



**REVISED**  
**PUBLIC NOTICE**  
**REGULAR MEETING FOR THE COMMON COUNCIL OF**  
**YOUNGTOWN, ARIZONA**

The Town of Youngtown provides notice that it will conduct its Town Council meeting on **September 17, 2020** through technological means in order to minimize the spread of COVID-19. Council members will attend the Council meeting via telephone, as authorized by A.R.S. Section 38-431(4). The public may listen to the Town Council meeting by calling in telephonically using the conference call and meeting identification number provided below.

**Please state your name when you call in, then mute your telephone for the remainder of the call to ensure the Town Council can conduct its meeting without interference. No in-person attendance is available.**

The Mayor authorizes this action to serve the goal of protecting Town residents, staff, and in the interests of public safety. We thank you for your understanding. If you would like to comment on any matter on the agenda, please download a public comment form and submit it via email to Town Clerk Nicole Smart at least one hour before the meeting. **The Town Clerk will read public comments submitted before the meeting into the record. You may also comment during the public hearing portion of the agenda by unmuting your phone and providing verbal comments.**

**DATE:** September 17, 2020

**TIME:** 5:30 p.m.

**PLACE:** Join the Regular Meeting by phone: 1-346-248-7799

**Meeting ID:** 995 1873 7101

**Password:** 462058

**Link to the zoom meeting:**

<https://zoom.us/j/99518737101?pwd=QmsyTIU4aXNHdDU4SksyK0xwVFpYZz09>

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance and Invocation**
4. **Summary of Current Events:** Brief Summary of Current Events pursuant to ARS § 38-431.02(K). Council may not propose, discuss or take legal action on the current event updates.
  - A. Summary of Current Events from Mayor and Council.
  - B. Summary of Current Events from Town Manager.
5. **Staff Reports:** Staff may provide reports to Council on the following subjects which may include discussion with Council. Council will not take legal action.
  - A. **Library:** The Library Manager may report to Council on library operations, monthly activities, book club events, and upcoming author visits.
  - B. **Public Works:** The Public Works Manager may report to Council regarding maintenance of Town facilities, recreational facilities, streets, parks, and schedules for work in the Town.
  - C. **Community Development:** The Community Development Manager and/or Community Development Coordinator may report to Council regarding business outreach, economic development projects, and code enforcement operations and activity reports.
  - D. **Finance:** The Finance Manager may report to Council regarding the Town's budget and monthly expenditures.

- E. **Town Clerk:** The Town Clerk may report to Council regarding Town events, activities, meetings, and promotion of the Town on its website and social media sites.
- F. **Municipal Court:** The Court Administrator may report to Council regarding activities of the Municipal Court, citations, hearings and schedules.

6. **Response to Call to the Community**

7. **Citizens Comments/Appearances from the Floor:** Please complete a speaker request form for the Town Clerk, listing the subject you would like to discuss. Each speaker is limited to five (5) minutes. Before you begin to speak, identify yourself clearly by stating for the record your name and address. Non-Agenda items: This is the time for citizens who would like to address the Town Council on any non-agenda item. The Council will listen to comments, and may take one of the following: 1) Respond to criticism; 2) Request that staff investigate and report on the matter; or 3) Request that the matter be scheduled on a future agenda.

8. **Consent**

A. **Approval of Minutes:**

Regular meeting minutes of **August 20, 2020**

9. **Business**


- A. **Presentation and/or Discussion Re:** Sun City Fire and Medical District (SCFD) Report, which may include discussion of inspections, fire prevention, staffing levels, response times, community needs, and ambulance services (Chief Deadman)
  - B. **Presentation and/or Discussion Re:** Maricopa County Sheriff's Office (MCSO) Report, which may include discussion of crime statistics, specific crimes including traffic violations, thefts, violent crimes, trespass and issues with homelessness, crime prevention, MCSO staffing levels, community needs, and response times (Captain Stutsman)
  - C. **Presentation, Discussion and/or Action Re:** Presentation of the July Financial Report (Walker)
  - D. **Presentation, Discussion and/or Action Re:** Presentation regarding Development Impact Fees 101 (Walker, Stuhan, Blackman, Arrington)
  - E. **Presentation, Discussion and/or Action Re:** To Authorize the Town Manager to approve the transfer and acceptance of sick leave in excess of the yearly caps in Guideline No. 640 of the Town's Personnel Rules to address leave requirements during Covid-19 and staffing issues; the Town Manager to re-evaluate the Town's leave policies and recommend possible amendments to the Town's Personnel Rules on or before January 31, 2021(Blackman)
10. **Call to Executive Session:** Convene Executive Session pursuant to ARS § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding any above agenda items, as needed.
11. **Future Agenda & Meetings**
- A. There may be discussion of whether to place an item on a future agenda and the date, but not the merits of the item.
  - B. Announcement of the next Regular Council Meeting: **Thursday, October 1, 2020.**

