eighty-two municipal courts in Arizona and is the sixth largest municipal court in the state in terms of case volume.

The Presiding Judge, Associate Judges, and Pro-Tems/Hearing Officers are all volunteers. Judges are appointed by the Town Council and Pro-Tems/Hearing Officers are appointed by the Presiding Judge for two-year terms.

The Paradise Valley Municipal Court is committed to serving the public and contributing to the quality of life in the community by fairly, impartially, and promptly administering justice in an effective, efficient and professional manner.

# Municipal Courts

## GOALS

- ▶ **Protective Order Processing Phase II** – import data from AZPOINT petition portal to auto populate data and documents to court’s case management system.
- ▶ **Text Messaging Reminders** – implement text message notifications for upcoming court dates and payments.
- ▶ **Arizona Supreme Court’s Fine and Restitution Enforcement (FARE) Program** – implement data exchange with FARE on delinquent cases eligible for collections.
- ▶ **PayNearMe** – participate in Supreme Court’s PayNearMe program that allows litigants to pay fines/fees at local contracted vendors (CVS, Family Dollar, 7-Eleven).
- ▶ **Public Access Portal** – provide public access to Court’s case management system to look up case information on Town’s website.
- ▶ **Statistical Reports** – update monthly statistical reports with detail summary reports for each charge and case type as required by Arizona Supreme Court.
- ▶ **Phone System Upgrade** - integrate Court lines to Town’s phone system.

## HIGHLIGHTS

- ▶ **Court Operations** - no disruption in services while faced with COVID-19 and staff shortage. Staff responded with dedication and commitment to court operations providing extraordinary service during an exceptionally challenging time.
- ▶ **Virtual Proceedings** - implemented video & telephonic conferencing technology to allow for civil, criminal and protective order proceedings to be done remotely by all participants.
- ▶ **Court Forms/Orders** - rewrite of criminal and civil forms to include virtual hearing instructions, COVID-19 information and rule changes.
- ▶ **Electronic Surveys** – Created on-line surveys to collect judicial and clerical performance feedback from court participants.
- ▶ **Self Service Kiosk** - installed kiosk in lobby for customers to access forms, case information, protective order portal and MVD website.

# Municipal Courts

## SERVICE STATS

CASE FILINGS						Municipal Court	
Category	2021*	2020	2019	2018	2017	2016	
Criminal cases	199	247	482	290	276	137	
Civil cases	38,030	27,225	49,646	49,426	49,010	54,316	
Protective orders	50	26	23	14	16	19	
Total cases	38,279	27,498	50,151	49,730	49,302	54,472	
* 2021 is estimated on data trends							

- FY 2020 Stats:
- ▶ Highest case filings per clerk ratio in the state
  - ▶ 4,779 court visitors
  - ▶ 2,321 courtroom proceedings
  - ▶ 13,794 payments
  - ▶ 14,104 phone calls
  - ▶ 11,256 motions/correspondence received
  - ▶ Projected 39% increase in case filings from FY20 to FY21

# Municipal Courts

FUNDING LEVELS							
MUNICIPAL COURT - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21*	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
General Fund	\$ 785,515	\$770,600	\$ 14,915	2%	\$807,485	\$855,214	\$809,014
Court Enhancement fees	249,721	141,523	108,198	76%	107,573	50,670	105,520
Fill the gap and JCEF	72,474	5,000	67,474	1349%	2,500	1,051	914
Sources - Priority 2	\$1,107,710	\$917,123	\$123,113	21%	\$917,558	\$906,935	\$915,448
Contingency - Priorities 3	3,000	-	3,000	n/a	-	-	-
Total Sources	\$1,110,710	\$917,123	\$193,587	21%	\$917,558	\$906,935	\$915,448
* FY2020/21: a Budget Amendment up to \$37,000 for temporary staffing may be brought for Council consideration in June 2021							

Funding for the Courts consists of the General Fund, Court Enhancement fees and other Court grants from the State of Arizona. Overall, Priority 2 funding is recommended to **increase by \$123,113 or 21%.**

This increase is primarily due to additional positions recommended to be funded by Court Enhancement and other Court grants.

Funding from the General fund is recommended in increase by \$14,915 or 2%; with funding from the Court enhancement fees increasing by \$108,198 or 76%; and Fill the Gap and JCEF increasing by \$67,474.

Included in Budget 2020/21: Due to the need for temporary staff, a Budget Amendment for up to \$37,000 may be presented for Council consideration in June 2021.

## PRIORITY THREE CONTINGENCY

The Priority 3 request is for Interpreter Services in the amount of \$3,000. Interpreter services provide for limited English proficient participants. If Interpreter services needs exceed the budgeted amount of \$4,000, the Court will seek theses contingency funds.

It is recommended that the Town Manager has the authority to transfer to the Court if interpreter services need the Priority 3 amount.

# Municipal Courts

STAFFING LEVELS							
MUNICIPAL COURT - Authorized positions by CLASSIFICATION							
POSITION CLASSIFICATION	2020/21	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
Municipal court director	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Court service supervisor	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Court clerk	-	-	-	-	2.0	2.0	2.0
Sr. court services specialist	5.0	5.0	5.0	5.0	2.0	1.0	1.0
Sr. court services specialist (Grant)	1.0	-	-	-	-	-	-
Information technology analyst	1.0	-	-	-	-	-	-
Security officers (Full-time)	1.0	1.0	-	-	-	-	-
Security officers (Part-time)	0.5	0.5	-	-	-	-	-
Total full time equivalents	10.5	8.5	7.0	7.0	6.0	5.0	5.0
Temporary part time court clerk(s)	-	0.6	-	-	3.0	5.0	-
Temporary part time security officers	-	-	3.0	3.0	3.0	3.0	3.0

Recommends staffing level for FY2021/22 is to increase by 2 full-time equivalents with **no impact to General Fund.**

- Court Enhancement:** (1) Application System Analyst position to support and maintain court business applications and processes.
- Court Grants:** (1) Court Program Specialist/Court Specialist to oversee programs, develop procedures and processes, train staff and manage workflows to implement best practices.

The ongoing local and state technology initiatives require an Application System Analyst and Court Program Specialist to support court operations and implement required business/technology advances per Arizona Supreme Court.

MUNICIPAL COURT - Authorized positions by funding SOURCE							
	2020/21	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
General fund	7.0	7.0	7.0	7.0	6.0	5.0	5.0
Court enhancement	2.5	1.5	-	-	-	-	-
Other court grants	1.0	-	-	-	-	-	-
Total full time equivalents	10.5	8.5	7.0	7.0	6.0	5.0	5.0
General fund: temporary part-time	-	0.6	3.0	3.0	6.0	8.0	3.0



# Municipal Courts

## EXPENDITURES – GENERAL FUND

MUNICIPAL COURT - Expenditures by CATEGORY					GENERAL FUND ONLY		
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21*	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
Total Personnel	\$ 695,130	\$677,338	\$ 17,792	3%	\$746,875	\$670,632	\$626,660
Legal services	10,500	10,500	-	0%	935	5,474	5,580
Professional services	4,000	15,180	(11,180)	-74%	698	107,864	105,377
Liability & property insurance	26,585	25,382	1,203	5%	25,382	23,694	22,464
Training and travel	7,950	7,850	100	1%	-	7,700	9,912
CC processing	14,400	11,900	2,500	21%	9,472	7,148	16,596
Other supplies & services	26,950	22,450	4,500	20%	24,123	32,702	22,425
Total Supplies & Services	90,385	93,262	(2,877)	-3%	60,610	184,582	182,354
Capital	-	-	-	n/a	-	-	-
Expenditures - Priority 2	\$ 785,515	\$770,600	\$ 14,915	2%	\$807,485	\$855,214	\$809,014
Contingency - Priority 3	3,000	-	3,000	n/a	-	-	-
Total Expenditures	\$ 788,515	\$770,600	\$ 17,915	2%	\$807,485	\$855,214	\$809,014

\* FY2020/21: a Budget Amendment up to \$37,000 for temporary staffing may be brought for Council consideration in June 2021

Overall, the total general fund budget is recommended in increase by \$14,915 or 2%.

**Personnel:** The increase of 3% is a product of current salaries and wages, medical, dental, retirement and taxes.

**Supplies and services:** The net decrease of \$2,877 or 3% is primarily a result of savings in professional services.

# Municipal Courts

## EXPENDITURES – COURT GRANTS

MUNICIPAL COURT - Expenditures by CATEGORY					COURT GRANTS ONLY		
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21*	Change \$	Change %	Projected 2020/21	Actual 2019/20	Actual 2018/19
Total Personnel	\$ 259,195	\$ 67,433	\$191,762	284%	\$ 57,508	\$ -	\$ -
Professional services	12,500	22,590	(10,090)	-45%	22,903	-	-
Other supplies & services	50,500	56,500	(6,000)	-11%	29,662	51,721	106,434
Total Supplies & Services	63,000	79,090	(16,090)	-20%	52,565	51,721	106,434
Capital	-	-	-	n/a	-	-	-
Expenditures - Priority 2	\$ 322,195	\$146,523	\$175,672	120%	\$110,073	\$ 51,721	\$106,434
Contingency - Priority 3	-	-	-	n/a	-	-	-
Total Expenditures	\$ 322,195	\$146,523	\$175,672	120%	\$110,073	\$ 51,721	\$106,434

**Court Enhancement and Court Grants:** The overall increase of 120% maximizes the use of funds for permissible expenses. The ongoing local and state technology initiatives require an Application System Analyst and Court Program Specialist to support Court operations and implement required business/technology advances per Arizona Supreme Court.

- Court Enhancement** was established to enhance the court’s technology, security or facility needs. The Court’s security personnel, applications, and technology projects are funded by Court Enhancement. Court Enhancement is sufficiently financed to permanently fund 1 full time Application System Analyst.
- Court Grants** permit funds to be used to improve case processing, automation and/or the administration of justice. The Court uses a nominal amount of grant funding less than \$500 per fiscal year to participate in the East Valley Veterans Treatment Court and therefore has sufficient funds available to fund 1 full time Court Program Specialist.

Municipal Courts

LINE ITEMS – GENERAL FUND

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-50-100	SALARIES AND WAGES	\$ 480,929	\$ 480,929	\$ 489,691	\$ (8,762)	-2%	\$ 506,578	\$ 472,797	\$ 437,802
10-50-105	OVERTIME	6,500	6,500	8,000	(1,500)	-19%	12,755	5,267	9,777
10-50-115	EMPLOYEE BENEFITS-FICA	37,795	37,795	38,380	(585)	-2%	36,818	34,977	32,392
10-50-120	EMPLOYEE BENEFITS-RETIREMENT	61,312	61,312	61,309	3	0%	83,015	72,424	66,254
10-50-125	EMPLOYEE BENEFITS-WORKERS COMP	1,703	1,703	1,680	23	1%	1,470	1,360	1,432
10-50-130	EMPLOYEE BENEFITS-MEDICAL	83,152	83,152	72,507	10,645	15%	86,515	67,448	63,379
10-50-131	EMPLOYEE BENEFITS-DENTAL	7,871	7,871	6,990	881	13%	8,367	6,562	5,913
10-50-135	EMPLOYEE BENEFITS-DISABIL/LIFE	585	585	577	8	1%	513	513	420
10-50-136	EMPLOYEE BENEFITS - STD	2,863	2,863	2,803	60	2%	2,743	2,730	2,570
10-50-161	EMPLOYEE BENEFIT - CELL PHONE	3,780	3,780	2,400	1,380	58%	2,000	2,400	2,400
10-50-186	EMPLOYEE BENEFITS - H S A	5,800	5,800	2,700	3,100	115%	4,573	2,596	2,604
10-50-191	DEFERRED COMPENSATION-457	2,840	2,840	1,620	1,220	75%	1,529	1,558	1,716
TOTAL PERSONNEL		695,130	695,130	688,657	6,473	1%	746,875	670,632	626,660
10-50-200	TELEPHONE	11,700	11,700	10,500	1,200	11%	11,640	12,273	5,789
10-50-214	FIRE SERVICE FEE	-	-	-	-	n/a	-	396	-
10-50-220	INTERNET SERVICE	-	-	2,280	(2,280)	-100%	-	-	1,030
10-50-280	SOFTWARE ANNUAL LICENSES	-	-	-	-	n/a	-	663	-
10-50-290	SOFTWARE MAINTENANCE CONTRACT	-	-	-	-	n/a	-	15,230	13,130
10-50-325	FINANCIAL AUDITORS	-	-	-	-	n/a	-	5,000	-
10-50-330	GENERAL PROFESSIONAL SERVICES	-	-	-	-	n/a	-	78,812	79,520
10-50-334	ARMORED CAR SERVICE	-	-	6,400	(6,400)	-100%	-	5,877	4,920
10-50-340	INDIGENT LEGAL AID	10,500	10,500	10,500	-	0%	935	5,474	5,580
10-50-341	CREDIT CARD EXPENSE	12,800	12,800	10,000	2,800	28%	9,472	6,768	15,486
10-50-345	INTERPRETER	7,000	4,000	6,500	(2,500)	-38%	698	2,946	6,777
10-50-352	COURT CREDIT REPORTING	400	400	500	(100)	-20%	-	380	1,110
10-50-365	MESSANGER/PROCESS SERVICE	1,200	1,200	1,400	(200)	-14%	-	-	-
10-50-375	TEMPORARY LABOR	-	-	-	-	n/a	-	-	-
10-50-400	COURT ROBES	-	-	-	-	n/a	-	594	-
10-50-465	OFFICE SUPPLIES	6,500	6,500	6,500	-	0%	10,196	6,278	9,138
10-50-480	PHOTOCOPY USAGE	1,250	1,250	1,250	-	0%	1,193	989	803
10-50-485	PRINTING	500	500	500	-	0%	-	134	1,304
10-50-540	LIABILITY INSURANCE	25,188	25,188	24,334	854	4%	24,334	22,734	21,616
10-50-541	PROPERTY INSURANCE	1,397	1,397	1,048	349	33%	1,048	960	848
10-50-670	MEETING EXPENSES	1,600	1,600	-	1,600	n/a	-	1,666	1,963
10-50-675	MEMBERSHIPS & DUES	1,200	1,200	-	1,200	n/a	-	1,270	824
10-50-710	JURY	1,500	1,500	1,500	-	0%	-	-	261
10-50-725	MILEAGE REIMBURSEMENT	200	200	100	100	100%	-	35	182
10-50-753	POSTAGE	-	-	-	-	n/a	-	566	-
10-50-770	ONSITE TRAINING	-	-	-	-	n/a	-	3,730	5,459
10-50-790	SUBSCRIPTIONS & PUBLICATIONS	800	800	800	-	0%	-	687	610
10-50-815	CONFERENCES & TRAINING	7,750	7,750	7,750	-	0%	-	3,935	4,270
10-50-840	MISCELLANEOUS	500	500	-	500	n/a	-	2,197	480
10-50-842	RECORDS RETENTION	1,400	1,400	1,400	-	0%	1,095	1,631	1,253
10-50-865	NETWORK HARDWARE	-	-	-	-	n/a	-	3,357	-
TOTAL SUPPLIES & SERVICES		93,385	90,385	93,262	(2,877)	-3%	60,611	184,582	182,354
TOTAL EXPENDITURES		\$ 788,515	\$ 785,515	\$ 781,919	\$ 3,596	0%	\$ 807,486	\$ 855,214	\$ 809,014

Municipal Courts

LINE ITEMS – COURT ENHANCEMENT

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
21-35-418	COURT ENHANCEMENT	\$ 310,000	\$ 274,500	\$ 230,000	\$ 44,500	19%	\$ 271,796	\$ 173,250	\$ 400,907
21-37-616	MISC INTEREST	-	50	-	50	n/a	250	7,289	19,335
TOTAL REVENUE		310,000	274,550	230,000	44,550	19%	272,046	180,539	420,242
21-40-100	SALARIES AND WAGES	65,354	65,354	50,437	14,917	30%	42,378	-	-
21-40-105	OVERTIME	-	-	-	-	n/a	-	-	-
21-40-115	EMPLOYEE BENEFITS-FICA	5,091	5,091	3,933	1,158	29%	2,888	-	-
21-40-120	EMPLOYEE BENEFITS-RETIREMENT	8,259	8,259	5,053	3,206	63%	4,613	-	-
21-40-125	EMPLOYEE BENEFITS-WORKERS COMP	1,531	1,531	250	1,281	512%	104	-	-
21-40-130	EMPLOYEE BENEFITS-MEDICAL	6,233	6,233	5,700	533	9%	5,666	-	-
21-40-131	EMPLOYEE BENEFITS-DENTAL	500	500	600	(100)	-17%	498	-	-
21-40-135	EMPLOYEE BENEFITS-DISABIL/LIFE	53	53	60	(7)	-12%	51	-	-
21-40-136	EMPLOYEE BENEFITS - STD	265	265	300	(35)	-12%	260	-	-
21-40-186	EMPLOYEE BENEFITS - H S A	1,300	1,300	-	1,300	n/a	-	-	-
21-40-191	DEFERRED COMPENSATION-457	1,200	1,200	1,100	100	9%	1,050	-	-
N/A	NEW / (REDUCED) STAFF	101,935	101,935	-	101,935	n/a	-	-	-
TOTAL PERSONNEL		191,721	191,721	67,433	124,288	184%	57,508	-	-
21-40-290	SOFTWARE MAINTENANCE CONTRACT	16,000	16,000	15,000	1,000	7%	15,648	-	-
21-40-330	GENERAL PROFESSIONAL SERVICES	12,500	12,500	22,590	(10,090)	-45%	22,903	45,608	68,595
21-40-986	MISCELLANEOUS	29,500	29,500	36,500	(7,000)	-19%	11,514	-	-
21-40-987	INTEREST PAYMENT	-	-	-	-	n/a	-	5,063	11,925
21-40-988	PRINCIPAL PAYMENT	-	-	-	-	n/a	-	-	-
21-40-989	LAND LEASE PAYMENT	-	-	-	-	n/a	-	-	25,000
TOTAL SUPPLIES & SERVICES		58,000	58,000	74,090	(16,090)	-22%	50,066	50,670	105,520
TOTAL EXPENDITURES		\$ 249,721	\$ 249,721	\$ 141,523	\$ 108,198	76%	\$ 107,574	\$ 50,670	\$ 105,520

LINE ITEMS – OTHER COURT GRANTS

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
N/A	NEW / (REDUCED) STAFF	-	\$ 67,474	-	\$ 67,474	n/a	-	-	-
TOTAL PERSONNEL		-	67,474	-	67,474	n/a	-	-	-
21-40-986	MISCELLANEOUS	\$ 5,000	5,000	\$ 5,000	-	0%	\$ 2,500	\$ 1,051	\$ 914
TOTAL SUPPLIES & SERVICES		5,000	5,000	5,000	-	0%	2,500	1,051	914
TOTAL EXPENDITURES		\$ 5,000	\$ 72,474	\$ 5,000	\$ 67,474	1349%	\$ 2,500	\$ 1,051	\$ 914



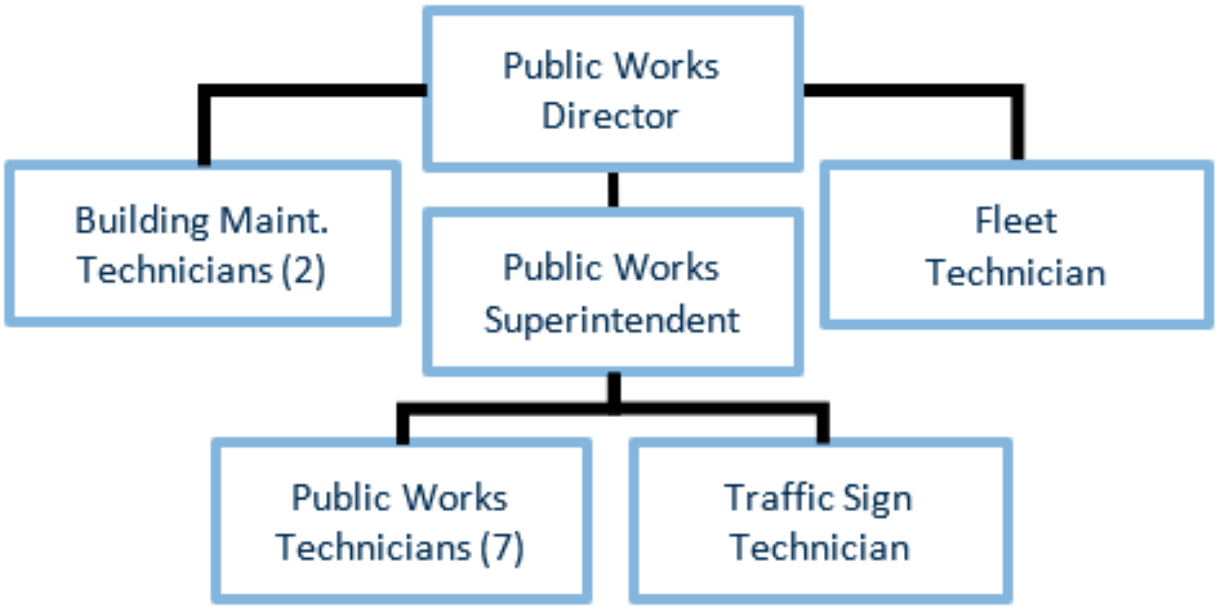
OFFICE DESCRIPTION & SERVICES

Public Works Department provides many of the services that affect the daily lives of those who live and work in the town.

