



Youngtown, Arizona

2017-18
Recommended
Budget

Building Safety – Code
Enforcement



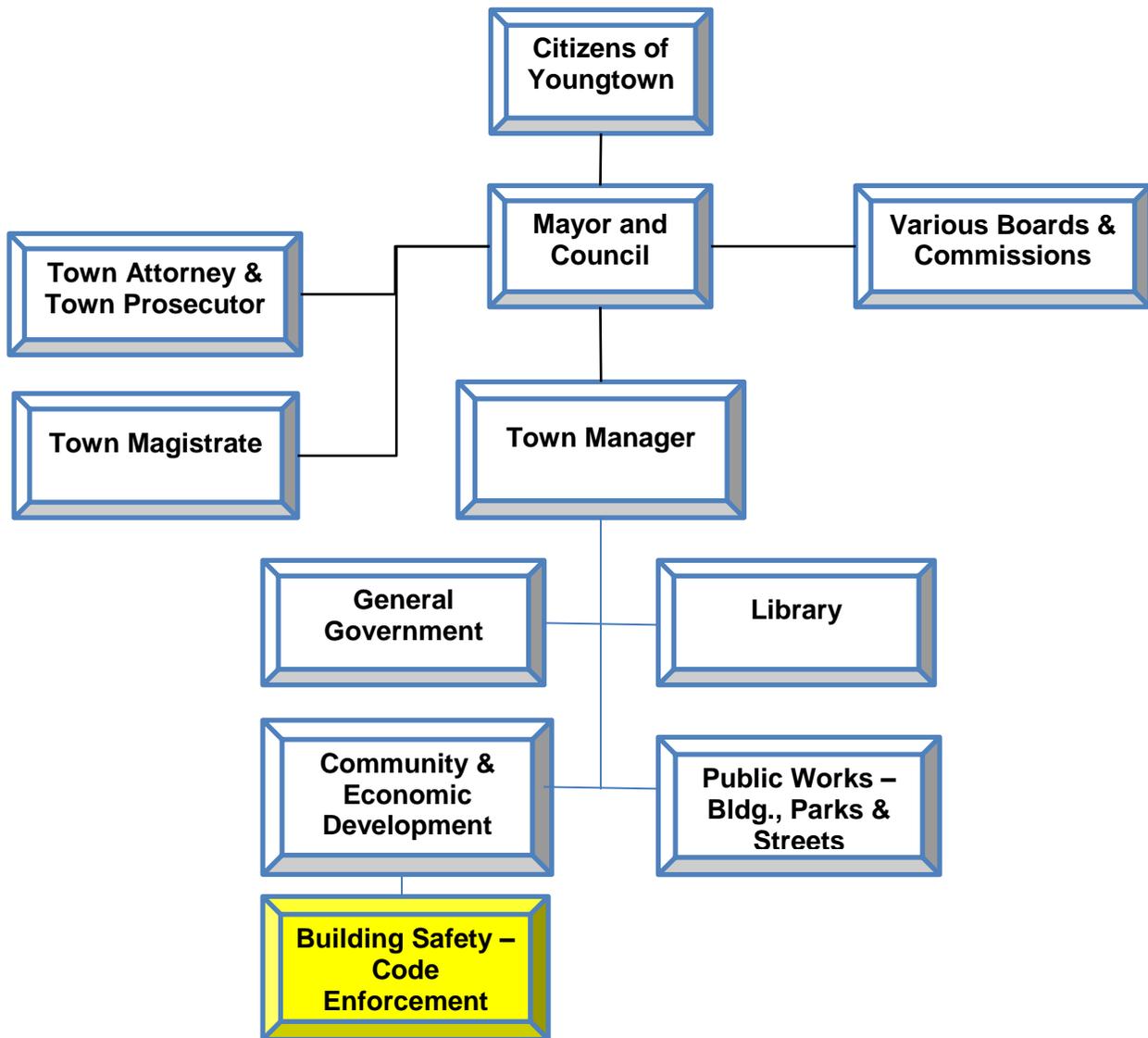
Youngtown, Arizona

2017-18 Recommended Budget

Building Safety – Code Enforcement

Youngtown Organizational Chart

The Building Safety Department (formerly Public Safety Department) is managed by the Community/Economic Development Manager. The Community Development/Economic Manager reports to the Town Manager. There are also 2 Code Enforcement positions in this department.





Code Enforcement Division

The Code Enforcement Division team is dedicated to enhancing the quality of life for the residents of Youngtown.

We protect the public health, safety and welfare through the enforcement of local laws and regulations adopted by the Youngtown Town Council which serve as community standards. Ensuring compliance with these standards we help to reduce vandalism, deter crime, maintain property values, and prevent deterioration of neighborhoods.

We actively work with citizens and neighborhood groups to provide public education on Town Code requirements.

Mission Statement

It is the mission of the Code Enforcement Division to provide for the health, wellbeing and general quality of the life of residents on properties within the Town of Youngtown through enforcement of relevant Town Codes and provisions of the Zoning Ordinance and International Property Maintenance Code.



Youngtown, Arizona

2017-18 Recommended Budget

Building Safety – Code Enforcement

BUILDING SAFETY- 01-19-00 PERSONNEL BUDGET GENERAL FUND

01-19-00	GENERAL FUND/BUILDING SAFETY	Budget	Actual Exp.	Budget	Estimated	Projected
		FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	FY 2017-2018
6110	Salaries, Regular	147,345	116,060	111,011	114,533	113,251
6112	Salaries, Overtime	513	995	2,000	757	500
6210	Employer Fica & Medicare Exp	11,311	8,769	8,645	8,460	8,702
6230	AZ State Retirement System	10,178	9,512	12,974	8,883	13,081
6240	Worker's Compensation	7,819	4,506	512	512	273
6250	Group Health Insurance	22,510	9,505	13,807	4,891	14,505
6255	Life Insurance/AD&D	170	133	184	148	245
6257	Dental Insurance	1,236	618	823	789	865
6258	Vision Insurance	254	253	200	201	300
6260	Unemployment Insurance	1,050	1,019	901	901	989
6270	Public Safety Retirement	72,180	70,420	76,064	76,064	51,475
	Sub-Total Personnel	275,166	222,390	227,771	216,138	204,187

Personnel Significant Budget Changes FY17 to FY18

- **Salaries, FICA & Medicare, Workman's compensation, Health, Dental, Vision and Life insurance** all decreased as a result of the retirement of the prior Public Safety/Code Enforcement Officer.
- **Acct. 6270 includes** the amount of Public Safety Personnel Retirement system contribution. This will be paid at the beginning of the fiscal year to realize some savings to the Town.



Youngtown, Arizona

2017-18 Recommended Budget

Building Safety – Code Enforcement

BUILDING SAFETY – 01-19-00 OPERATING BUDGET GENERAL FUND

01-19-00	GENERAL FUND/BUILDING SAFETY	Budget FY 2015-2016	Actual Exp. FY 2015-2016	Budget FY 2016-2017	Estimated FY 2016-2017	Projected FY 2017-2018
7305	Supplies	1,000	708			-
7307	Postage	500	639	500	638	750
7335	Printing	350	243	500	500	750
7345	Legal Advertising	-			2,945	3,200
7351	Equipment Repair & Maintenance	2,500	1,511	3,000	3,000	6,000
7352	Vehicle Repair & Maintenance	4,500	4,811	6,000	6,500	7,000
7362	Computer System Maintenance	7,600	91	5,000	19,473	1,000
7363	Radio/Equipment Maintenance	100	-	100		
7405	Minor Tools and Equipment	200	-	200	50	200
7455	Electricity	8,000	6,095	7,000	4,975	7,000
7460	Gas	200	210	200	160	200
7465	Water	500	510	500	317	500
7505	Telephone	5,100	4,444	5,100	3,500	5,000
7507	Cell Phone	4,300	3,403	4,300	3,514	4,300
7520	Internet Service Provider	800	1,094	1,500	515	1,500
7575	Gas and Oil	5,700	2,498	5,700	1,050	3,000
7587	Uniforms	1,000	1,094	1,000	500	1,000
7602	Community Relations	500	31	500	200	750
7710	Patrol Services	893,788	893,403	940,597	940,597	947,867
7712	Legal Expense	-	315	315	-	315
7756	Dues/Subscriptions	250	455	250	455	455
7762	Training	3,000	1,299	3,000	500	3,000
7764	Travel, Meals, Lodging	500	509	500	500	500
7765	Community Service Program	500	500	500	500	500
7766	Meeting Expenses	250	-	250	250	250
7780	Animal Control IGA	7,276	7,276	7,500	7,500	7,500
7781	Emergency Operations Center	1,144	1,143	1,144	1,500	1,500
	Sub-Total Operating Supplies & Services	949,558	932,280	995,156	999,639	1,004,037

Operating Significant Budget Changes FY17 to FY18

- **Acct. 7305 Supplies:** There is no budget needed for this line item as this department is now under the Community Development Manager and supplies are bought under that department.
- **Acct. 7710 Patrol Services:** This is for the contract for patrol services from the Maricopa County Sheriff's Office and has been increased in 2017-2018.



Youngtown, Arizona

2017-18 Recommended Budget

Building Safety – Code Enforcement

BUILDING SAFETY – 01-19-00 CAPITAL BUDGET GENERAL FUND

		Budget	Actual Exp.	Budget	Estimated	Projected
		FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	FY 2017-2018
01-19-00	GENERAL FUND/BUILDING SAFETY					
	7930 Equipment	-	-	-	1,300	
	7949 Violations-Cleanup	2,000	600	2,500	3,500	4,000
	Sub-Total Operating Capital	2,000	600	2,500	4,800	4,000
TOTAL 01-19-00 GENERAL FUND/BUILDING SAFETY		1,226,724	1,155,270	1,225,427	1,220,577	1,212,224

Capital Significant Budget Changes FY17 to FY18

- **Acct. 7930 Violations-Cleanup:** Anticipating an increase in cleanup of property as a result of Council's strategic goals.



