



Fiscal Year 2018-2019 Tentative Budget

DATE: June 6, 2018

TO: Mayor and Town Council

FROM: Jeanne Blackman, Town Manager

CC: Jernon Kelly, Finance Director

SUBJECT: Fiscal Year 2018-19 Proposed Tentative Budget

Attached are the updated fiscal year 2018-19 Tentative Budget booklets. The only figures that changed slightly are the estimated expenditures as we “fine-tuned” them again. The proposed tentative budget of \$8,744,402 is the same as what was presented to Council on May 17, 2018. On Thursday, June 7, 2018, the Mayor and Council will be asked to approve the fiscal year 2018-2019 Tentative Budget and set the public hearing day and time to hear taxpayers regarding the budget. After the approval of the Tentative Budget, expenditures can be reduced but not increased overall.

The required budget schedules for the Auditor General is attached and will be posted on our website on June 8, 2018 and Schedule A will be placed in the local newspaper for two consecutive weeks per Arizona State Statutes.

Pat Walker will be presenting the Tentative Budget on Thursday evening and we will be ready to address any further questions Council may have.

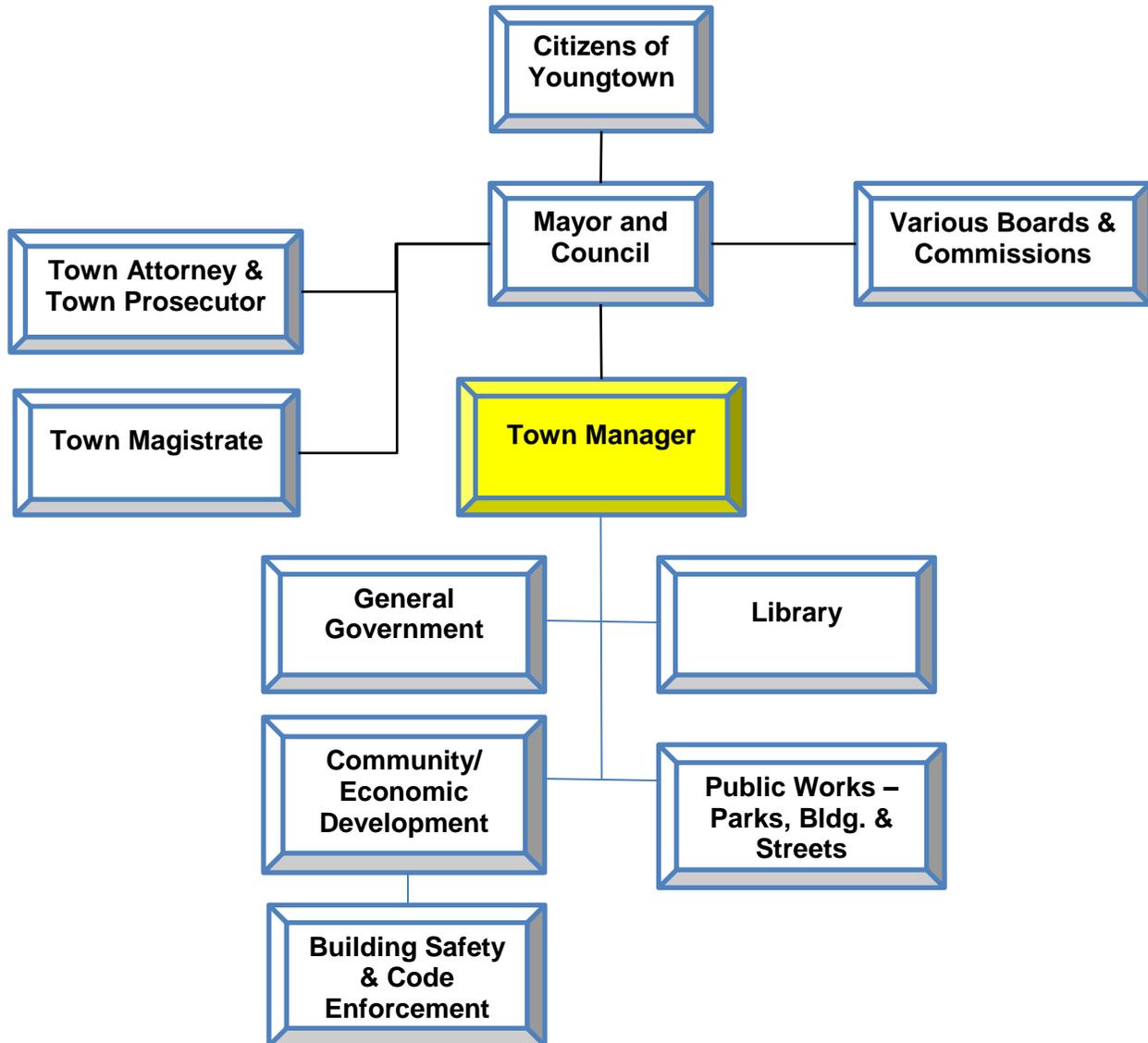


Youngtown, Arizona

2018-19
Recommended
Budget

General Government

Youngtown Organizational Chart





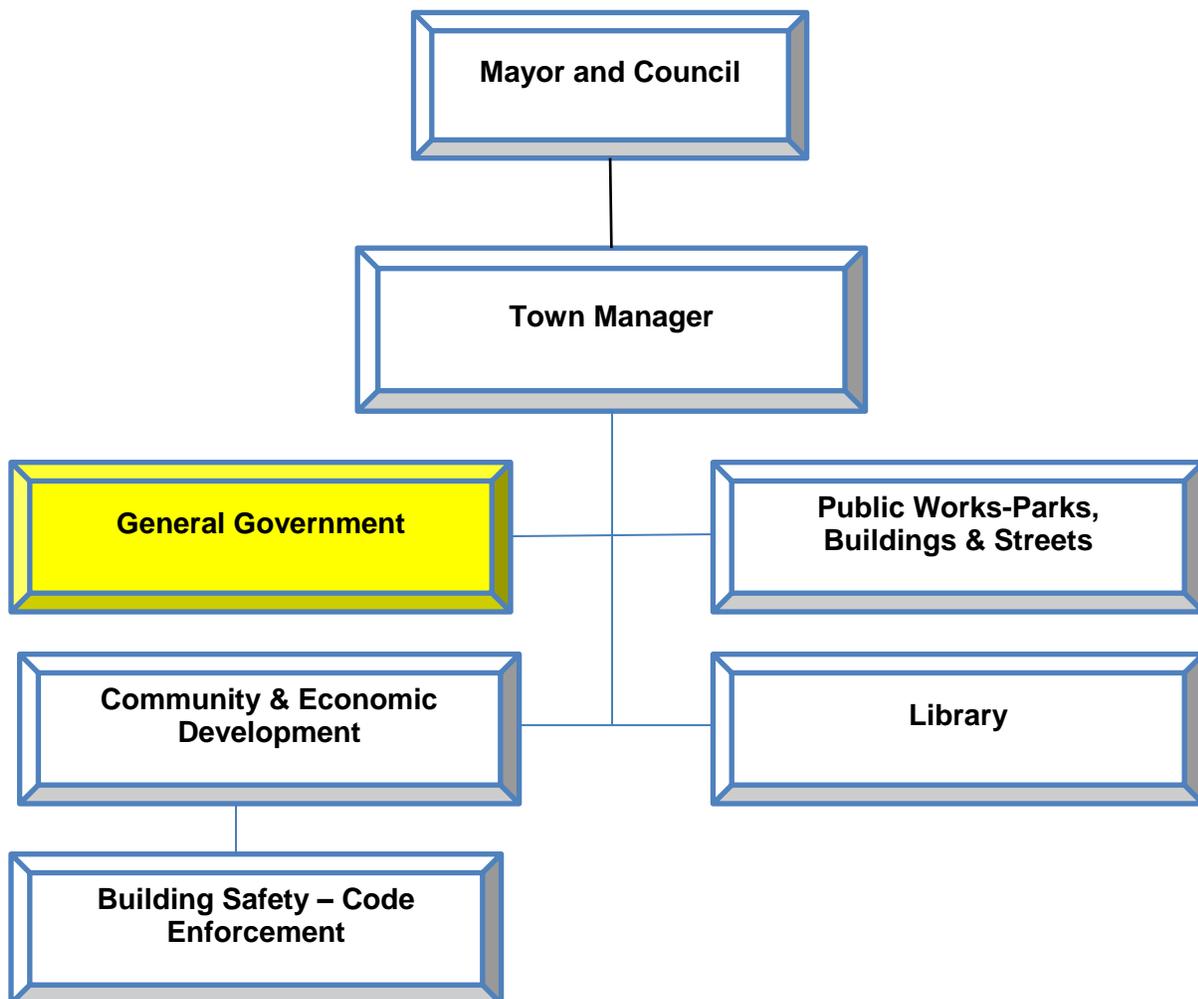
Youngtown, Arizona

2018-19 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

2018-19 Recommended Budget

General Government

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

Expenditures	Adopted	Actual Exp.	Adopted	Estimated	Proposed
	Budget		Budget	Expense	Budget
	FY2016-2017	FY2017-2018	FY2017-2018	FY2017-2018	FY2018-2019
General Government					
6110 Salaries, Regular	309,841	267,794	358,075	297,265	375,104
6112 Salaries, Overtime	2,000	2,000	2,000	12,000	10,000
6120 Council	62,400	64,136	66,000	62,334	66,000
6210 Employer Fica & Medicare Exp	28,629	23,818	32,595	31,899	34,509
6230 AZ State Retirement System	35,799	29,913	41,409	37,003	44,826
6240 Worker's Compensation	3,474	3,474	2,019	3,236	2,079
6250 Group Health Insurance	63,930	52,795	82,183	77,570	82,971
6252 Health Savings Account	650	875	-	1,300	1,300
6255 Life Insurance/AD&D	452	279	772	711	772
6256 LTD				346	722
6257 Dental Insurance	4,529	3,947	5,190	4,859	5,265
6258 Vision Insurance	1,033	1,046	1,759	1,707	1,682
6260 Unemployment Insurance	3,604	3,604	4,286	4,294	2,475
Sub-Total Personnel Costs	516,341	453,679	596,289	534,524	627,707

Personnel Costs Significant Budget Changes FY18 to FY19

- Acct. 6110 -6260 Salaries:** Increase result of including an appropriation for the equivalent of a 4% of annual salaries that can be used for a range of 0-4% adjustment for salary increases, employee salary adjustments, and the amount required to pay 100% of employee only portion of health insurance and adjustments to the employee/family that will be explained at the budget presentation.