- ▶ Streets and right of way
- ▶ Facilities maintenance and physical enhancements of all public buildings and grounds:
- ▶ Janitorial services for Town facilities
- ▶ Fleet maintenance services and repairs for all town vehicles and heavy equipment



ORGANIZATIONAL CHART







## 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.

## 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

## 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**)

## STAFFING LEVELS

No changes, staffing of 13.0 as shown below

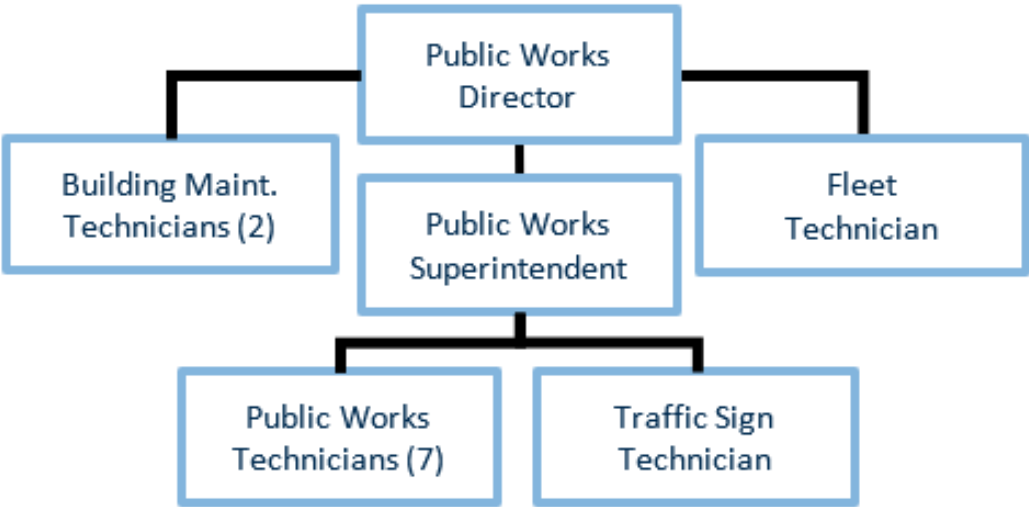
PUBLIC WORKS - Authorized positions by CLASSIFICATION					
POSITION CLASSIFICATION	2021/22	2020/21	2019/20	2018/19	2017/18
PW Director	1.0	1.0	1.0	1.0	1.0
Lead building maintenance technician	1.0	1.0	1.0	1.0	1.0
Building maintenance technician	1.0	1.0	1.0	1.0	1.0
Lead fleet technician	1.0	1.0	1.0	1.0	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>

PUBLIC WORKS - Expenditures by PRIMARY FUNCTION					
PRIMARY FUNCTION	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21
			Amount	%	
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>

MISSION

To maintain and improve the quality of the community through economically sound infrastructure preservation and enhancement while providing customer-focused, innovative, efficient and reliable municipal service to our residents.

ORGANIZATIONAL CHART



OFFICE DESCRIPTION & SERVICES

- The Paradise Valley Public Works Department provides many of the services that affect the daily lives of those who live and work in the town. Primarily, the department is responsible for:
- ▶ Streets and right of way
  - ▶ Facilities maintenance and physical enhancements of all public buildings and grounds:
    - ▷ Town Hall Complex, Town’s two fire stations, and Court’s building
    - ▷ Goldwater Memorial Park
    - ▷ Kiva Municipal Sports Complex
  - ▶ Janitorial services for Town facilities
  - ▶ Fleet maintenance services and repairs for all town vehicles and heavy equipment

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GOALS

- ▶ Install new A/C unit at Police Dept. electrical room
- ▶ Install new carpet in the PD squad room and hallways
- ▶ Replace traffic signal back up batteries at 12 intersections
- ▶ Median island beautification – Add plants of color
- ▶ Maintain the Town’s facilities, streets, vehicles and equipment while continuing to provide exceptional customer service

SERVICE STATS

- ▶ Maintains seven public buildings totaling 68,393 square feet and 9.34 acres of property
- ▶ Maintains approximately **76 vehicles and equipment**
- ▶ Monitors through Pavement Condition Index and maintains **144.5 linear miles of paved asphalt streets**
- ▶ Landscapes and maintains:
  - ▶ 11.3 acres of the Towns right of ways (493,689 square feet)
  - ▶ 176 median islands, (685,657 square feet)
  - ▶ 543,086 sq. ft. of Town owned rights-of-way and the Berneil Wash
  - ▶ Approx. 5,200 trees, shrubs and plants
- ▶ Maintains 10 bus stop shelters
- ▶ Monitors and repairs 65 backflow preventers

HIGHLIGHTS

- ▶ Installed 1 new A/C unit at Police Dept.
- ▶ Updated 62 ADA Ramps on Lincoln Dr
- ▶ 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 Dr from 32nd St east to town limits by June 2021.

FUNDING LEVELS

PUBLIC WORKS - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			Amount	%			
General Fund	\$3,039,874	\$3,936,812	\$ (896,938)	-23%	\$3,601,994	\$1,648,958	\$3,139,774
HURF	973,000	783,040	189,960	24%	982,020	1,146,134	976,327
Enterprises*	21,230	20,698	532	3%	20,698	21,028	18,200
Sources - Priority 2	\$4,034,104	\$4,740,550	\$ (706,446)	-15%	\$4,604,712	\$2,816,120	\$4,134,301
Contingency - Priorities 3	957,673	-	957,673	n/a	-	-	-
Total Sources	\$4,991,777	\$4,740,550	\$ 251,227	5%	\$4,604,712	\$2,816,120	\$4,134,301
* Facilities provides services to Fire (enterprise)							

Funding for the Department consists of the General Fund, the State Highway User Revenue Fund (“HURF”) and reimbursement for services provided to the Fire Services Enterprise fund. Overall, Priority 2 funding is recommended to **decrease by \$748,946** compared to last year’s budget.

The decrease in general fund is the result of higher anticipated HURF funding and lower costs in the pavement improvement plan for FY2022 as compared to last year.



STAFFING LEVELS

PUBLIC WORKS - Authorized positions by CLASSIFICATION							
POSITION CLASSIFICATION	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
PW Director	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lead building maintenance technician	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Building maintenance technician	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Lead fleet technician	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Public works superintendent	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Public works technician	7.0	7.0	7.0	7.0	7.0	7.0	7.0
Traffic sign technician	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total full time equivalents	13.0	13.0	13.0	13.0	13.0	13.0	13.0

PUBLIC WORKS - Authorized positions by PRIMARY FUNCTION							
PRIMARY FUNCTION*	2020/21	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
Facilities	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Fleet	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Streets	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Total full time equivalents	13.0	13.0	13.0	13.0	13.0	13.0	13.0
* the PW Director is listed in Streets							

The are currently no recommended changes to staffing levels for FY2021/22.

The Public Works Department has had the same staffing level since FY2013/14

PRIORITY THREE CONTINGENCY

Priority three includes the Mill & Asphalt Overlay Maintenance Section 5, estimated at \$957,673. This maintenance can be deferred a fiscal year or two, depending on resources. Mayor and Council consideration and approval would be needed before proceeding with this project and approving contracts.

EXPENDITURES

PUBLIC WORKS - Expenditures by CATEGORY							
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change Amount	%	Projected 2020/21	Actual 2019/20	Actual 2018/19
Total Personnel	\$1,265,069	\$1,259,828	\$ 5,241	0%	\$1,237,183	\$1,214,718	\$1,212,998
Utilities	280,410	274,590	5,820	2%	255,186	235,921	252,671
Professional services	182,534	165,084	17,450	11%	162,344	197,414	159,352
Liability & property insurance	71,565	71,417	148	0%	71,417	67,519	58,975
Repair and maintenance	266,793	266,698	95	0%	295,566	327,698	253,908
Streets & storm maintenance	100,500	100,500	-	0%	100,082	47,594	124,246
Street preservation	1,536,508	2,305,548	(769,040)	-33%	2,305,548	555,533	1,803,101
Other supplies & services	185,555	223,640	(38,085)	-17%	177,386	169,723	269,050
Total Supplies & Services	2,623,865	3,407,477	(783,612)	-23%	3,367,529	1,601,402	2,921,303
Total Capital	145,170	73,245	71,925	98%	-	-	-
Expenditures - Priority 2	\$4,034,104	\$4,740,550	\$ (706,446)	-15%	\$4,604,712	\$2,816,120	\$4,134,301
Contingency - Priority 3	957,673	-	957,673	n/a	-	-	-
Total Expenditures	\$4,991,777	\$4,740,550	\$ 251,227	5%	\$4,604,712	\$2,816,120	\$4,134,301

Overall priority 2 expenditures are recommended to decrease by \$708,946 or 15%. This is primarily driven by fewer maintenance projects in FY2021/22 compared to last year.

**Personnel:** The increase of \$5,241 is a product of current salaries and wages, medical, dental, retirement and taxes; and a slight turnover in staffing.

**Supplies and services:** The net decrease of 23% is a net result of a 11% increase in professional services, and reductions in the street preservation program and various line items.

Major non-routine expenditures include Carpet in the Police Department, A/C for the Server Room, a flatbed truck for the Street division and traffic signal backup UPS batteries.

PUBLIC WORKS - Expenditures by PRIMARY FUNCTION							
PRIMARY FUNCTION	Budget 2021/22	Budget 2020/21	Change Amount	%	Projected 2020/21	Actual 2019/20	Actual 2018/19
Facilities	\$ 679,711	\$ 633,712	\$ 45,999	7%	\$ 622,030	\$ 658,782	\$ 595,651
Fleet	299,448	296,750	2,698	1%	285,879	287,963	280,156
Streets	3,054,945	3,810,088	(755,143)	-20%	3,696,803	1,869,375	3,258,494
Expenditures - Priority 2	\$4,034,104	\$4,740,550	\$ (706,446)	-15%	\$4,604,712	\$2,816,120	\$4,134,301
Contingency - Priorities 3	957,673	-	957,673	5%	-	-	-
Total Expenditures	\$4,991,777	\$4,740,550	\$ 251,227	5%	\$4,604,712	\$2,816,120	\$4,134,301

LINE ITEMS - FACILITIES

GL	Account Title	CONTINGENCY PRIORITY THREE 2021/22	FUNDED PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-41-100	SALARIES AND WAGES	\$ 138,476	\$ 138,476	\$ 141,686	\$ (3,210)	-2%	\$ 141,289	\$ 140,901	\$ 133,228
10-41-102	STANDBY PAY	8,204	8,204	8,204	-	0%	13,019	9,726	12,372
10-41-105	OVERTIME	1,550	1,550	1,550	-	0%	256	759	3,858
10-41-115	EMPLOYEE BENEFITS-FICA	11,496	11,496	11,750	(254)	-2%	11,419	11,278	11,211
10-41-120	EMPLOYEE BENEFITS-RETIREMENT	18,526	18,526	18,647	(121)	-1%	18,542	18,340	17,784
10-41-125	EMPLOYEE BENEFITS-WORKERS COMP	5,617	5,617	5,516	101	2%	5,077	4,642	5,089
10-41-130	EMPLOYEE BENEFITS-MEDICAL	20,119	20,119	20,232	(113)	-1%	19,739	18,819	18,706
10-41-131	EMPLOYEE BENEFITS-DENTAL	1,873	1,873	1,901	(28)	-1%	1,837	1,785	1,675
10-41-135	EMPLOYEE BENEFITS-DISABIL/LIFE	152	152	170	(18)	-11%	149	152	133
10-41-136	EMPLOYEE BENEFITS - STD	824	824	809	15	2%	791	802	777
10-41-160	EMPLOYEE BENEFITS-CLOTHING	-	-	2,310	(2,310)	-100%	3,531	3,323	3,478
10-41-162	EMPLOYEE BENEFIT - TOOL	1,000	1,000	1,000	-	0%	1,000	1,000	1,000
10-41-180	EMPLOYEE BENEFITS-401A MATCH	-	-	-	-	n/a	-	-	-
10-41-186	EMPLOYEE BENEFITS - H S A	1,450	1,450	1,350	100	7%	1,553	1,322	1,292
10-41-191	DEFERRED COMPENSATION-457	1,050	1,050	1,150	(100)	-9%	1,109	1,106	1,298
10-41-199	WORKERS' COMPENSATION DED	-	-	-	-	-	-	458	1,143
N/A	NEW / REDUCED STAFF	-	-	-	-	-	-	-	-
TOTAL PERSONNEL		210,337	210,337	216,275	(5,938)	-3%	219,311	214,414	213,044
10-41-205	CELLULAR PHONE CHARGES	450	450	450	-	0%	424	297	297
10-41-210	WATER	25,440	25,440	25,440	-	0%	18,239	15,419	13,995
10-41-214	FIRE SERVICE FEE	-	-	-	-	n/a	-	3,168	3,564
10-41-215	ELECTRICITY	136,000	136,000	134,400	1,600	1%	126,245	137,991	136,485
10-41-217	SEWER SERVICE FEES	6,900	6,900	6,900	-	0%	6,900	7,789	7,768
10-41-220	NATURAL GAS	-	-	2,150	(2,150)	-100%	-	1,927	1,961
10-41-226	KIVA FIELD ELECTRICITY	18,020	18,020	20,000	(1,980)	-10%	16,917	16,858	18,597
10-41-330	GENERAL PROFESSIONAL SERVICES	25,000	25,000	22,475	2,525	11%	22,475	17,594	15,590
10-41-333	JANITORIAL SERVICE	73,813	73,813	75,813	(2,000)	-3%	72,993	82,592	76,367
10-41-335	INDEPENDENT CONTRACTORS	4,600	4,600	4,400	200	5%	4,480	2,831	900
10-41-420	EXPENDABLE TOOLS	900	900	900	-	0%	900	346	426
10-41-430	FIRST AID SUPPLIES	200	200	200	-	0%	200	142	390
10-41-435	GAS & OIL	3,300	3,300	3,300	-	0%	3,300	6,399	3,891
10-41-445	JANITORIAL SUPPLIES	9,650	9,650	9,650	-	0%	9,650	9,334	8,319
10-41-455	MISC. PARTS & SUPPLIES	2,500	2,500	2,500	-	0%	2,500	352	-
10-41-462	TOWN CLOTHING	2,310	2,310	-	2,310	n/a	-	-	-
10-41-464	OFFICE FURNISHINGS-NON CAPITAL	-	-	-	-	n/a	-	2,267	-
10-41-465	OFFICE SUPPLIES	3,600	3,600	3,600	-	0%	1,793	3,255	4,258
10-41-520	WEED CONTROL - TOWN COMPLEX	3,000	3,000	3,000	-	0%	3,000	2,101	3,000
10-41-540	LIABILITY INSURANCE	7,197	7,197	6,952	245	4%	6,952	6,496	6,176
10-41-541	PROPERTY INSURANCE	694	694	546	148	n/a	546	516	984
10-41-560	FACILITIES REPAIRS & MAINT.	39,600	39,600	39,600	-	0%	78,951	121,023	39,553
10-41-590	WASH MAINTENANCE	2,500	2,500	2,500	-	0%	2,500	215	433
10-41-595	LANDSCAPE MAINT. - TOWN COMPL.	3,900	3,900	3,900	-	0%	3,900	570	3,916
10-41-597	KIVA FIELD ELECTRICAL MAINT	500	500	500	-	n/a	500	-	-
10-41-598	KIVA FIELD MAINTENANCE	7,100	7,100	7,100	-	n/a	7,364	4,680	3,604
10-41-634	ENVIRONMENTAL DISPOSAL FEES	-	-	-	-	n/a	-	-	-
10-41-635	PEST CONTROL	4,850	4,850	4,850	-	n/a	4,690	-	-
10-41-636	BERNEIL WASH WASTE REMOVAL	350	350	300	50	17%	300	208	-
10-41-700	RENTAL	7,000	7,000	6,500	500	n/a	7,000	-	-
10-41-790	SUBSCRIPTIONS & PUBLICATIONS	-	-	-	-	n/a	-	-	113
TOTAL SUPPLIES & SERVICES		389,374	389,374	387,926	1,448	0%	402,719	444,368	350,586
10-41-890	CAPITAL EXPENDITURES	80,000	80,000	33,000	47,000	142%	-	-	32,021
TOTAL CAPITAL OUTLAY		80,000	80,000	33,000	47,000	142%	-	-	32,021
TOTAL EXPENDITURES		\$ 679,711	\$ 679,711	\$ 637,201	\$ 42,510	7%	\$ 622,030	\$ 658,782	\$ 595,651

LINE ITEMS - FLEET

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-51-100	SALARIES AND WAGES	\$ 75,337	\$ 75,337	\$ 77,408	\$ (2,071)	-3%	\$ 77,269	\$ 71,306	\$ 67,977
10-51-102	STANDBY PAY	-	-	-	-	n/a	-	-	-
10-51-105	OVERTIME	-	-	-	-	n/a	-	-	-
10-51-115	EMPLOYEE BENEFITS-FICA	5,805	5,805	6,036	(231)	-4%	5,476	5,569	5,071
10-51-120	EMPLOYEE BENEFITS-RETIREMENT	9,354	9,354	9,459	(105)	-1%	9,777	8,635	7,913
10-51-125	EMPLOYEE BENEFITS-WORKERS COM	2,250	2,250	2,216	34	2%	2,017	2,129	2,127
10-51-130	EMPLOYEE BENEFITS-MEDICAL	14,453	14,453	10,355	4,098	40%	9,520	9,633	9,810
10-51-131	EMPLOYEE BENEFITS-DENTAL	1,375	1,375	1,394	(19)	-1%	498	1,308	1,235
10-51-135	EMPLOYEE BENEFITS-DISABIL/LIFE	82	82	92	(10)	-11%	82	82	497
10-51-136	EMPLOYEE BENEFITS - STD	449	449	442	7	2%	440	425	510
10-51-160	EMPLOYEE BENEFITS-CLOTHING	-	-	985	(985)	-100%	1,535	985	985
10-51-162	EMPLOYEE BENEFIT - TOOL	500	500	500	-	0%	500	500	500
10-51-186	EMPLOYEE BENEFITS - H S A	-	-	-	-	n/a	-	-	-
N/A	NEW STAFF	-	-	-	-	n/a	-	-	-
TOTAL PERSONNEL		109,605	109,605	108,887	718	1%	107,112	100,572	96,625
10-51-205	CELLULAR PHONE CHARGES	300	300	300	-	0%	281	81	68
10-51-290	SOFTWARE MAINTENANCE CONTRACT	2,600	2,600	955	1,645	n/a	955	-	-
10-51-330	GENERAL PROFESSIONAL SERVICES	-	-	-	-	n/a	-	-	-
10-51-420	EXPENDABLE TOOLS	3,300	3,300	4,400	(1,100)	-25%	3,446	577	59
10-51-435	GAS & OIL	600	600	300	300	100%	295	144	172
10-51-462	TOWN CLOTHING	985	985	-	985	n/a	-	-	-
10-51-465	OFFICE SUPPLIES	450	450	450	-	0%	420	163	138
10-51-502	SHOP SUPPLIES	5,800	5,800	5,500	300	5%	5,421	4,088	3,299
10-51-540	LIABILITY INSURANCE	3,598	3,598	3,477	121	3%	3,477	1,656	1,544
10-51-541	PROPERTY INSURANCE	256	256	2,728	(2,472)	-91%	2,728	1,298	1,452
10-51-542	VEHICLE INSURANCE	524	524	524	-	0%	524	250	250
10-51-590	EQUIPMENT REPAIRS & MAINTENANC	161,300	161,300	161,300	-	0%	151,322	46,915	76,018
10-51-600	SHOP EQUIPMENT REPAIR & MAINT	3,600	3,600	3,505	95	3%	3,422	1,260	1,013
10-51-634	ENVIRONMENTAL DISPOSAL FEES	3,200	3,200	3,000	200	7%	3,146	1,834	70
10-51-675	DUES	800	800	800	-	0%	800	-	-
10-51-770	STAFF TRAINING	400	400	400	-	0%	400	-	229
10-51-790	SUBSCRIPTIONS & PUBLICATIONS	2,130	2,130	2,130	-	0%	2,130	2,091	1,900
TOTAL SUPPLIES & SERVICES		189,843	189,843	189,769	74	0%	178,767	187,391	183,531
10-51-863	FLEET EQUIPMENT	-	-	-	-	n/a	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 299,448	\$ 299,448	\$ 298,656	\$ 792	0%	\$ 285,879	\$ 287,963	\$ 280,156



LINE ITEMS - STREETS

GL	Account Title	MOVE TO PRIORITY THREE 2021/22	FUNDED PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
20-40-100	SALARIES AND WAGES	\$ 640,951	\$ 640,951	\$ 646,322	\$ (5,371)	-1%	\$ 627,109	\$ 615,112	\$ 616,612
20-40-102	STANDBY PAY	13,000	13,000	15,000	(2,000)	-13%	10,359	12,896	10,523
20-40-105	OVERTIME	3,000	3,000	3,500	(500)	-14%	763	2,038	3,540
20-40-115	EMPLOYEE BENEFITS-FICA	51,156	51,156	51,879	(723)	-1%	44,372	47,218	48,305
20-40-120	EMPLOYEE BENEFITS-RETIREMENT	82,569	82,569	82,358	211	0%	81,685	76,911	74,816
20-40-125	EMPLOYEE BENEFITS-WORKERS COMP	18,568	18,568	18,064	504	3%	15,225	14,467	19,919
20-40-130	EMPLOYEE BENEFITS-MEDICAL	99,867	99,867	100,372	(505)	-1%	91,165	91,933	77,286
20-40-131	EMPLOYEE BENEFITS-DENTAL	9,616	9,616	9,751	(135)	-1%	8,875	9,082	7,350
20-40-135	EMPLOYEE BENEFITS-DISABIL/LIFE	684	684	760	(76)	-10%	642	563	644
20-40-136	EMPLOYEE BENEFITS - STD	3,816	3,816	3,705	111	3%	3,419	3,605	3,500
20-40-155	EMPLOYEE BENEFITS-UNEMPLOYMENT	-	-	-	-	n/a	-	-	-
20-40-160	EMPLOYEE BENEFITS-CLOTHING	3,360	3,360	4,200	(840)	-20%	10,458	6,567	7,131
20-40-161	EMPLOYEE BENEFIT - CELL PHONE	2,400	2,400	2,400	-	0%	2,000	2,400	2,485
20-40-186	EMPLOYEE BENEFITS - H S A	10,150	10,150	9,400	750	8%	9,369	8,723	16,639
20-40-191	DEFERRED COMPENSATION-457	5,990	5,990	6,740	(750)	-11%	5,320	5,852	12,372
20-40-199	WORKERS' COMPENSATION DED	-	-	-	-	n/a	-	2,365	2,206
N/A	NEW / (REDUCED) STAFF	-	-	-	-	n/a	-	-	-
TOTAL PERSONNEL		945,127	945,127	954,451	(9,324)	-1%	910,760	899,732	903,329