Youngtown, Arizona

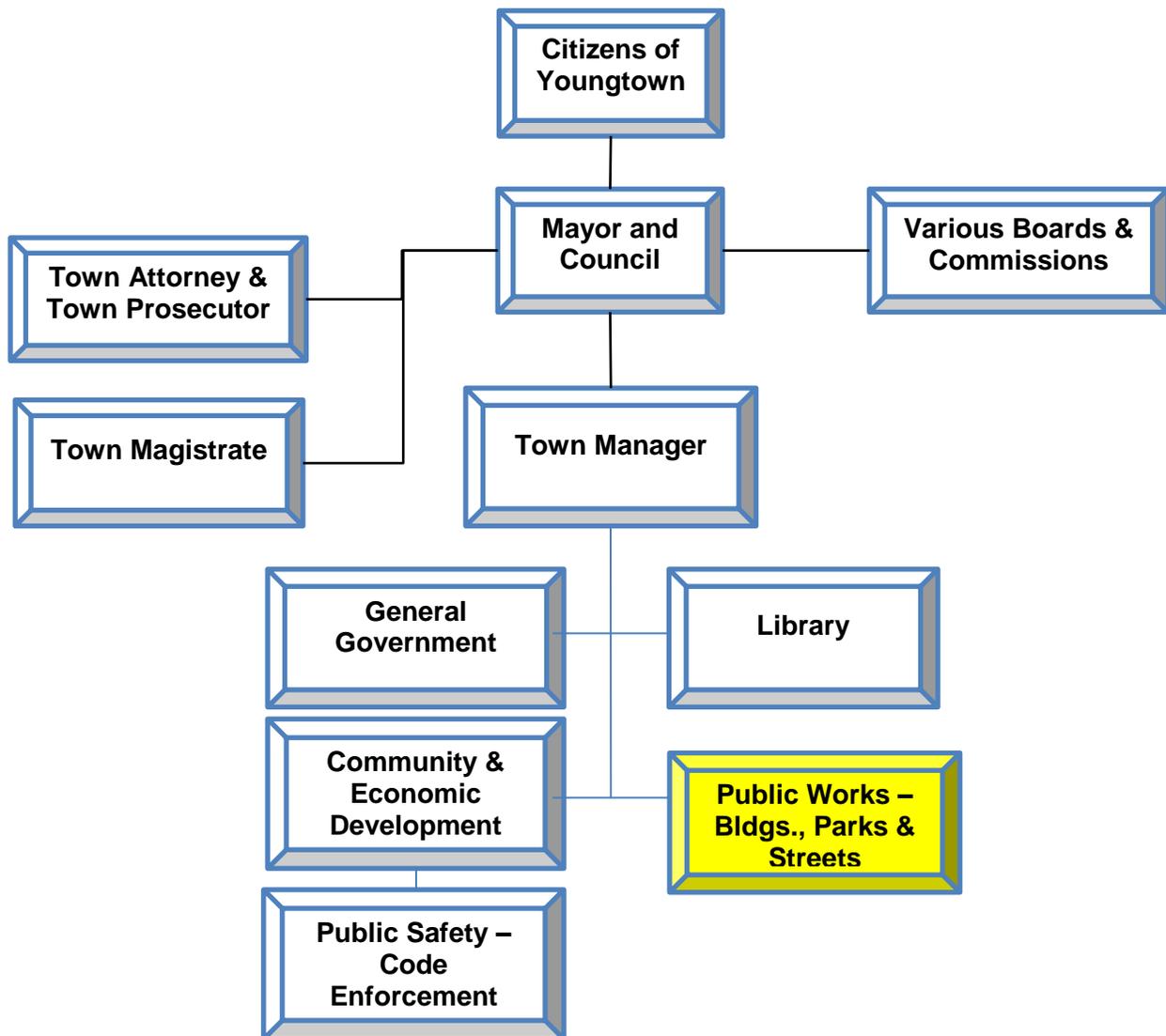
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Buildings Division



Youngtown Organizational Chart

The Buildings Division is managed by the Public Works Department and reports to the Town Manager.





Youngtown, Arizona

2017-18 Recommended Budget

Buildings Division

BUILDINGS DIVISION-PUBLIC WORKS PERSONNEL BUDGET 01-06-00 GENERAL FUND

01-06-00	Buildings Division	Budget	Actual Exp.	Budget	Estimated Exp.	Proposed Budget
		FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	FY 2017-2018
6110	Salaries, Regular	55,844	62,122	63,221	66,040	85,731
6112	Salaries, Overtime	205	-	200	165	200
6210	Employer Fica & Medicare Exp	4,288	4,509	4,852	4,568	6,574
6230	AZ State Retirement System	6,429	6,762	6,982	4,826	7,778
6240	Worker's Compensation	3,619	3,619	3,543	3,543	2,054
6250	Group Health Insurance	10,404	10,494	10,404	9,671	11,004
6255	Life Insurance/AD&D	113	134	113	66	109
6257	Dental Insurance	549	549	549	526	585
6258	Vision Insurance	140	162	140	155	212
6260	Unemployment Insurance	350	1,005	400	400	925
	Sub-Total Personnel	81,941	89,356	90,405	89,960	115,171

Personnel Significant Budget Changes FY17 to FY18

- **Acct. 6110-6260 Salaries & Benefits:** Increase is a result of proposed pay adjustments which will also increase all benefits. It also includes the addition of a part-time custodian position.



Youngtown, Arizona

2017-18 Recommended Budget

Buildings Division

BUILDINGS DIVISION-PUBLIC WORKS OPERATING BUDGET 01-06-00 GENERAL FUND

01-06-00	Buildings Division	Budget	Actual Exp.	Budget	Estimated Exp.	Proposed
		FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	Budget FY 2017-2018
	7305 Supplies	3,600	4,120	4,800	4,000	4,000
	7307 Postage	-	4			
	7352 Vehicle Repair & Maintenance	750	2,360	2,000	3,000	3,000
	7353 Building Repair & Maintenance	16,000	14,710	29,200	15,200	35,000
	7355 Janitorial Services	22,500	21,536	22,500	26,000	5,000
	7362 Computer System Maintenance	500	-			
	7405 Minor Tools and Equipment	650	73	300	300	300
	7455 Electricity	8,225	11,719	12,650	12,650	13,050
	7460 Gas	1,600	1,411	1,530	1,200	1,200
	7465 Water/Sewer	2,200	1,821	1,632	1,700	1,750
	7475 Refuse Collection	550	783	725	800	825
	7505 Telephone	440	1,102	940	1,000	1,000
	7507 Cell Phones	1,300	2,071	1,800	2,000	2,000
	7520 Internet Service Provider	65	154	200	50	50
	7575 Gas and Oil	1,900	1,213	1,400	1,550	1,600
	7585 Equipment Rentals	100	-	100	100	100
	7587 Uniforms	800	1,562	1,300	1,300	
	7606 Employee Relations	1,400	559	500	526	600
	7608 Civil Defense	2,000	2,121	2,000	2,000	2,000
	7762 Training	300	-	300	300	300
	Sub-Total Operating Supplies & Services	64,880	67,318	83,877	73,676	71,775

Operating Significant Budget Changes FY17 to FY18

- Acct. 7353 Building Maintenance:** If the Town installs security and fire alarm systems, to monitor the security system will be \$13,700 a year and to monitor the fire alarm system will be \$1,800 a year.
- Acct. 7355 Janitorial Supplies:** Decrease in FY18 budget reflects reduction of contract due to addition of part-time custodian added.



Youngtown, Arizona

2017-18 Recommended Budget

Buildings Division

BUILDINGS DIVISION-PUBLIC WORKS CAPITAL BUDGET 01-06-00 GENERAL FUND

		Budget	Actual Exp.	Budget	Estimated Exp.	Proposed Budget
		FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	FY 2017-2018
01-06-00	Buildings Division					
	7940 Upgrades to Buildings	91,700	57,389	65,000	23,000	158,000
	Sub-Total Operating Capital	91,700	57,389	65,000	23,000	158,000
TOTAL 01-06-00 GENERAL FUND BUILDINGS		238,521	214,063	239,282	186,636	344,946

Capital Significant Budget Changes FY17 to FY18

- Acct. 7940 Upgrades to Buildings:** Increase is to do campus improvement project with installation of wrought iron fence, landscape islands, paver and concrete walkways. In addition, two HVAC systems will be replaced, re-roof the Town Hall, Library and MCSO/Court buildings and replace Public Works Maintenance gate.



Youngtown, Arizona

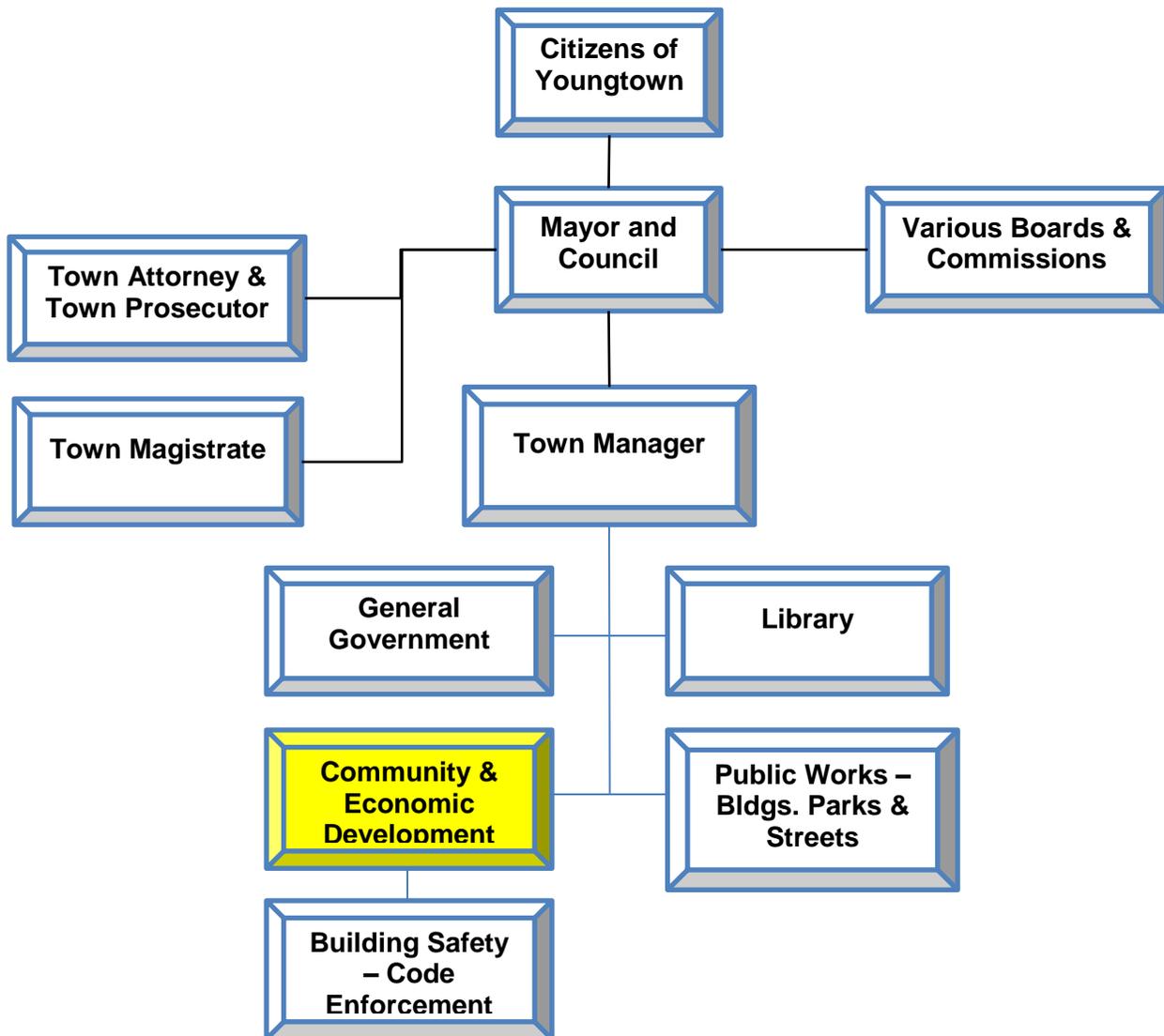
2017-18
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Community &
Economic Development



Youngtown Organizational Chart

In fiscal year 2016, the Community Development Department merged with the Economic Development Department and reports to Town Manager. The Community Development Coordinator serves as the Town’s Building Official and will also be responsible for the Town’s economic development program.