Youngtown, Arizona

2018-19 Recommended Budget

General Government

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

Expenditures	Adopted	Actual Exp.	Adopted	Estimated	Proposed
	Budget	FY2017-2018	Budget	Expense	Budget
	FY2016-2017	FY2017-2018	FY2017-2018	FY2017-2018	FY2018-2019
7305 Supplies	15,000	16,845	20,000	20,523	23,000
7307 Postage	3,000	2,466	4,000	1,900	2,000
7335 Printing	200	200	2,000	900	2,000
7345 Legal Advertising	10,000	3,396	10,000	19,000	19,000
7351 Equipment Repair & Maintenance	500	500	500	1,004	500
7352 Vehicle Repair & Maintenance	1,000	1,257	2,000	1,000	4,000
7362 Computer System Maintenance/Upgrade	5,000	8,048	35,000	44,000	28,000
7455 Electricity	4,000	3,417	4,500	3,800	4,500
7460 Gas	1,000	527	650	503	650
7465 Water	1,000	612	1,000	1,137	1,500
7505 Telephones	4,000	4,571	5,000	4,400	7,392
7507 Cell Phones	200	1,403	2,000	2,000	2,000
7520 Internet Service Provider	3,000	2,101	2,200	1,800	1,800
7521 Website/Consultant	5,500	-	-	-	5,000
7525 Courier	100	-	-	-	-
7575 Gas & Oil	600	48	600	-	-
7602 Community Relations	13,000	35,724	33,400	30,000	30,000
7606 Employee Relations	600	1,524	1,600	1,600	1,600
7672 Insurance, General (under/uninsured motorist c	110,000	101,602	110,000	103,000	110,000
7674 Insurance, Claims	2,000	-	2,000	-	2,000
7702 Accounting/Auditing (Governmental Auditing S	35,000	41,325	45,000	38,500	45,000
7704 Engineering	15,000	34,398	40,000	57,000	57,000
7706 Legal Expense, Town	80,000	91,245	80,000	102,000	110,000
7708 Prosecutor	35,000	26,738	30,000	30,000	30,000
7714 Legal Expense, Environmental	25,000	12,846	25,000		25,000
7718 Election Expense	6,000	2,187	3,000	1,000	6,000
7728 Consultant Services	70,000	50,864	60,000	25,000	60,000
7752 Dues, MAG	2,000	1,575	2,000	1,069	1,200
7754 Dues, League of Cities/Towns	7,079	7,079	8,000	7,599	7,675
7756 Dues/Subscriptions	26,500	9,105	15,000	12,000	15,000
7757 Ground Water Tax	10,000	7,385	9,000	10,366	10,000
7760 Dept of Water Resources Fee	2,000	-	-	-	-
7762 Training	1,000	210	2,500	3,500	3,500
7763 Mileage	5,000	1,205	2,500	1,500	1,500
7764 Travel, Meals, Lodging	3,500	4,158	9,000	8,300	9,000
7765 Meeting Registration	300	904	1,500	4,000	4,000



Youngtown, Arizona

2018-19 Recommended Budget

General Government

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

Expenditures	Adopted Budget FY2016-2017	Actual Exp. 2018	Adopted Budget FY2017-2018	Estimated Expense FY2017-2018	Proposed Budget FY2018-2019
7766 Meeting Expenses	500	2,361	3,000	1,000	1,000
7779 Jail Expenses	38,000	28,037	32,000	28,000	32,000
7780 Town Annual Cleanup			-		
7782 Bank Fees	2,000	1,466	2,000	1,200	1,200
7783 Records Retention	50	75	75	-	-
7810 Contingency	321,820		556,413		609,387
7810 PSPRS Unfunded Liability	920,887		738,479		802,855
7818 Village Reporter	7,000	22,924	25,000	24,000	30,000
7820 CFD Bank Fee	5,000		-	-	-
7914 Town Code Update	500	1,037	2,500	2,500	2,500
7933 Personnel Code Update	500	-	30,000		2,000
7939 Computer System Upgrade	16,500	20,217	16,500	35,000	22,000
7947 Special Projects	6,600	1,076	6,600	11,500	12,000
7953 Fundware Software Support	4,100	4,351	8,500	1,677	-
Sub-Total Op. Supplies & Services	1,826,536	557,009	1,990,017	643,278	2,144,759



Youngtown, Arizona

2018-19 Recommended Budget

General Government

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

Operating Budget Significant Budget Changes FY18 to FY19

- **Acct. 7305 Supplies:** Increase is due to increase in supplies due to filling of positions.
- **Acct. 7345 Legal Advertising:** Additional advertising due to one new development.
- **Acct. 7352 Vehicle Repair & Maintenance:** Budget is for potential “wrap” for advertising on Town Vehicle.
- **Acct. 7362 Computer System Maintenance/Support:** Increase is for Information Technology (IT) support services as well replacement of a server that is approximately 8 years old.
- **Acct. 7505 Telephone:** This is increase is for a new phone system.
- **Acct. 7521 Website/Consultant:** Increase is for new website for the Town 7-1-18.
- **Acct. 7704 Engineering:** Increase for additional engineering for projects for the Town such as CDBG grants and two new developments.
- **Acct. 7706 Legal Expense, Town:** Increase is due to Town Attorney’s firm increasing their rates.
- **Acct. 7718 Election Expenses:** Increase is a result of election in fiscal year 2018-19.
- **Acct. 7762 Training:** Increase is for additional funds for Staff and Council training.
- **Acct. 7765 Meeting Registration:** Increase is for additional attendance at meetings for staff and council.
- **Acct. 7810 Contingency Reserve:** 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.
- **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) as well as system upgrades.
- **Acct. 7947 Special Projects:** Increase is for projects in this line item for Luke Lobbyist, Community Garden, Art Commission and Dog Park.



Youngtown, Arizona

2018-19 Recommended Budget

General Government

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

Expenditures	Adopted	Actual Exp.	Adopted	Estimated	Proposed
	Budget		Budget	Expense	Budget
	FY2016-2017	2018	FY2017-2018	FY2017-2018	FY2018-2019
7930 Equipment	66,200	31,682	40,000	32,000	65,000
7932 Signage & Landscape	5,000	7,214	6,000	5,500	5,500
Sub-Total Operating Capital	71,200	38,896	46,000	37,500	70,500
TOTALS FOR 01-01-00 GENERAL GOVERNMENT	2,414,077	1,049,584	2,632,306	1,215,302	2,842,966

Capital Significant Budget Changes FY18 to FY19

- **Acct. 7930 Equipment:** This account will be the start of a fleet management program.
- **Acct. 7932 Signage & Landscape:** Budget for fiscal year 2018-19 is for the continued beautification of the Town.