LINE ITEMS - STREETS

GL	Account Title	MOVE TO PRIORITY THREE 2021/22	FUNDED PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
20-40-200	TELEPHONE & FAX	-	-	-	-	n/a	-	422	-
20-40-205	CELLULAR PHONES	3,350	3,350	2,600	750	29%	5,682	2,151	2,186
20-40-210	WATER	56,550	56,550	52,100	4,450	9%	56,502	22,135	42,781
20-40-225	ELECTRICITY - APS/SRP	35,000	35,000	30,000	5,000	17%	28,000	31,374	29,307
20-40-227	ELECTRICITY - LANDSCAPE MEDIAN	2,500	2,500	3,600	(1,100)	-31%	2,383	2,429	1,778
20-40-290	SOFTWARE CONTRACT	-	-	7,000	(7,000)	n/a	-	7,776	-
20-40-330	GENERAL PROFESSIONAL SERVICES	72,221	72,221	55,496	16,725	30%	55,496	91,727	59,579
20-40-342	STORMWATER DRAINAGE MAINTENANC	93,000	93,000	93,000	-	0%	92,720	40,462	120,351
20-40-405	BEVERAGES/GATERADE/COFFEE	900	900	900	-	0%	897	577	888
20-40-420	EXPENDABLE TOOLS	3,400	3,400	3,400	-	0%	3,398	3,843	2,900
20-40-430	FIRST AID SUPPLIES	1,000	1,000	1,000	-	0%	1,000	975	1,113
20-40-435	GAS & OIL	30,000	30,000	30,000	-	0%	19,740	25,499	26,334
20-40-455	MISC. PARTS & SUPPLIES	3,500	3,500	3,500	-	0%	347	3,074	4,073
20-40-460	MISC. ROCK & FILL	10,200	10,200	10,200	-	0%	9,947	19,740	20,023
20-40-461	MISC ROAD & DRAINAGE REPAIRS	7,500	7,500	7,500	-	0%	7,362	7,132	3,895
20-40-464	OFFICE FURNISHINGS	-	-	-	-	n/a	-	-	-
20-40-465	OFFICE SUPPLIES	2,400	2,400	2,400	-	0%	2,325	1,277	742
20-40-470	STREET STRIPING	34,500	34,500	34,500	-	0%	34,182	20,195	8,177
20-40-476	INSURANCE RECOVERY	-	-	-	-	n/a	-	1,000	-
20-40-495	SAFETY EQUIPMENT SUPPLIES	1,400	1,400	1,400	-	0%	1,318	2,490	836
20-40-502	STREET SHOP SUPPLIES	3,500	3,500	3,500	-	0%	3,378	3,677	2,733
20-40-510	STREET SIGNS & MATERIALS	11,700	11,700	11,700	-	0%	11,570	7,089	9,593
20-40-520	WEED CONTROL SUPPLIES	7,600	7,600	7,600	-	0%	7,540	7,509	11,818
20-40-540	LIABILITY INSURANCE	40,492	40,492	39,508	984	2%	39,508	36,996	30,884
20-40-541	PROPERTY INSURANCE	8,196	8,196	7,074	1,122	16%	7,074	6,721	6,232
20-40-542	VEHICLE INSURANCE	10,608	10,608	10,608	-	0%	10,608	10,104	10,318
20-40-595	LANDSCAPE ISLANDS/RIGHT OF WAY	9,700	9,700	9,700	-	0%	9,698	7,479	9,714
20-40-605	PHOTOCOPIER REPAIRS & MAINT	-	-	1,200	(1,200)	-100%	-	-	-
20-40-615	RECREATION PATH MAINTENANCE	6,000	6,000	6,000	-	0%	6,000	11,052	3,962
20-40-630	TRAFFIC SIGNAL ROW LIGHT MAINT	9,343	9,343	9,343	-	0%	9,135	3,525	30,147
20-40-634	ENVIRONMENTAL DISPOSAL FEES	29,100	29,100	29,100	-	0%	-	29,519	26,669
20-40-636	ANIMAL PICKUPS	-	-	1,200	(1,200)	-100%	-	115	110
20-40-675	DUES	1,400	1,400	1,400	-	0%	1,380	265	790
20-40-765	CDL DRUG TESTING COSTS	620	620	700	(80)	-11%	600	475	1,047
20-40-770	STAFF TRAINING	3,550	3,550	4,850	(1,300)	-27%	3,550	3,567	1,910
20-40-790	SUBSCRIPTIONS & PUBLICATIONS	910	910	910	-	0%	910	-	129
20-40-840	MISCELLANEOUS	8,000	8,000	1,000	7,000	700%	8,000	1,583	76,041
20-40-869	STREET DEPT. EQUIPMENT	65,170	-	40,245	(40,245)	-100%	40,245	-	4,996
20-40-871	STREET PRESERVATION	2,494,181	1,536,508	2,305,548	(769,040)	-33%	2,305,548	555,533	1,803,101
TOTAL SUPPLIES & SERVICES		3,067,491	2,044,648	2,829,782	(785,134)	-28%	2,786,043	969,643	2,355,159
20-40-870	VEHICLES	65,170	65,170	40,245	24,925	62%	-	-	-
TOTAL CAPITAL OUTLAY		65,170	65,170	40,245	24,925	62%	-	-	-
TOTAL EXPENDITURES		\$4,077,788	\$3,054,945	\$3,824,478	\$ (769,533)	-20%	\$3,696,803	\$ 1,869,375	\$3,258,494



OFFICE DESCRIPTION & SERVICES

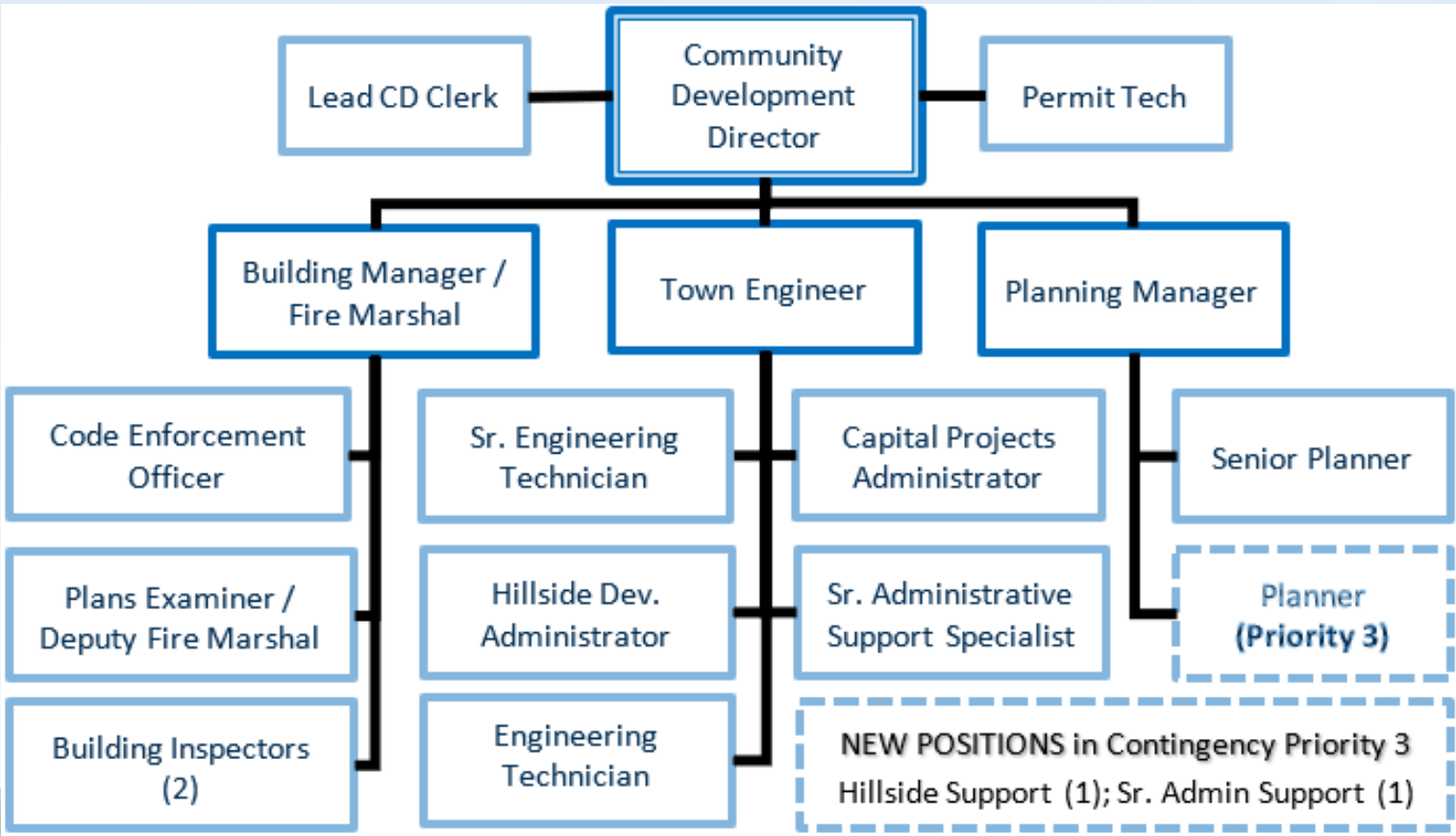
The Department, through the Building, Engineering, and Planning Divisions, provides many of the services that affect the daily lives of those who live and work in the town.

It is responsible for preparing and updating comprehensive plans, processing zoning cases, enforcing the town code, reviewing building and engineering plans, conducting zoning, building, engineering and right-of-way inspections, and providing information to the public on zoning, town code and construction related activity.

The department is also responsible for the planning and implementation of the capital improvement program and facilitation of the hillside development process.



ORGANIZATIONAL CHART





## HIGHLIGHTS

- ▶ Granted approvals for improvements to multiple SUP properties including Lincoln Plaza Medical Center, Five Star Replat, and Ascension Lutheran Church
- ▶ General Plan update begun as required by state law
- ▶ Pad heights code amendment ready for Council review
- ▶ Completed construction of the Lincoln Drive Median Improvements and Lincoln Drive and Invergordon Road Intersection Improvements.
- ▶ Completed the Lincoln Drive, Mockingbird Lane and Indian Bend Road Improvements adjacent to the Five Star Development.
- ▶ Awarded Maricopa County Flood Control District Small Project Assistance Program grants for two drainage improvement projects.
- ▶ Oversaw major infrastructure projects within Town rights-of-way by numerous utility providers such as EPCOR, Southwest Gas, APS, SRP and Cox Communications.

## STAFFING LEVELS

**FY2021/22:** Priority 2 staffing levels are recommended to stay the same; and to authorize two new positions and continuation of a vacant planner position from FY19/20 for a total of three positions in contingency priority 3:

- One Planner, (after general plan) carried forward from last fiscal year;
- One for Hillside development support; and
- One for department-wide Administrative support.

COMMUNITY DEVELOPMENT - Authorized positions by PRIMARY FUNCTION					
PRIMARY FUNCTION**	2020/21	2020/21	2019/20	2018/19	2017/18
Building	5.0	5.0	5.0	5.0	5.0
Planning	5.0	5.0	5.0	4.0	4.0
Engineering	6.0	6.0	6.0	5.0	4.0
Contingency - Priority 3	3.0	1.0	1.0	-	-
<b>Total full time equivalents</b>	<b>19.0</b>	<b>17.0</b>	<b>17.0</b>	<b>14.0</b>	<b>13.0</b>

\*\* the CD Director is listed in Planning

## SERVICE STATS (APRIL 2020-MARCH 2021)

- ▶ Over 775 building permits, over \$165M valued of construction
- ▶ 83 new single-family homes reviewed, permitted, inspected
- ▶ Issued and inspected in excess of 350 right-of-way permits
- ▶ Over 8,200 building and 1,500 engineering inspections
- ▶ Over 50 Planning Applications processed = 137 presentations to Council, Commission and Board of Adjustment
- ▶ Facilitated approximately 49 Hillside Applications = over 70 presentations to Hillside Committee

## EXPENDITURES

Priority 2 expenditures are recommended to increase by \$186,588 or 7%:

**Personnel:** increase \$115,948 or 6% due to being fully staffed and the continuation of the temporary position to guide the general plan process.

**Supplies and services:** The net increase of \$9,644 or 2% represents status quo operations, continuation of 100% reimbursed 3<sup>rd</sup> party inspections and carry-over funding to complete the General Plan.

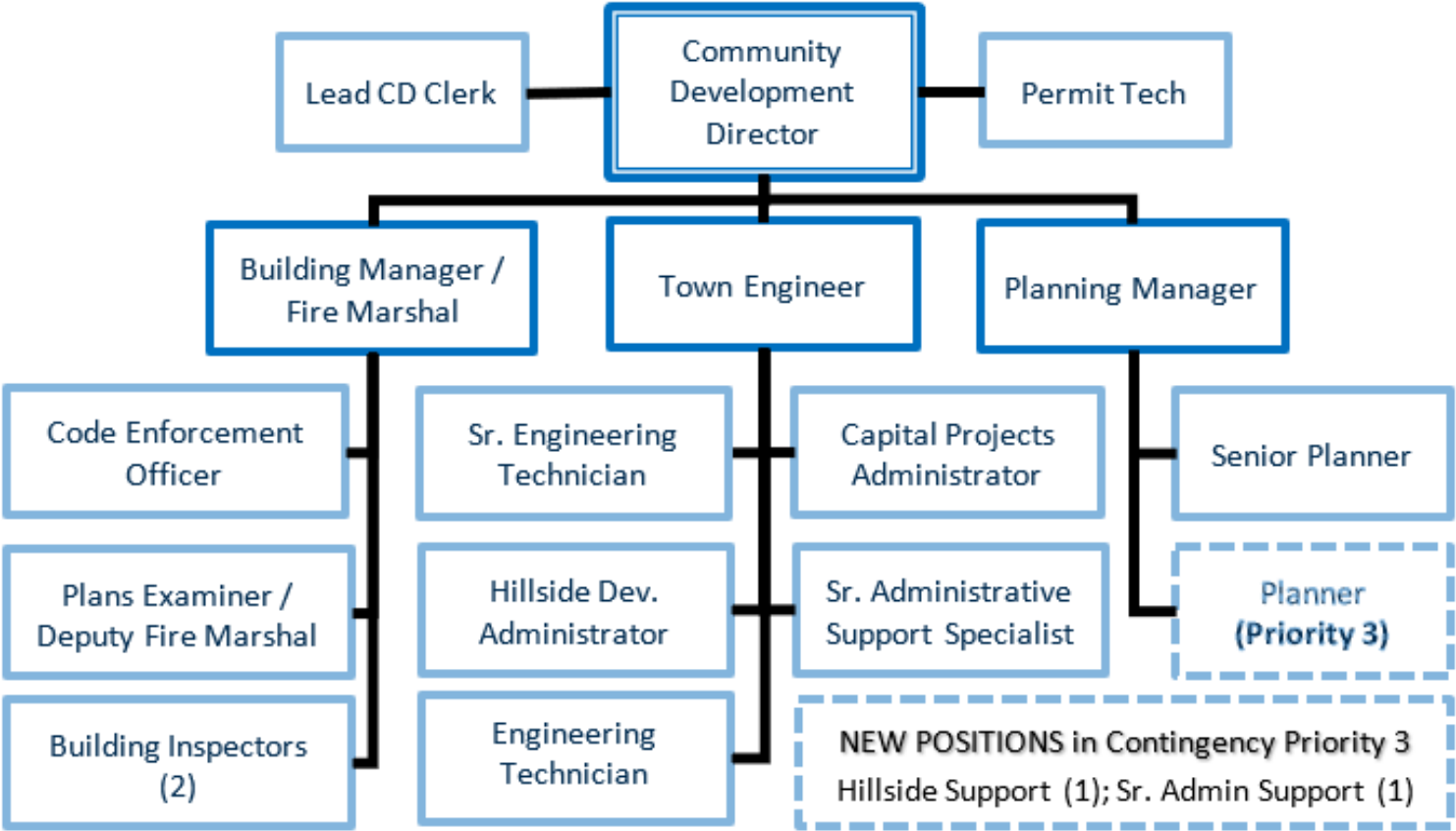
**Capital:** \$61,000 to replace two vehicles (Building and Engineering)

COMMUNITY DEVELOPMENT - Expenditures by DIVISION					
PRIMARY DIVISION	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21
			Amount	%	
Building	\$ 998,438	\$ 964,728	\$ 33,710	3%	\$ 851,573
Planning	875,632	794,328	81,304	10%	723,240
Engineering	967,018	895,444	71,574	8%	825,004
<b>Expenditures - Priority 2</b>	<b>\$2,841,088</b>	<b>\$2,654,500</b>	<b>\$ 186,588</b>	<b>7%</b>	<b>\$2,399,817</b>
Contingency - Priorities 3	246,552	-	246,552	n/a	-
<b>Total Expenditures</b>	<b>\$3,087,640</b>	<b>\$2,654,500</b>	<b>\$ 433,140</b>	<b>16%</b>	<b>\$2,399,817</b>

## MISSION

To deliver personalized service while providing a comprehensive approach to the services we provide that meets the needs of the community and facilitates responsible, high quality, and well-planned development that enables revitalization of resorts, residences, and infrastructure while preserving the one-acre lots and the natural Sonoran Desert environment.

## ORGANIZATIONAL CHART



## OFFICE DESCRIPTION & SERVICES

The Department, through the Building, Engineering, and Planning Divisions, provides many of the services that affect the daily lives of those who live and work in the town. It is responsible for preparing and updating comprehensive plans, processing zoning cases, enforcing the town code, reviewing building and engineering plans, conducting zoning, building, engineering and right-of-way inspections, and providing information to the public on zoning, town code and construction related activity. The department is also responsible for the planning and implementation of the capital improvement program and facilitation of the hillside development process.

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# Community Development

## GOALS

- ▶ Preserve the premiere residential character of the community
- ▶ Provide professional and thorough guidance and coordination on all land planning and development activities
- ▶ Facilitate public participation and awareness of projects through improved public outreach
- ▶ Implement the town’s regulations and policies fairly and consistently
- ▶ Review planning, hillside, right-of-way, engineering, and building applications thoroughly and expeditiously
- ▶ Identify and implement technology to improve efficiency and service levels
- ▶ Initiate the State mandated ten-year update to the Town’s General Plan
- ▶ Complete the Town’s Sanitary Sewer System Assessment and flow monitoring in accordance with Intergovernmental Agreement with the City of Scottsdale
- ▶ Coordinate with the City of Phoenix for a major water line replacement project through the northwest quadrant of town, minimizing impacts to Town residents
- ▶ Continue managing the currently initiated Town’s capital improvement projects such as the Lincoln Drive Medians, Lincoln, Mockingbird, Indian Bend Improvements, and the Lincoln Drive and Invergordon Road Intersection Re-Alignment

# Community Development

## HIGHLIGHTS

- ▶ Completed the fourth year of sewer assessments per updated IGA with the City of Scottsdale
- ▶ Developed Hillside Development Area mapping tool for use by residents and development community
- ▶ Completion of the Federally Funded Lincoln Drive Sidewalks project
- ▶ Updated the Town’s standards for Small Cell Wireless Facilities in Town right-of-way to better serve the needs of the industry while preserving the towns high quality aesthetic value
- ▶ Completed the design and initiated construction on the Lincoln, Mockingbird, Indian Bend Road Improvements as well as the Lincoln Drive Median Improvements
- ▶ Oversaw major infrastructure projects within Town rights-of-way by numerous utility providers such as EPCOR, Southwest Gas, and the AP
- ▶ Facilitated a one-day Town Council retreat on Planning and Zoning Process Improvements
- ▶ Granted approvals for improvements to multiple SUP properties including Lincoln Plaza Medical Center, Five Star Development, and Ascension Lutheran Church

## SERVICE STATS

For reporting period April 2019-March 2020:

- ▶ Approximately 750 building permits issued, valued at over \$145M of construction
- ▶ 100 new single-family homes reviewed, permitted, and inspected
- ▶ Over 8,000 inspection requests completed on the next business day
- ▶ More than 70 Planning Applications processed by staff, the Board of Adjustment and the Planning Commission
- ▶ Facilitated approximately 50 Hillside Applications through the Hillside Building Committee, building permit application, and final inspection close out
- ▶ A total of \$2.8M spent on public infrastructure projects through the Capital Improvement Program
- ▶ Issued and inspected in excess of 330 right-of-way permits

# Community Development

## STAFFING LEVELS

COMMUNITY DEVELOPMENT - Authorized positions by CLASSIFICATION							
POSITION CLASSIFICATION	2021/22	2020/21	2019/20*	2018/19	2017/18	2016/17	2015/16
Community development director	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Planning manager	1.0	1.0	1.0	-	-	-	-
Senior planner	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Planner	-	-	-	1.0	1.0	1.0	1.0
Lead planning & building clerk	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Permit technician	1.0	1.0	1.0	-	-	-	-
Building safety manager / fire marshal	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Plans examiner / deputy fire marshal	2.0	2.0	2.0	2.0	2.0	1.0	1.0
Building & zoning inspector	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Code enforcement officer	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Town engineer	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Engineering service analyst	-	-	-	-	1.0	1.0	1.0
Capital project administrator	1.0	1.0	1.0	1.0	-	-	-
Sr. engineering technician	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Hillside development administrator	1.0	1.0	1.0	1.0	-	-	-
Engineering technician	1.0	1.0	1.0	-	-	-	-
Sr. administrative support specialist	1.0	1.0	1.0	1.0	1.0	1.0	1.0
<b>Sub-Total full time equivalents</b>	<b>16.0</b>	<b>16.0</b>	<b>16.0</b>	<b>14.0</b>	<b>13.0</b>	<b>12.0</b>	<b>12.0</b>
Positions in contingency**							
Planner	1.0	1.0	1.0	-	-	-	-
Sr. admin. Support specialist	1.0	-	-	-	-	-	-
Hillside development support	1.0	-	-	-	-	-	-
<b>Total full time equivalents</b>	<b>19.0</b>	<b>17.0</b>	<b>17.0</b>	<b>14.0</b>	<b>13.0</b>	<b>12.0</b>	<b>12.0</b>
Temporary / Term-limited positions:							
Planner II (General plan)	1.0	1.0	-	-	-	-	-
Inspector	-	-	-	-	-	1.0	-
* Department restructure included reclassifying three positions and moving-in Engineering services							
** Positions are held in contingency until specific criteria are realized and service demands materialize							

FY2021/22: recommended to add two new positions in contingency priority 3 until certain criteria is realized and service demands materialize and carry forward a vacant planner position from FY19/20 for a total of three positions in Priority 3.