Youngtown, Arizona

2017-18 Recommended Budget

Community & Economic Development

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT PERSONNEL BUDGET 01-18-00

01-18-00	COMMUNITY DEVELOPMENT	Budget FY 2015-2016	Actual Exp. FY 2015-2016	Budget FY 2016-2017	Estimated FY 2016-2017	Projected FY 2017-2018
	6110 Salaries, Regular	55,461	54,854	59,993	62,295	81,432
	6210 Employer FICA & Medicare	4,243	3,965	4,589	4,404	6,230
	6230 AZ State Retirement System	6,361	6,236	6,887	6,902	8,049
	6240 Worker's Compensation	3,790	3,790	272	272	195
	6250 Group Health Insurance	8,703	8,793	8,703	8,041	9,247
	6255 Life Insurance	85	95	85	49	82
	6257 Dental Insurance	412	412	412	395	439
	6258 Vision Insurance	105	121	105	116	159
	6260 Unemployment Insurance	263	300	300	300	659
	Sub-Total Personnel Costs	79,422	78,567	81,346	82,774	106,492

Personnel Significant Budget Changes FY17-18

- Acct. 6110-6260 Salaries & Benefits:** Increase is a result of adding a part-time Building Inspector position at 10 hours a week to attain Council’s strategic vision and goals. Also included is a salary adjustment which increases all benefits.



Youngtown, Arizona

2017-18 Recommended Budget

Community & Economic Development

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT OPERATING BUDGET 01-18-00

01-18-00	COMMUNITY DEVELOPMENT	Budget FY 2015-2016	Actual Exp. FY 2015-2016	Budget FY 2016-2017	Estimated FY 2016-2017	Projected FY18
	7305 Supplies	1,130	1,152	1,000	1,500	3,000
	7307 Postage	525	65	525	45	250
	7335 Printing	1,400	1,037	2,000	1,200	2,000
	7345 Legal Advertising	2,500	-	2,500	-	2,500
	7351 Equipment Repair/Maintenance	378	-	378	100	378
	7352 Vehicle Repair/Maintenance	1,000	861	1,500	500	1,500
	7362 Computer System Maintenance	2,000	30	2,000	3,925	4,000
	7455 Electricity	2,000	2,115	2,500	1,400	2,500
	7460 Gas	600	567	700	383	700
	7465 Water	400	254	400	200	400
	7505 Telephone	600	1,093	1,000	900	1,000
	7507 Cell Phones	380	870	700	670	750
	7520 Internet Service Provider	110	197	250	75	250
	7575 Gas/Oil	500	141	600	140	500
	7587 Uniforms	200	180	200	200	200
	7602 Community Relations Programs	6,000	458	11,000	11,000	11,000
	7714 Legal Services	500	-	500	-	-
	7756 Dues & Subscription	1,300	1,194	1,300	1,218	1,300
	7762 Training	3,200	2,135	3,200	1,500	3,200
	7764 Travel, Meals, Lodging	2,000	105	2,000	600	2,000
	7765 Meeting Registration	1,000	110	1,000	750	1,000
	7766 Meeting Expenses	250	-	250	150	200
	7772 Employee Related Testing	2,000	-	2,000	500	2,000
	7822 Breakfast With The Mayor Project	1,200	-	1,200	1,200	1,200
	7823 Dues-GPEC	2,800	2,821	3,000	3,000	3,000
	Sub-Total Operating Supplies & Services	33,973	15,385	41,703	31,156	44,828



Youngtown, Arizona

2017-18 Recommended Budget

Community & Economic Development

Operating Significant Budget Changes FY 2017-18

- **Acct. 7305 Supplies:** FY18 increase is because Building Safety supplies will be coded to Community Development division.
- **Acct. 7362 Computer System Maintenance:** Increase is to continue to provide IT services for computer maintenance.
- **Acct. 7602 Community Relations:** The FY18 budget is to continue to fund the following programs to promote community relations per Council’s strategic goals. They are for the Youngtown Cares Program (\$5,000), Discover You Program (\$5,000) and Citizen Academy (\$1,000).

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT OPERATING CAPITAL BUDGET 01-18-00

		Budget	Actual Exp.	Budget	Estimated	Projected
		FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	FY 2017-2018
01-18-00	COMMUNITY DEVELOPMENT					
	7950 Planning & Hearing Officer			1,500		1,000
	7932 Signage & Landscape	20,000	17,428	65,000	65,000	85,000
	Sub-Total Operating Capital	21,000	17,445	65,000	65,000	85,000
TOTAL 01-18-00 GENERAL FUND/COMMUNITY DEV.		134,395	111,397	188,049	178,930	236,320

Significant Changes FY17 to FY18

- **Acct. 7932 Signage & Landscape:** FY18 Budget includes a budget of \$50,000 for façade improvements and \$35,000 for signage to achieve Council’s strategic vision, mission and goals.