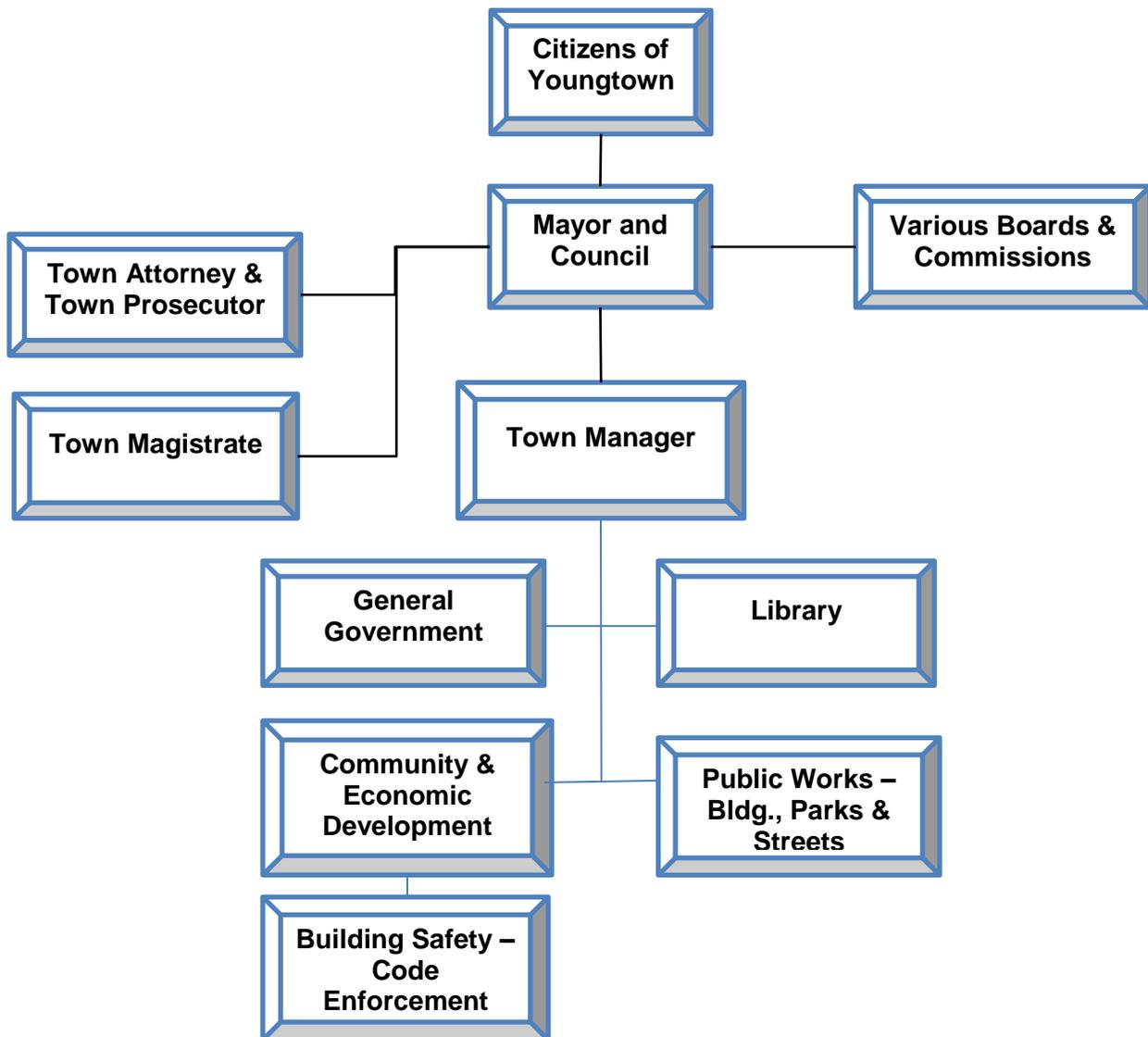
Youngtown, Arizona

2018-19
Recommended Budget

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

2018-19 Recommended Budget

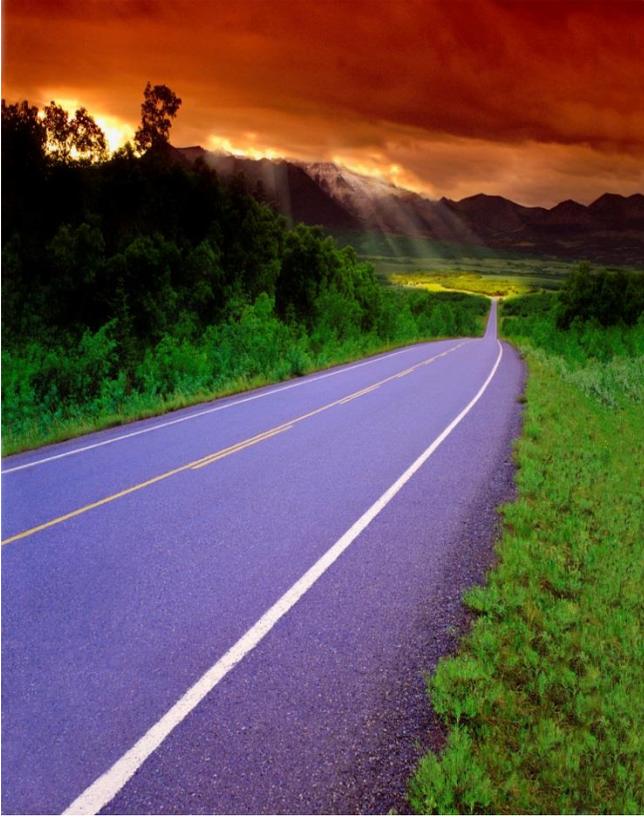
Grants Fund

GRANTS 11-0-00 GRANT FUND

	Adopted Budget FY 2016-2017	Actual Exp. FY 2016-2017	Adopted Budget FY 2017-2018	Estimated Expense FY2017-2018	Proposed Budget FY2018-2019
11-00-00- Grants					
7365 DEA-RICO Equipment	11,102		11,102		11,102
7802 Miscellaneous CDBG-Street Lights/Sidewalks	281,000		781,000		781,000
7810 Contingency Reserve	1,500,000		1,500,000		1,500,000
TOTALS FOR 11-00-00 GRANT FUNDS	1,792,102	-	2,292,102	-	2,292,102

Significant Budget Changes FY18 to FY19

- **Acct. 7802 Misc. CDBG-Street Lights/Sidewalks** –FY19 is for \$781,000 grant for carryforward (\$281,000) plus potential CDBG grants (\$500,000).
- **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

2018-19
Recommended Budget

Highway User Fund
(HURF)



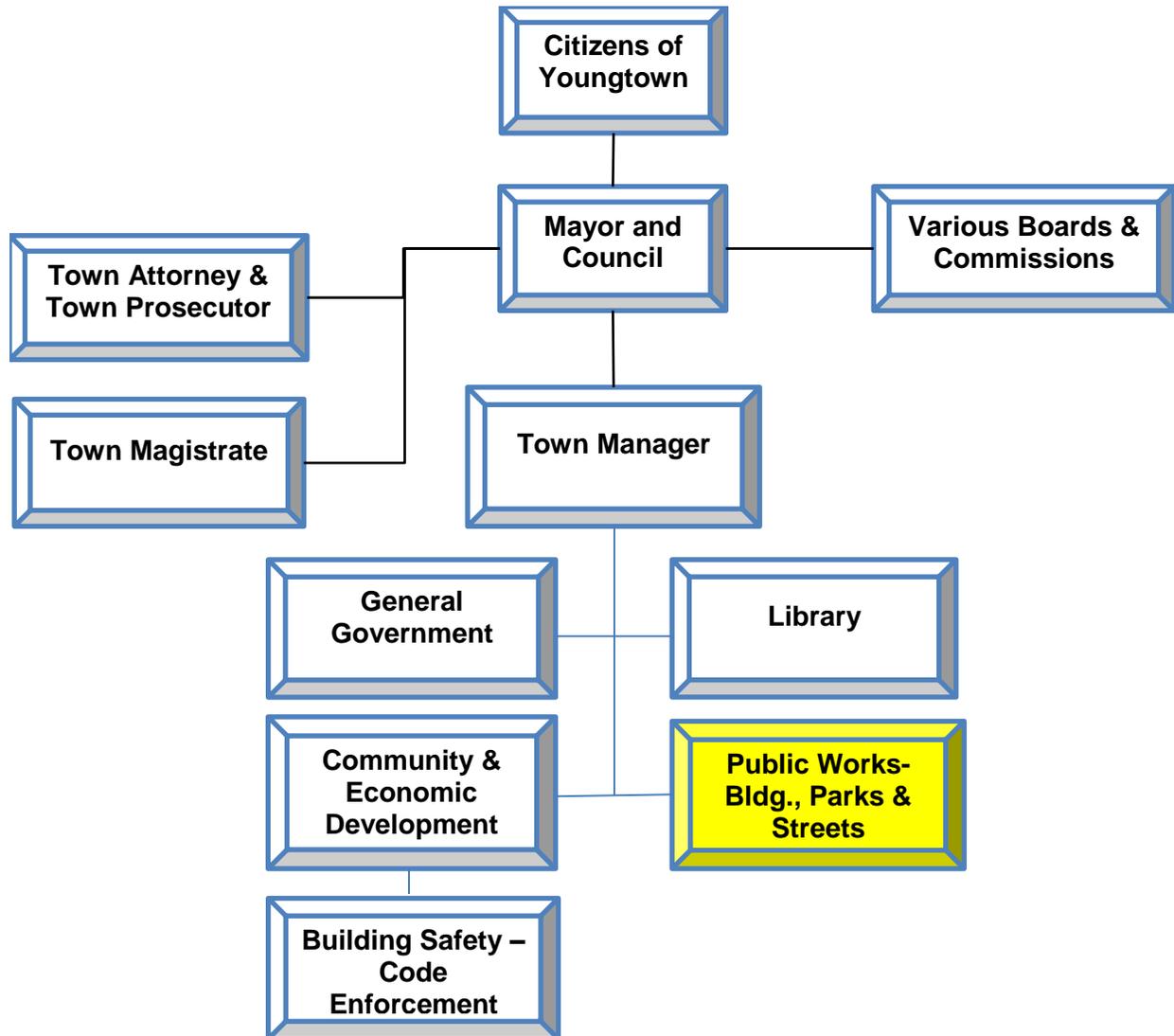
Youngtown, Arizona

2018-19 Recommended Budget

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

2018-19 Recommended Budget

Highway User Fund (HURF)