**Adjournment**

\*NOTE: Persons with special accessibility needs, including large print materials or interpreter, should contact the Town Clerk's office at (623) 933-8286 or TDD (623) 974-3665 no later than 24 hours in advance of regular scheduled meeting times. Citizens may appear before the Council to present their views on any subject concerning Town Government. The Council, however, may not discuss, consider or decide items NOT on the Agenda (ARS § 38-431.02 (H)) The Council will, if necessary, follow up at a later date. Due to limitation of time, citizens' comments are requested not to exceed five (5) minutes.

**POSTING CERTIFICATION OF THIS NOTICE**

The undersigned hereby certified that a copy of the attached notice and agenda were duly posted by 6:00 p.m. on **September 15, 2020** in the Town's designated posting locations pursuant to Resolution No. 06-04 and on the Town's website.

  
Nicole Smart, Town Clerk



## STAFF REPORT TO COUNCIL

DEPARTMENT: <i>General Government</i>	DEPARTMENT REPORT SUBMITTED BY: <i>Town Manager, Jeanne Blackman</i>
---------------------------------------	---

### REPORT:

- Town Hall continues to stay busy through the pandemic – Cynthia Upchurch has taken a position in the Court and we will not be hiring for the open position until a later date.
- Youngtown Village Reporter is back on and should be in mailboxes this week if you have not already received it.
- Met with Mayor LeVault and Captain Stutsman on community issues.
- Met with McDot regarding street signage along 111<sup>th</sup> Avenue.
- Participated in MAG (Maricopa Association of Governments) City/Town Manager working group on Prop. 400 extension
- Attended Luke West Valley Council virtual meeting
- Participated in Code Enforcement interviews



**STAFF REPORT TO COUNCIL**

<b>DEPARTMENT:</b> LIBRARY	<b>DEPARTMENT REPORT SUBMITTED BY:</b> HEIDI SPEED
-------------------------------	---

**REPORT:**

- The Library is still temporarily closed to the public, however, we continue to offer the following services: Curbside Service for books and movies, copies, faxes, and reference questions by phone.
- Our Card Catalog link has been added to the Town website and our Facebook page, to provide patrons with an ability to put books and movies on hold.
- Reopening plans are continually being evaluated with the Town Manager on a regular basis.
- Sneeze guard barriers will be installed in the next few weeks.



## STAFF REPORT TO COUNCIL

<b>DEPARTMENT:</b> Public Works	<b>DEPARTMENT REPORT SUBMITTED BY:</b> Marty Mosbrucker, Public Works Manager
------------------------------------	--

### **REPORT:**

- Completed the Town storm water annual report and discharge monitoring report and sent to the Arizona Department of Environmental Quality (ADEQ).
- Attending stakeholder meetings with ADEQ, re: issuance of new storm water permit.
- Replaced vandalized stop sign and post at Missouri Ave and 115<sup>th</sup> Avenue, filed report with MCSO.
- Annual testing of Town buildings fire alarm systems conducted.
- The fire dept. inspected all Town buildings for fire code violations.
- Met with MCDOT concerning signage on 111<sup>th</sup> Avenue.
- Arizona Dept. of Environmental Quality to apply for permit to conduct shallow soil vapor survey, re: El Mirage landfill monitoring well project.
- Sent Public Works article for the Youngtown Village Reporter to the Town Manager.



## STAFF REPORT TO COUNCIL

**DEPARTMENT: Community Development**

**DEPARTMENT REPORT SUBMITTED BY:**  
*Community Development Manager, Gregory Arrington*

### REPORT:

- **EPA-FUNDED LEAD SAFETY TRAINING**
  - **CODE ENFORCEMENT PROGRAM**
- **MARICOPA COUNTY EMERGENCY MANAGEMENT**
  - **HAZARD MITIGATION PLANNING MEETING**
- **GREATER PHOENIX ECONOMIC COUNCIL**
  - **MONTHLY ECONOMIC DIRECTORS MEETING**
- **CODE ENFORCEMENT LEAGUE OF ARIZONA**
  - **MONTHLY BOARD MEETING**
- **ARIZONA ASSOCIATION OF ECONOMIC DEVELOPMENT**
  - **GOVERNMENT AFFAIRS MEETING**
- **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**
  - **CDAC ORIENTATION AND APPROVAL AND FUNDING PRIORITIES**