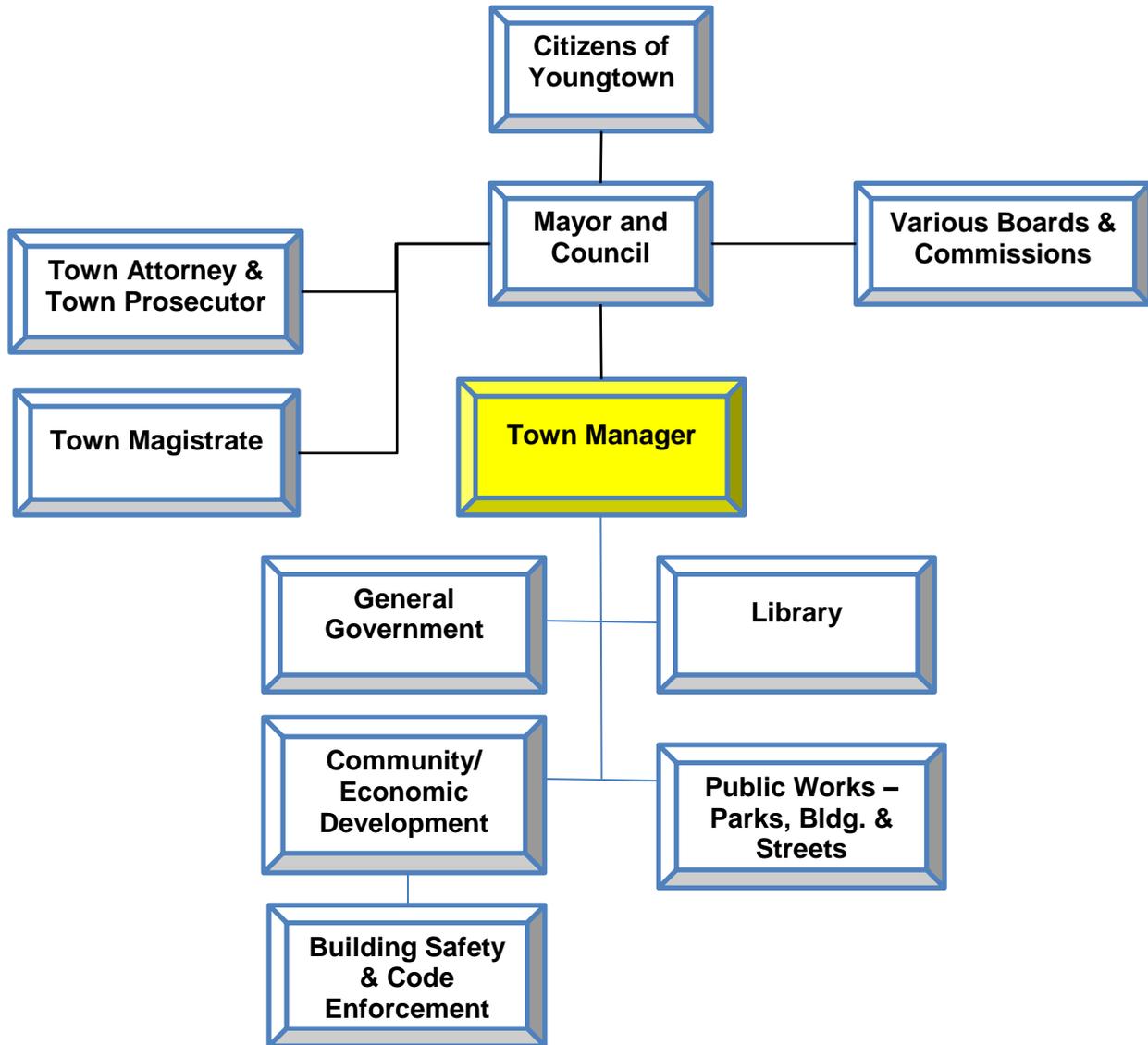


Youngtown, Arizona

2017-18
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General Government

Youngtown Organizational Chart





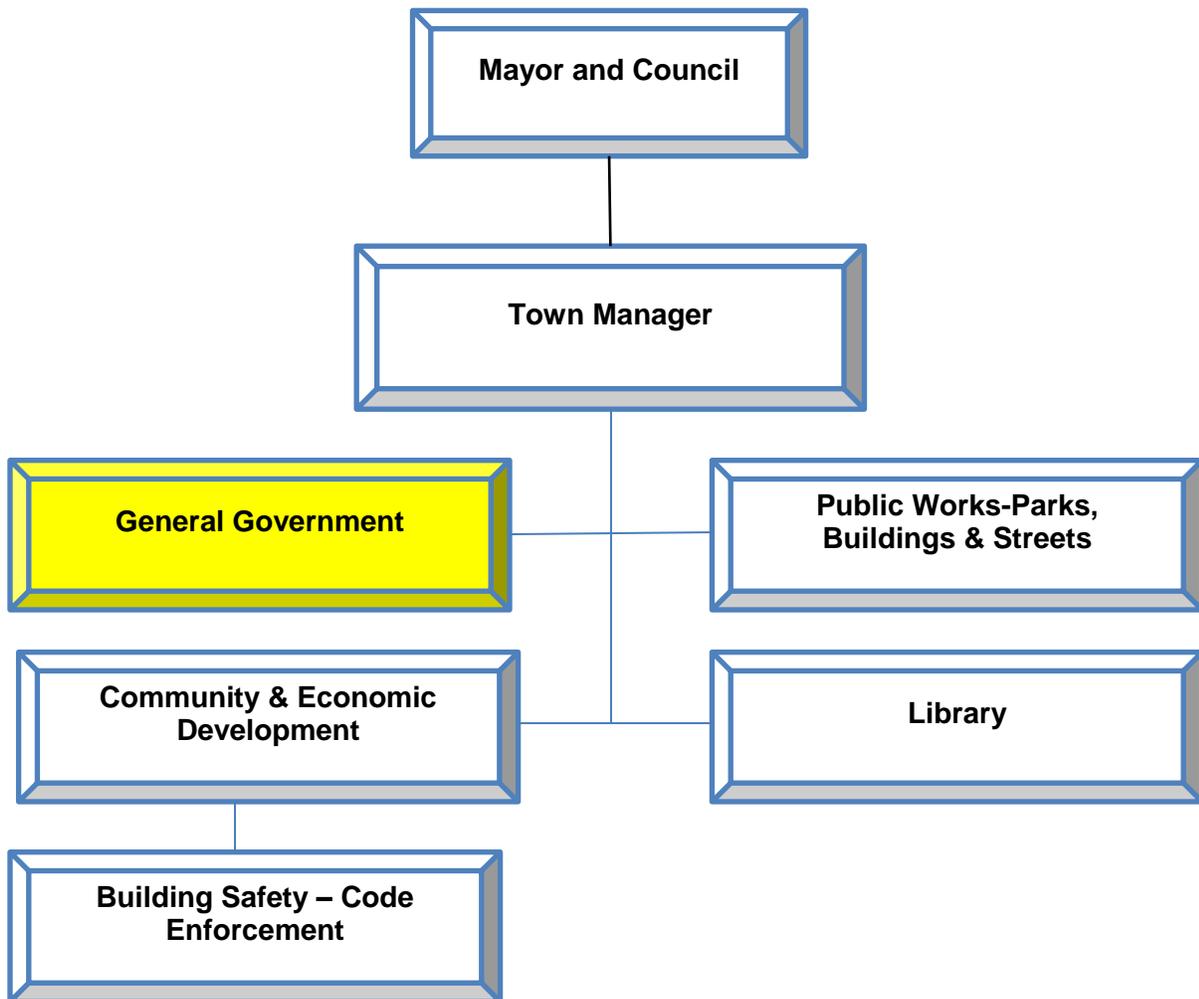
Youngtown, Arizona

2017-18 Recommended Budget

General Government

GENERAL GOVERNMENT DEPARTMENT

The General Government Department is managed by the Town Manager. The Town Manager is appointed by the Town Council. The Town Clerk, Chief Financial Officer, Citizen Services Specialist and Mayor and Council are part of the General Government Department.





Youngtown, Arizona

2017-18 Recommended Budget

General Government

GENERAL GOVERNMENT DEPARTMENT PERSONNEL BUDGET 01-01-00 GENERAL FUND

01-01-00	General Government	Budget	Actual Exp.	Budget	Estimated Exp.	Proposed
		FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	Budget FY 2017-2018
6110	Salaries, Regular	302,414	265,794	309,841	267,794	358,075
6112	Salaries, Overtime	2,050	1,038	2,000	2,000	2,000
6120	Council	58,800	61,099	62,400	64,136	66,000
6210	Employer Fica & Medicare Exp	27,790	24,190	28,629	23,818	32,595
6230	AZ State Retirement System	34,492	30,591	35,799	29,913	41,409
6240	Worker's Compensation	1,646	1,646	3,474	3,474	2,019
6250	Group Health Insurance	50,124	50,374	63,930	52,795	82,183
6252	Health Savings Account	-	600	650	875	
6255	Life Insurance/AD&D	367	396	452	279	772
6257	Dental Insurance	4,532	3,621	4,529	3,947	5,190
6258	Vision Insurance	906	994	1,033	1,046	1,759
6260	Unemployment Insurance	3,150	3,191	3,604	3,604	4,286
Sub-Total Personnel Costs		486,270	443,532	516,341	453,679	596,289

Personnel Costs Significant Budget Changes FY17 to FY18

- Acct. 6110 -6260 Salaries:** Increase result of proposed Town wide 2% salary adjustment, employee salary adjustments, and an addition of an Administration Assistant position. Health savings account for two employees has been added to Group Health Insurance line item.



Youngtown, Arizona

2017-18 Recommended Budget

General Government

GENERAL GOVERNMENT DEPARTMENT OPERATING BUDGET 01-01-00 GENERAL FUND

01-01-00	General Government	Budget	Actual Exp.	Budget	Estimated Exp.	Proposed	
		FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	Budget FY 2017-2018	
	7305	Supplies	10,200	20,717	15,000	16,845	20,000
	7307	Postage	2,500	2,134	3,000	2,466	4,000
	7335	Printing	500	9	200	200	2,000
	7345	Legal Advertising	5,000	13,462	10,000	3,396	10,000
	7351	Equipment Repair & Maintenance	2,500	670	500	500	500
	7352	Vehicle Repair & Maintenance	2,000	60	1,000	1,257	2,000
	7362	Computer System Maintenance/Upgrade	3,000	4,280	5,000	8,048	35,000
	7455	Electricity	4,000	3,270	4,000	3,417	4,500
	7460	Gas	650	715	1,000	527	650
	7465	Water	1,000	726	1,000	612	1,000
	7505	Telephones	6,000	4,357	4,000	4,571	5,000
	7507	Cell Phones	2,000	1,350	200	1,403	2,000
	7520	Internet Service Provider	2,000	1,289	3,000	2,101	2,200
	7521	Website/Consultant	4,787	4,992	5,500	-	-
	7525	Courier		39	100	-	-
	7575	Gas & Oil	810	269	600	48	600
	7602	Community Relations	10,000	20,824	13,000	35,724	33,400
	7606	Employee Relations	1,500	462	600	1,524	1,600
	7672	Insurance, General	110,000	100,450	110,000	101,602	110,000
	7674	Insurance, Claims	2,000	-	2,000	-	2,000
	7702	Accounting/Auditing	50,000	43,330	35,000	41,325	45,000
	7704	Engineering	19,000	24,533	15,000	34,398	40,000
	7706	Legal Expense, Town	90,000	98,631	80,000	91,245	80,000
	7708	Prosecutor	25,000	28,393	35,000	26,738	30,000
	7714	Legal Expense, Environmental	25,000	-	25,000	12,846	25,000
	7718	Election Expense	6,000	192	6,000	2,187	3,000
	7728	Consultant Services	50,000	53,576	70,000	50,864	60,000
	7752	Dues, MAG	1,024	1,052	2,000	1,575	2,000
	7754	Dues, League of Cities/Towns	6,893	6,893	7,079	7,079	8,000
	7756	Dues/Subscriptions	3,000	27,824	26,500	9,105	15,000
	7757	Ground Water Tax	7,000	5,702	10,000	7,385	9,000
	7760	Dept of Water Resources Fee			2,000	-	-
	7762	Training	500	1,484	1,000	210	2,500
	7763	Mileage	4,000	355	5,000	1,205	2,500
	7764	Travel, Meals, Lodging	4,000	9,121	3,500	4,158	9,000
	7765	Meeting Registration	2,000	5,715	300	904	1,500
	7766	Meeting Expenses	2,500	886	500	2,361	3,000



Youngtown, Arizona

2017-18 Recommended Budget

General Government

GENERAL GOVERNMENT DEPARTMENT OPERATING BUDGET 01-01-00 GENERAL FUND CONT'D

01-01-00	General Government	Budget	Actual Exp.	Budget	Estimated Exp.	Proposed
		FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	Budget FY 2017-2018
	7779 Jail Expenses	85,000	36,888	38,000	28,037	32,000
	7782 Bank Fees	2,500	1,645	2,000	1,466	2,000
	7783 Records Retention	100	50	50	75	75
	7810 Contingency	234,995	-	321,820		556,413
	7810 PSPRS Unfunded Liability	827,000		920,887		738,479
	7818 Village Reporter	6,700	7,513	7,000	22,924	25,000
	7820 Community Facilities District Bank Admin Fee	4,500	3,269	5,000		-
	7914 Town Code Update	2,000	762	500	1,037	2,500
	7926 RPTA Grant Transit Amenities		1,460	-		
	7933 Personnel Services	500	-	500	-	30,000
	7939 Computer System Upgrade	3,500	-	16,500	20,217	16,500
	7947 Special Projects	2,000	739	6,600	1,076	6,600
	7953 Caselle Monthly Software Support	3,500	3,783	4,100	4,351	8,500
	Sub-Total Operating Supplies & Services	1,640,209	543,869	1,826,536	557,009	1,990,017



Youngtown, Arizona

2017-18 Recommended Budget

General Government

GENERAL GOVERNMENT DEPARTMENT OPERATING BUDGET 01-01-00 GENERAL FUND

Operating Budget Significant Budget Changes FY17 to FY18

- **Acct. 7305 Supplies:** Increase is due to increase in supplies due to filling of positions.
- **Acct. 7362 Computer System Maint./Support:** Increase is for Information Technology (IT) support services as well as Citizen Serve software.
- **Acct. 7602 Community Relations:** This is to continue to enhance community relations with our citizens and is aligned with Council strategic goals. The majority of these costs are offset by sponsorships.
- **Acct. 7704 Engineering:** Increase for additional engineering for projects for the Town such as CDBG grants, Compass Study and Park Committee.
- **Acct. 7762 Training:** Increase is for additional funds for Council training.
- **Acct. 7764 Travels, Meals, Lodging:** Increase is a result of the Arizona League of Cities and Towns Conference is being held in Tucson in FY2018.
- **Acct. 7779 Jail Expenses:** Decrease is a result of number of inmates that are charged directly to the Town of Youngtown by constantly monitoring the billing.
- **Acct. 7810 Contingency Reserve:** Increase is result of potential Council policy change of appropriating 15% of operating expenditures which is equivalent of 8 weeks of expenditures, for unanticipated emergency expenditures or revenue shortfalls.
- **Acct. 7810 PSPRS Liability Reserve:** This is a reserve set aside for Council to have the ability to pay off all or a portion of the Public Safety Personnel Retirement System unfunded liability in the future. This has decreased from the prior two fiscal years.
- **Acct. 7818 Village Reporter:** This is an increase because the Village Reporter did not receive enough ads and needed to increase the price to the Town.
- **Acct. 7933 Personnel Services:** This increase is to hire a consultant to perform a compensation/classification study that aligns with Council's strategic goals.
- **Acct 7939 Computer Upgrades:** This increase is due to the amount that must be paid by the town for the uniform sales tax software system to be implemented by the Arizona Dept. of Revenue (ADOR).
- **Acct. 7953 Caselle Software Support:** Increase is for software support and annual source code fee for the Town's new financial software system.