STREETS DIVISION PERSONNEL BUDGET 04-00-00 HURF FUND

		Adopted Budget	Actual Expense	Adopted Budget	Estimated Expenses	Proposed Budget
		FY2016-2017	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
Expenditures						
04-00-00-	Street Department					
6110	Salaries, Regular	62,827	64,827	63,860	68,807	65,596
6112	Salaries, Overtime	200	365	200	5,641	200
6210	Employer Fica & Medicare Exp	4,822	4,764	4,901	6,898	5,033
6230	AZ State Retirement System	7,235	7,236	7,367	9,000	7,659
6240	Worker's Compensation	6,143	142	1,285	2,826	2,040
6250	Group Health Insurance	6,804	6,521	7,027	6,149	1,914
6255	Life Insurance/AD&D	113	66	109	193	109
6256	LTD				71	105
6257	Dental Insurance	549	526	572	646	581
6258	Vision Insurance	88	123	128	192	224
6260	Unemployment Insurance	400	400	440	-	254
	Sub-Total Personal Costs	89,182	84,971	85,888	100,423	83,714

Personnel Significant Budget Changes FY18 to FY19

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



Youngtown, Arizona

2018-19 Recommended Budget

Highway User Fund (HURF)

OPERATING BUDGET 04-0-00 HURF FUND

	Adopted Budget	Actual Expense	Adopted Budget	Estimated Expenses	Proposed Budget
Expenditures	FY2016-2017	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
7305 Supplies	1,000	300	300	300	300
7345 Legal Advertising	100	100	100	100	100
7351 Equipment Repair & Maintenance	3,300	4,200	3,500	3,500	3,500
7352 Vehicle Repair & Maintenance	750	750	900	600	750
7354 Streets Repair	120,000	120,000	120,000	50,000	170,000
7356 Street Sweeping	10,000	10,500	10,500	8,067	10,500
7358 Weed Control	1,700	3,200	3,200	2,000	3,200
7405 Minor Tools and Equipment	200	200	200	200	200
7505 Telephone	325	350	350	350	350
7520 Internet Service Provider	100	60	60	-	
7575 Gas and Oil	3,000	2,200	2,350	1,800	1,800
7672 Insurance, General	3,115	3,115	4,000	3,500	4,000
7702 Accounting/Auditing	8,000	8,000	8,000	8,000	8,000
7755 ADEZ MS4 Permit	2,500	2,500	2,500	2,500	2,500
7762 Training	500	225	500	200	200
7810 Contingency Reserve	60,156	-	47,969		43,179
Sub-Total Operating Supplies & Services	214,746	155,700	204,429	81,117	248,579

Operating Significant Budget Changes FY18 to FY19

- **Acct. 7354 Street Repairs:** Increase is for street resurfacing (\$120,000) and street signs (\$50,000).
- **Acct. 7810 Contingency Reserve** – Contingency reserve amount is 10% of operating revenues.



Youngtown, Arizona

2018-19 Recommended Budget

Highway User Fund (HURF)

CAPITAL BUDGET 04-00-00 HURF FUND

	Adopted Budget	Actual Expense	Adopted Budget	Estimated Expenses	Proposed Budget
Expenditures	FY2016-2017	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
7923 Storm Water & Erosion	5,000	500	2,000	-	
7926 RPTA Grant Transit Amenities	37,000	40,000	50,000	68,000	90,000
7936 CDBG Local Match	30,000	-	100,000	-	50,000
7940 Street Improvement Project	100,000	2,000	68,768	-	94,272
Sub-Total Operating Capital	172,000	42,500	220,768	68,000	234,272
TOTAL HURF FUND EXPENDITURES	475,928	283,171	511,085	249,540	566,565

Capital Significant Budget Changes FY18 to FY19

- **Acct. 7926 RPTA Grant Transit Amenities** – Increase to \$90,000 for Town transit program.



Youngtown, Arizona

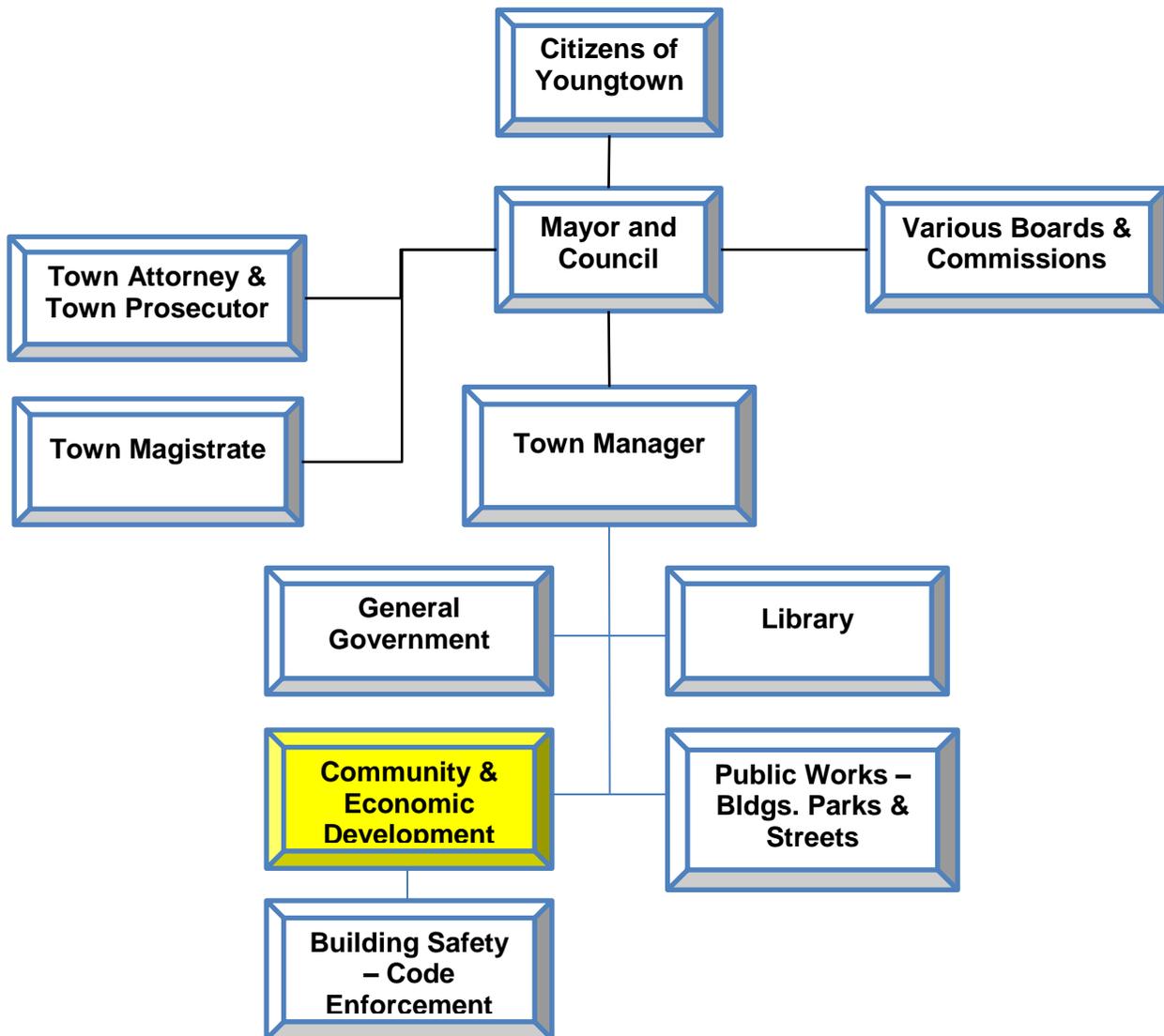
2018-19
Recommended
Budget

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 Manager serves as the Town’s Building Official and will also be responsible for the Town’s economic development program.





Youngtown, Arizona

2018-19 Recommended Budget

Community & Economic Development

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

<u>Expenditures</u>	<u>Adopted Budget FY2016-2017</u>	<u>Actual Exp. FY2017-2018</u>	<u>Adopted Budget FY2017-2018</u>	<u>Estimated Expense FY2017-2018</u>	<u>Proposed Budget FY2018-2019</u>
01-18-00- GENERAL FUND/COMMUNITY DEVELOPMENT					
6110 Salaries, Regular	59,993	62,295	81,432	66,104	78,002
6210 Employer FICA & Medicare	4,589	4,404	6,230	5,441	5,967
6230 AZ State Retirement System	6,887	6,902	8,049	7,937	9,079
6240 Worker's Compensation	272	-	195	886	1,365
6250 Group Health Insurance	8,703	8,041	9,247	11,558	9,254
6255 Life Insurance	85	49	82	165	82
6256 LTD				77	125
6257 Dental Insurance	412	395	439	576	448
6258 Vision Insurance	105	116	159	207	168
6260 Unemployment Insurance	300	300	659	0	381
Sub-Total Personnel Costs	81,346	82,502	106,492	92,952	104,870

Personnel Significant Budget Changes FY18 to FY19

- **Acct. 6110-6260 Salaries & Benefits:** Increase is a result of salary adjustment which increases all benefits.