## STAFF REPORT TO COUNCIL

<b>DEPARTMENT:</b> Youngtown Municipal Court	<b>DEPARTMENT REPORT SUBMITTED BY:</b> <i>Court Administrator – Lisa Lipinski</i>
--	--

### **REPORT:**

No formal presentation will be given on the following items:

### **Court Activity for September 10<sup>th</sup> Pretrial Court Session:**

The court saw an increase in appearances for a very large September pretrial calendar and this was the new Public Defender's first court session/appearance – with Attorney John Rhude that has entered a contract with the Town of Youngtown as the new Youngtown Public Defender of record. He represented two DUI cases this session.

The court is continuing to follow, and heed guidelines being received from the Administrative Offices of the Courts (AOC) and the Arizona Superior Court regarding proper protocols for Novel Coronavirus-19 and best business practices for the courts to keep staff and the public safe.

### **The Youngtown Municipal Court daily operations include:**

Handling general inquiries, payments in person and by phone, collection contact for past due cases, sentencing of cases and processing warrants for failure to appear/non-compliance on classes, jail or probation. Assisting citizens to refer to correct court for handling cases, providing contact information for law enforcement, animal control, directions to other Town services and local businesses.



### STAFF REPORT TO COUNCIL

<b>DEPARTMENT:</b> Town Clerk/Community Development Coordinator	<b>DEPARTMENT REPORT SUBMITTED BY:</b> Nicole Smart
---	--

#### **REPORT:**

- The last day to respond to the 2020 Census will be September 30th. Town of Youngtown is doing great, we are beating the Arizona average by over 5% and the National average by over 1%!
- The monthly Business License Report is attached for your review.
- Continue work on record retention and cleanup of old files that have exceeded the required retention period.
- Continue work on Town inventory list.
- I would encourage all staff and Council to “like” the Town’s page and submit pictures and stories. [www.facebook.com/townofyoungtownaz](https://www.facebook.com/townofyoungtownaz).





## **Town of Youngtown**

### **August 2020 Business License Report**

#### **New Business Licenses**

- Transient 6
- Commercial 1
- Home Based 0

#### **Renew Business Licenses**

- Transient 0
- Commercial 0
- Home Based 0

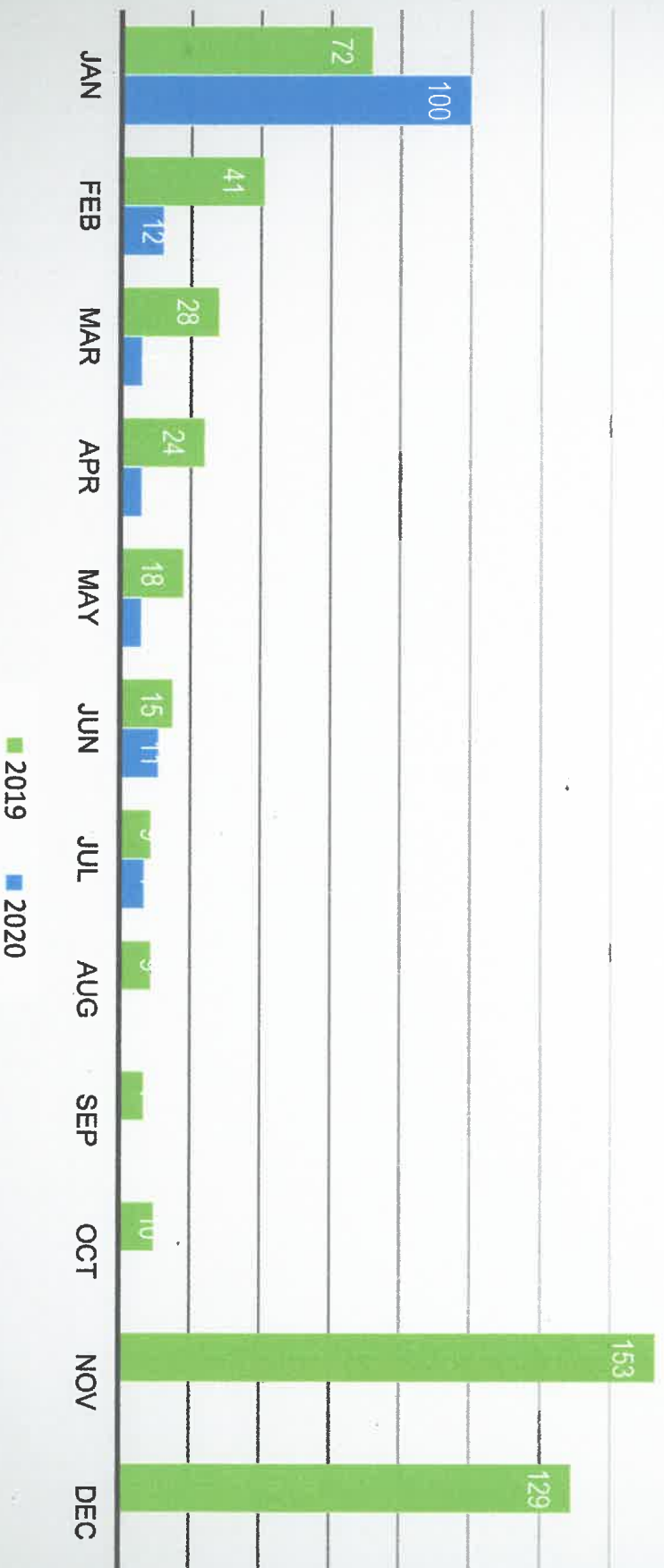
<b>New Business Licenses</b>		<b>Renew Business Licenses</b>	
Transient	\$310.00	Transient	\$0.00
Commercial	\$66.67	Commercial	\$0.00
Home Based	\$0.00	Home Based	\$0.00
<b>TOTALS</b>	<b>\$376.67</b>	<b>TOTALS</b>	<b>\$0.00</b>