- One Planner, left vacant and carried forward from last fiscal year;
- One for Hillside development support; and
- One for department-wide Administrative support.

# Community Development

## STAFFING LEVELS (CONCLUDED)

COMMUNITY DEVELOPMENT - Authorized positions by PRIMARY FUNCTION							
PRIMARY FUNCTION**	2020/21	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
Building	5.0	5.0	5.0	5.0	5.0	4.0	4.0
Planning	5.0	5.0	5.0	4.0	4.0	4.0	4.0
Engineering	6.0	6.0	6.0	5.0	4.0	4.0	4.0
Contingency - Priority 3	3.0	1.0	1.0	-	-	-	-
<b>Total full time equivalents</b>	<b>19.0</b>	<b>17.0</b>	<b>17.0</b>	<b>14.0</b>	<b>13.0</b>	<b>12.0</b>	<b>12.0</b>
** the CD Director is listed in Planning							

In FY2020/21, a term-limited "Planner II" position filled to focus on the General Plan.

In FY2019/20 the Community Development and Engineering Departments were combined in three divisions: Building, Engineering, and Planning. The Senior Planner was reclassified as Planning Manager and the Planner was reclassified as a Senior Planner. A Planner position was added, but subsequently frozen in response to COVID-19.

FY2018/19: a Hillside development administrator was added and a position was retitled to Capital Project Administrator. FY2017/18: a Plans examiner was added. Staffing levels remained consistent from FY2010/11 to FY2016/17.

## FUNDING LEVELS

COMMUNITY DEVELOPMENT - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			Amount	%			
General Fund	\$2,445,508	\$2,263,685	\$ 181,823	8%	\$2,080,019	\$2,040,466	\$2,101,248
Inspection reimbursement	231,000	231,000	-	0%	159,983	202,525	137,548
Enterprises*	164,580	159,815	4,765	3%	159,815	162,099	34,600
<b>Sources - Priority 2</b>	<b>\$2,841,088</b>	<b>\$2,654,500</b>	<b>\$ 186,588</b>	<b>7%</b>	<b>\$2,399,817</b>	<b>\$2,405,090</b>	<b>\$2,273,396</b>
Contingency - Priorities 3	246,552	-	246,552	n/a	-	-	-
<b>Total Sources</b>	<b>\$3,087,640</b>	<b>\$2,654,500</b>	<b>\$ 433,140</b>	<b>16%</b>	<b>\$2,399,817</b>	<b>\$2,405,090</b>	<b>\$2,273,396</b>
*Building provides services to Fire; Engineering provides services to Wastewater.							

Recurring funding for the Department consists of the General Fund and the Fire and Wastewater enterprises. The "Inspection reimbursement" is revenue the Town receives as for inspect services performed by contractual. The amount of reimbursement reported the amount of the contracts.

Overall, Priority 2 funding is recommended to **increase by \$186,588 or 7%** The majority of this increase is from general fund revenues for vehicle replacements and a two-year temporary staffing for the General Plan.

# Community Development

## PRIORITY THREE CONTINGENCY

It is recommended that the following two positions and an existing but unfilled vacant planner position are approved in the FY2022 budget Contingency for Priority 3.

**Hillside Support position** will result in hillside codes becoming a stronger focus as opposed to enforcement action only as limited resources allow. Additionally, necessary code amendments to respond to gaps and clarity that lead to citizen concerns can be processed. The complexity and processing required by the code does not allow current staff to accomplish these tasks.

**Planner position** will aid citizens and the development community with routine requests for information. This position will also provide research and analysis for development related issues; and would be filled only after the services of the general plan term-limited position has been completed. Carried forward from last fiscal year.

**Sr. Administrative Support Specialist** An additional administrative support position will reduce the amount of time professional planning and engineering staff spend on committee agendas, neighborhood noticing, minute taking, and other routine activities.

Though the workload currently exists for these three positions, caution is being exercised to ensure adequate recurring revenue will be available to fund these positions and not over extend the department. Other factors include department-wide organizational needs, structure and planning, and available work space.

It is recommended for authorization be given to the Town Manager to determine when the above criteria has been met and the time is appropriate to fill these positions, with prior communication to Council.

## EXPENDITURES

COMMUNITY DEVELOPMENT - Expenditures by DIVISION							
PRIMARY DIVISION	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			Amount	%			
Building	\$ 998,438	\$ 964,728	\$ 33,710	3%	\$ 851,573	\$ 921,192	\$ 847,955
Planning	875,632	794,328	81,304	10%	723,240	622,665	653,236
Engineering	967,018	895,444	71,574	8%	825,004	861,233	772,205
Expenditures - Priority 2	\$2,841,088	\$2,654,500	\$ 186,588	7%	\$2,399,817	\$2,405,090	\$2,273,396
Contingency - Priorities 3	246,552	-	246,552	n/a	-	-	-
Total Expenditures	\$3,087,640	\$2,654,500	\$ 433,140	16%	\$2,399,817	\$2,405,090	\$2,273,396

# Community Development

## EXPENDITURES (CONCLUDED)

COMMUNITY DEVELOPMENT - Expenditures by CATEGORY							
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			Amount	%			
Total Personnel	\$2,156,881	\$2,040,933	\$ 115,948	6%	\$2,019,411	\$1,909,505	\$1,817,873
Professional	417,900	436,950	(19,050)	-4%	226,130	291,627	330,541
Liability insurance	64,697	64,442	255	0%	64,442	60,339	57,076
Travel training	19,320	14,200	5,120	36%	513	10,740	12,834
Permitting software	84,000	70,000	14,000	20%	76,570	69,116	-
Dues and memberships	7,640	5,975	1,665	28%	3,680	4,086	5,861
Furniture and equipment	750	-	750	n/a	-	-	-
Other supplies & services	28,900	22,000	6,900	31%	9,071	59,677	24,215
Total Supplies & Services	623,207	613,567	9,640	2%	380,406	495,585	430,527
Total Capital	61,000	-	61,000	n/a	-	-	24,996
Expenditures - Priority 2	\$2,841,088	\$2,654,500	\$ 186,588	7%	\$2,399,817	\$2,405,090	\$2,273,396
Contingency - Priority 3	246,552	-	246,552	n/a	-	-	-
Total Expenditures	\$3,087,640	\$2,654,500	\$ 433,140	16%	\$2,399,817	\$2,405,090	\$2,273,396

Overall priority 2 expenditures are recommended to increase by \$186,588 or 7%.

**Personnel:** The increase of \$115,948 or 6% is a product of current salaries and wages, medical, dental, retirement and taxes; and a full year of being fully staffed and the continuation of a temporary position to guide the general plan process.

**Supplies and services:** The net increase of \$9,644 or 2% represents status quo operations and includes carry-over funding to complete the General Plan and continue 3<sup>rd</sup> party building and engineering inspections that are 100% reimbursed to the Town

**Capital:** The capital of \$61,000 is two replacement vehicles recommended by the Fleet Division: one for the Building Division and one for the Engineering Division.



# Community Development

## LINE ITEMS - BUILDING

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-47-100	SALARIES AND WAGES	\$ 459,454	\$ 459,454	\$ 468,542	\$ (9,088)	-2%	\$ 434,223	\$ 460,502	\$ 437,990
10-47-105	OVERTIME	1,500	1,500	1,500	-	0%	-	1,095	1,219
10-47-115	EMPLOYEE BENEFITS-FICA	35,979	35,979	36,895	(916)	-2%	32,687	34,796	33,295
10-47-120	EMPLOYEE BENEFITS-RETIREMENT	58,366	58,366	58,905	(539)	-1%	63,288	56,433	52,868
10-47-125	EMPLOYEE BENEFITS-WORKERS COMP	8,622	8,622	8,479	143	2%	7,866	7,047	5,819
10-47-130	EMPLOYEE BENEFITS-MEDICAL	55,774	55,774	51,015	4,759	9%	54,807	48,366	47,249
10-47-131	EMPLOYEE BENEFITS-DENTAL	4,635	4,635	4,704	(69)	-1%	4,636	4,418	4,146
10-47-135	EMPLOYEE BENEFITS-DISABIL/LIFE	500	500	560	(60)	-11%	500	500	439
10-47-136	EMPLOYEE BENEFITS - STD	2,736	2,736	2,680	56	2%	2,670	2,653	2,552
10-47-160	EMPLOYEE BENEFITS-CLOTHING	-	-	1,900	(1,900)	-100%	2,319	1,323	1,278
10-47-161	EMPLOYEE BENEFIT - CELL PHONE	5,100	5,100	5,100	-	0%	4,250	5,100	5,100
10-47-186	EMPLOYEE BENEFITS - H S A	8,700	8,700	6,750	1,950	29%	9,370	6,842	6,510
10-47-191	DEFERRED COMPENSATION-457	4,260	4,260	4,390	(130)	-3%	4,588	4,330	4,830
N/A	NEW / (REDUCED) STAFF	-	-	-	-	n/a	-	-	-
TOTAL PERSONNEL		645,626	645,626	651,420	(5,794)	(1)	621,203	633,404	603,294
10-47-290	SOFTWARE MAINTENANCE	84,000	84,000	70,000	14,000	20%	76,570	69,116	-
10-47-327	EMERGENCY MANAGEMENT	-	-	2,200	(2,200)	-100%	4,084	1,919	1,820
10-47-330	GENERAL PROFESSIONAL SERVICES	210,000	210,000	210,000	-	0%	124,465	187,883	188,035
10-47-435	GAS & OIL	4,000	4,000	4,000	-	0%	2,411	3,756	4,123
10-47-465	OFFICE SUPPLIES	500	500	500	-	0%	529	1,133	1,325
10-47-485	PRINTING	500	500	500	-	0%	274	-	561
10-47-540	LIABILITY INSURANCE	18,420	18,420	17,809	611	3%	17,809	17,046	15,505
10-47-541	PROPERTY INSURANCE	951	951	1,633	(682)	-42%	1,633	1,547	2,268
10-47-542	VEHICLE INSURANCE	2,166	2,166	2,166	-	0%	2,166	2,064	2,064
10-47-670	MEETING EXPENSES	-	-	-	-	n/a	-	-	20
10-47-675	MEMBERSHIP & DUES	775	775	-	775	n/a	390	425	570
10-47-770	ONSITE TRAINING	1,500	1,500	3,000	(1,500)	-50%	40	-	405
10-47-790	SUBSCRIPTIONS & PUBLICATIONS	-	-	1,000	(1,000)	-100%	-	59	813
10-47-815	TRAINING TRAVEL	-	-	500	(500)	-100%	-	-	-
10-47-840	MISCELLANEOUS	-	-	-	-	n/a	-	35	2,156
10-47-863	COMPUTER HARDWARE	-	-	-	-	n/a	-	2,805	-
TOTAL SUPPLIES & SERVICES		322,812	322,812	313,308	9,504	3%	230,371	287,788	219,665
10-47-870	VEHICLES	30,000	30,000	-	30,000	n/a	-	-	-
10-47-901	PROPERTY ACQUISITION	-	-	-	-	n/a	-	-	24,996
TOTAL CAPITAL OUTLAY		30,000	30,000	-	30,000	-	-	-	24,996
TOTAL EXPENDITURES		\$ 998,438	\$ 998,438	\$ 964,728	\$ 33,710	\$ (1)	\$ 851,573	\$ 921,192	\$ 847,955

## LINE ITEMS - PLANNING

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-48-100	SALARIES AND WAGES	\$ 568,221	\$ 568,221	\$ 436,949	\$ 131,272	30%	\$ 510,621	\$ 443,394	\$ 467,096
10-48-105	OVERTIME	2,500	2,500	500	2,000	400%	3,975	-	6,448
10-48-115	EMPLOYEE BENEFITS-FICA	43,164	43,164	41,885	1,279	3%	33,110	33,556	34,115
10-48-120	EMPLOYEE BENEFITS-RETIREMENT	71,611	71,611	66,881	4,730	7%	53,593	53,782	55,541
10-48-125	EMPLOYEE BENEFITS-WORKERS COMP	1,464	1,464	1,344	120	9%	1,057	911	1,083
10-48-130	EMPLOYEE BENEFITS-MEDICAL	40,207	40,207	54,141	(13,934)	-26%	28,909	35,571	38,836
10-48-131	EMPLOYEE BENEFITS-DENTAL	3,280	3,280	5,295	(2,015)	-38%	2,676	3,406	3,177
10-48-135	EMPLOYEE BENEFITS-DISABIL/LIFE	493	493	661	(168)	-25%	351	456	428
10-48-136	EMPLOYEE BENEFITS - STD	2,789	2,789	3,105	(316)	-10%	2,290	2,547	2,605
10-48-155	EMPLOYEE BENEFITS-UNEMPLOYMENT	-	-	-	-	n/a	-	-	960
10-48-160	EMPLOYEE BENEFITS-CLOTHING	-	-	200	(200)	-100%	-	-	201
10-48-161	EMPLOYEE BENEFIT - CELL PHONE	1,380	1,380	1,380	-	0%	-	1,380	1,150
10-48-186	EMPLOYEE BENEFITS - H S A	8,700	8,700	10,800	(2,100)	-19%	6,670	7,313	3,608
10-48-191	DEFERRED COMPENSATION-457	4,940	4,940	7,160	(2,220)	-31%	4,009	5,078	3,354
N/A	NEW / (REDUCED) STAFF	256,552	-	-	-	n/a	-	-	-
TOTAL PERSONNEL		1,005,301	748,749	630,301	118,448	19%	647,263	587,394	618,601
10-48-330	GENERAL PROFESSIONAL SERVICES	5,500	10,500	9,550	950	10%	430	7,444	6,006
10-48-331	GENERAL PLAN UPDATE	74,900	74,900	124,900	(50,000)	-40%	50,000	-	-
10-48-341	CREDIT CARD EXPENSE	-	-	-	-	n/a	-	-	-
10-48-375	TEMPORARY HELP	-	5,000	-	5,000	n/a	-	-	-
10-48-465	OFFICE SUPPLIES	1,100	1,100	1,000	100	10%	609	1,023	1,854
10-48-480	BLUEPRINT COPIER SUPPLIES	-	-	-	-	n/a	-	-	-
10-48-485	PRINTING	-	-	300	(300)	-100%	-	-	-
10-48-540	LIABILITY INSURANCE	17,992	17,992	20,857	(2,865)	-14%	20,857	19,486	18,617
10-48-541	PROPERTY INSURANCE	1,099	1,099	1,023	76	7%	1,023	1,664	828
10-48-542	VEHICLE INSURANCE	372	372	372	-	0%	372	356	267
10-48-670	MEETING EXPENSES	-	-	-	-	n/a	-	-	59
10-48-675	MEMBERSHIP & DUES	2,300	2,300	2,125	175	8%	1,946	1,877	1,987
10-48-685	POST OFFICE SUPPLIES, MISC	-	-	-	-	-	-	22	-
10-48-720	LEGAL ADVERTISING	2,500	2,500	-	2,500	n/a	-	-	-
10-48-770	ONSITE TRAINING	1,200	1,200	-	1,200	n/a	-	1,165	1,623
10-48-790	SUBSCRIPTIONS & PUBLICATIONS	-	-	200	(200)	-100%	-	-	-
10-48-815	CONFERENCES & TRAINING	7,620	7,620	3,700	3,920	106%	390	1,575	2,806
10-48-840	MISCELLANEOUS	-	-	-	-	n/a	-	-	37
10-48-845	BOARDS AND COMMISSION EXPENSES	2,300	2,300	-	2,300	n/a	350	88	57
10-48-866	OFFICE FURNITURE & FIXTURES	-	-	-	-	n/a	-	572	494
TOTAL SUPPLIES & SERVICES		116,883	126,883	164,027	(37,144)	-23%	75,977	35,272	34,635
TOTAL CAPITAL OUTLAY		-	-	-	-	n/a	-	-	-
TOTAL EXPENDITURES		\$ 1,122,184	\$ 875,632	\$ 794,328	\$ 81,304	10%	\$ 723,240	\$ 622,665	\$ 653,236

# Community Development

LINE ITEMS - ENGINEERING

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-49-100	SALARIES AND WAGES	\$ 530,988	\$ 530,988	\$ 533,062	\$ (2,074)	0%	\$ 530,634	\$ 484,958	\$ 431,881
10-49-105	OVERTIME	5,000	5,000	5,000	-	0%	2,689	-	-
10-49-115	EMPLOYEE BENEFITS-FICA	41,774	41,774	42,168	(394)	-1%	37,811	38,128	31,483
10-49-120	EMPLOYEE BENEFITS-RETIREMENT	67,767	67,767	67,056	711	1%	71,269	60,058	49,503
10-49-125	EMPLOYEE BENEFITS-WORKERS COMP	8,937	8,937	8,601	336	4%	7,918	8,139	15,844
10-49-130	EMPLOYEE BENEFITS-MEDICAL	78,223	78,223	71,276	6,947	10%	71,112	66,486	41,473
10-49-131	EMPLOYEE BENEFITS-DENTAL	7,316	7,316	7,126	190	3%	7,101	6,229	4,170
10-49-135	EMPLOYEE BENEFITS-DISABIL/LIFE	560	560	627	(67)	-11%	569	572	3,325
10-49-136	EMPLOYEE BENEFITS - STD	3,161	3,161	3,046	115	4%	3,035	2,887	3,142
10-49-160	EMPLOYEE BENEFITS-CLOTHING	-	-	2,470	(2,470)	-100%	-	2,470	2,470
10-49-161	EMPLOYEE BENEFIT - CELL PHONE	5,820	5,820	5,820	-	0%	4,850	5,820	3,847
10-49-186	EMPLOYEE BENEFITS - H S A	8,700	8,700	8,100	600	7%	9,369	7,800	5,200
10-49-191	DEFERRED COMPENSATION-457	4,260	4,260	4,860	(600)	-12%	4,588	5,160	3,640
10-49-199	WORKERS' COMPENSATION DED	-	-	-	-	n/a	-	-	-
N/A	NEW / REDUCED STAFF	-	-	-	-	n/a	-	-	-
TOTAL PERSONNEL		762,506	762,506	759,212	3,294	0%	750,945	688,707	595,978
10-49-330	GENERAL PROFESSIONAL SERVICES	111,000	111,000	86,000	25,000	29%	38,235	89,800	130,000
10-49-335	NPA/NPDES COMPLIANCE	6,500	6,500	6,500	-	0%	13,000	6,500	6,500
10-49-415	COMPUTER SUPPLIES	500	500	-	500	n/a	-	500	500
10-49-435	GAS & OIL	2,500	2,500	2,500	-	0%	241	1,500	1,500
10-49-462	TOWN CLOTHING	-	-	-	-	n/a	-	-	-
10-49-465	OFFICE SUPPLIES	2,500	2,500	1,000	1,500	150%	-	2,000	1,400
10-49-485	PRINTING	11,500	11,500	10,000	1,500	15%	458	10,500	7,000
10-49-540	LIABILITY INSURANCE	21,590	21,590	17,381	4,209	24%	17,381	15,904	15,321
10-49-541	PROPERTY INSURANCE	1,323	1,323	2,417	(1,094)	-45%	2,417	1,867	1,813
10-49-542	VEHICLE INSURANCE	784	784	784	-	0%	784	405	393
10-49-675	DUES	2,015	2,015	1,350	665	49%	1,460	1,350	1,700
10-49-720	LEGAL ADVERTISING	500	500	500	-	0%	-	500	500
10-49-770	STAFF TRAINING	7,000	7,000	5,500	1,500	27%	83	6,000	6,000
10-49-790	SUBSCRIPTIONS & PUBLICATIONS	2,550	2,550	800	1,750	219%	-	800	800
10-49-815	TRAINING TRAVEL	2,000	2,000	1,500	500	33%	-	2,000	2,000
10-49-840	MISCELLANEOUS	500	500	-	500	n/a	-	7,900	400
10-49-866	OFFICE FURNITURE & FIXTURES	750	750	-	750	n/a	-	-	-
TOTAL SUPPLIES & SERVICES		173,512	173,512	136,232	37,280	27%	74,059	172,526	176,227
10-49-870	VEHICLE	31,000	31,000	-	31,000	n/a	-	25,000	-
TOTAL CAPITAL OUTLAY		31,000	31,000	-	31,000	n/a	-	-	-
TOTAL EXPENDITURES		\$ 967,018	\$ 967,018	\$ 895,444	\$ 71,574	8%	\$ 825,004	\$ 861,233	\$ 772,205

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FOR THIS PRESENTATION ONLY



WASTEWATER SERVICES DESCRIPTION

The Town of Paradise Valley (the “*Town*”) provides Wastewater services to both residential and commercial customers who are connected to the Town owned sewer system (approximately 2,100 accounts). For customers in this service area, payment of an impact fee is required at the time the property is connected to the system. The impact fees are used to repay outstanding debt which was issued to purchase treatment capacity in the City of Scottsdale treatment facilities necessary for the demand of future customers.

The City of Scottsdale (the “*City*”) operates and maintains the sewer system through an intergovernmental agreement (“*IGA*”) with the Town. The City bills the Town for operation and maintenance of the system. The Town bills its customers directly. Customer bills include a base rate charge and a commodity charge which is based upon winter water consumption.



ENTERPRISE ACCOUNTING

Wastewater Services is an “Enterprise” fund.

An enterprise fund is predominantly self-supporting and accounts for services rendered to the public on a fee basis that more resembles the private sector, than a governmental program.

The rate structure for wastewater services was is designed to cover costs of providing wastewater services.