Youngtown, Arizona

2018-19 Recommended Budget

Community & Economic Development

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

Expenditures	Adopted		Adopted	Estimated	Proposed
	Budget	Actual Exp.	Budget	Expense	Budget
	FY2016-2017	FY2017-2018	FY2017-2018	FY2017-2018	FY2018-2019
7305 Supplies	1,000	1,500	3,000	2,200	3,000
7307 Postage	525	45	250	225	250
7335 Printing	2,000	1,200	2,000	1,500	3,000
7345 Legal Advertising	2,500	-	2,500	250	2,500
7351 Equipment Repair/Maintenance	378	100	378	100	378
7352 Vehicle Repair/Maintenance	1,500	500	1,500	750	1,500
7362 Computer System Maintenance	2,000	3,925	4,000	1,500	4,000
7455 Electricity	2,500	1,400	2,500	2,220	2,500
7460 Gas	700	383	700	500	700
7465 Water	400	200	400	400	500
7505 Telephone	1,000	900	1,000	800	1,000
7507 Cell Phones	700	670	750	500	750
7520 Internet Service Provider	250	75	250	100	250
7575 Gas/Oil	600	140	500	250	500
7587 Uniforms	200	200	200	200	200
7602 Community Relations Programs	11,000	11,000	11,000	8,000	11,000
7714 Legal Services	500	-	-	-	-
7720 Contractor Services				19,000	19,000
7756 Dues & Subscription	1,300	1,218	1,300	1,600	2,000
7762 Training	3,200	1,500	3,200	1,500	3,200
7764 Travel, Meals, Lodging	2,000	600	2,000	1,500	2,000
7765 Meeting Registration	1,000	750	1,000	750	1,000
7766 Meeting Expenses	250	150	200	100	200
7772 Employee Related Testing	2,000	500	2,000	1,000	2,000
7822 Breakfast With The Mayor Project	1,200	1,200	1,200	500	1,200
7823 Dues-GPEC	3,000	3,000	3,000	3,000	3,100
Sub-Total Op. Supplies & Services	41,703	31,156	44,828	48,445	65,728



Youngtown, Arizona

2018-19 Recommended Budget

Community & Economic Development

Operating Significant Budget Changes FY 18 to FY19

- **Acct. 7335 Printing:** FY19 increase is for printing for Public Forums to be held for discussion of planning phase for regional park.
- **Acct. 7720 Contractor Services:** Increase is for contract for part time inspectors.
- **Acct. 7756 Dues & Subscriptions:** Increase for additional professional development for staff.
- **Acct. 7823 GPEC Dues:** GPEC has increased their dues to a per capital rate of \$.4647.

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

	Adopted Budget FY2016-2017	Actual Exp. FY2017-2018	Adopted Budget FY2017-2018	Estimated Expense FY2017-2018	Proposed Budget FY2018-2019
Expenditures					
7930 Equipment			-		
7932 Signage & Landscape	65,000	65,000	85,000	85,000	100,000
7950 Consultant Plan Review			1,000	750	1,000
Sub-Total Operating Capital	65,000	65,000	86,000	85,750	101,000
TOTAL 01-18-00 GENERAL FUND/COMMUNITY DEV.	188,049	178,658	237,320	227,147	271,598

Capital Significant Budget Changes FY18 to FY19

- **Acct. 7932 Signage & Landscape:** FY19 Budget includes a budget of \$100,000 for commercial center parking lots improvements to continue to achieve Council’s strategic vision, mission and goals.



Youngtown, Arizona

2018-19
Recommended
Budget

Building Safety – Code
Enforcement



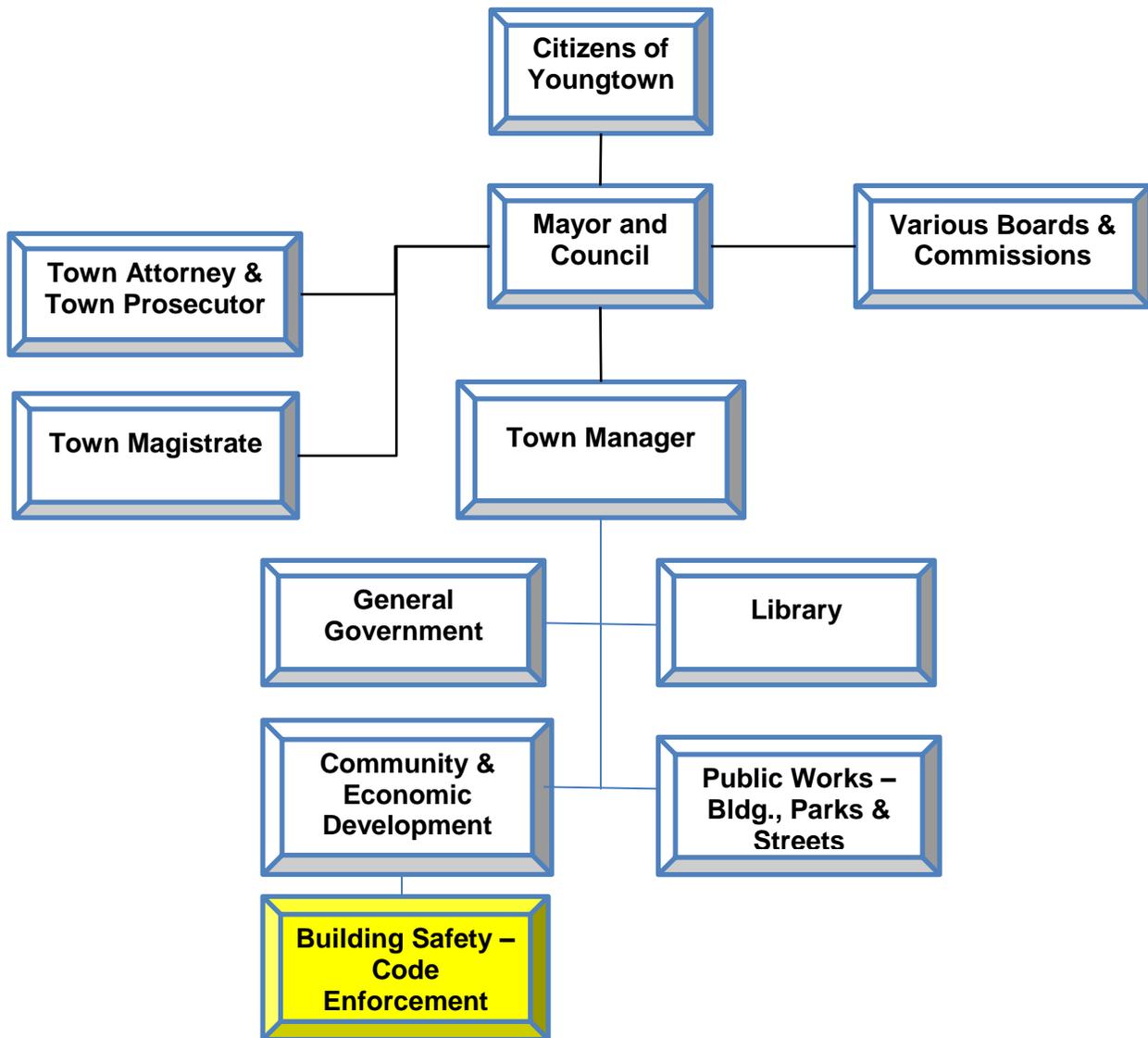
Youngtown, Arizona

2018-19 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, well being 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

2018-19 Recommended Budget

Building Safety – Code Enforcement

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

Expenditures	Adopted Budget FY2016-2017	Actual Exp. FY2017-2018	Adopted Budget FY2017-2018	Estimated Expense FY2017-2018	Proposed Budget FY2018-2019
01-19-00- GENERAL FUND/BUILDING SAFETY					
6110 Salaries, Regular	111,011	114,533	113,251	103,062	113,469
6112 Salaries, Overtime	2,000	757	500	9,743	11,000
6210 Employer Fica & Medicare Exp	8,645	8,460	8,702	9,455	9,522
6230 AZ State Retirement System	12,974	8,883	13,081	13,282	14,488
6240 Worker's Compensation	512	512	273	1,950	1,408
6250 Group Health Insurance	13,807	4,891	14,505	6,442	11,073
6252 Health Savings Account	650	-	-	-	-
6255 Life Insurance/AD&D	184	148	245	260	245
6256 LTD			-	130	199
6257 Dental Insurance	823	789	865	852	863
6258 Vision Insurance	200	201	300	209	226
6260 Unemployment Insurance	901	901	989	84	571
6270 Public Safety Retirement	76,064	76,064	51,475	51,475	59,840
Sub-Total Personnel	227,771	216,138	204,186	196,943	222,903

Personnel Significant Budget Changes FY18 to FY19

- **Salaries, FICA & Medicare, Workman’s compensation, Health, Dental, Vision and Life insurance** all increase as a result of proposed salary adjustments.
- **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