Youngtown, Arizona

2017-18 Recommended Budget

General Government

GENERAL GOVERNMENT DEPARTMENT CAPITAL BUDGET 01-01-00 GENERAL FUND

<u>01-01-00</u>	<u>General Government</u>	Budget FY 2015-2016	Actual Exp. FY 2015-2016	Budget FY 2016-2017	Estimated Exp. FY 2016-2017	Proposed Budget FY 2017-2018
	7930 Equipment	20,000		66,200	31,682	40,000
	7932 Signage & Landscape	5,000		5,000	7,214	6,000
	Sub-Total Operating Capital	25,000		71,200	38,896	46,000
TOTALS FOR 01-01-00 GENERAL GOVERNMENT		2,151,479	987,401	2,414,077	1,049,584	2,632,306

Capital Significant Budget Changes FY17 to FY18

- Acct. 7930 Equipment:** This line item is a continuation of the payment of the Town’s new financial software system, Caselle. The Town currently has the financial software Fundware but it will no longer be supported by the company as of December 2016.



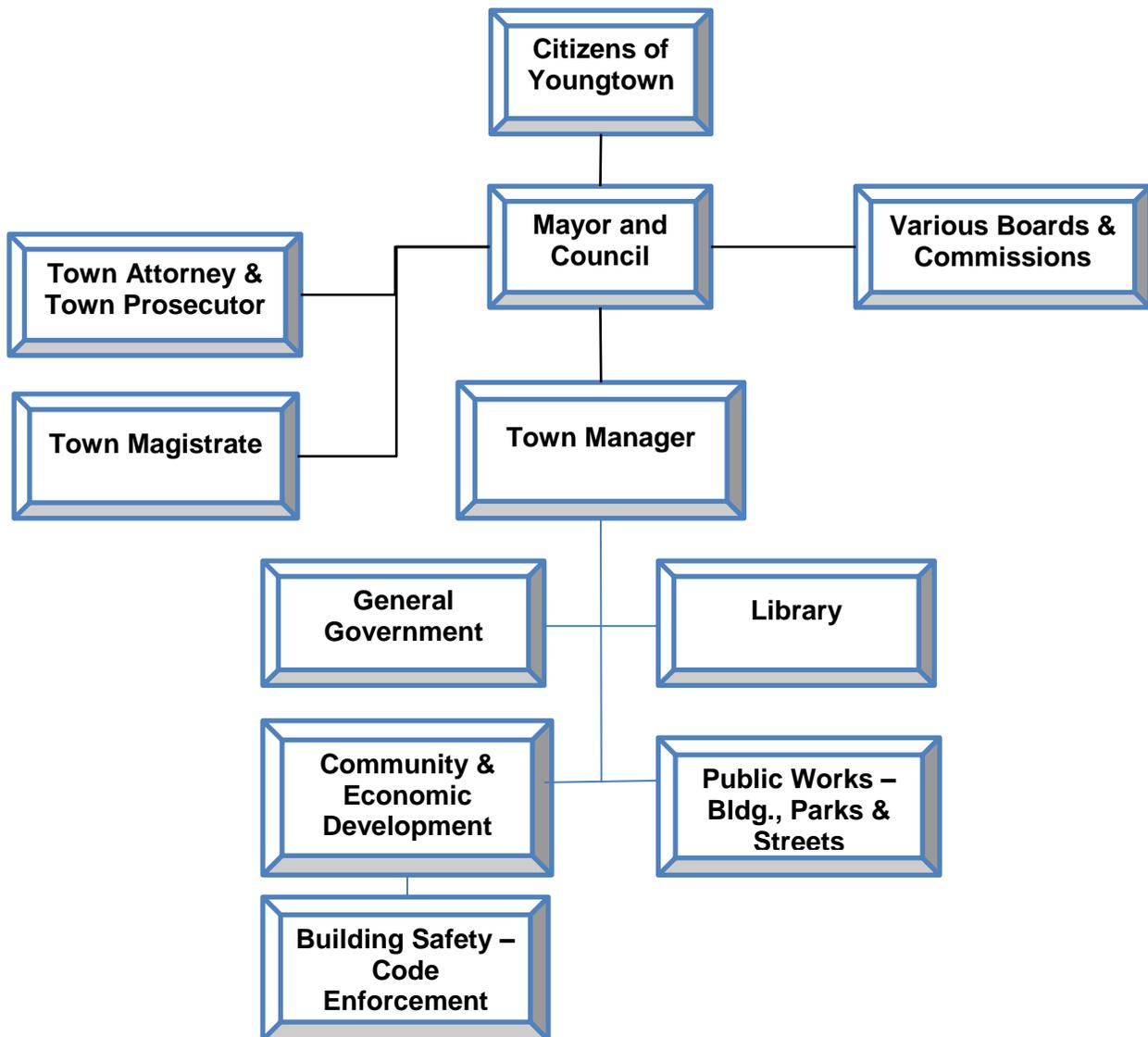
Youngtown, Arizona

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Grants Fund

Youngtown Organizational Chart

Grant funds are special revenue and cannot be spent until grant funds are authorized and approved by Council. What Department or Division manages the grant depends on the type of grant awarded. For example, a street grant would be administered by the Public Works Department where an economic development grant would be managed by the Community Development Manager.





Youngtown, Arizona

2017-18 Recommended Budget

Grants Fund

GRANTS 11-0-00 GRANT FUND

	Budget FY 2015-2016	Actual Exp. FY 2015-2016	Budget FY 2016-2017	Estimated FY 2016-2017	Projected FY 2017-2018
11-00-00 Grants					
7365 DEA-RICO Equipment	11,001		11,102		11,102
7976 MAG - CMAQ	600,000				
7802 Miscellaneous CDBG-Street Lights/Sidewalks	250,000		281,000		781,000
7810 Contingency Reserve			1,500,000		1,500,000
TOTALS FOR 11-00-00 GRANT FUNDS	861,001	-	1,792,102		2,292,102

Significant Budget Changes FY17 to FY18

- **Acct. 7802 Misc. CDBG-Street Lights/Sidewalks** –FY18 is for \$781,000 grant for streetlight and sidewalk improvements.
- **Acct. 7810 Contingency Reserve** – Placed \$1,500,000 in this account in the event the Town would receive grants. Any grant awards received will be transferred to appropriate line in Grant Fund with Council approval.



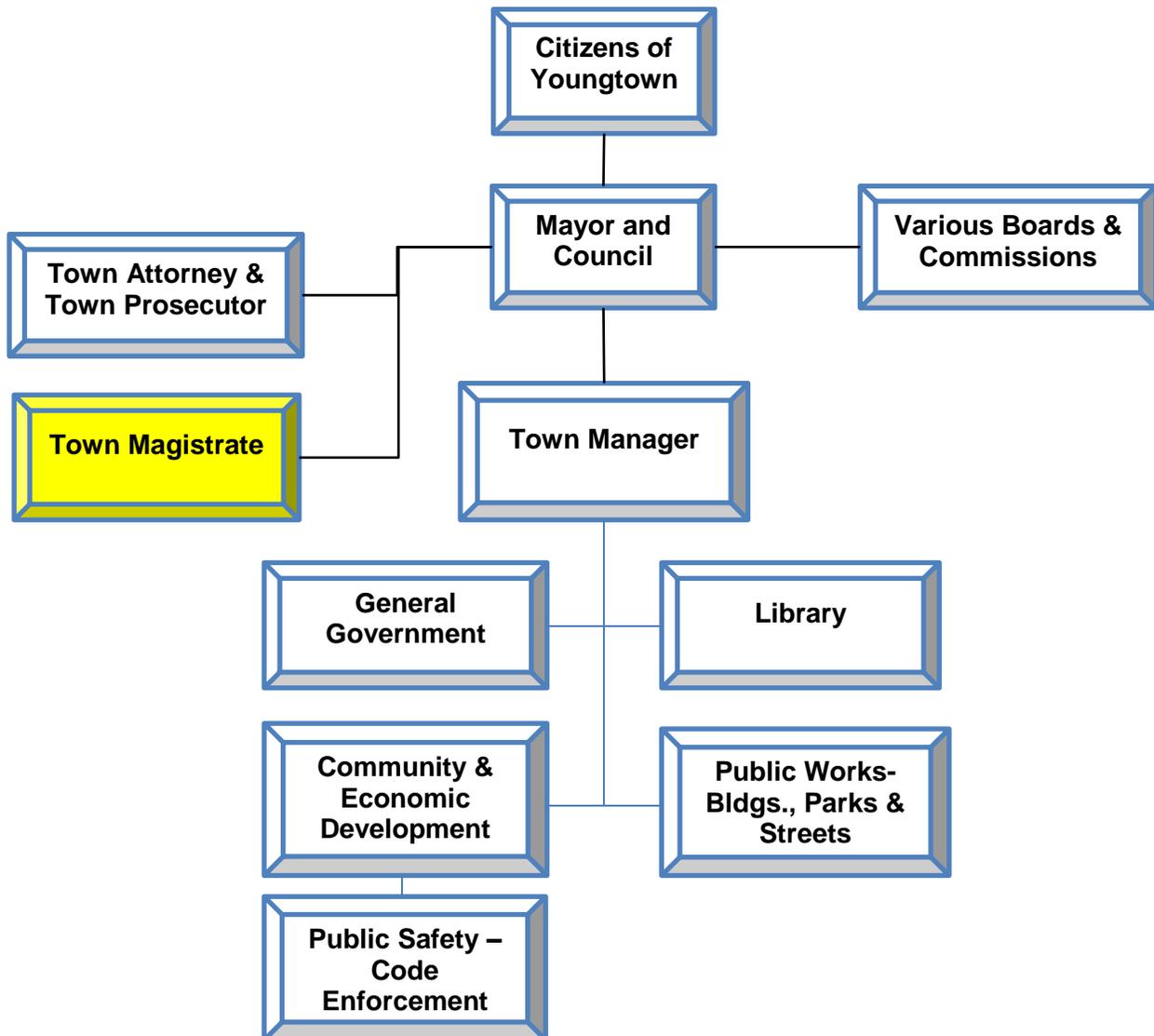
Youngtown, Arizona

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Courts

Youngtown Organizational Chart

The Youngtown Municipal Court ensures the prompt, fair, and impartial adjudication of all cases; and ensures public confidence in the courts through transparency, accessibility, communication, and education. We maintain awareness of our responsibilities to the Town of Youngtown, the State of Arizona and the United States of America. The Youngtown Municipal Court judge is appointed by the Mayor and Council. There is also a Court Administrator and one Judicial Assistant.