Funding is primarily through service fees.  
**Total uses** are budgeted to decreased by \$161,557 or 5%  
**Personnel** decrease by 5% resulting from the current allocation of Town staff’s services.  
**Supplies and services** is decreasing by 7% by aligning budget estimates with recent costs and reducing the assessment fee to \$130,000 for FY2021/22 and FY2022/23.  
**System Improvements** of \$455,000 is included in the CIP.

A loan from the *Operating fund* has been planned to be repaid through the rate structure. It is not uncommon that a cash shortfall occurs when debt is repaid by impact fees, as infrastructure often has to be in place before the related development occurs, and the fee collected cannot exceed each builder’s proportionate share. The FY2020 Impact fee loan balance to the Wastewater fund is \$1,164,870.

WASTEWATER - Expenses by CATEGORY					
EXPENSES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21
			\$	%	
Total Personnel	\$ 113,411	\$ 119,737	\$ (6,326)	-5%	\$ 119,737
Supplies & Services					
Scottsdale service fee	1,810,000	1,810,000	-	0%	1,810,000
Assessments	130,000	234,204	(104,204)	-44%	234,204
Professional services	10,000	25,000	(15,000)	-60%	720
Facilities maintenance	10,000	50,000	(40,000)	-80%	2,360
Processing fees	17,800	17,800	-	0%	14,517
Other supplies & services	231,175	244,731	(13,556)	-6%	243,526
Total Supplies & Services	2,208,975	2,381,735	(172,760)	-7%	2,305,327
Operating contingency	48,000	48,000	-	0%	-
System improvements	455,000	437,471	17,529	4%	496,170
Total Uses	\$2,825,386	\$2,986,943	\$ (161,557)	-5%	\$2,921,234

WASTEWATER - Funding by SOURCE					
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21
			\$	%	
Wastewater service fee	\$2,560,000	\$2,560,000	-	0%	\$2,535,354
Wastewater buyback	20,000	20,000	-	0%	6,477
Use (Gain) of fund balance	45,386	256,943	(211,557)	-82%	21,052
Transfer in from Impact fees	200,000	150,000	50,000	33%	358,351
Total Sources	\$2,825,386	\$2,986,943	\$ (161,557)	-5%	\$2,921,234

WASTEWATER IMPACT FEE - Sources and Uses					
	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21
			\$	%	
Development fees	\$ 200,000	\$ 150,000	\$ 50,000	33%	\$ 358,351
Total Sources	\$ 200,000	\$ 150,000	\$ 50,000	33%	\$ 358,351
Sewer loan repayment	\$ 200,000	\$ 150,000	\$ 50,000	33%	\$ 358,351
Total Uses	\$ 200,000	\$ 150,000	\$ 50,000	33%	\$ 358,351

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WASTEWATER SERVICES DESCRIPTION

The Town of Paradise Valley (the “Town”) provides Wastewater services to both residential and commercial customers who are connected to the Town owned sewer system (approximately 2,100 accounts). For customers in this service area, payment of an impact fee is required at the time the property is connected to the system. The impact fees are used to repay outstanding debt which was issued to purchase treatment capacity in the City of Scottsdale treatment facilities necessary for the demand of future customers.

The City of Scottsdale (the “City”) operates and maintains the sewer system through an intergovernmental agreement (“IGA”) with the Town. The City bills the Town for operation and maintenance of the system. The Town bills its customers directly. Customer bills include a base rate charge and a commodity charge which is based upon winter water consumption.

KEY DATES

- In fiscal year 2015/16:
- The City revised its fee structure
  - The Town initiated a new IGA with the City
  - The Town reviewed the master plan and Wastewater rate, and impact fees (2016/17)
  - The new IGA includes is a five (5) year project to inspect all town pipes and manholes
- In fiscal year 2017/18:
- The Town incorporated the last of two rate changes that Council approved in 2015/16
  - The IGA includes the sewer assessment annual payment of \$234,000 beginning FY2018/19
- In fiscal year 2020/21, it is recommended:
- 4<sup>TH</sup> Year of the sewer assessment annual payment, extended 5<sup>th</sup> payment in FY2021/22
  - Develop a plan and resume repaying the \$1,164,870 loan balance from General Fund

ENTERPRISE ACCOUNTING

Wastewater Services is an “Enterprise” fund.

An enterprise fund is predominantly self-supporting and accounts for services rendered to the public on a fee basis that more resembles the private sector, than a governmental program.

The rate structure for wastewater services was is designed to cover costs of providing wastewater services.

# Wastewater

## FUNDING LEVELS

WASTEWATER - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
Wastewater service fee	\$2,560,000	\$2,560,000	-	0%	\$2,535,354	\$2,530,672	\$2,626,210
Wastewater buyback	20,000	20,000	-	0%	6,477	33,761	55,326
Use (Gain) of fund balance	45,386	256,943	(211,557)	-82%	21,052	189,190	61,149
Transfer in from Impact fees	200,000	150,000	50,000	33%	358,351	319,588	216,158
Total Sources	\$2,825,386	\$2,986,943	\$ (161,557)	-5%	\$2,921,234	\$3,073,211	\$2,958,843

Funding for Wastewater services is primarily through service fees.

## EXPENSES

WASTEWATER - Expenses by CATEGORY							
EXPENSES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
Total Personnel	\$ 113,411	\$ 119,737	\$ (6,326)	-5%	\$ 119,737	\$ 121,146	\$ 134,030
Supplies & Services							
Scottsdale service fee	1,810,000	1,810,000	-	0%	1,810,000	1,778,422	1,814,914
Assessments	130,000	234,204	(104,204)	-44%	234,204	234,204	234,204
Professional services	10,000	25,000	(15,000)	-60%	720	2,055	6,489
Facilities maintenance	10,000	50,000	(40,000)	-80%	2,360	2,950	5,502
Processing fees	17,800	17,800	-	0%	14,517	16,565	-
Other supplies & services	231,175	244,731	(13,556)	-6%	243,526	500,302	541,159
Total Supplies & Services	2,208,975	2,381,735	(172,760)	-7%	2,305,327	2,534,498	2,602,268
Operating contingency	48,000	48,000	-	0%	-	-	-
System improvements	455,000	437,471	17,529	4%	496,170	417,567	222,545
Total Uses	\$2,825,386	\$2,986,943	\$ (161,557)	-5%	\$2,921,234	\$3,073,211	\$2,958,843

**Total uses** are budgeted to decreased by \$161,557 or 5%  
**Personnel** decrease by 5% resulting from the current allocation of Town staff’s services.  
**Supplies and services** is decreasing by 7% by aligning budget estimates with recent costs and reducing the assessment fee to \$130,000 for FY2021/22 and FY2022/23.  
**System Improvements** of \$455,000 is included in the CIP.

# Wastewater Impact Fees

## IMPACT FEES

WASTEWATER IMPACT FEE - Sources and Uses							
	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
Development fees	\$ 200,000	\$ 150,000	\$ 50,000	33%	\$ 358,351	\$ 319,588	\$ 201,880
Total Sources	\$ 200,000	\$ 150,000	\$ 50,000	33%	\$ 358,351	\$ 319,588	\$ 201,880
Sewer loan repayment	\$ 200,000	\$ 150,000	\$ 50,000	33%	\$ 358,351	\$ 319,588	\$ 216,158
Total Uses	\$ 200,000	\$ 150,000	\$ 50,000	33%	\$ 358,351	\$ 319,588	\$ 216,158

A loan from the *Operating fund* has been planned to be repaid through the rate structure. It is not uncommon that a cash shortfall occurs when debt is repaid by impact fees, as infrastructure often has to be in place before the related development occurs, and the fee collected cannot exceed each builder’s proportionate share. The FY2020 loan balance is \$1,164,870.



LINE ITEMS									
GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
55-30-630	SEWER BUYBACK - TOWN	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0%	\$ 6,477	\$ 33,761	\$ 55,326
55-30-730	MISCELLANEOUS INCOME	-	-	-	-	n/a	800	847	8,218
55-30-881	SERVICE FEE-SCOTTSDALE SYSTEM	2,560,000	2,560,000	2,560,000	-	0%	2,535,354	2,530,672	2,626,210
TOTAL REVENUE		2,580,000	2,580,000	2,580,000	-	0%	2,542,631	2,565,280	2,689,753
55-40-980	ADMIN FEE ALLOCATION	113,411	113,411	119,737	(6,326)	-5%	119,737	121,146	134,030
TOTAL PERSONNEL		113,411	113,411	119,737	(6,326)	-5%	119,737	121,146	134,030
55-40-215	ELECTRICITY	100	100	1,000	(900)	n/a	476	624	574
55-40-250	BOND ADMINISTRATION	-	-	-	-	n/a	-	-	1,210
55-40-310	COUNTY RECORDER SEWER LIENS	600	600	600	-	0%	-	-	-
55-40-330	GENERAL PROFESSIONAL SERVICES	10,000	10,000	25,000	(15,000)	n/a	720	2,055	1,976
55-40-336	SEWER BILL PROCESSING FEES	2,000	2,000	2,000	-	0%	1,275	1,213	-
55-40-337	SEWER MAINTENANCE	10,000	10,000	50,000	(40,000)	-80%	2,360	2,950	5,502
55-40-339	BANK SERVICE CHARGES	2,500	2,500	2,500	-	0%	2,337	2,308	-
55-40-341	CREDIT CARD & EFT EXPENSE	10,000	10,000	10,000	-	0%	7,699	9,670	-
55-40-356	LEGAL SERVICES	-	-	-	-	n/a	-	-	3,304
55-40-540	LIABILITY INSURANCE	106	106	125	(19)	-15%	200	106	-
55-40-541	PROPERTY INSURANCE	3,547	3,547	3,532	15	0%	3,376	3,483	3,484
55-40-754	POSTAGE FOR MONTHLY BILLINGS	3,300	3,300	3,300	-	0%	3,206	3,373	-
55-40-841	SETTLEMENTS	-	-	-	-	n/a	-	1,000	37,314
55-40-850	Bad Debt Expenses	-	-	-	-	n/a	-	1,404	(109)
55-40-899	DEPRECIATION	-	-	-	-	n/a	-	251,393	251,394
55-40-943	SEWER SYSTEM ASSESSMENT	130,000	130,000	234,204	(104,204)	-44%	234,204	234,204	234,204
55-40-950	AMORTIZE 2009 BOND PREMIUM	-	-	-	-	n/a	-	-	(15,418)
55-40-965	INTEREST 2009 MPC BOND	-	-	-	-	n/a	-	-	3,957
55-40-970	SCOTTSDALE SERVICE FEES	1,810,000	1,810,000	1,810,000	-	0%	1,810,000	1,778,422	1,814,914
50-40-999	OPERATING CONTINGENCY	48,000	48,000	48,000	-	0%	-	-	(8,096)
TOTAL SUPPLIES & SERVICES		2,256,975	2,256,975	2,429,735	(172,760)	-7%	2,305,327	2,534,498	2,602,268
55-40-990	SEWER SYSTEM IMPROVEMENTS	455,000	455,000	437,471	17,529	4%	496,170	417,567	222,545
TOTAL CAPITAL OUTLAY		455,000	455,000	437,471	17,529	4%	496,170	417,567	222,545
TOTAL EXPENDITURES		\$ 2,825,386	\$ 2,825,386	\$2,986,943	\$ (161,557)	-5%	\$2,921,233	\$3,073,211	\$ 2,958,843

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KEY QUESTION

Would Council like staff to bring forward a CIP budget amendment resolution for Council’s consideration at the next Council meeting May 13, 2021 to for the projects listed; 56<sup>th</sup> street right turn lane project prior to the start of the school year?



Vendor	Description	Account #	Activity Code	Amount
Kenneth Cole: PO #3639	Locate fiber conduit: Mockingbird-Town Limits	30-40-968	2016-14	(900.00)
Kenneth Cole: PO #3712	Locate fiber conduit: Mockingbird (Lincoln-Meadowlark)	30-40-968	2016-14	(1,537.50)
High Desert Comm: PO #3663	New LPR Faux Cactus: Mockingbird/Indian Bend	30-40-990	2020-12	(17,932.90)
Entellus: PO #3464	Doubletree & 56th: Post Design Services	30-40-968	2020-11	(12,872.00)
Construction	Doubletree & 56th: Construction	30-40-968	2020-11	(156,667.42)
		Total Requested		(189,909.82)



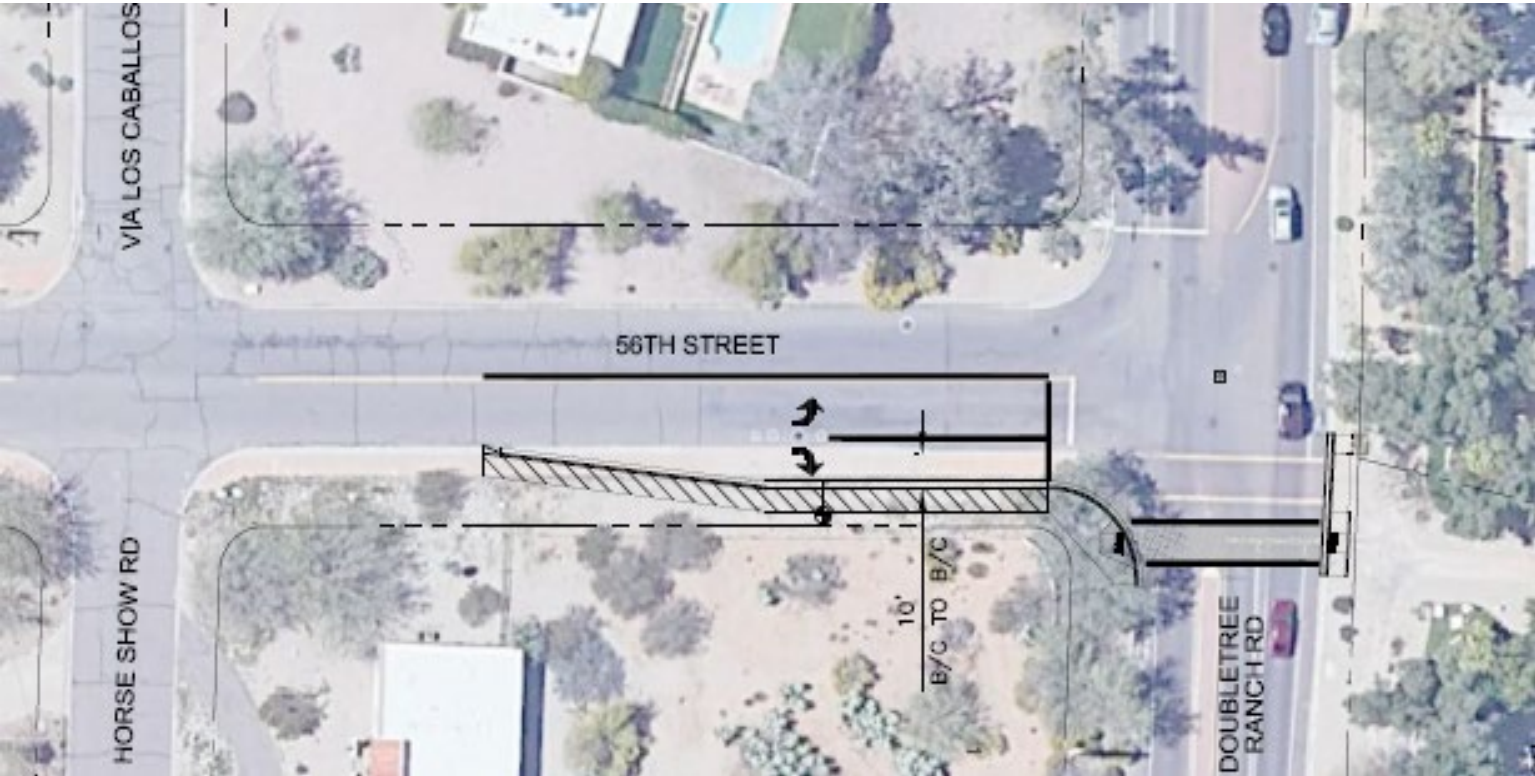
56<sup>th</sup> STREET RIGHT  
TURN LANE



KEY QUESTION

Would Council like staff to bring forward a budget amendment resolution for Council’s consideration at the next Council meeting May 13, 2021 for the projects listed including the 56<sup>th</sup> street right turn lane project?

The Town has previously initiated the design of the 56<sup>th</sup> Street Right Turn Lane at Doubletree Ranch Road as identified in the Capital Improvement Plan to help alleviate congestion and safety concerns near the Cherokee Elementary School. Due to the Covid-19 Pandemic construction was programmed for Fiscal Year 2022. Staff is requesting the budget transfer outlined below from CIP Contingency to the 56<sup>th</sup> Street Right Turn Lane project in order to start construction after the School’s summer break starting May 27<sup>th</sup> so that the project can be completed prior to the next school year. The current design contract and proposed budget amendments to complete the project are shown below:



Staff is recommending approval of the budget transfer in the amount of to complete the 56<sup>th</sup> Street Right Turn Lane project prior to the start of the 2022 school year and the other projects listed below.

Vendor	Description	Account #	Activity Code	Amount
Kenneth Cole: PO #3639	Locate fiber conduit: Mockingbird-Town Limits	30-40-968	2016-14	(900.00)
Kenneth Cole: PO #3712	Locate fiber conduit: Mockingbird (Lincoln-Meadowlark)	30-40-968	2016-14	(1,537.50)
High Desert Comm: PO #3663	New LPR Faux Cactus: Mockingbird/Indian Bend	30-40-990	2020-12	(17,932.90)
Entellus: PO #3464	Doubletree & 56th: Post Design Services	30-40-968	2020-11	(12,872.00)
Construction	Doubletree & 56th: Construction	30-40-968	2020-11	(156,667.42)
Total Requested				(189,909.82)



OFFICE DESCRIPTION & SERVICES

The Town Attorney is the chief legal advisor to the Town Council and all offices and divisions of the Town, as well as appointed bodies of the Town, including but not limited to, Planning Commission, Board of Adjustment, Paradise Valley Mountain Preserve Trust, and Personnel Appeals Board.

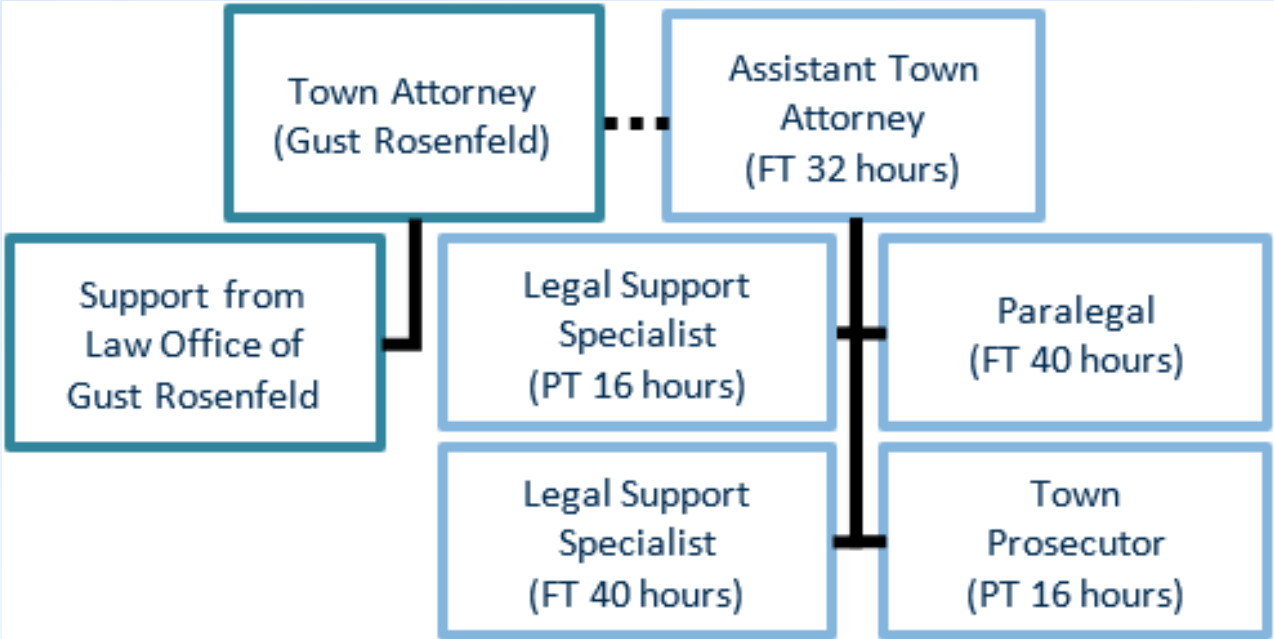
The Town Attorney represents the Town in legal proceedings, reviews all ordinances, resolutions and contracts, and prepares legal opinions.

The office also handles the prosecution of all violations of Town codes and misdemeanor violations of state law within the Town, and all appeals from the Town’s Municipal Court to the Superior Court.

In addition, the office handles all legally mandated victim notification services to misdemeanor crime victim in Paradise Valley.



ORGANIZATIONAL CHART



Town Council approved a contract with Gust Rosenfeld to provide Town Attorney and support services for the Town.

Legal Services is staffed with Town employees and is managed by the Assistant Town Attorney.



## GOALS

- ▶ Develop processes to successfully implement the “hybrid” model for delivering legal services.
- ▶ Implement more efficient methods of document and video redaction for Prosecution discovery and public records.

## SERVICE STATS

- ▶ Prosecution workload is increasing; submittals from PD for long form complaints are on path to triple from 2020.
- ▶ Unruly gathering long form complaints have increased from 8 in 2020 to 18 in first quarter 2021.

## STAFFING LEVELS

Compared to the adopted 2020/21 budget, the recommended staffing levels for FY2021/22 is a decrease of 0.2 full-time equivalents and include: increasing the Assistant town attorney hours to 32 hours per week, a full-time position per policy; and reclassifying the Temporary Legal support specialist to a “regular part-time” position.