2018-19 Recommended Budget

Building Safety – Code Enforcement

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

Expenditures	Adopted	Actual Exp.	Adopted	Estimated	Proposed
	Budget		Budget	Expense	Budget
	FY2016-2017	FY2017-2018	FY2017-2018	FY2017-2018	FY2018-2019
7305 Supplies			0	1,500	0
7307 Postage	500	638	750	750	800
7335 Printing	500	500	750	250	750
7345 Legal Advertising		2,945	3,200	0	3,200
7351 Equipment Repair & Maintenance	3,000	3,000	6,000	3,500	6,000
7352 Vehicle Repair & Maintenance	6,000	6,500	7,000	1,000	7,000
7362 Computer System Maintenance	5,000	19,473	1,000	2,000	1,000
7363 Radio/Equipment Maintenance	100		-	-	
7405 Minor Tools and Equipment	200	50	200	200	200
7455 Electricity	7,000	4,975	7,000	5,500	7,000
7460 Gas	200	160	200	175	200
7465 Water	500	317	500	275	500
7505 Telephone	5,100	3,500	5,000	3,200	5,000
7507 Cell Phone	4,300	3,514	4,300	2,700	4,300
7520 Internet Service Provider	1,500	515	1,500	500	1,000
7575 Gas and Oil	5,700	1,050	3,000	1,700	3,000
7587 Uniforms	1,000	500	1,000	850	1,000
7602 Community Relations	500	200	750	500	750
7710 Patrol Services	940,597	940,597	947,867	947,867	1,047,734
7712 Legal Expense	315	-	315	-	315
7756 Dues/Subscriptions	250	455	455	1,600	2,000
7762 Training	3,000	500	3,000	2,000	3,000
7764 Travel, Meals, Lodging	500	500	500	200	500
7765 Community Service Program	500	500	500	1,400	500
7766 Meeting Expenses	250	250	250		250
7780 Animal Control IGA	7,500	7,500	7,500	4,500	7,500
7781 Emergency Operations Center	1,144	1,500	1,500	1,500	1,500
Sub-Total Operating Supplies & Services	995,156	999,639	1,004,037	983,667	1,104,999



Youngtown, Arizona

2018-19 Recommended Budget

Building Safety – Code Enforcement

Operating Significant Budget Changes FY18 to FY19

- **Acct. 7710 Patrol Services:** This is for the contract for patrol services from the Maricopa County Sheriff's Office and has been increased in 2018-2019.
- **Acct. 7756 Dues and Subscriptions:** Increase is for professional development for new staff.



Youngtown, Arizona

2018-19 Recommended Budget

Building Safety – Code Enforcement

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

<u>Expenditures</u>	Adopted	Actual Exp.	Adopted	Estimated	Proposed
	Budget		Budget	Expense	Budget
	FY2016-2017	FY2017-2018	FY2017-2018	FY2017-2018	FY2018-2019
7930 Equipment	-	1,300	0		0
7949 Violations-Cleanup	2,500	3,500	4,000	350	6,000
Sub-Total Operating Capital	2,500	4,800	4,000	350	6,000
TOTAL 01-19-00 GENERAL FUND/BUILDING	1,225,427	1,220,577	1,212,223	1,180,960	1,336,398

Capital Significant Budget Changes FY18 to FY19

- **Acct. 7949 Violations-Cleanup:** Increase is for Agua Fria River bottom enforcement issues.



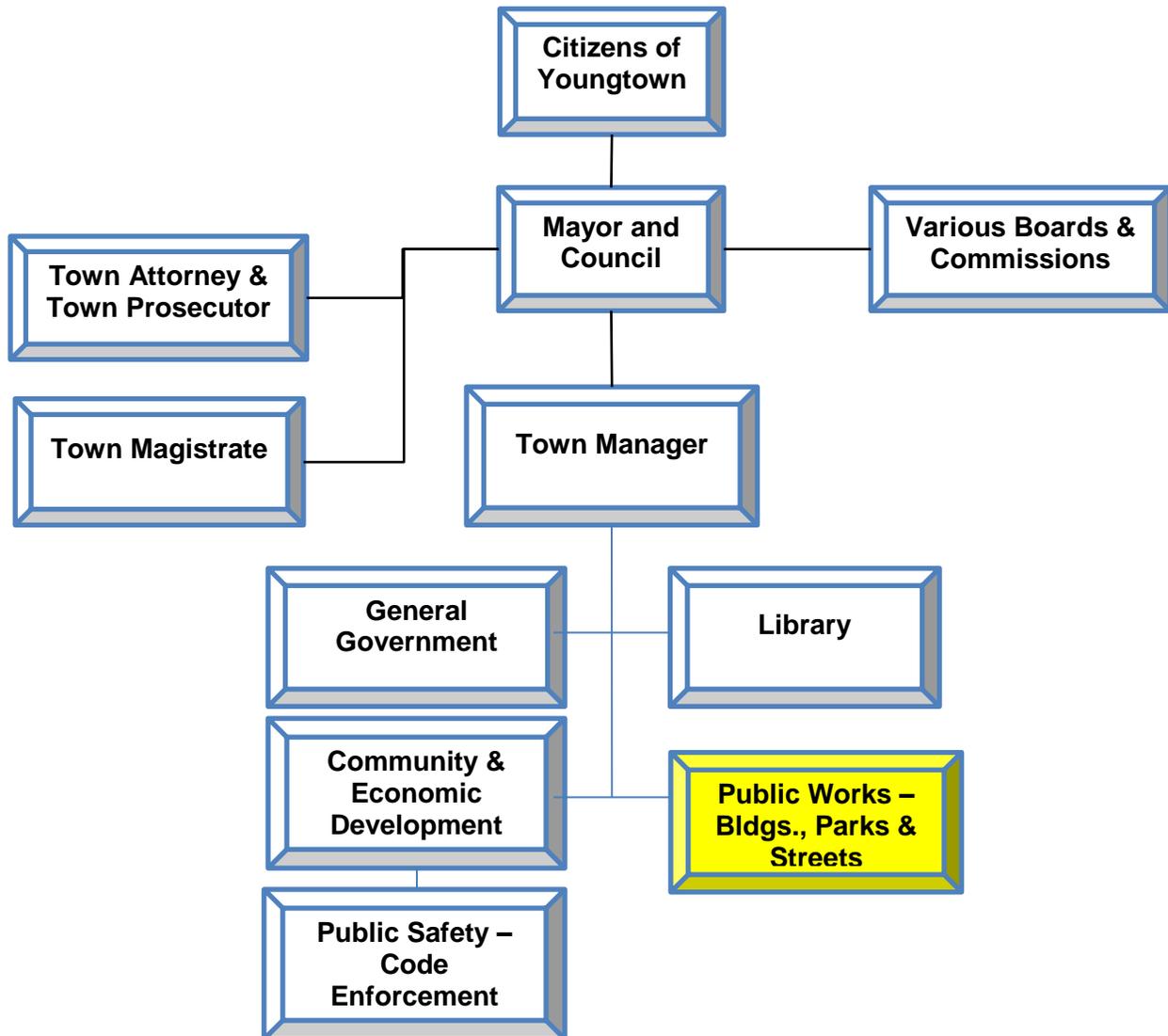
Youngtown, Arizona

2018-19
Recommended
Budget

Buildings Division

Youngtown Organizational Chart

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





Youngtown, Arizona

2018-19 Recommended Budget

Buildings Division

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

		Adopted Budget	Actual Exp.	Adopted Budget	Estimated Expense	Proposed Budget
		FY2016-2017	FY2017-2018	FY2017-2018	FY2017-2018	FY2018-2019
01-06-00-	Expenditures					
	GENERAL FUND/BUILDINGS					
	6110 Salaries, Regular	63,221	66,040	85,731	72,785	92,574
	6112 Salaries, Overtime	200	165	200	211	200
	6210 Employer Fica & Medicare Exp	4,852	4,568	6,574	5,986	7,097
	6230 AZ State Retirement System	6,982	4,826	7,778	7,212	7,946
	6240 Worker's Compensation	3,543	3,543	2,054	2,987	3,223
	6250 Group Health Insurance	10,404	9,671	11,004	12,226	11,168
	6252 Health Savings Account			109	177	-
	6255 Life Insurance/AD&D	113	66	-	71	109
	6257 Dental Insurance	549	526	585	683	598
	6258 Vision Insurance	140	155	212	245	224
	6260 Unemployment Insurance	400	400	925	354	444
	Sub-Total Personnel	90,405	89,960	115,172	102,935	123,583

Personnel Significant Budget Changes FY18 to FY19

- **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

2018-19 Recommended Budget

Buildings Division

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

Expenditures	Adopted Budget FY2016-2017	Actual Exp. FY2017-2018	Adopted Budget FY2017-2018	Estimated Expense FY2017-2018	Proposed Budget FY2018-2019
7305 Supplies	4,800	4,000	4,000	4,000	4,000
7352 Vehicle Repair & Maintenance	2,000	3,000	3,000	2,125	6,000
7353 Building Repair & Maintenance	29,200	15,200	35,000	32,000	35,000
7355 Janitorial Services	22,500	26,000	5,000	5,500	5,500
7405 Minor Tools and Equipment	300	300	300	300	300
7455 Electricity	12,650	12,650	13,050	12,000	13,050
7460 Gas	1,530	1,200	1,200	1,200	1,200
7465 Water/Sewer	1,632	1,700	1,750	2,904	2,904
7475 Refuse Collection	725	800	825	825	825
7505 Telephone	940	1,000	1,000	400	500
7507 Cell Phones	1,800	2,000	2,000	1,300	1,300
7520 Internet Service Provider	200	50	50	-	-
7575 Gas and Oil	1,400	1,550	1,600	1,600	1,600
7585 Equipment Rentals	100	100	100	388	400
7587 Uniforms	1,300	1,300	-	1,200	1,300
7606 Employee Relations	500	526	600	600	600
7608 Civil Defense	2,000	2,000	2,000	2,000	8,000
7762 Training	300	300	300	-	-
Sub-Total Op. Supplies & Services	83,877	73,676	71,775	68,342	82,479

Operating Significant Budget Changes FY18 to FY19

- **Acct. 7352 Vehicle Maintenance:** Increase is to put safety lights and lettering on two new vehicles.
- **Acct. 7608 Civil Defense:** Increase is to do major repairs on generator.