**Total Revenue for August 2020 = \$376.67**

**There was one new Commercial Business for the Month of August.  
AJ's Smoke Shop**

**All licenses now expire on December 31st of each year.**

## Business License Activity 2019 vs. 2020





**MINUTES OF THE REGULAR TELEPHONIC  
MEETING COMMON COUNCIL OF YOUNGTOWN, AZ  
12033 N. CLUBHOUSE SQUARE, TOWN COUNCIL CHAMBERS  
THURSDAY, August 20, 2020 at 5:30 P.M.**

1. **Call to Order:** Mayor LeVault called the meeting to order at 5:31 p.m.
2. **Roll Call:** Council present telephonically: Mayor Michael LeVault, Vice Mayor Chuck Vickers, Council Members, June Miller, Susan Hout, Karen Haney Duncan and Jack Duran. Absent Councilmember Margaret Chittenden

Mayor Michael LeVault noted that a quorum is established for transacting business.

Staff present telephonically: Town Manager Jeanne Blackman, Town Attorney Trish Stuhan, Public Works Manager Marty Mosbrucker, and Town Clerk Nicole Smart.

1. **Pledge of Allegiance and Invocation:** Councilmember Miller led the Pledge and Councilmember Duran gave the Invocation.

2. **Summary of Current Events:**

- A. Summary of Current Events from Mayor and Council.

Mayor Michael LeVault stated we are still in this battle of COVID-19, however, the Mayor stated that the recent numbers went up slightly in Youngtown. We get a monthly report, and the Town is in the yellow light status, which means caution. Mayor asked for people to not attend large public gatherings, practicing social distancing, continue wearing masks and be cautious. Mayor stated that he and the Town Manager are continuing to monitor the situation, and confer on a weekly basis, and inform councilmembers once they start opening Town Hall again.

Mayor Michael LeVault stated he will be attending the Arizona League of Cities and Towns Conference virtually. He encourages councilmembers to register and attend the conference.

- B. Summary of Current Events from Town Manager

Town Manager Jeanne Blackman welcome back everyone, and we are still monitoring the COVID-19 situation, and once we have more information, we will inform everyone.

Town Manager stated they are still monitoring the situation regarding the Post Office, however, there is still another issue that has to be resolved. Once we have more information we will give councilmembers an update.

Town Manager stated Town Hall continues to stay busy through the pandemic, and we have moved to a schedule of two weeks in the office and two weeks telecommuting as the cases of COVID 19 continue to rise.

Town Manager stated Youngtown Village Reporter will be reinstated with the approval of the contract with Independent Newspapers. The first edition will be for October 2020.

Town Manager informed Councilmembers that Cynthia Upchurch has taken the position as Court Clerk.

Councilmember June Miller asked if the administrative assistant position will be posted?

Town Manager Blackman stated the position will stay on the books, however, at the moment we will be waiting to hire for that position.

3. **Staff Reports:**

- A. **Library:** No formal report was given.
- B. **Public Works:** No formal report was given.
- C. **Community Development:** No formal report was given.
- D. **Finance:** No formal report was given.
- E. **Town Clerk:** No formal report was given.
- F. **Municipal Court:** No formal report was given.