TOWN ATTORNEY - Authorized positions by CLASSIFICATION					
POSITION CLASSIFICATION	2021/22	2020/21	2019/20	2018/19	2017/18
Town attorney*	0.0	1.0	1.0	1.0	1.0
Assistant town attorney (FT 32 hours)	1.0	0.7	0.7	0.7	-
Paralegal (FT 40 hours)	1.0	1.0	1.0	1.0	1.0
Prosecutor (PT 16 hours)	0.4	0.3	0.3	0.3	-
Legal support specialist (PT 16 hours)	0.4	-	-	-	-
Legal support specialist (FT 40 hours)	1.0	1.0	1.0	1.0	1.0
<b>Total full time equivalents</b>	<b>3.8</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>
Temporary Part-time positions:					
Legal support specialist (16 hours)	-	0.4	0.4	-	0.5
Assistant town attorney (20-28 hours)	-	-	-	-	0.7
* Effective March 11, 2021: Town attorney services are provide by a private law firm					

## HIGHLIGHTS

- ▶ Successfully transitioned to predominantly digital prosecution files

## EXPENDITURES

Office expenditures are recommended to decrease by \$104,802 or 13%. The primary changes are: the first full-year of using a private law firm as the Town Attorney; and added hours to existing Legal Services office staff. The Litigation cost center was created in the FY2019/20 adopted budget.

LEGAL SERVICES - Expenditures by CATEGORY					
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21*	Change Amount	Change %	Projected 2020/21
<b>Total Personnel</b>	<b>\$ 445,516</b>	<b>\$ 665,284</b>	<b>\$(219,768)</b>	<b>-33%</b>	<b>\$ 640,592</b>
Contractual Town Attorney	180,000	45,000	135,000	300%	45,000
General law services	30,000	54,000	(24,000)	-44%	54,000
Professional services	5,280	5,600	(320)	-6%	-
Liability & property insurance	15,529	13,398	2,131	16%	13,398
Travel and training	4,700	4,700	-	0%	1,120
Research & publications	15,390	13,790	1,600	12%	7,049
Other supplies & services	17,450	16,895	555	3%	13,911
<b>Total Supplies &amp; Services</b>	<b>268,349</b>	<b>153,383</b>	<b>114,966</b>	<b>75%</b>	<b>134,478</b>
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>-</b>
<b>Expenditures - Priority 2</b>	<b>\$ 713,865</b>	<b>\$ 818,667</b>	<b>\$(104,802)</b>	<b>-13%</b>	<b>\$ 775,070</b>
Contingency - Priority 3	-	-	-	n/a	-
<b>Total Expenditures</b>	<b>\$ 713,865</b>	<b>\$ 818,667</b>	<b>\$(104,802)</b>	<b>-13%</b>	<b>\$ 775,070</b>
* Included in 2020/21 is a potential budget amendment to be brought to Council for consideration in June to ratify budget authority					

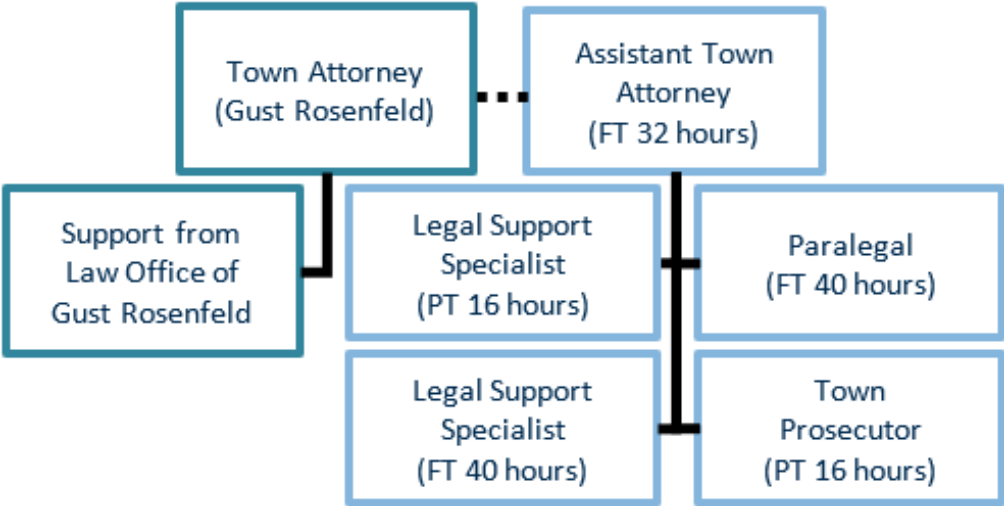
LEGAL SERVICES - Expenditures by CATEGORY					
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21*	Change Amount	Change %	Projected 2020/21
<b>Litigation costs</b>	<b>\$ 350,000</b>	<b>\$ 250,000</b>	<b>\$ 100,000</b>	<b>40%</b>	<b>\$ 243,114</b>
<b>Total Expenditures</b>	<b>\$ 350,000</b>	<b>\$ 250,000</b>	<b>\$ 100,000</b>	<b>40%</b>	<b>\$ 243,114</b>



MISSION

Provide legal, prosecution and advocacy services that assist the organization in achieving its goals.

“HYBRID” ORGANIZATIONAL CHART



Town Council approved a contract with Gust Rosenfeld to provide Town Attorney and support services for the Town.

Legal Services is staffed with Town employees and is managed by the Assistant Town Attorney.

OFFICE DESCRIPTION & SERVICES

The Town Attorney is the chief legal advisor to the Town Council and all offices and divisions of the Town, as well as appointed bodies of the Town, including but not limited to, Planning Commission, Board of Adjustment, Paradise Valley Mountain Preserve Trust, and Personnel Appeals Board.

The Town Attorney represents the Town in legal proceedings, reviews all ordinances, resolutions and contracts, and prepares legal opinions.

The office also handles the prosecution of all violations of Town codes and misdemeanor violations of state law within the Town, and all appeals from the Town’s Municipal Court to the Superior Court.

In addition, the office handles all legally mandated victim notification services to misdemeanor crime victim in Paradise Valley.

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# Legal Services

## GOALS

- ▶ Develop processes to successfully implement the “hybrid” model for delivering legal services.
- ▶ Working with the Finance department, create standard procurement and contract templates.
- ▶ Implement tracking system for work products, such as contracts, resolutions, ordinances, etc.
- ▶ Investigate and implement, if possible, more efficient methods of document and video redaction for Prosecution discovery and public records production.

## HIGHLIGHTS

- ▶ Transition to “hybrid” model for providing legal services to Town, via contract for Town Attorney services with Gust Rosenfeld PLC and retention of Asst. Town Attorney.
- ▶ Successfully transitioned to predominantly digital prosecution files.

## SERVICE STATS

- ▶ Prosecution workload is increasing.
- ▶ Submittals from PD for long form complaints are on path to triple from 2020.
- ▶ Unruly gathering long form complaints have increased from 8 in 2020 to 18 in first quarter 2021.

## FUNDING LEVELS

LEGAL SERVICES - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
General Fund - Operations	\$ 673,845	\$ 779,523	\$(105,678)	-14%	\$ 735,926	\$ 726,968	\$ 561,345
General Fund - Litigations	350,000	250,000	100,000	40%	243,114	22,052	-
Enterprises *	40,020	39,144	876	2%	39,144	38,105	56,600
<b>Sources - Priority 2</b>	<b>\$1,063,865</b>	<b>\$1,068,667</b>	<b>\$ (4,802)</b>	<b>0%</b>	<b>\$1,018,184</b>	<b>\$ 787,125</b>	<b>\$ 617,945</b>
Contingency - Priorities 3	-	-	-	n/a	-	-	-
<b>Total Sources</b>	<b>\$1,063,865</b>	<b>\$1,068,667</b>	<b>\$ (4,802)</b>	<b>0%</b>	<b>\$1,018,184</b>	<b>\$ 787,125</b>	<b>\$ 617,945</b>

\* Town Attorney and legal services provide services to Alarm, Fire and Wastewater (enterprise)

Funding consists of the General Fund and reimbursements from the Enterprises. Priority 2 funding is recommended to **decrease by \$4,802** to match the estimated expenditures. The estimated general fund decrease attributed to core operations is \$111,351 or 14%

# Legal Services

## PRIORITY THREE CONTINGENCY

There are no priority three contingency expenditures recommended.

## STAFFING LEVELS

TOWN ATTORNEY - Authorized positions by CLASSIFICATION							
POSITION CLASSIFICATION	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
Town attorney*	0.0	1.0	1.0	1.0	1.0	1.0	1.0
Assistant town attorney (FT 32 hours)	1.0	0.7	0.7	0.7	-	-	-
Paralegal (FT 40 hours)	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Prosecutor (PT 16 hours)	0.4	0.3	0.3	0.3	-	-	-
Legal support specialist (PT 16 hours)	0.4	-	-	-	-	-	-
Legal support specialist (FT 40 hours)	1.0	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total full time equivalents</b>	<b>3.8</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
Temporary Part-time positions:							
Legal support specialist (16 hours)	-	0.4	0.4	-	0.5	0.5	0.5
Assistant town attorney (20-28 hours)	-	-	-	-	0.7	0.5	0.5

\* Effective March 11, 2021: Town attorney services are provide by a private law firm

Compared to the adopted 2020/21 budget, the recommended staffing levels for FY2021/22 is a decrease of 0.2 full-time equivalents and include:

- Per Town policy, classifying the Assistant town attorney as a full-time position with increasing authorized hours to 32 per week; and
- Based on workload, reclassifying the term-limited temporary Legal support specialist to a “regular part-time” position in FY2021/22.

Legal Services

EXPENDITURES

LEGAL SERVICES - Expenditures by CATEGORY					LEGAL SERVICES OPERATIONS		
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21*	Change Amount	%	Projected 2020/21	Actual 2019/20	Actual 2018/19
Total Personnel	\$ 445,516	\$ 665,284	\$(219,768)	-33%	\$ 640,592	\$ 659,726	\$ 563,483
Contractual Town Attorney	180,000	45,000	135,000	300%	45,000	-	-
General law services	30,000	54,000	(24,000)	-44%	54,000	54,581	22,361
Professional services	5,280	5,600	(320)	-6%	-	994	677
Liability & property insurance	15,529	13,398	2,131	16%	13,398	10,665	12,948
Travel and training	4,700	4,700	-	0%	1,120	3,363	5,087
Research & publications	15,390	13,790	1,600	12%	7,049	12,930	9,566
Other supplies & services	17,450	16,895	555	3%	13,911	22,814	3,823
Total Supplies & Services	268,349	153,383	114,966	75%	134,478	105,347	54,462
Total Capital	-	-	-	n/a	-	-	-
Expenditures - Priority 2	\$ 713,865	\$ 818,667	\$(104,802)	-13%	\$ 775,070	\$ 765,073	\$ 617,945
Contingency - Priority 3	-	-	-	n/a	-	-	-
Total Expenditures	\$ 713,865	\$ 818,667	\$(104,802)	-13%	\$ 775,070	\$ 765,073	\$ 617,945
* Included in 2020/21 is a potential budget amendment to be brought to Council for consideration in June to ratify budget authority							

Overall priority 2 expenditures are recommended to decrease by \$104,802 or 13%.

**Personnel:** The decrease of \$219,768 or 33% is a product of current salaries and wages, medical, dental, retirement and taxes for current employees; and the reallocation of the Town Attorney from a Town employee to a contract with a private law firm.

**Supplies and services:** The net increase of \$114,996 or 75% is the net of a full-year of using a private law firm as the Town Attorney and associated cost savings in general contracted legal services.

LEGAL SERVICES - Expenditures by CATEGORY					LITIGATION SERVICES		
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change Amount	Change %	Projected 2020/21	Actual 2019/20	Actual 2018/19
Litigation costs	\$ 350,000	\$ 250,000	\$ 100,000	40%	\$ 243,114	\$ 22,052	\$ -
Total Expenditures	\$ 350,000	\$ 250,000	\$ 100,000	40%	\$ 243,114	\$ 22,052	\$ -

The Litigation cost center was established with the FY2019/20 adopted budget.

Legal Services

LINE ITEMS

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-45-100	SALARIES AND WAGES	\$ 299,340	\$ 299,340	\$ 517,948	\$ (218,608)	-42%	\$ 502,549	\$ 486,963	\$ 448,028
10-45-105	OVERTIME	1,000	1,000	-	1,000	n/a	-	116	180
10-45-115	EMPLOYEE BENEFITS-FICA	23,242	23,242	37,211	(13,969)	-38%	28,526	33,853	30,343
10-45-120	EMPLOYEE BENEFITS-RETIREMENT	61,896	61,896	56,550	5,346	9%	53,457	82,904	37,808
10-45-125	EMPLOYEE BENEFITS-WORKERS COMP	705	705	1,197	(492)	-41%	1,055	960	978
10-45-130	EMPLOYEE BENEFITS-MEDICAL	24,613	24,613	24,240	373	2%	27,479	22,548	21,957
10-45-131	EMPLOYEE BENEFITS-DENTAL	2,371	2,371	2,408	(37)	-2%	2,520	2,260	2,075
10-45-135	EMPLOYEE BENEFITS-DISABIL/LIFE	264	264	361	(97)	-27%	312	321	264
10-45-136	EMPLOYEE BENEFITS - STD	1,684	1,684	1,669	15	1%	1,802	1,664	1,554
10-45-161	EMPLOYEE BENEFIT - CELL PHONE	1,380	1,380	1,380	-	0%	1,840	2,875	1,380
10-45-165	EMPLOYEE BENEFIT-CAR ALLOWANCE	-	-	3,000	(3,000)	-100%	2,625	6,300	3,550
10-45-186	EMPLOYEE BENEFITS - H S A	2,900	2,900	5,400	(2,500)	-46%	4,517	5,192	5,408
10-45-191	DEFERRED COMPENSATION-457	2,100	2,100	13,920	(11,820)	-85%	7,905	13,769	9,958
N/A	NEW / (REDUCED) STAFF	24,021	24,021	-	24,021	n/a	6,005	-	-
TOTAL PERSONNEL		445,516	445,516	665,284	(219,768)	-33%	640,592	659,726	563,483
10-45-205	CELLULAR PHONE CHARGES	-	-	-	-	n/a	-	-	-
10-45-280	SOFTWARE ANNUAL LICENSES	14,000	14,000	12,000	2,000	17%	12,588	11,045	-
10-45-TBD	CONTRACTED TOWN ATTORNEY	180,000	180,000	45,000	135,000	n/a	45,000	-	-
10-45-330	GENERAL PROFESSIONAL SERVICES	4,000	4,000	4,000	-	0%	-	994	501
10-45-356	LEGAL-OUTSIDE - GENERAL LAW	30,000	30,000	54,000	(24,000)	-44%	54,000	54,581	22,361
10-45-365	MESSENGER/PROCESS SERVICE	1,280	1,280	1,600	(320)	-20%	-	-	176
10-45-375	TEMPORARY LABOR	-	-	-	-	n/a	-	-	-
10-45-465	OFFICE SUPPLIES	2,000	2,000	2,000	-	0%	-	1,427	1,886
10-45-540	LIABILITY INSURANCE	14,810	14,810	12,784	2,026	16%	12,784	9,993	12,352
10-45-541	PROPERTY INSURANCE	719	719	614	105	17%	614	672	596
10-45-670	MEETING EXPENSES	-	-	-	-	n/a	-	-	104
10-45-675	MEMBERSHIP & DUES	1,450	1,450	2,895	(1,445)	-50%	1,323	2,255	1,800
10-45-725	MILEAGE-MISCELLANEOUS TRAVEL	-	-	-	-	n/a	-	12	89
10-45-770	ONSITE TRAINING	2,200	2,200	2,200	-	0%	1,120	1,703	2,214
10-45-775	RESEARCH	11,600	11,600	10,000	1,600	16%	3,681	10,584	7,961
10-45-790	SUBSCRIPTIONS & PUBLICATIONS	3,790	3,790	3,790	-	0%	3,368	2,346	1,605
10-45-815	CONFERENCES & TRAINING	2,500	2,500	2,500	-	0%	-	1,648	2,784
10-45-840	MISCELLANEOUS	-	-	-	-	n/a	-	8,087	33
10-45-841	MISC - SETTLEMENTS	-	-	-	-	n/a	-	-	-
TOTAL SUPPLIES & SERVICES		268,349	268,349	153,383	114,966	75%	134,478	105,346	54,462
TOTAL EXPENDITURES		\$ 713,865	\$ 713,865	\$ 818,667	\$ (104,802)	-13%	\$ 775,070	\$ 765,072	\$ 617,945



OFFICE DESCRIPTION & SERVICES

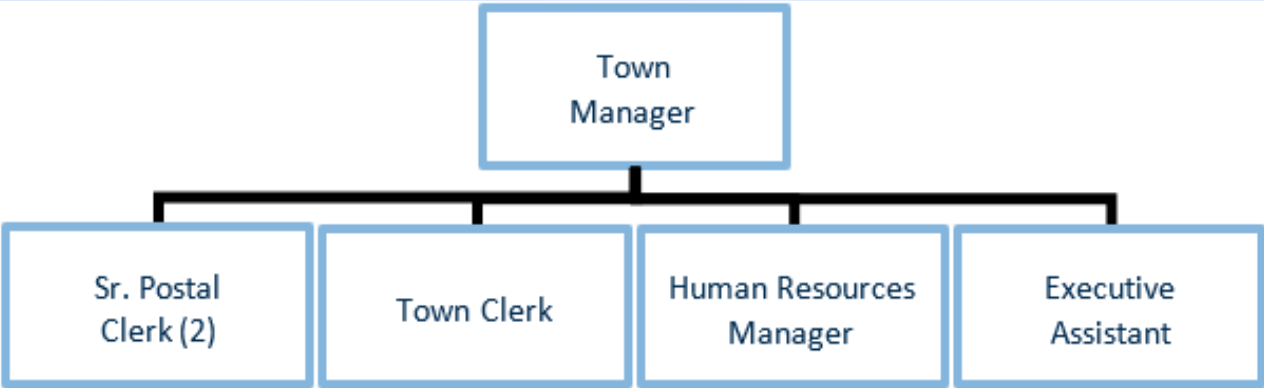
The Town Manager provides the overall administrative leadership for the Town and:

- ▶ Implementation of Town Council policies
- ▶ Management of the organization
- ▶ Delivery of services to the community

The Town Manager implements the Council’s established goals and initiatives through professional leadership and management practices. It is also the responsibility of this office to ensure that Town operations are performed effectively, efficiently and economically, and that the Town services are responsive to community needs.



ORGANIZATIONAL CHART



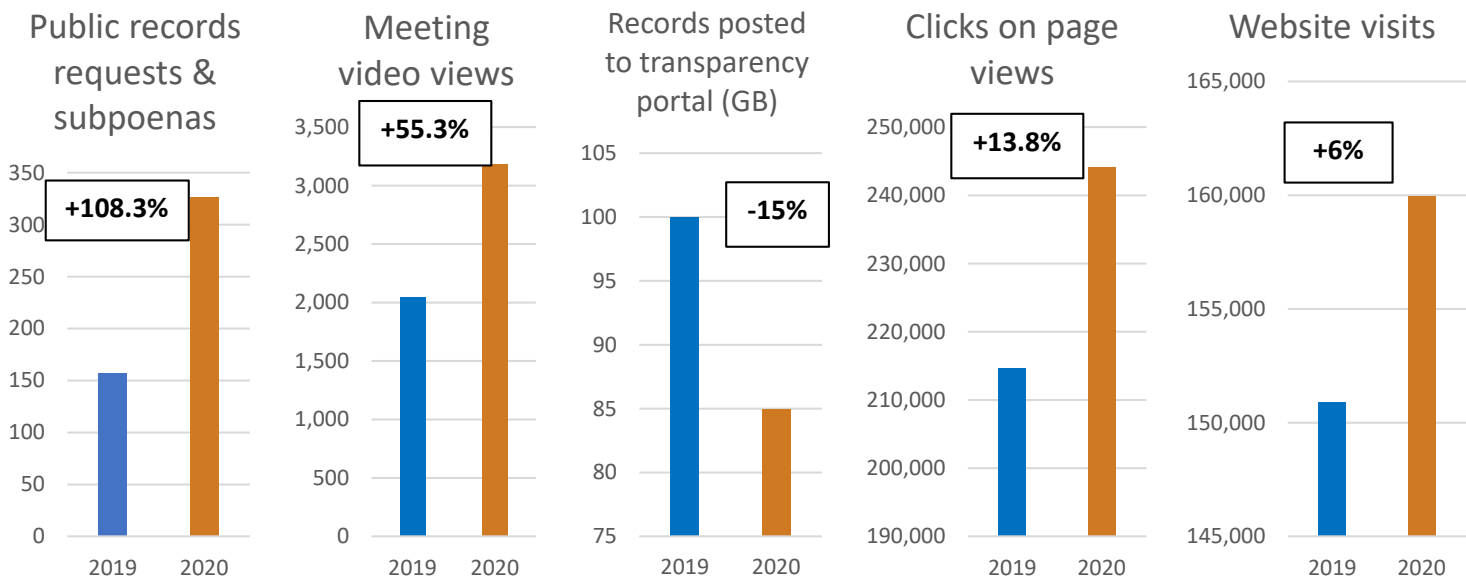
The above organizational chart represents the Town Manager’s Office only. Other than the Contractual Town Attorney and Municipal Court, all other departments report to the Town Manager. The Town Manager reports to Town Council.





SERVICE STATS

- ▶ Public Records requests & subpoenas: 327
- ▶ Meeting Video Views: 3,184
- ▶ Records posted to transparency portal: 85 GB
- ▶ Clicks on page views: 244,165; Website visits: 159,961
- ▶ Wellness Screenings, seminars: 11; Successful recruitments: 8 positions
- ▶ December 2020 Post Office Transactions: 16,547
- ▶ Weekly Updates sent: 18,619
- ▶ Weekly Update open rate: 55% (27% higher than Industry average)
- ▶ Number of electronically signed documents: 261



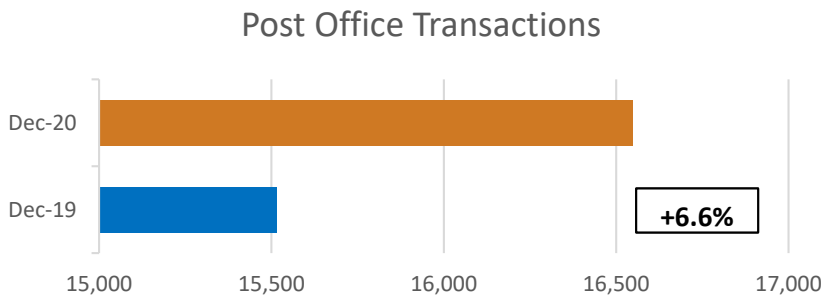
STAFFING LEVELS

Continuation of regular staffing levels and an intern are recommended.