Youngtown, Arizona

2018-19 Recommended Budget

Buildings Division

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

	Adopted Budget FY2016-2017	Actual Exp. FY2017-2018	Adopted Budget FY2017-2018	Estimated Expense FY2017-2018	Proposed Budget FY2018-2019
Expenditures					
7940 Upgrades to Buildings	65,000	23,000	158,000	35,787	182,000
Sub-Total Operating Capital	65,000	23,000	158,000	35,787	182,000
Total Buildings Department	239,282	186,636	344,947	207,064	388,062

Capital Significant Budget Changes FY18 to FY19

- Acct. 7940 Upgrades to Buildings:** Increase is to replace two HVAC units (\$10,000), replace roof at Community Development, Clubhouse, and Code Enforcement buildings (\$20,000), improve Town campus with wrought iron fence, landscaping and concrete walkways (\$120,000), paint exterior with stucco repairs to Town Square buildings (\$30,000), and refurbish two employee first aid stations (\$2,000).



Youngtown, Arizona

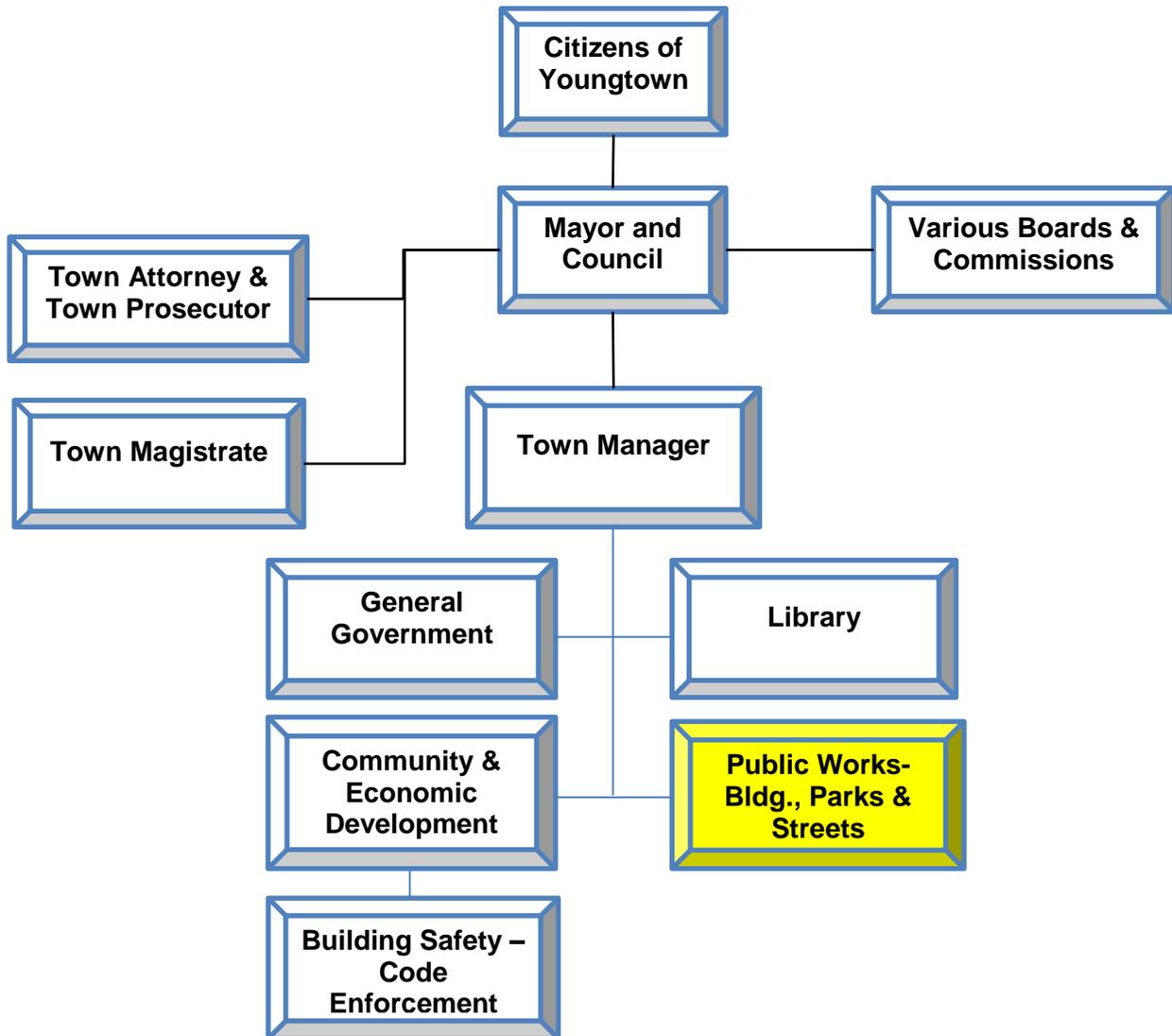
2018-19
Recommended
Budget

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

2018-19 Recommended Budget

Parks Department

PARKS DEPARTMENT PERSONNEL BUDGET 01-03-00 GENERAL FUND

Expenditures	Adopted Budget FY2016-2017	Actual Exp. FY2017-2018	Adopted Budget FY2017-2018	Estimated Expense FY2017-2018	Proposed Budget FY2018-2019
01-03-00- GENERAL FUND/PARKS					
6110 Salaries, Regular	22,389	23,026	29,203	23,610	26,002
6210 Employer Fica & Medicare Exp	1,713	1,676	2,234	1,995	1,989
6230 AZ State Retirement System	2,570	2,548	3,358	2,915	3,027
6240 Worker's Compensation	740	740	2,716	2,767	806
6250 Group Health Insurance	1,701	1,630	1,757	1,952	1,914
6255 Life Insurance/AD&D	28	17	27	50	27
6256 LTD			-	27	42
6257 Dental Insurance	137	132	146	171	149
6258 Vision Insurance	35	39	53	61	56
6260 Unemployment Insurance	100	100	110	-	63
Sub-Total Personnel Costs	29,413	29,909	39,604	33,548	34,076

Personnel Costs Significant Budget Changes FY18 to FY19

- **Acct. 6110-6230 Salaries, FICA & Medicare, ASRS:** Decreases reflect correction of allocation of Public Works Manager's position between Parks, Buildings and Street Departments.



Youngtown, Arizona

2018-19 Recommended Budget

Parks Department

PARKS DEPARTMENT OPERATING BUDGET 01-03-00 GENERAL FUND

Expenditures	Adopted	Actual Exp.	Adopted	Estimated	Proposed
	Budget	FY2017-2018	Budget	Expense	Budget
	FY2016-2017	FY2017-2018	FY2017-2018	FY2017-2018	FY2018-2019
7305 Supplies	3,000	3,000	-	4,000	4,000
7307 Postage			-		
7351 Equipment Repair & Maintenance	4,000	4,000	4,000	4,000	4,500
7352 Vehicle Repair & Maintenance			-		
7357 Lake Maintenance	5,000	13,000	22,000	22,000	22,000
7358 Weed Control			-		
7361 Landfill	3,000	4,000	4,000	4,000	3,500
7405 Minor Tools and Equipment	500	500	500	500	500
7455 Electricity	17,850	18,000	18,540	20,349	20,349
7465 Water	41,500	41,500	42,745	42,745	42,745
7505 Telephone	315	350	350	350	350
7520 Internet Service Provider	70	52	50	-	
7585 Equipment Rentals	250	250	250	-	250
7606 Employee Relations	100	100	100	100	100
7609 Park Maintenance	22,155	22,155	25,155	25,155	30,615
7610 AFR Park Maintenance	20,948	20,948	22,124	21,576	25,176
7762 Training	300	300	300	770	250
7772 Employee Related Testing	300	400	400	400	400
Sub-Total Op. Supplies & Services	119,288	128,555	140,514	145,945	154,735

Significant Changes FY18 to FY19

- **Acct. 7351 Equipment Repair & Maintenance.:** Increase in FY19 is due to preventive maintenance for Town's tractor.
- **Acct. 7455 Electricity:** Increases due to increased usage at the parks.
- **Acct. 7609 Park Maintenance & Acct. 7610 AFR Park Maintenance:** Increases in landscape contracts.



Youngtown, Arizona

2018-19 Recommended Budget

Parks Department

PARKS DEPARTMENT CAPITAL BUDGET 01-03-00 GENERAL FUND

Expenditures	Adopted	Actual Exp.	Adopted	Estimated	Proposed
	Budget		Budget	Expense	Budget
	FY2016-2017	FY2017-2018	FY2017-2018	FY2017-2018	FY2018-2019
7940 Park Equipment	-	-	-	-	-
7949 Parks Improvements	36,800	16,800	25,000	21,178	113,000
7956 Vehicle	-	-	-	-	-
Sub-Total Operating Capital	36,800	16,800	25,000	21,178	113,000
TOTAL 01-01-03 GENERAL FUND/PARKS	185,501	175,264	205,118	200,671	267,798

Significant Changes FY18 to FY19

- **Acct. 7949 Park Improvements:** FY19 budget for the following Park Improvements-\$15,000 for major tree trimming, \$30,000 for Dog Park sod, \$15,000 for Town Lake granite, \$10,000 for Town Lake concrete border, \$2,000 for Town Lake grass soil amendment, \$1,000 for tree at Caliche Park, \$5,000 for park benches and \$35,000 for restrooms at Community Gardens.