4. **Response to Call to the Community:** No response to Call to the Community.

5. **Citizens Comments/Apearances from the Floor:** No comments from the floor.

6. **Consent**

A. **Approval of Minutes:**

- i. Regular meeting minutes of **July 2, 2020**
- ii. Special meeting minutes of **July 17, 2020**

Motion to approve the Consent Agenda – Councilmember Duran  
Second – Vice Mayor Vickers

***Motion passed unanimously on a voice vote with all Councilmembers in attendance voting.***

7. **Business**

- A. **Presentation and/or Discussion Re:** Sun City Fire and Medical District (SCFD) Report, which may include discussion of inspections, fire prevention, staffing levels, response times, community needs, and ambulance services.

Assistant Fire Marshall Kenny Kovack was in attendance to present the Sun City Fire and Medical District (SCFD) July report, which may include discussion of inspections, fire prevention, staffing levels, response times, community needs, and ambulance services, and answer questions from Council.

Assistant Fire Marshall stated they had 22 employees that tested positive for COVID-19; however, they have all recovered.

Mayor LeVault asked if they received any calls in regards to the homeless in the river bottom.

Assistant Fire Marshall stated that they have not received any calls in regards to the homeless, however, they have moved more west.

Councilmember June Miller thanked the Sun City Fire Department for all their hard work, and for them to keep safe.

- B. Presentation and/or Discussion Re: Maricopa County Sheriff's Office (MCSO) Report,** which may include discussion of crime statistics, specific crimes including traffic violations, thefts, violent crimes, trespass and issues with homelessness, crime prevention, MCSO staffing levels, community needs, and response times.

Captain Brian Stutsman was in attendance to present the Maricopa County Sheriff's Office (MCSO) June and July reports, which may include discussion of crime statistics, specific crimes including traffic violations, thefts, violent crimes, trespass and issues with homelessness, crime prevention, MCSO staffing levels, community needs, and response times, and answer questions from Council.

Mayor LeVault stated that the Town supports MCSO, and that we have their back. If there is anything that the Town can do to make your job easier, please let us know.

Councilmember June Miller asked if they received 911 calls from Youngtown, specifically regarding domestic violence.

Captain Brian Stutsman stated they had one domestic violence issue in July, and none in June.

Councilmember Karen Haney Duncan asked what are the stats are for thefts in Youngtown.

Captain Brian Stutsman stated that there is theft in Youngtown for 2020. As of today, there have been 48 thefts, and for 2019 it was 68. However, that included, thefts and burglaries.

- C. Presentation, Discussion and/or Action Re: Review of the Storm Water Management Plan (SWMP) for FY 2019/20 and a public hearing to allow public comment on the plan.**

Public Works Manager Marty Mosbrucker was in attendance to review the Storm Water Management Plan (SWMP) for FY 2019/20 and a public hearing to allow public comment on the plan, and response times, and answer questions from Council.

**i. Staff Presentation**

Council to hold a public hearing to gather public comment on the Town Storm Water Management Plan (SWMP) for FY 2019/20. The 2019/20 Annual Report is due to the Arizona Department of Environmental Quality ("ADEQ") by September 30, 2020.

The Town of Youngtown's Storm Water Management Plan (the "Plan") is designed to reduce the discharge of pollutants from the Municipal Small Separate Storm Sewer System (MS4) to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the clean water act. The plan specifically considers the six minimum control measures outlined in the ADEQ General Permit AZG2016-002 (the "General Permit") for MS4's.

SWMP requirement: "reviewing and updating the SWMP: The Town will also evaluate the implementation status of the SWMP components, as well as, the effectiveness of each component or combination of components. The Town will determine how the SWMP needs to be revised, if at all." The Town Manager, Community Development Manager, Town Clerk and Public Works Manager reviewed the SWMP and have determined that at this time, the SWMP is not in need of revision. A public hearing is required to allow for public comment on the SWMP.

Town Manager Jeanne Blackman asked Public Works Manager Marty Mosbrucker to refresh council as to what the Town is required to do.

Public Works Manager Marty Mosbrucker explained that every year he needs to submit a report to Arizona Department of Environmental Quality by September 30<sup>th</sup>. The Storm Water Management Plan requires review and updating the report. Every year we give a brochure to the businesses and to the Home Owners' Association in regards to storm water management. However, this year we did not meet with them due to the COVID-19.

Councilmember June Miller stated that hopefully they will be able to check some storm water soon.

Mayor LeVault stated that this summer because it is so dry, they do not have any water to check on.