TOWN MANAGER'S OFFICE - Authorized positions by PRIMARY FUNCTION					
PRIMARY FUNCTION*	2020/21	2020/21	2019/20	2018/19*	2017/18
Administration	4.0	4.0	4.0	5.0	5.0
Post Office	2.0	2.0	2.0	2.0	2.0
Total full time equivalents	6.0	6.0	6.0	7.0	7.0
* Oversight of the post office was moved from Community Development to Town Manager's office in 2018/19.					

HIGHLIGHTS

The pandemic required the Manager's Office and all departments to work in new ways while keeping the work and access continually open virtually. All public meetings became virtual within a few days mid-March 2020. The public counters converted to 100% electronic submittals and review.



EXPENDITURES

The Expenditures Priority 2 net reduction of \$39,525 or 3% is net status quo personnel, with the continuation of an intern position; and reductions in professional services, drafting the Town reporter in-house, no scheduled general elections and aligning budgeted overtime with services.

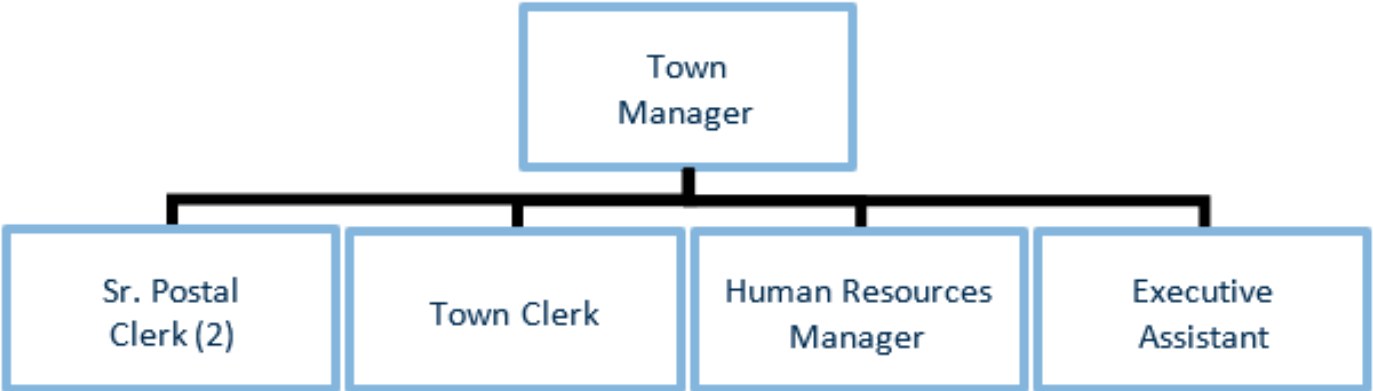
TOWN MANAGER - Expenditures by COST CENTER				ALL COST CENTERS	
PRIMARY FUNCTION	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21
			Amount	%	
General operations	\$ 921,877	\$ 955,386	\$(33,509)	-4%	\$ 807,161
Post office	558,651	564,667	(6,016)	-1%	432,846
Expenditures - Priority 2	\$1,480,528	\$1,520,053	\$(39,525)	-3%	\$1,240,007
Contingency - Priority 3	55,000	-	55,000	n/a	-
Total Expenditures	\$1,535,528	\$1,520,053	\$ 15,475	1%	\$1,240,007
* Post office experienced temporarily closers in 2020					

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FOR THIS PRESENTATION ONLY

## MISSION

The Town of Paradise Valley provides high quality public services to a community which values limited government; and makes every effort to enhance the community's unique character for its residents and people from around the world.

## ORGANIZATIONAL CHART



The above organizational chart represents the Town Manager's Office only. Other than the Contractual Town Attorney and Municipal Court, all other departments report to the Town Manager. The Town Manager reports to Town Council.

## OFFICE DESCRIPTION & SERVICES

The Town Manager provides the overall administrative leadership for the Town and:

- ▶ Implementation of Town Council policies
- ▶ Management of the organization
- ▶ Delivery of services to the community

The Town Manager implements the Council's established goals and initiatives through professional leadership and management practices. It is also the responsibility of this office to ensure that Town operations are performed effectively, efficiently and economically, and that the Town services are responsive to community needs.

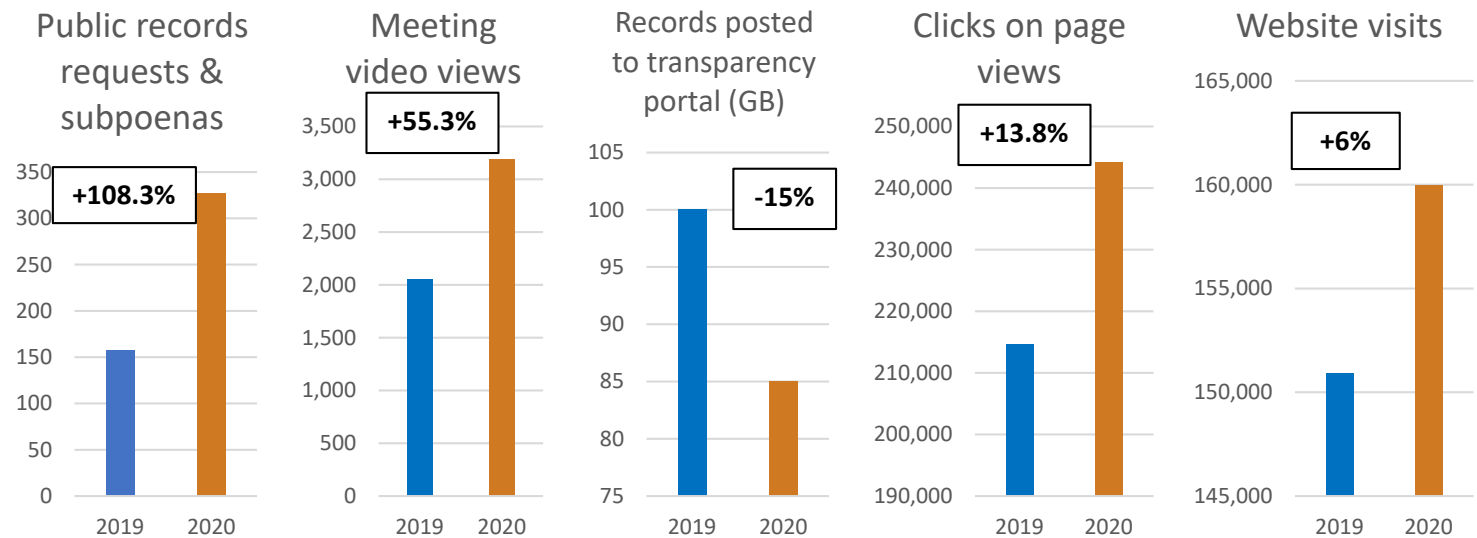
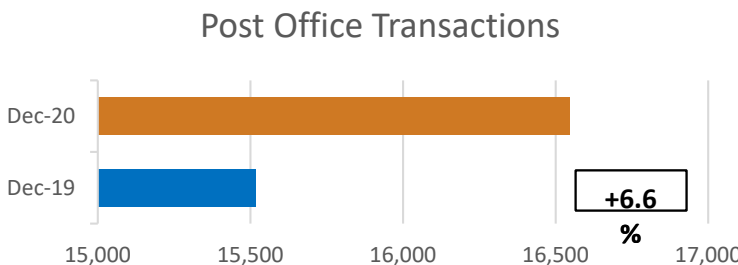
# Town Manager's Office

## GOALS

- ▶ To be responsive to the Council and Community members by timely responding to emails and other requests.
- ▶ To provide as accurate information as available and possible to all employees, residents, applicants, and appointed and elected officials in a transparent and ethical manner.
- ▶ Seek efficiencies and process improvements in public records access.
- ▶ Recruit and retain qualified individuals dedicated to high quality customer service.
- ▶ Consider additional revenue through post office sales of envelopes, boxes for customers.

## SERVICE STATS

- ▶ Public Records requests & subpoenas: 327
- ▶ Meeting Video Views: 3,184
- ▶ Wellness Screenings, seminars: 11
- ▶ Successful recruitments: 8 positions
- ▶ Website visits: 159,961
- ▶ Clicks on page views: 244,165
- ▶ December 2020 Post Office Transactions: 16,547
- ▶ Records posted to transparency portal: 85 GB
- ▶ Weekly Updates sent: 18,619
- ▶ Weekly Update open rate: 55% (27% higher than Industry average)
- ▶ Number of electronically signed documents: 261



# Town Manager's Office

## HIGHLIGHTS

The changes between a 'normal' year of 2019 to the pandemic year of 2020 are significant. Not only did the staff transition to electronic communication seamlessly, but the data shows residents and businesses did as well. The following are other successes during a year of uncountable restrictions.

- ▶ The number of public information requests more than doubled over a significant number that were requested last year.
- ▶ Successfully renegotiated Experience Scottsdale's contract for the Town and in the process enhanced the Town's partnership with that Destination Marketing Organization and all of Paradise Valley's Resort Managers.
- ▶ Continued to work effectively with Five Star construction team to further facilitate development of the Five Star/Ritz Carlton hotel. Completed construction of the perimeter roads as obligated in the project Development Agreement.
- ▶ Continued to enhance communication with professionalism and transparency.
- ▶ Continued to have our Post Office "create community" by connecting at a very local and personal level with Town residents and their pets.
- ▶ Successfully and seamlessly moved from traditional public Council meetings to being recognized by clerks statewide for providing exceptional public access to remote Council and other public meetings.
- ▶ Created more efficient and readable access to important Town updates weekly. Exceeded 19,000 Weekly Updates and enjoyed an average 'open rate' of 55%, which is 27% higher than the Industry average.
- ▶ Increased communication directly to all staff, volunteers and residents who have 'opted-in'.
- ▶ Even during a year when positions were frozen due to an uncertain financial situation, the Town was able to restore some positions during the last quarter with 8 successful recruitments.



# Town Manager's Office

FUNDING LEVELS

TOWN MANAGER - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20*	Actual 2018/19
			\$	%			
General Fund	\$1,139,278	\$1,178,803	\$(39,525)	-3%	\$ 925,067	\$1,152,156	\$1,192,002
Post Office Sales	341,250	341,250	-	0%	314,940	332,320	462,267
Sources - Priority 2	\$1,480,528	\$1,520,053	\$(39,525)	-3%	\$1,240,007	\$1,484,476	\$1,654,269
Contingency - Priorities 3	55,000	-	55,000	n/a	-	-	-
Total Sources	\$1,535,528	\$1,520,053	\$ 15,475	1%	\$1,240,007	\$1,484,476	\$1,654,269
* Post office experienced temporarily closers in 2020							

Funding for the Town Manager's Office of the General Fund and Post office sales. Overall, Priority 2 funding is recommended to **decrease by \$39,525 or 3%**. This decrease is primarily due to reductions in professional services and savings with no scheduled general election costs.

## PRIORITY THREE CONTINGENCY

- In the event of sufficient revenue equivalent to pre-pandemic levels, the Town offices fully open, and employees return to pre-pandemic programs and services, the following Priority Three programs would be implemented:
- An additional \$20,000 to the Town's Tuition Reimbursement program. This program froze new applicants during FY20/21 in order to continue reimbursing current employees. As revenue levels return the program would return to its full funding of \$40,000;
  - \$10,000 in General Professional Services for a public relations firm;
  - \$15,000 for subscriptions and publications (including redaction software), and for printing and designing another Town Reporter; and
  - A total of \$7,500 will be added for employee award and training programs.

# Town Manager's Office

STAFFING LEVELS							
TOWN MANAGER'S OFFICE - Authorized positions by PRIMARY FUNCTION							
PRIMARY FUNCTION*	2020/21	2020/21	2019/20	2018/19*	2017/18	2016/17	2015/16
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
Total full time equivalents	6.0	6.0	6.0	7.0	7.0	6.0	6.0
* Oversight of the post office was moved from Community Development to Town Manager's office in 2018/19.							

The current recommended regular staffing level for FY2021/20 is the same as FY2020/21.

During FY2019/20, a Town-wide restructuring was implemented and the Town Manager's Office eliminated one position.

Administration staffing levels have remained consistent from 2010/11 through 2016/17 when one Deputy Town Manager position was added for two years in 2017/18 and 2018/19. A part-time intern was added to the department to assist with STR data collection between the Police Department and Town Clerk and other duties that may arise in the future.

TOWN MANAGER OFFICE - Authorized positions by CLASSIFICATION							
POSITION CLASSIFICATION	2021/22	2020/21	2019/20	2018/19*	2017/18	2016/17	2015/16
Town Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Deputy Town Manager	-	-	-	1.0	1.0	-	-
Executive Assistant to TM/Council	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Town Clerk / Management Analyst	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Human Resources Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Senior Postal Clerk	2.0	2.0	2.0	2.0	1.0	1.0	1.0
Postal Clerk	-	-	-	-	1.0	1.0	1.0
Total full time equivalents	6.0	6.0	6.0	7.0	7.0	6.0	6.0
Temporary Part-time positions:							
Office support (PT 15 hours)	0.4	0.4	-	-	-	-	-
* Oversight of the post office was moved from Community Development to Town Manager's office in 2018/19.							

# Town Manager's Office

## EXPENDITURES – OPERATIONS

TOWN MANAGER - Expenditures by CATEGORY					TOWN MANGER OPERATIONS		
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change Amount	%	Projected 2020/21	Actual 2019/20	Actual 2018/19
Total Personnel	\$ 724,126	\$ 698,868	\$ 25,258	4%	\$ 674,873	\$ 815,574	\$ 689,330
Professional services	70,450	120,500	(50,050)	-42%	58,220	107,744	255,821
Liability & property insurance	19,101	18,518	583	3%	18,518	21,419	16,880
Employee programs	34,500	35,000	(500)	-1%	14,500	28,372	24,305
Travel and training	11,000	9,500	1,500	16%	1,000	10,492	15,985
Advertisement, notices, comm	29,000	34,500	(5,500)	n/a	15,000	22,479	28,859
Other supplies & services	33,700	38,500	(4,800)	-12%	25,050	31,148	57,628
Total Supplies & Services	197,751	256,518	(58,767)	-23%	132,288	221,654	399,478
Total Capital	-	-	-	n/a	-	-	-
Expenditures - Priority 2	\$ 921,877	\$ 955,386	\$(33,509)	-4%	\$ 807,161	\$1,037,228	\$1,088,808
Contingency - Priority 3	55,000	-	55,000	n/a	-	-	-
Total Expenditures	\$ 976,877	\$ 955,386	\$ 21,491	2%	\$ 807,161	\$1,037,228	\$1,088,808

Overall priority 2 expenditures are recommended to decrease by \$33,509 or 4%..

**Personnel:** The increase of 4% is a product of current salaries and wages, medical, dental, retirement and taxes; and the addition of a temporary intern position to assist various departmental efforts as needs arise.

**Supplies and services:** The net decrease of 23% is a result of reductions in professional services, drafting the Town reporter in-house, and no scheduled general elections.

The remaining General Professional Services includes the Council approved Public Relations contract to assist with Short-Term Rentals and other Council priority efforts to inform the public and work on the Town's legislative agenda. Priority Three funds would allow the contract to add additional hours with Council approval.

# Town Manager's Office

## EXPENDITURES – POST OFFICE

TOWN MANAGER - Expenditures by CATEGORY					POST OFFICE		
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change \$	%	Projected 2020/21	Actual 2019/20*	Actual 2018/19
Total Personnel	\$ 157,074	\$ 161,578	\$ (4,504)	-3%	\$ 150,951	\$ 137,762	\$ 152,017
Stamps	150,000	150,000	-	0%	128,352	126,644	176,602
Meter replenish	235,000	235,000	-	0%	138,823	168,951	228,078
Process fees	7,000	7,000	-	0%	7,000	6,797	8,593
Liability & property insurance	7,577	7,589	(12)	0%	7,220	5,292	-
Other supplies & services	2,000	3,500	(1,500)	n/a	500	1,802	171
Total Supplies & Services	401,577	403,089	(1,512)	0%	281,895	309,486	413,444
Total Capital	-	-	-	n/a	-	-	-
Expenditures - Priority 2	\$ 558,651	\$ 564,667	\$ (6,016)	-1%	\$ 432,846	\$ 447,248	\$ 565,461
Contingency - Priority 3	-	-	-	n/a	-	-	-
Total Expenditures	\$ 558,651	\$ 564,667	\$ (6,016)	-1%	\$ 432,846	\$ 447,248	\$ 565,461

\* Post office experienced temporarily closers in 2020

Overall priority 2 expenditures are recommended to decrease by \$6,016 or 1%.

**Personnel:** The decrease of 3% is a product of current salaries and wages, medical, dental, retirement and taxes; and reductions in aligning budgeted overtime with services.

**Supplies and services:** The net decrease of \$1,512 is a result of reductions in insurance allocations and other supplies and services including training and office supplies.



# Town Manager's Office

## LINE ITEMS – OPERATIONS

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-44-100	SALARIES AND WAGES	\$ 530,542	\$ 530,542	\$ 511,946	\$ 18,596	4%	\$ 499,231	\$ 599,440	\$ 492,331
10-44-105	OVERTIME	3,000	3,000	3,000	-	0%	2,055	4,869	124
10-44-115	EMPLOYEE BENEFITS-FICA	45,059	45,059	36,833	8,226	22%	27,261	46,534	34,686
10-44-120	EMPLOYEE BENEFITS-RETIREMENT	67,640	67,640	67,339	301	0%	70,414	77,365	58,111
10-44-125	EMPLOYEE BENEFITS-WORKERS COMP	3,216	3,216	3,028	188	6%	2,860	2,844	2,421
10-44-130	EMPLOYEE BENEFITS-MEDICAL	28,364	28,364	25,942	2,422	9%	25,784	32,189	44,846
10-44-131	EMPLOYEE BENEFITS-DENTAL	3,765	3,765	3,784	(19)	-1%	3,728	4,582	4,317
10-44-135	EMPLOYEE BENEFITS-DISABIL/LIFE	497	497	554	(57)	-10%	495	611	408
10-44-136	EMPLOYEE BENEFITS - STD	2,683	2,683	2,615	68	3%	2,609	3,128	2,629
10-44-161	EMPLOYEE BENEFIT - CELL PHONE	5,160	5,160	3,780	1,380	37%	4,300	4,700	4,245
10-44-165	EMPLOYEE BENEFIT-CAR ALLOWANCE	4,200	4,200	4,200	-	0%	5,750	6,900	1,500
10-44-186	EMPLOYEE BENEFITS - H S A	2,900	2,900	2,700	200	7%	3,123	4,258	6,406
10-44-190	MOVING EXPENSES	-	-	-	-	n/a	-	-	30,000
10-44-191	DEFERRED COMPENSATION-457	27,100	27,100	33,147	(6,047)	-18%	27,261	28,156	7,306
N/A	NEW / (REDUCED) STAFF	-	-	-	-	n/a	-	-	-
TOTAL PERSONNEL		724,126	724,126	698,868	25,258	4%	674,873	815,574	689,330
10-44-200	TELEPHONE	-	-	-	-	n/a	700	483	-
10-44-205	CELLULAR PHONE CHARGES	-	-	-	-	n/a	150	222	-
10-44-310	COUNTY RECORDER	3,500	3,500	3,000	500	17%	3,000	3,300	1,500
10-44-330	GENERAL PROFESSIONAL SERVICES	64,450	54,450	105,000	(50,550)	-48%	30,000	89,649	234,218
10-44-356	LEGAL-OUTSIDE - GENERAL LAW	5,000	5,000	5,000	-	0%	17,720	9,216	-
10-44-380	TOWN-WIDE TRAINING	3,000	3,000	3,000	-	0%	-	1,681	1,653
10-44-465	OFFICE SUPPLIES	7,500	5,000	5,000	-	0%	2,000	3,943	10,812
10-44-485	PRINTING	2,500	2,500	2,500	-	0%	2,500	150	1,900
10-44-540	LIABILITY INSURANCE	17,992	17,992	17,381	611	4%	17,381	20,378	16,136
10-44-541	PROPERTY INSURANCE	1,109	1,109	1,137	(28)	-2%	1,137	1,041	744
10-44-660	TWN MGR SPECIAL PERFORM AWARD	5,000	2,500	5,000	(2,500)	-50%	-	586	-
10-44-661	EMPLOYEE AWARDS	4,000	4,000	2,000	2,000	100%	4,000	173	4,932
10-44-662	EMPLOYEE PROGRAMS	10,000	5,000	5,000	-	0%	2,000	9,045	3,316
10-44-663	EMPLOYEE TUITION REIMBURSEMENT	40,000	20,000	20,000	-	0%	8,500	16,887	14,403
10-44-670	MEALS	7,000	7,000	6,500	500	8%	201	6,880	14,170
10-44-675	DUES	8,500	8,500	4,700	3,800	81%	5,076	8,427	8,479
10-44-680	ELECTIONS	-	-	8,600	(8,600)	-100%	5,910	-	5,319
10-44-685	POSTAGE MACHINE RENT & SUPPLY	2,200	2,200	2,000	200	10%	2,000	2,122	2,376
10-44-720	LEGAL ADVERTISING	4,000	4,000	4,500	(500)	-11%	5,000	3,352	5,219
10-44-725	MILEAGE- MISCELLANEOUS TRAVEL	1,000	1,000	1,000	-	0%	-	564	1,172
10-44-753	POSTAGE ALLOCATION	10,000	10,000	13,500	(3,500)	-26%	10,000	7,524	8,303
10-44-755	POTTED PLANTS	3,500	3,500	3,200	300	9%	3,312	3,192	3,132
10-44-765	RECRUITING & EMPLOYMENT	7,500	7,500	7,500	-	0%	7,500	5,579	20,103
10-44-770	STAFF TRAINING	6,000	6,000	4,500	1,500	33%	1,000	5,806	7,961
10-44-790	SUBSCRIPTIONS & PUBLICATIONS	18,000	3,000	5,000	(2,000)	-40%	3,000	3,593	6,920
10-44-810	TOWN REPORTER	15,000	15,000	16,500	(1,500)	-9%	-	11,603	15,337
10-44-815	TRAINING TRAVEL	5,000	5,000	5,000	-	0%	-	4,686	8,024
10-44-840	MISCELLANEOUS	1,000	1,000	-	1,000	n/a	201	1,574	3,349
TOTAL SUPPLIES & SERVICES		252,751	197,751	256,518	(58,767)	-23%	132,288	221,654	399,478
TOTAL EXPENDITURES		\$ 976,877	\$ 921,877	\$ 955,386	\$ (33,509)	-4%	\$ 807,161	\$ 1,037,228	\$ 1,088,808