Youngtown, Arizona

2017-18 Recommended Budget

Courts

COURTS - 01-05-00 PERSONNEL BUDGET GENERAL FUND

01-05-00	GENERAL FUND/COURTS	Budget FY 2015-2016	Actual Exp. FY 2015-2016	Budget FY 2016-2017	Exp. FY 2016-2017	Budget FY 2017-2018
6110	Salaries, Regular	87,135	86,413	88,597	97,469	131,148
6112	Salaries, Overtime	513	-	500	350	500
6210	Employer Fica & Medicare Exp	5,364	8,241	5,418	8,294	10,071
6230	AZ State Retirement System	5,703	10,706	10,228	10,346	10,598
6240	Worker's Compensation	318	318	1,078	1,078	624
6250	Group Health Insurance	5,103	17,507	5,103	17,220	23,915
6255	Life Insurance/AD&D	99	115	99	148	245
6257	Dental Insurance	412	853	823	987	1,285
6258	Vision Insurance	107	209	149	273	440
6260	Unemployment Insurance	525	1,001	901	901	1,319
	Sub-Total Personnel Costs	105,278	125,362	112,896	137,067	180,143

Personnel Significant Budget Changes FY17 to FY18

- Acct. 6110-6260 Salaries & Benefits**-This increase is a result of the addition of one part-time employee for 20 hours a week but primarily the result of the increase is because there are no longer Court Enhancement Fees available to pay for the Magistrate salary and benefits as well as the part-time employee.



Youngtown, Arizona

2017-18 Recommended Budget

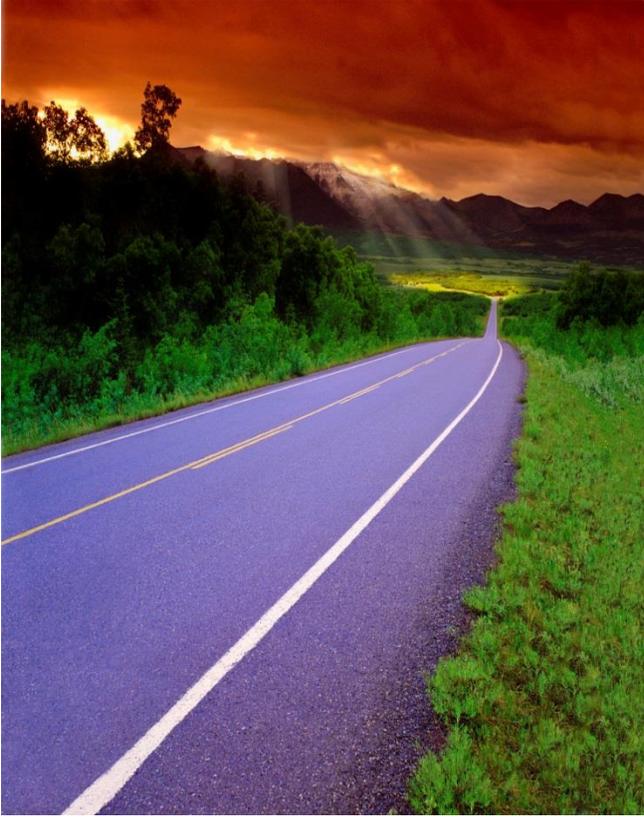
Courts

COURTS - 01-05-00 OPERATING BUDGET GENERAL FUND

01-05-00	GENERAL FUND/COURTS	Budget FY 2015-2016	Actual Exp. FY 2015-2016	Budget FY 2016-2017	Exp. FY 2016-2017	Budget FY 2017-2018
7305	Supplies	-	55	700	700	900
7307	Postage	1,200	402	750	450	550
7335	Printing	1,000	574	1,000	1,100	1,000
7405	Minor Tools & Equipment	500	-	500	500	600
7455	Electricity	3,600	4,000	4,200	4,000	4,500
7460	Gas	200	210	200	200	200
7465	Water	375	510	550	550	550
7505	Telephone	1,300	411	1,000	800	1,000
7520	Internet	-	177	500	107	-
7702	Accounting/Auditing	1,500	-	1,500	1,500	1,500
7710	Legal Expenses, Defender	1,600	2,000	1,600	2,600	3,000
7720	Magistrate Fees	-	-	10,400	-	-
7729	Court Interpreter Services	-	-	-	500	800
7731	Court Security Services	4,000	2,461	4,000	4,000	4,000
7764	Travel, Meals, Lodging	-	-	3,500	3,500	3,500
7772	Jury Pool	600	-	600	600	600
7774	Jury Expense	150	-	150	150	150
7776	Law Books	600	640	815	1,000	1,200
7777	Court Enhancement Fund	49,569	44,530	30,867	22,257	20,000
7781	Fill the Gap Expense	7,000	-	-	-	-
7782	Bank Fees	4,100	3,525	3,500	3,500	4,000
Sub-Total Operating Supplies & Services		77,294	59,494	66,332	48,014	48,050
TOTAL GENERAL FUND/COURTS		182,572	184,856	179,228	185,081	228,193

Operating Significant Budget Changes FY17 to FY18

- **Acct. 7305 Supplies:** This slight increase is due to purchasing a new printer and fax machine.
- **Acct. 7710 Legal Exp./Defender:** This increase is a result of more cases being assigned to Public Defender.
- **Acct. 7720 Magistrate Fees:** Due to a reduction in Court Enhancement Fees, the amount of magistrate fees must be absorbed by the general fund.
- **Acct. 7729 Court Interpreter Services:** Increase is a result of increased criminal cases needing these services.
- **Acct. 7777 Court Enhancement Fund:** As a result of a decrease in Court Enhancement revenues, the expenditures in this account have been reduced.
- **Acct. 7782 Bank Fees:** The Court takes credit cards and as result, usage has gone up as well as the fees to process the credit cards.



Youngtown, Arizona

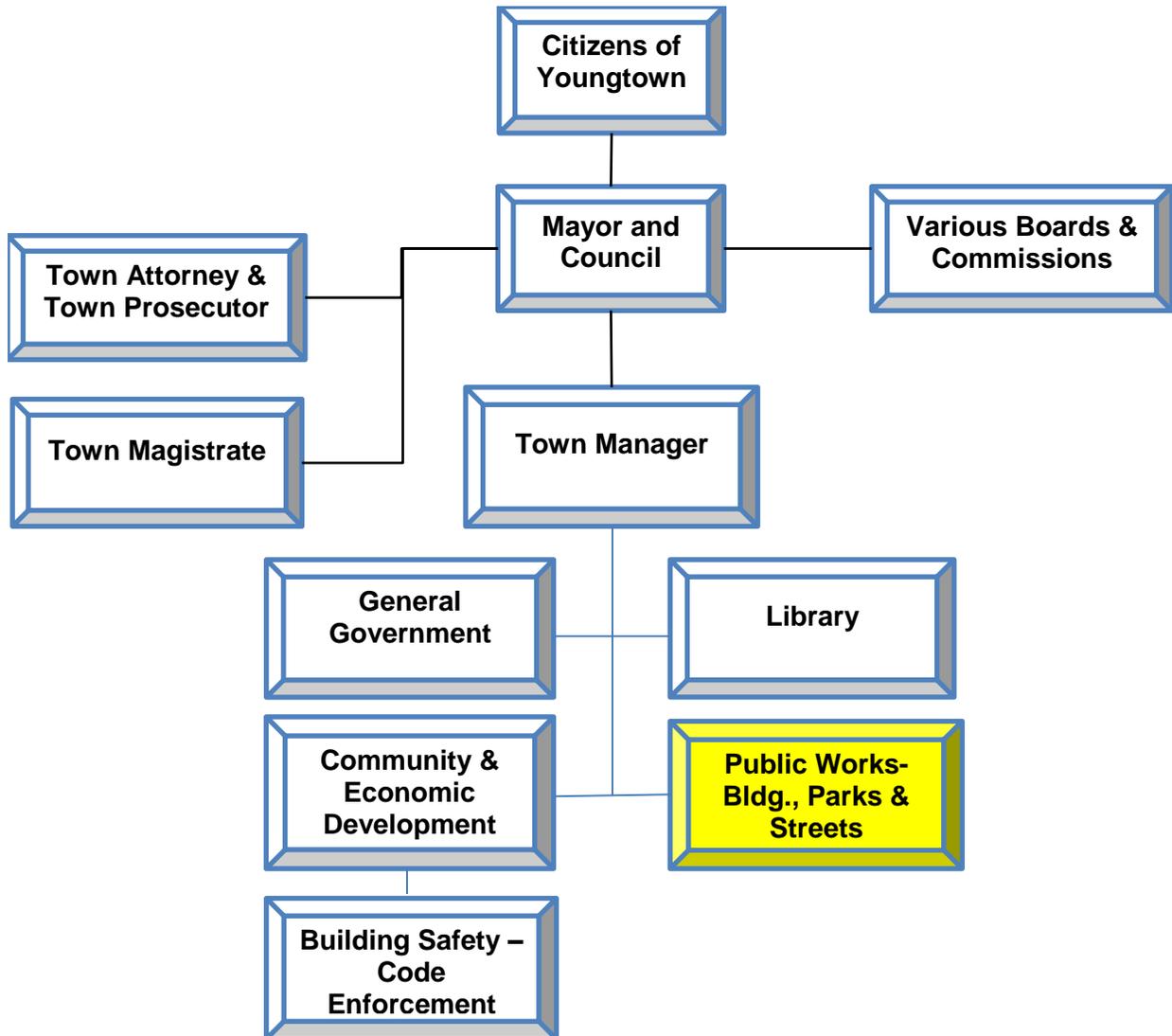
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Highway User Fund
(HURF)



Youngtown Organizational Chart

The Public Works Manager is responsible for the Streets Division. The Public Works Department reports to the Town Manager and besides the PW Manager, has two Public Works Technicians.