**ii. Open Public Hearing**

Mayor LeVault opened the public hearing at 6:08 p.m.

**iii. Close Public Hearing**

With no members of the public choosing to speak, Mayor LeVault closed the public hearing at 6:08 p.m.

Approved as presented the review of the Storm Water Management Plan (SWMP) for FY 2019/2020 and a public hearing to allow public comment on the plan.

*Councilmember Miller*  
*Second – Councilmember Duran*

***Motion passed unanimously on a voice vote with all Councilmembers in attendance voting.***

**D. Presentation, Discussion and/or Action Re:** Approval of the Public Defender contract with the Town of Youngtown (Blackman)

Attorney Trish Stuhan and Town Manager Jeanne Blackman were in attendance to present the Public Defender contract with the Town of Youngtown, and answer questions from Council.

Attorney Trish Stuhan explained the public defender contract with the Town of Youngtown. The Town had a public defender for some time now with the same person,

however, they will no longer be available. The Town Manager and I spoke, and we have a recommendation for this public defender. This is a low dollar amount. Also, Cities and Towns with Municipal Courts, sometimes are required to provide a public defender, and we do not need one for every case. When you are dealing with certain criminal penalties that can result into loss of liberty and jail time, there are times when there's a public prosecutor and if you have limited means, you have a right to a public defender. We do not have a lot of cases, however, we do need to provide a public defender on contract to provide those services.

The contract is set up just like the last public defender's contract. Mr. Rhude from Pinnacle Law, LLC, will be available to come to our court, and he will stay and he will have a flat fee base for some predictability. Mr. Rhude will be on the court calendar, for a flat fee of \$500 per month, and this is all for pre-trial hearings, and \$100.00 an hour for jury trial. This is a low-cost contract, and we are constitutionally required to have.

Town Manager Jeanne Blackman stated that Judge Lex Anderson has worked with Mr. Rhude in the past. We did not have to go out to bid, due to the low-cost amount. Mr. Rhude will start in September.

Councilmember June Miller stated that we did not have many jury trials in the past.

Attorney Trish Stuhan stated that we did not.

Approval of the Public Defender contract with the Town of Youngtown

**Councilmember Hout**

**Second – Vice Mayor Vickers**

***Motion passed unanimously on a voice vote with all Councilmembers in attendance voting.***

- E. Presentation, Discussion and/or Action Re:** Approval of an agreement for services between Independent Newsmedia, Inc., USA, and the Town of Youngtown for the publication of the Youngtown Village Reporter.

Town Manager Jeanne Blackman was in attendance to present the agreement for services between Independent Newsmedia, Inc., USA, and the Town of Youngtown for the publication of the Youngtown Village Reporter., and answer questions from Council.

Councilmember Miller stated she is happy to see that the Youngtown Village Report is back.

Approval of an agreement for services between Independent Newsmedia, Inc., USA, and the Town of Youngtown for the publication of the Youngtown Village Reporter.

**Councilmember Haney Duncan**

**Second – Councilmember Hout**

***Motion passed unanimously on a voice vote with all Councilmembers in attendance voting.***

**F. Presentation, Discussion and/or Action Re:** Proposed Resolution 2020-16 declaring and adopting the results of the Primary Election held on August 4<sup>h</sup>, 2020 (Smart)

Town Clerk Nicole Smart was in attendance to present resolution 2020-16 declaring and adopting the results of the Primary Election held on August 4<sup>h</sup>, 2020, and answer questions from Council.

Approval of Resolution 2020-16 as presented. This action will formalize and certify the elections of Councilmembers Charles "Chuck" Vickers, Susan Hout, and Jack Duran.

Final Official Results were received from Maricopa County on Thursday, August 13, 2020, during the evening hours. Results were as follows:

**Councilmember**

<u>Name</u>	<u>Vote Count</u>
Jack Duran	497
Michael "Mike" Francis	389
Susan Hout	503
Julia Laney	372
Charles Jr. "Chuck" Vickers	429

In accordance with A.R.S. §9-821.01, the total votes for all ballots cast, including qualifying write-in candidates if applicable, **2190** for Councilmembers.

Using the provided formula, it was determined that a Councilmember candidate would need **365** votes to be considered elected at the Primary Election. This resulted in Jack Duran (497 votes), Susan Hout (503 votes) and Charles Jr. "Chuck" Vickers (429 votes) being elected at the Primary Election.