# Town Manager's Office

## LINE ITEMS – POST OFFICE

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-58-100	SALARIES AND WAGES	\$ 112,460	\$ 112,460	\$ 114,902	\$ (2,442)	-2%	\$ 111,796	\$ 101,718	\$ -
10-58-105	OVERTIME	5,000	5,000	7,000	(2,000)	-29%	2,147	2,035	-
10-58-115	EMPLOYEE BENEFITS-FICA	8,986	8,986	9,554	(568)	-6%	7,396	7,844	-
10-58-120	EMPLOYEE BENEFITS-RETIREMENT	14,577	14,577	15,263	(686)	-4%	14,403	12,933	-
10-58-125	EMPLOYEE BENEFITS-WORKERS COMP	297	297	300	(3)	-1%	216	181	-
10-58-130	EMPLOYEE BENEFITS-MEDICAL	13,961	13,961	12,752	1,209	9%	11,635	11,368	-
10-58-131	EMPLOYEE BENEFITS-DENTAL	1,001	1,001	1,014	(13)	-1%	913	911	-
10-58-135	EMPLOYEE BENEFITS-DISABIL/LIFE	122	122	136	(14)	-10%	111	121	-
10-58-136	EMPLOYEE BENEFITS-STD	670	670	657	13	2%	600	651	-
10-58-155	EMPLOYEE BENEFITS-UNEMPLOYMENT	-	-	-	-	n/a	1,734	-	-
N/A	NEW STAFF / REPORTED IN CDD	-	-	-	-	n/a	-	-	152,017
TOTAL PERSONNEL		157,074	157,074	161,578	(4,504)	-3%	150,951	137,762	152,017
10-58-540	LIABILITY INSURANCE	7,197	7,197	6,820	377	6%	6,856	5,292	-
10-58-541	PROPERTY INSURANCE	380	380	769	(389)	-51%	364	-	-
10-58-685	POST OFFICE SUPPLIES	2,000	2,000	2,500	(500)	-20%	500	1,780	-
10-58-686	POST OFFICE CC PROCESSING	7,000	7,000	7,000	-	0%	7,000	6,797	-
10-58-687	POST OFFICE STAMP PURCHASES	150,000	150,000	150,000	-	0%	128,352	126,644	-
10-58-750	POST OFFICE METER REPLENISH	235,000	235,000	235,000	-	0%	138,823	168,951	-
10-58-770	ONSITE TRAINING	-	-	1,000	(1,000)	-100%	-	-	-
CDD-Planning:		-	-	-	-	-	-	-	-
10-48-685	POST OFFICE SUPPLIES, MISC	-	-	-	-	n/a	-	22	171
10-48-686	POST OFFICE CC PROCESSING	-	-	-	-	n/a	-	-	8,593
10-48-687	POST OFFICE STAMP INVENTORY	-	-	-	-	n/a	-	-	176,602
10-48-750	POST OFFICE METER COST	-	-	-	-	n/a	-	-	228,078
TOTAL SUPPLIES & SERVICES		401,577	401,577	403,089	(1,512)	0%	281,895	309,486	413,444
TOTAL EXPENDITURES		\$ 558,651	\$ 558,651	\$ 564,667	\$ (6,016)	-1%	\$ 432,846	\$ 447,248	\$ 565,461







HIGHLIGHTS

Fiscal year 2021/22 is the second year of the updated contractual agreement with Experience Scottsdale

OFFICE DESCRIPTION & SERVICES

Tourism and the hospitality industry are critical elements and contribute greatly to the Town’s character. These industries generate a significant portion of the Town’s operating revenue. As a result, the Town dedicates significant resources to invest in tourism promotion.

Experience Scottsdale is the Town’s Destination Marketing Organization.

FUNDING

Tourism marketing services have been funded with the Transient Lodging Tax; that is also known as the “Occupancy (Bed) Tax”. It is recommended to continue this funding for the “Experience Scottsdale” services.

Funding options for the Superbowl committees request can be discussed, but a recommendation or Council direction has not yet been determined.

TOURISM - Funding by SOURCE							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
General Fund revenues	\$ -	\$ -	\$ -	n/a	\$ -	\$ -	\$ -
Occupancy (Bed) Tax	900,000	900,000	-	0%	900,000	1,797,056	1,514,011
To be determined (SB)	342,000	-	-	n/a	-	-	-
Sources - Priority 2	\$1,242,000	\$900,000	\$342,000	38%	\$900,000	\$1,797,056	\$1,514,011
Contingency - Priorities 3	-	-	-	n/a	-	-	-
Total Sources	\$1,242,000	\$900,000	\$342,000	38%	\$900,000	\$1,797,056	\$1,514,011

KEY QUESTIONS

- I. Would Council like to proceed with an investment in the Superbowl committee?
- II. Discussion today or May 13<sup>th</sup>?

EXPENDITURES

Recommended expenditures for Experience Scottsdale follow the agreed upon formula. The expenditure of \$900,000 is based on the Town collecting \$2,000,000 in Transient Lodging Taxes (“TPT”) in FY2021/22. This is paid in quarterly installments and is adjusted up / down based on audited revenue.

The Contingency Priority 3 is if the Town collects near the 2019 levels of \$4,000,000. Since the formula is based on actual revenues, if an excess of \$4,000,000 is collection, 25% will be invested in Experience Scottsdale.

The Superbowl committee has requested investment funding from the Phoenix metro-area cities, including \$342,000 from Paradise Valley. This is listed as a placeholder in the recommended budget for discussion only. The full request is not recommended.

TOURISM - Expenditures by CATEGORY							
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
Destination Marketing							
"Experience Scottsdale"	\$ 900,000	\$ 900,000	\$ -	0%	\$900,000	\$1,797,056	\$1,514,011
Superbowl committee	342,000	-	342,000	n/a	-	-	-
Expenditures - Priority 2	\$1,242,000	\$ 900,000	\$342,000		\$900,000	\$1,797,056	\$1,514,011
Contingency - Priority 3	500,000	500,000	\$ -	0%	-	-	-
Total Expenditures	\$1,742,000	\$1,400,000	\$342,000	24%	\$900,000	\$1,797,056	\$1,514,011



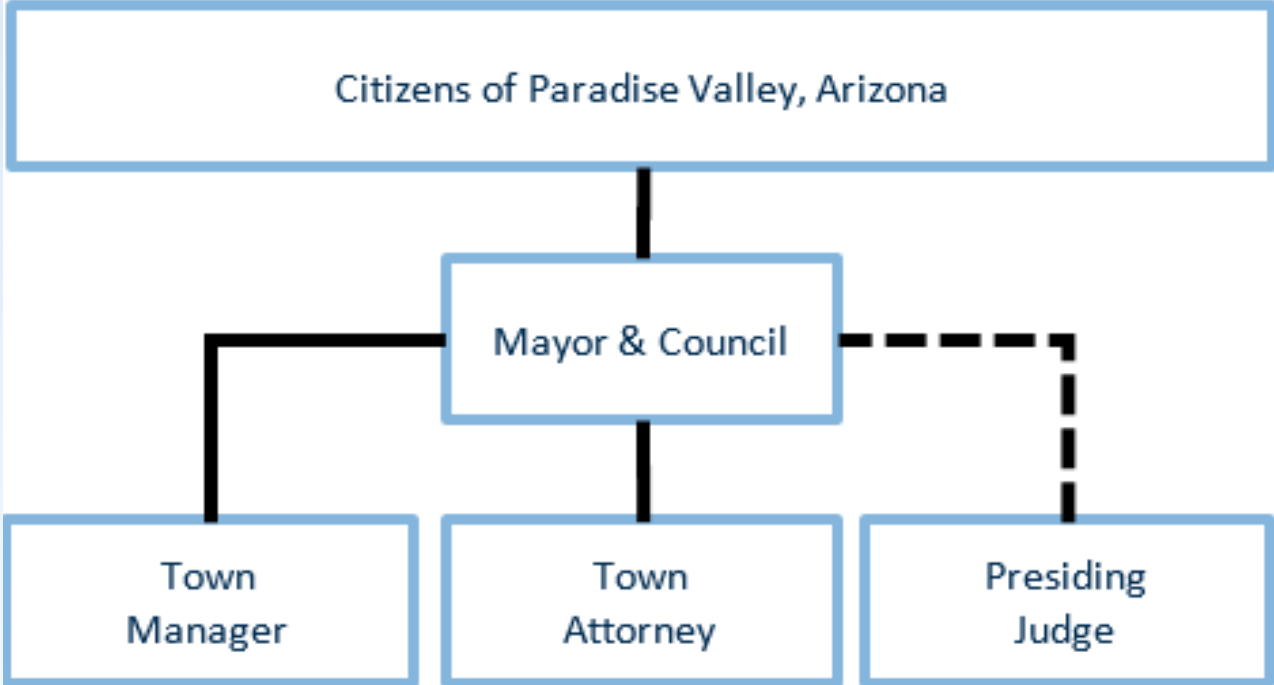
OFFICE DESCRIPTION & SERVICES

The Mayor and six (6) Town Council Members are the elected representatives of the Town of Paradise Valley, Arizona. The Mayor is elected to a 2-year term and Council a 4-year staggered term. Every two years an election is held for the Mayor and three (3) Council members. Each year, the Council selects a Council member to serve as Vice-mayor. The Council appoints the Town Manager, the Town Attorney, the Presiding Judge and members of the Town’s commissions and boards. The Judge serves for two (2) years and cannot be removed except for malfeasance.

The Mayor and Town Council are responsible for establishing goals and adopting public policy that meets the community’s needs.



ORGANIZATIONAL CHART







## MISSION

The Town of Paradise Valley provides high quality public services to a community which values limited government.

## VISION

The Town of Paradise Valley makes every effort to enhance the community's unique character for its residents and people from around the world.

## EXPENDITURES

MAYOR, COUNCIL, BOARDS COMMISSIONS AND VOLUNTEERS - Expenditures by CATEGORY					
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change Amount	%	Projected 2020/21
<b>Total Personnel</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 320</b>
Human service organizations	50,000	50,000	-	0%	50,000
Council recognition events	35,000	35,000	-	0%	-
A/V and furniture upgrades	15,000	5,000	10,000	n/a	-
Professional services	27,500	35,000	(7,500)	-21%	20,076
Boards, commissions, commit	11,000	5,500	5,500	100%	64
Other supplies & services	18,200	21,300	(3,100)	-15%	13,105
<b>Total Supplies &amp; Services</b>	<b>156,700</b>	<b>151,800</b>	<b>4,900</b>	<b>3%</b>	<b>83,245</b>
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>-</b>
<b>Expenditures - Priority 2</b>	<b>\$ 157,020</b>	<b>\$ 152,120</b>	<b>\$ 4,900</b>	<b>3%</b>	<b>\$ 83,565</b>
Contingency - Priority 3	37,800	45,500	(7,700)	-17%	-
<b>Total Expenditures</b>	<b>\$ 194,820</b>	<b>\$ 197,620</b>	<b>\$ (2,800)</b>	<b>-1%</b>	<b>\$ 83,565</b>

**Supplies and services:** The net increase of \$9,900 or 7% includes:

- ▶ No changes for Human service organizations or Council recognition events
- ▶ \$10,000 increase for audio / visual ("A/V") and furniture upgrades includes "Carry forward priority two funding" from last fiscal year that was earmarked until in-person meetings resume
- ▶ (\$7,500) reduction in general professional services is maintaining the same amount for PSPRS Board expenses
- ▶ \$5,500 in Board and commissions' represents resuming in-person meetings (increase of \$2,000) and establishing a budget for the Historical Committee (increase of \$3,500)
- ▶ \$3,100 decrease in "Other supplies and services" is moving the budget for Photographer (decrease of \$1,800) and on-site training (decrease of \$2,000) to "Priority 3 Contingency" and an increase for conferences and training (increase of \$700)

## PRIORITY THREE CONTINGENCY

- ▶ \$7,500 in general professional services;
- ▶ \$15,000 for human service organizations;
- ▶ \$10,000 for Council recognition events;

- ▶ \$1,500 for meeting expenses;
- ▶ \$1,800 for a photographer; and
- ▶ \$2,000 for on-site training.

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# Mayor, Council, Boards, Commissions and Volunteers

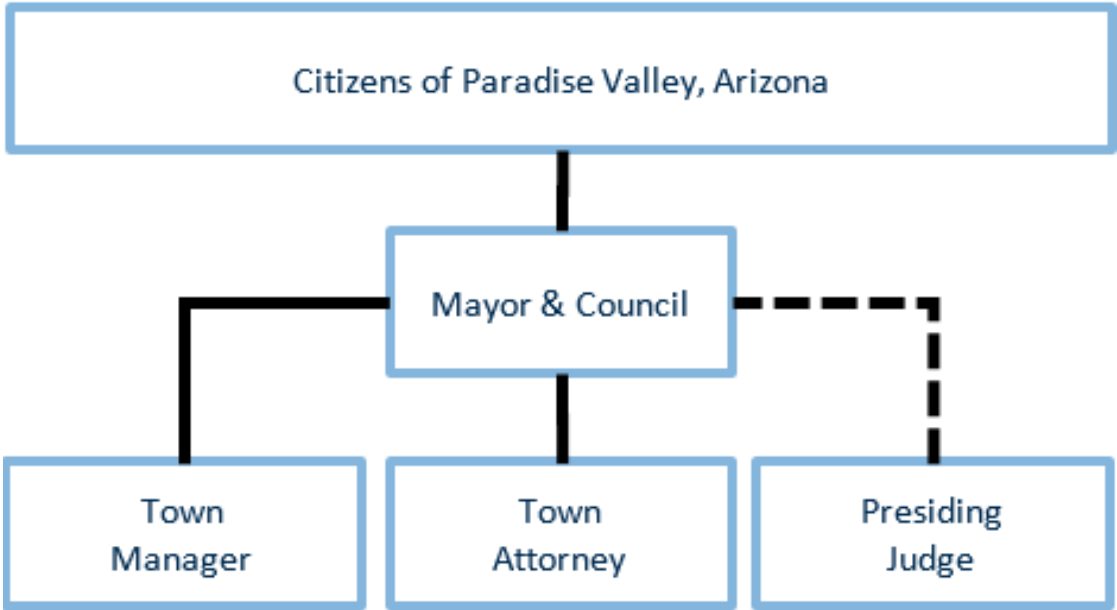
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The Mayor and Town Council are responsible for establishing goals and adopting public policy that meets the community’s needs which is then implemented by the Town Manager and staff.

FUNDING LEVELS

MAYOR, COUNCIL, BOARDS, COMMISSIONS AND VOLUNTEERS - Funding by Source							
Funding by Source	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			\$	%			
General Fund	\$ 157,020	\$ 152,120	\$ 4,900	3%	\$ 83,565	\$ 132,186	\$ 189,142
Sources - Priority 2	\$ 157,020	\$ 152,120	\$ 4,900	3%	\$ 83,565	\$ 132,186	\$ 189,142
Contingency - Priorities 3	37,800	45,500	(7,700)	-17%	-	-	-
Total Sources	\$ 194,820	\$ 197,620	\$ (2,800)	-1%	\$ 83,565	\$ 132,186	\$ 189,142

Funding consists of the General Fund. Priority 2 funding is estimated to **increase by \$4,900 or 3%** to match the estimated expenditures, which is lower than FY2018/19 levels.

PRIORITY THREE CONTINGENCY

Priority 3 contingencies of \$37,800 consists of:

- ▶ \$7,500 in general professional services;
- ▶ \$15,000 for human service organizations;
- ▶ \$10,000 for Council recognition events;
- ▶ \$1,500 for meeting expenses;
- ▶ \$1,800 for a photographer; and
- ▶ \$2,000 for on-site training.

MISSION

MAYOR, COUNCIL, BOARDS COMMISSIONS AND VOLUNTEERS - Expenditures by CATEGORY							
EXPENDITURES BY CATEGORY	Budget 2021/22	Budget 2020/21	Change		Projected 2020/21	Actual 2019/20	Actual 2018/19
			Amount	%			
Total Personnel	\$ 320	\$ 320	\$ -	0%	\$ 320	\$ 258	\$ 287
Human service organizations	50,000	50,000	-	0%	50,000	45,000	50,000
Council recognition events	35,000	35,000	-	0%	-	41,492	37,740
A/V and furniture upgrades	15,000	5,000	10,000	n/a	-	3,943	6,206
Professional services	27,500	35,000	(7,500)	-21%	20,076	15,378	68,368
Boards, commissions, commit	11,000	5,500	5,500	100%	64	8,245	8,922
Other supplies & services	18,200	21,300	(3,100)	-15%	13,105	17,870	17,619
Total Supplies & Services	156,700	151,800	4,900	3%	83,245	131,928	188,855
Total Capital	-	-	-	n/a	-	-	-
Expenditures - Priority 2	\$ 157,020	\$ 152,120	\$ 4,900	3%	\$ 83,565	\$ 132,186	\$ 189,142
Contingency - Priority 3	37,800	45,500	(7,700)	-17%	-	-	-
Total Expenditures	\$ 194,820	\$ 197,620	\$ (2,800)	-1%	\$ 83,565	\$ 132,186	\$ 189,142

Overall priority 2 expenditures are estimated to increase by \$4,900 or 7%.

**Personnel:** The expenditure of \$320 is for workers comp insurance.

**Supplies and services:** The net increase of \$9,900 or 7% includes:

- ▶ No changes for Human service organization funding (\$50,000 in priority 2 and \$15,000 in priority 3 contingency)
- ▶ No changes for Council recognition events
- ▶ \$15,000 budget includes an increase for audio / visual (“A/V”) and furniture upgrades includes “Carry forward priority two funding” from last fiscal year that was earmarked until in-person meetings resume (increase of \$10,000)
- ▶ \$27,500 budget in professional services is maintaining the same amount for PSPRS Board expenses and reducing the budget for in general professional services of (\$7,500)
- ▶ \$11,000 budget for Board and commissions’ represents resuming in-person meetings (increase of \$2,000) and adding a budget for the Historical Committee’s 60<sup>th</sup> annual celebration (increase of \$3,500)
- ▶ \$18,200 budget in “Other supplies and services” has a net reduction of \$3,100 from moving the Photographer (decrease of \$1,800) and no on-site training (decrease of \$2,000) budgets to Priority 3 Contingency and increase for conferences and training (\$700)



LINE ITEMS

GL	Account Title	BUDGET PRIORITY THREE 2021/22	BUDGET PRIORITY TWO 2021/22	AMENDED BUDGET 2020/21	CHANGE IN AMOUNT	CHANGE IN %	PROJECTED 2020/21	ACTUAL 2019/20	ACTUAL 2018/19
10-43-125	EMPLOYEE BENEFITS-WORKERS COMP	\$ 320	\$ 320	\$ 320	\$ -	0%	\$ 320	\$ 258	\$ 287
TOTAL PERSONNEL		320	320	320	-	0%	320	258	287
10-43-330	GENERAL PROFESSIONAL SERVICES	15,000	7,500	15,000	(7,500)	-50%	8,076	-	43,816
10-43-333	HUMAN SERVICE ORG CONTRIBUTION	65,000	50,000	50,000	-	0%	50,000	45,000	50,000
10-43-334	PSPRS BOARD EXPENSES	20,000	20,000	20,000	-	0%	12,000	15,378	24,551
10-43-465	OFFICE SUPPLIES	-	-	-	-	n/a	-	1,112	-
10-43-485	PRINTING	-	-	-	-	n/a	-	60	573
10-43-660	COUNCIL RECOGNITION EVENTS	45,000	35,000	35,000	-	0%	-	41,492	37,740
10-43-670	MEETING EXPENSES	6,500	5,000	3,000	2,000	67%	64	5,823	6,957
10-43-675	MEMBERSHIP & DUES	14,500	14,500	14,500	-	0%	11,998	12,161	13,159
10-43-685	POSTAGE MACHINE RENT & SUPPLY	-	-	-	-	n/a	-	-	-
10-43-695	FLOWERS	1,000	1,000	1,000	-	0%	191	469	1,053
10-43-735	PHOTOGRAPHER	1,800	-	1,800	(1,800)	-100%	-	-	1,750
10-43-770	ONSITE TRAINING	2,000	-	2,000	(2,000)	-100%	-	1,210	500
10-43-815	CONFERENCES & TRAINING	2,700	2,700	2,000	700	35%	-	2,700	-
10-43-840	MISCELLANEOUS	-	-	-	-	n/a	916	158	583
10-43-866	OFFICE FURNITURE & FIXTURES	15,000	15,000	5,000	10,000	200%	-	3,943	6,206
10-43-920	HISTORICAL COMMITTEE	3,500	3,500	-	3,500	n/a	-	-	65
10-43-922	ARTS COMMISSION	2,500	2,500	2,500	-	0%	-	2,422	1,900
TOTAL SUPPLIES & SERVICES		194,500	156,700	151,800	4,900	3%	83,245	131,929	188,855
TOTAL EXPENDITURES		\$ 194,820	\$ 157,020	\$ 152,120	\$ 4,900	3%	\$ 83,565	\$ 132,186	\$ 189,142

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FOR THIS PRESENTATION ONLY

# **FINANCIAL UPDATE**

## **Budget 2021/22**



**April 8<sup>th</sup>, 2021**