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

Expenditures	Adopted	Actual Exp.	Adopted	Estimated	Proposed
	Budget		Budget	Exp.	Budget
	FY2016-2017	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
07-03-00-					
7610 Aqua Fria Ranch Park Maintenance	21,627	21,627	22,060	22,060	23,304
Total Operations	21,627	21,627	22,060	22,060	23,304
7975 Street Projects	-	-	75,000	-	75,000
Capital	-	21,627	75,000	-	75,000
TOTALS FOR AFR FEES FUND	21,627	43,254	97,060	22,060	98,304

Significant Changes FY18 to FY19

- **Acct. 7975 Street Projects:** This can be used for Street repairs or other projects specifically in Aqua Fria Ranch.



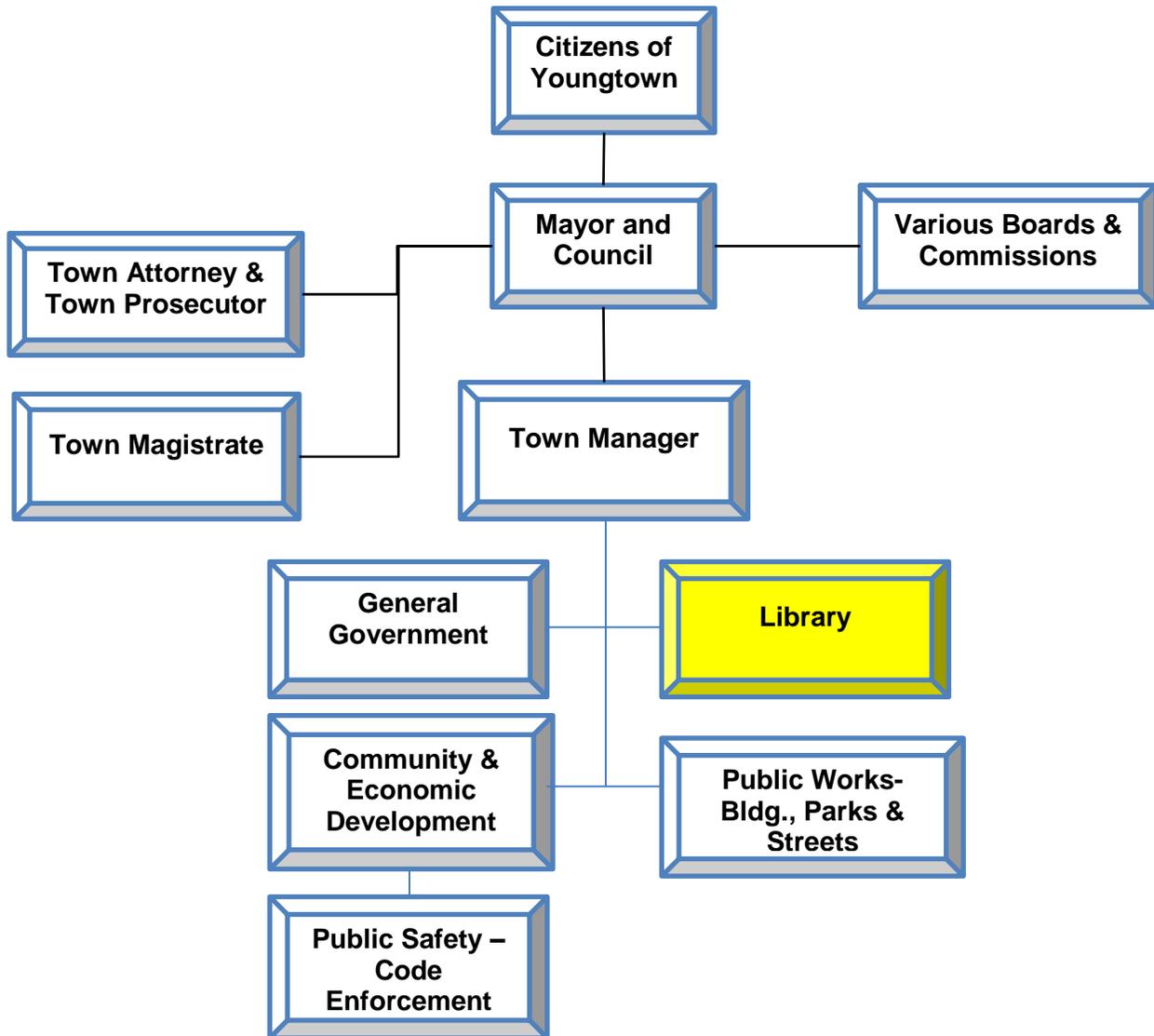
Youngtown, Arizona

2018-19
Recommended
Budget

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

2018-19 Recommended Budget

Library

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

Expenditures	Adopted	Actual Exp.	Adopted	Estimated	Proposed
	Budget		Budget	Expense	Budget
	FY2016-2017	FY2017-2018	FY2017-2018	FY2017-2018	FY2018-2019
01-16-00- GENERAL FUND/LIBRARY					
6110 Salaries, Regular	90,307	91,561	102,957	91,937	104,473
6112 Salaries, Overtime		280	0	132	0
6210 Employer FICA & Medicare	6,908	6,771	7,280	7,788	7,992
6230 AZ State Retirement System	8,963	9,055	9,508	9,400	10,361
6240 Worker's Compensation	1,355	1,355	247	816	1,051
6250 Group Health Insurance	5,103	4,891	5,271	6,588	5,743
6252 Health Savings Account	0	-	0		0
6255 Life Insurance/AD&D	85	95	82	232	82
6256 LTD			0	93	167
6257 Dental Insurance	412	772	426	1,135	599
6258 Vision Insurance	54	196	75	305	526
6260 Unemployment Insurance	901	901	1,319	1,319	762
Sub-Total Personnel	114,088	115,876	127,165	119,746	131,756

Personnel Costs Significant Budget Changes FY 2018 to FY 2019

- **Acct. 6110-6260 Salaries & Benefits:** Increase is a result of proposed pay adjustments for current staff.



Youngtown, Arizona

2018-19 Recommended Budget

Library

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

Expenditures	Adopted	Actual Exp.	Adopted	Estimated	Proposed
	Budget		Budget	Expense	Budget
	FY2016-2017	FY2017-2018	FY2017-2018	FY2017-2018	FY2018-2019
7305 Supplies	2,000	1,600	2,000	2,800	2,500
7307 Postage	100	50	100	60	100
7320 Program Supplies	200	70	200	195	200
7335 Printing	50	40	50	0	50
7362 Computer System Maintenance	2,000	850	800	1,300	1,000
7375 Books	2,000	1,600	2,000	1,600	1,500
7376 DVD's	500	450	500	500	500
7405 Minor Tools & Equipment	0	-	0		1,150
7455 Electricity	4,800	4,300	4,800	4,442	4,800
7460 Gas	700	600	700	475	1,000
7465 Water	600	600	650	1,087	1,000
7505 Telephone	1,800	1,700	1,500	1,478	1,500
7520 Internet Service Provider	1,400	1,400	1,500	1,143	1,500
7521 Security System Mo. Exp.	0	-	840	0	840
7602 Community Relations	500	500	500	769	800
7756 Dues/Subscriptions/Fees	200	176	200	274	200
7762 Training	200	-	200	100	200
7763 Mileage	50	-	50	0	50
7764 Travel, Meals and Lodging	150	50	150	32	150
7765 Meeting registration	100	-	100	0	100
7766 Meeting Expenses	200	150	200	150	200
7816 Historical Museum	1,000	-	1,000	0	2,000
Sub-Total Op. Supplies & Services	18,550	14,136	18,040	16,405	21,340
TOTAL 01-16-00 GENERAL FUND/LIBRARY	132,637	130,011	145,203	136,149	153,096

Operating Significant Budget Changes FY 2018 to FY 2019

- **Acct. 7362 Computer System Maintenance:** Increase in FY19 is for computer repairs.
- **Acct. 7405 Minor Tools and Equipment:** New copier and chairs for library.
- **Acct. 7460 Gas:** Increase is for new hot water heater.
- **Acct. 7465 Water:** Increase in budget was to reflect actual water usage.
- **Acct 7521 Security System:** Increase of \$840 for monthly monitoring of \$70 a month.
- **Acct. 7602 Community Relations:** Increase is for volunteer appreciation event and prizes for coloring contest.
- **Acct. 7816 Historical Museum:** Increase is for additional archival materials.



Youngtown, Arizona

2018-19 Recommended Budget

Library

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

08-16-00- Expenditures	Adopted Budget	Actual Exp.	Adopted Budget	Estimated Expense	Proposed Budget
	FY2016-2018	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019
7930 Equipment	1,500		660		660
7940 Building Upgrades					43,000
7810 Contingency Reserve	99,017		99,857		56,857
Total Library Funds	100,517		100,517		100,517

Library Improvement Significant Budget Changes FY 2018 to FY 2019

- **Acct. 7940 Building Upgrades:** Increase is to build wall in Library for meeting room (\$3,000) and \$40,000 for a Grant match to build an addition to the Library.