In accordance with A.R.S. §16-642 (A), the governing body (Town Council) is required to adopt the Canvass of Votes no later than 20 days following the Primary Election. The last day to complete this action is August 24, 2020. Certificates of Election will be issued to the declared winners following the approval of the Canvass of Votes, and will be effective on November 5, 2020 (A.R.S. §9-821.01). All newly elected Councilmembers will be sworn in and seated at the next Regular Council Meeting held on November 19, 2020 (Youngtown Code Section 2.04.030).

Approval of the proposed Resolution 2020-16 declaring and adopting the results of the Primary Election held on August 4<sup>h</sup>, 2020.

Councilmember Duran  
*Second – Haney Duncan*

***Motion passed unanimously on a voice vote with all Councilmembers in attendance voting.***



8. **Call to Executive Session:** No Call to Executive Session.

9. **Future Agenda & Meetings**

A. Future Agenda Items – None.

B. The next Regular Council Meeting will be held on **Thursday, September 17, 2020** beginning at 5:30 p.m.

**Adjournment**

*Motion to Adjourn – Miller*

*Seconded – Councilmember Duran*

***Meeting Adjourned 6:28 p.m.***

---

Michael LeVault, Mayor

Attest:

---

Nicole Smart, Town Clerk

Minutes approved at the September 17, 2020 regular meeting

<b>INCIDENT RESPONSE SUMMARY</b>				
<b>Incident Type</b>	<b>AUG 2020</b>	<b>YTD</b>	<b>AUG 2019</b>	<b>YTD</b>
<b>FIRE</b>	2	17	1	35
<b>RESCUE &amp; EMS INCIDENT</b>	150	975	122	918
<b>HAZARDOUS CONDITION (NO FIRE)</b>	0	5	2	9
<b>SERVICE CALL</b>	1	9	1	15
<b>GOOD INTENT CALL</b>	1	12	2	12
<b>FALSE ALARM &amp; FALSE CALL</b>	4	18	1	23
<b>INCIDENT TOTAL</b>	<b>158</b>	<b>1,036</b>	<b>129</b>	<b>1,012</b>

<b>PREVENTION INSPECTION SUMMARY</b>				
<b>Property Use</b>	<b>Number of Initial</b>	<b>Number of Reinspects</b>	<b>Total Inspections</b>	<b>Total Violations</b>
<b>ASSEMBLY</b>	6	1	7	2
<b>EDUCATIONAL</b>	1	0	1	0
<b>HEALTH CARE, DETENTION, &amp; CORRECTION</b>	1	0	1	0
<b>RESIDENTIAL</b>	3	1	4	6
<b>MERCANTILE &amp; BUSINESS</b>	24	4	28	6
<b>STORAGE</b>	8	0	8	0
<b>SPECIAL PROPERTY &amp; OTHER</b>	12	0	12	0
<b>TOTAL INSPECTIONS</b>	<b>55</b>	<b>6</b>	<b>61</b>	<b>14</b>

**ADDITIONAL INSPECTIONS COMPLETED:**  
**25 - VACANT OCCUPANCIES**



Maricopa County Sheriff's Office

## Annual Report for Sun City

Call Source	2018	2019	2020
Calls for Service (CFS)	8693	8690	5230
Deputy Initiated Activities (On View/OV)	3402	3076	1589
Unknown Origin	7	12	1
<b>Total</b>	<b>12102</b>	<b>11776</b>	<b>6813</b>

Priority	2018	2019	2020
1.00	243	249	142
2.00	3499	3429	2047
3.00	8358	8093	4619
4.00	2	5	5
<b>Total</b>	<b>12102</b>	<b>11776</b>	<b>6813</b>

This report reflects a year to year comparison of calls for service and on view based on the primary deputy's call sign.

### Definitions

**Calls for Service (CFS)** – occurs when a resident contacts the Office, typically by phone, and a deputy is dispatched to handle the call (Wilson & Weiss, 2009). They include calls to "911" for emergency assistance along with to non-emergency numbers (Police Data Initiative, n.d.).

**Deputy Initiated Activities (On View/OV)** – occurs when a deputy initiates the dispatch by conducting a traffic stop or other proactive policing event.

**Unknown Origin** – this occurs when the I/CAD is unable to determine the origin of the event. This is rare but does happen.

### Additional Information

An asterisk (\*) indicates subcodes were grouped under the main event category. For example, speeding and no seatbelt, etc., are grouped under the main event category Traffic Violation\*.