Youngtown, Arizona

2017-18 Recommended Budget

Highway User Fund (HURF)

STREETS DIVISION PERSONNEL BUDGET 04-00-00 HURF FUND

		Budget	Actual Exp.	Budget	Estimated Exp.	Proposed Budget
		FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	FY 2017-2018
04-00-00	Street Division					
	6110 Salaries, Regular	58,061	57,345	62,827	64,827	63,860
	6112 Salaries, Overtime	205		200	365	200
	6210 Employer Fica & Medicare Exp	4,457	4,388	4,822	4,764	4,901
	6230 AZ State Retirement System	6,683	6,658	7,235	7,236	7,367
	6240 Worker's Compensation	5,629	553	6,143	142	1,285
	6250 Group Health Insurance	6,804	6,426	6,804	6,521	7,027
	6255 Life Insurance/AD&D	113	107	113	66	109
	6257 Dental Insurance	549	519	549	526	572
	6258 Vision Insurance	88	121	88	123	128
	6260 Unemployment Insurance	350	350	400	400	440
	Sub-Total Personal Costs	82,942	76,467	89,182	84,971	85,888

Personnel Significant Budget Changes FY17 to FY18

- **Acct. 6110 Salaries, 6210 FICA & Medicare, 6230 ASRS contributions** are all increased due to salary increases.



Youngtown, Arizona

2017-18 Recommended Budget

Highway User Fund (HURF)

OPERATING BUDGET 04-0-00 HURF FUND

	Budget	Actual Exp.	Budget	Estimated Exp.	Proposed Budget
	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	FY 2017-2018
7305 Supplies	600	400	1,000	300	300
7345 Legal Advertising	200	100	100	100	100
7351 Equipment Repair & Maintenance	1500	900	3,300	4,200	3,500
7352 Vehicle Repair & Maintenance	2000	500	750	750	900
7354 Streets Repair	200,000	103,600	120,000	120,000	120,000
7356 Street Sweeping	14,220	5,400	10,000	10,500	10,500
7358 Weed Control	1700	1700	1,700	3,200	3,200
7405 Minor Tools and Equipment	200	200	200	200	200
7505 Telephone	450	315	325	350	350
7507 Cell Phones	250		-		
7520 Internet Service Provider	65	95	100	60	60
7575 Gas and Oil	2500	2850	3,000	2,200	2,350
7585 Equipment Rentals	250		-		
7672 Insurance, General	3115	3115	3,115	3,115	4,000
7702 Accounting/Auditing	8,000	8000	8,000	8,000	8,000
7714 Legal Expense	300	300	-		
7755 ADEZ MS4 Permit	2500	2500	2,500	2,500	2,500
7762 Training	300		500	225	500
7772 Employee Related Testing	200		-		
7810 Contingency Reserve	37,083		60,156	-	47,969
Sub-Total Op.Supplies & Svcs.	275,433	129,975	214,746	155,700	204,429

Operating Significant Budget Changes FY17 to FY18

- **Acct. 7810 Contingency Reserve** – Contingency reserve amount is 10% of operating revenues.



Youngtown, Arizona

2017-18 Recommended Budget

Highway User Fund (HURF)

CAPITAL BUDGET 04-00-00 HURF FUND

	Budget	Actual Exp.	Budget	Estimated Exp.	Proposed Budget
	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	FY 2017-2018
7923 Storm Water & Erosion	2,000		5,000	500	2,000
7926 RPTA Grant Transit Amenities	18,164	18,164	37,000	40,000	50,000
7930 Equipment	5,000				
7936 CDBG Local Match			30,000	-	100,000
7975 MAG-Local Match	100,000	516	-	324	
7977 MAG-SCTS Grant					
7940 Street Improvement Project	15,691	6,500	100,000	2,000	68,768
Sub-Total Operating Capital	140,855	25,180	172,000	42,824	220,768
TOTALS FOR 04-00-00 HURF	499,230	231,622	475,928	283,495	511,085

Capital Significant Budget Changes FY17 to FY18

- **Acct. 7936 CDBG Local Match** – Increase to \$100,000 for a Town match to potentially acquire a CDBG grant.
- **Acct. 7940 Street Improvement Project** – Decrease is a result of funds left after all other expenditures have been put into line items. Could be used as grant match if one becomes available.



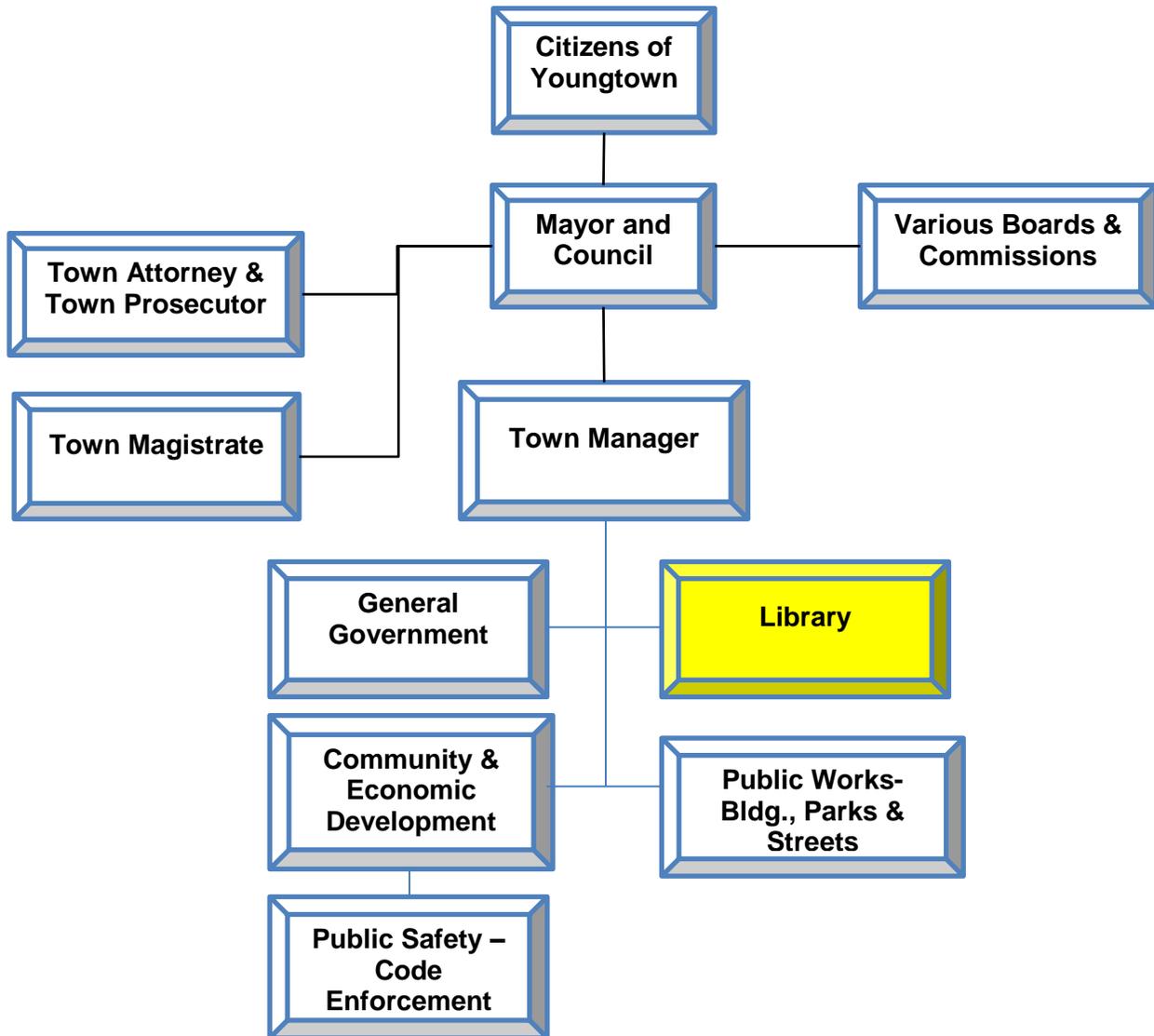
Youngtown, Arizona

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Library

Youngtown Organizational Chart

The Library Department reports to the Town Manager. There is a Library Manager and 2 Library Clerks included in this department. This Department is also supported by numerous citizen volunteers.





Youngtown, Arizona

2017-18 Recommended Budget

Library

LIBRARY DEPARTMENT PERSONNEL BUDGET 01-16-00 – GENERAL FUND

	Budget	Actual Exp.	Budget	Estimated	Proposed
	FY 2015-2016	FY 2015-2016	FY 2016-17	Exp.	Budget
				FY 2016-17	FY 2017-2018
01-16-00					
GENERAL FUND/LIBRARY					
6110 Salaries, Regular	79,747	80,844	90,307	91,561	102,957
6112 Salaries, Overtime	513	-		280	-
6210 Employer FICA & Medicare	6,140	6,100	6,908	6,771	7,280
6230 AZ State Retirement System	5,813	7,829	8,963	9,055	9,508
6240 Worker's Compensation	1,310	1,310	1,355	1,355	247
6250 Group Health Insurance	8,703	5,103	5,103	4,891	5,271
6252 Health Savings Account	600	25	0	-	
6255 Life Insurance/AD&D	85	80	85	95	82
6257 Dental Insurance	412	412	412	772	426
6258 Vision Insurance	95	88	54	196	75
6260 Unemployment Insurance	788	876	901	901	1,319
Sub-Total Personnel	104,205	102,667	114,088	115,876	127,163

Personnel Costs Significant Budget Changes FY 2017 to FY 2018

- Acct. 6110-6260 Salaries & Benefits:** Increase is a result of converting a Library position from part-time to full time and adding an additional part-time position at 12 hours a week, as well as 2% proposed pay adjustments for current staff.



Youngtown, Arizona

2017-18 Recommended Budget

Library

LIBRARY DEPARTMENT OPERATING BUDGET 01-16-00 – GENERAL FUND

01-16-00	GENERAL FUND/LIBRARY	Budget	Actual Exp.	Budget	Estimated	Proposed
		FY 2015-2016	FY 2015-2016	FY 2016-17	Exp. FY 2016-17	Budget FY 2017-2018
	7305 Supplies	2,000	2,042	2,000	1,600	2,000
	7307 Postage	100	38	100	50	100
	7320 Program Supplies	200	29	200	70	200
	7335 Printing	50	40	50	40	50
	7362 Computer System Maintenance	2,000	1,706	2,000	850	800
	7375 Books	1,000	951	2,000	1,600	2,000
	7376 DVD's	500	603	500	450	500
	7455 Electricity	4,800	4,435	4,800	4,300	4,800
	7460 Gas	600	739	700	600	700
	7465 Water	600	638	600	600	650
	7505 Telephone	2,000	1,184	1,800	1,700	1,500
	7520 Internet Service Provider	1,400	1,530	1,400	1,400	1,500
	7521 Security System Installation & Mo. Exp.	-	-	0	-	840
	7602 Community Relations	500	360	500	500	500
	7728 Seasonal Staff	-	(26)	0	-	-
	7756 Dues/Subscriptions/Fees	200	115	200	176	200
	7762 Training	200	-	200	-	200
	7763 Mileage	50	-	50	-	50
	7764 Travel, Meals and Lodging	150	-	150	50	150
	7765 Meeting registration	100	-	100	-	100
	7766 Meeting Expenses	200	-	200	150	200
	7816 Historical Museum Yearly Maintenance	1,000	433	1,000	-	1,000
	Sub-Total Operating Supplies & Services	17,650	14,818	18,550	14,136	18,040
TOTAL 01-16-00 GENERAL FUND/LIBRARY		121,855	117,485	132,637	130,011	145,203

Operating Significant Budget Changes FY 2017 to FY 2018

- **Acct 7521 Security System:** Increase of \$840 for monthly monitoring of \$70 a month.



Youngtown, Arizona

2017-18 Recommended Budget

Library

LIBRARY DEPARTMENT CAPITAL BUDGET 08-16-00 –LIBRARY IMPROVEMENT FUND

	Budget FY 2015-2016	Actual Exp. FY 2015-2016	Budget FY 2016-2017	Estimated Exp. FY 2016-2017	Budget FY 2017-2018
08-16-00					
7405 Minor Tools & Equipment					
7939 Computer System Upgrade	900	1,000			
7930 Alarm System	1,500	-	1,500		660
7810 Contingency Reserve	99,961		99,017		99,857
TOTALS FOR LIBRARY FUND (08)	102,361	1,000	100,517		100,517

Library Improvement Significant Budget Changes FY 2017 to FY 2018

- **Acct. 7930 Alarm System:** This is to purchase a new alarm system for the Library that was not purchased in FY17.



Youngtown, Arizona

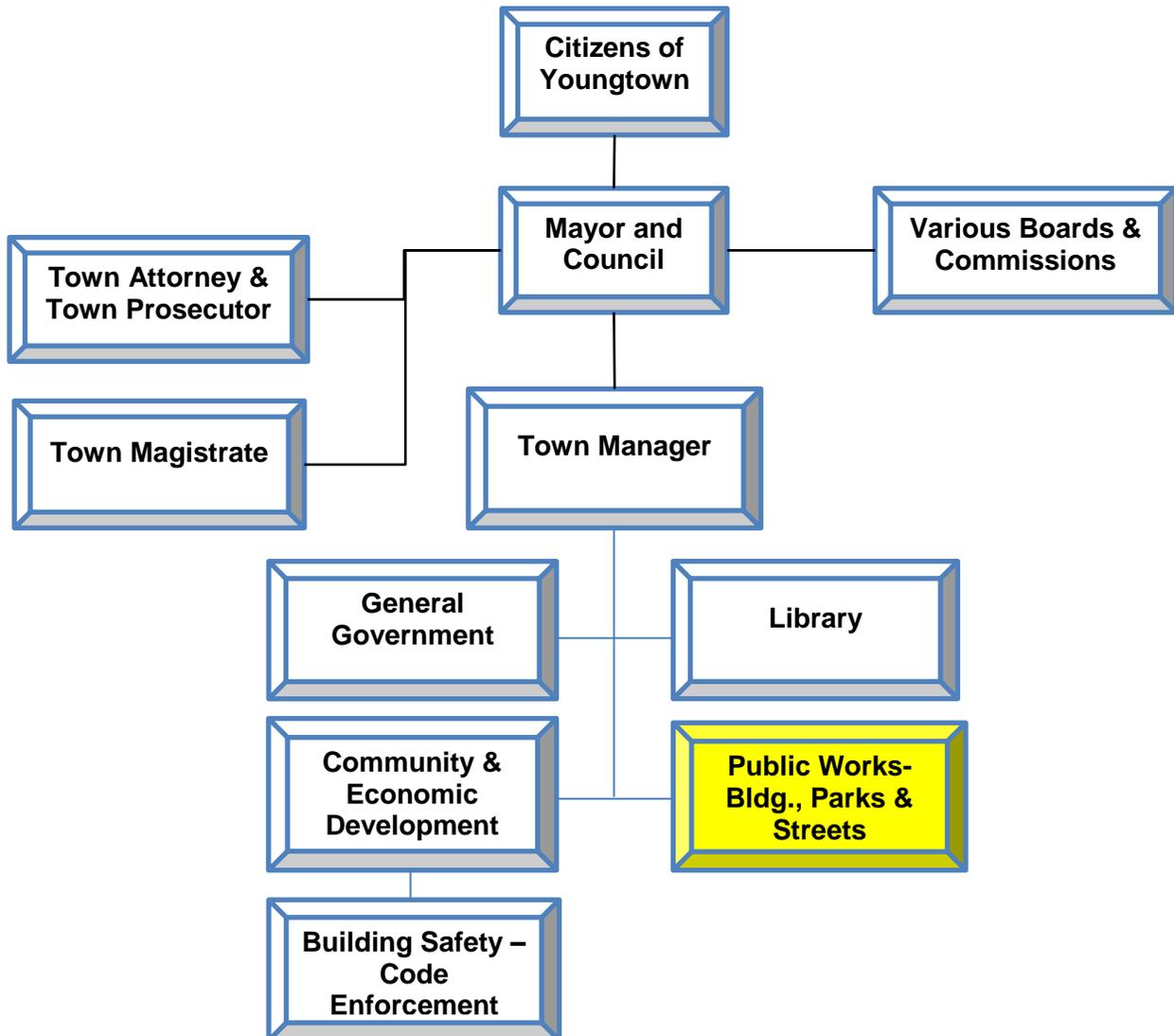
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Parks Department



Youngtown Organizational Chart

The Public Works Manager is responsible for the Parks Division. The Public Works Department reports to the Town Manager and besides the PW Manager, has two Public Works Technicians.





Youngtown, Arizona

2017-18 Recommended Budget

Parks Department

PARKS DEPARTMENT PERSONNEL BUDGET 01-03-00 GENERAL FUND

01-03-00	Parks Department	Budget	Actual Exp.	Budget	Estimated	Proposed
		FY 2015-2016	FY 2015-2016	FY 2016-2017	Exp. FY 2016-2017	Budget FY 2017-2018
6110	Salaries, Regular	21,519	21,689	22,389	23,026	29,203
6112	Salaries, Overtime					
6210	Employer Fica & Medicare Exp	1,646	1,625	1,713	1,676	2,234
6230	AZ State Retirement System	2,468	2,468	2,570	2,548	3,358
6240	Worker's Compensation	1,259	1,259	740	740	2,716
6250	Group Health Insurance	1,701	1,701	1,701	1,630	1,757
6252	Health Savings Account	-				
6255	Life Insurance/AD&D	28	39	28	17	27
6257	Dental Insurance	137	137	137	132	146
6258	Vision Insurance	35	40	35	39	53
6260	Unemployment Insurance	87	-	100	100	110
Sub-Total Personnel Costs		28,882	28,958	29,413	29,909	39,605

Personnel Costs Significant Budget Changes FY17 to FY18

- **Acct. 6110-6230 Salaries, FICA & Medicare, ASRS:** Increases are due to proposed salary increases which also increases all benefits.



Youngtown, Arizona

2017-18 Recommended Budget

Parks Department

PARKS DEPARTMENT OPERATING BUDGET 01-03-00 GENERAL FUND

		Budget	Actual Exp.	Budget	Estimated	Proposed
		FY 2015-2016	FY 2015-2016	FY 2016-2017	Exp. FY 2016-2017	Budget FY 2017-2018
01-03-00	Parks Department					
7305	Supplies	3,000	3,889	3,000	3,000	
7307	Postage					
7308	Signs					
7345	Legal Advertising					
7351	Equipment Repair & Maintenance	5,000	2,555	4,000	4,000	4,000
7352	Vehicle Repair & Maintenance					
7357	Lake Maintenance	4,500	4,857	5,000	13,000	22,000
7358	Weed Control	400	-			
7361	Landfill	3,000	4,040	3,000	4,000	4,000
7405	Minor Tools and Equipment	500	-	500	500	500
7455	Electricity	17,500	22,357	17,850	18,000	18,540
7465	Water	28,783	50,034	41,500	41,500	42,745
7505	Telephone	350	370	315	350	350
7507	Cell Phone	75	-			
7520	Internet Service Provider	40	91	70	52	50
7575	Gas & Oil			-		
7585	Equipment Rentals	250	-	250	250	250
7587	Uniforms	250	-			
7606	Employee Relations	100	86	100	100	100
7609	Park Maintenance	32,000	25,209	22,155	22,155	25,155
7610	AFR Park Maintenance	20,013	20,013	20,948	20,948	21,576
7762	Training	300	-	300	300	300
7772	Employee Related Testing	300	-	300	400	400
Sub-Total Operating Supplies & Services		116,361	133,499	119,288	128,555	139,966

Significant Changes FY17 to FY18

- **Acct. 7355 Janitorial Services:** Decrease in FY18 is due to hiring a part-time custodian.
- **Acct. 7357 Lake Maintenance:** Increase is to replace aging pump at lake, improve aeration system, increase chemicals for the lake, and a maintenance contract.
- **Acct. 7455 & 7465, Electricity & Water:** Increases due to increase rates.



Youngtown, Arizona

2017-18 Recommended Budget

Parks Department

PARKS DEPARTMENT CAPITAL BUDGET 01-03-00 GENERAL FUND

	Budget	Actual Exp.	Budget	Estimated	Proposed
	FY 2015-2016	FY 2015-2016	FY 2016-2017	Exp. FY 2016-2017	Budget FY 2017-2018
01-03-00 Parks Department					
7949 Parks Improvements	3,500	6,454	36,800	16,800	25,000
Sub-Total Operating Capital	3,500	6,454	36,800	16,800	25,000
TOTAL 01-01-03 GENERAL FUND/PARKS	148,743	168,911	185,501	175,264	204,571

Significant Changes FY17 to FY18

- **Acct. 7949 Park Improvements:** FY18 budget for Dog Park shade structures, lights, and sod for grassy areas. Also includes improvements to park tables and benches, and tree trimming for all parks.

AGUA FRIA RANCH BUDGET 07-03-00 AGUA FRIA RANCH FUND

	Budget	Actual Exp.	Budget	Estimated	Projected
	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017	FY18
07-00-00 Expenditures					
7610 Aqua Fria Ranch Park Maintenance	20,787	19,628	21,203	21,203	21,627
Operations	20,787	19,628	21,203	21,203	21,627
7975 MAG - LOCAL MATCH	200,000				-
7810 Contingency	50,000		50,000		75,000
Capital	250,000	-	50,000		75,000
TOTALS FOR 00-00-00 AFR FEES FUND	270,787	19,628	71,203	21,203	96,627

Significant Changes FY17 to FY18

- **Acct. 7810 Contingency:** This reserve can be used for Street repairs in Aqua Fria Ranch.