### Top 20 Calls For Service

Event Category	2018	2019	2020
WELFARE CHECK	1934	1826	1106
FALSE BURGLAR ALARM*	868	879	461
VEHICLE CRASH (NO INJURIES)*	437	377	176
INJURIES*	342	316	184
CITIZEN/MOTORIST ASSIST	271	306	218
SUSPICIOUS PERSON	263	259	161
SUSPICIOUS ACTIVITY	296	241	142
CIVIL ACTION	194	283	164
FOLLOW UP	225	178	107
THEFT	189	201	111
SUSPICIOUS PERSON AND VEHICLE	241	162	89
TRAFFIC HAZARD	121	124	119
AUDIBLE BURGLAR ALARM*	89	144	119
TRESPASSING	143	119	64
FRAUD OR CON GAME	137	114	70
INJURED/SICK PERSON	99	113	93
DEAD BODY	107	122	63
FALSE PANIC ALARM*	113	120	53
VEHICLE CRASH (WITH INJURIES)*	101	123	48
MENTAL HEALTH PETITION (WARR)	100	96	68
BURGLARY	6270	6103	3616
<b>Total</b>			

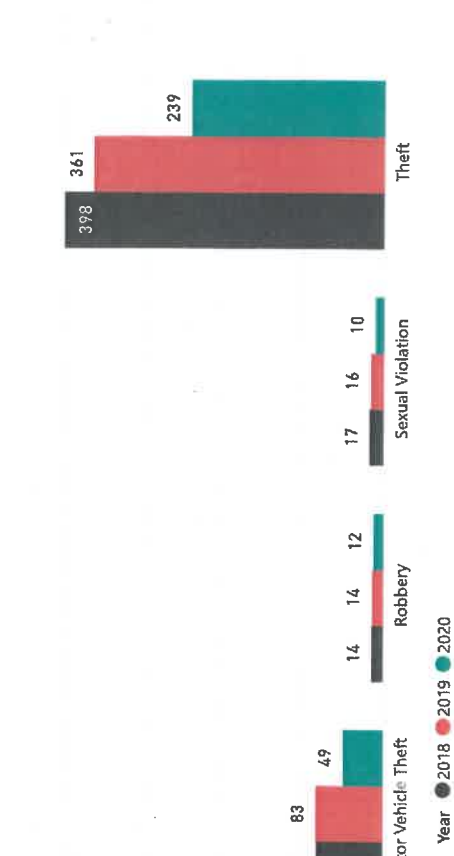
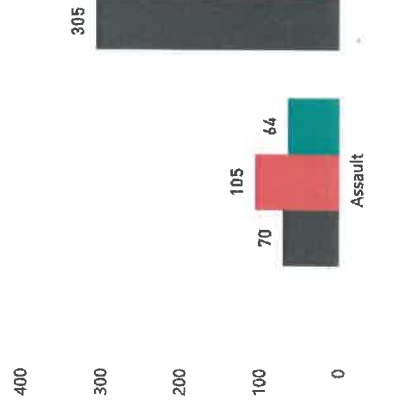
### Top 20 On View

Event Category	2018	2019	2020
PATROL/VACATION WATCH	2056	1084	485
TRAFFIC VIOLATION*	203	911	515
FOLLOW UP	258	301	153
TRAFFIC CONTROL	119	191	41
CITIZEN/MOTORIST ASSIST	93	84	47
WELFARE CHECK	91	74	47
COMMUNITY POLICING*	55	53	26
SUSPICIOUS VEHICLE	52	38	22
SUSPICIOUS PERSON AND VEHICLE	47	29	16
ORDERS OF PROT - HARASS - CIVIL USE ONLY	18	34	29
SPECIAL DETAIL	39	22	17
CIVIL SUMMONS -CIVIL USE ONLY	25	27	22
SUSPICIOUS PERSON	31	20	22
WARRANT ARREST ATTEMPT	45	16	11
TRAFFIC HAZARD	22	12	13
CIVIL PROCESS - CIVIL USE ONLY	22	12	12
ASSIST OTHER AGENCY	17	9	16
VEHICLE CRASH (NO INJURIES)*	13	12	12
FOUND PROPERTY	13	12	4
SUSPICIOUS ACTIVITY	13	10	6
<b>Total</b>	<b>3236</b>	<b>2951</b>	<b>1516</b>

### Top 20 Calls for Service with Incident Reports

Event Category	2018	2019	2020
VEHICLE CRASH (NO INJURIES)*	339	308	120
THEFT	167	142	80
WELFARE CHECK	83	223	65
DEAD BODY	95	108	92
VEHICLE CRASH (WITH INJURIES)*	106	116	50
BURGLARY	82	81	60
FRAUD OR CON GAME	75	92	49
BURGLARY AT RESIDENCE	55	61	53
BURGLARY FROM VEHICLE	75	37	41
CRIMINAL DAMAGE	44	64	36
STOLEN VEHICLE	43	60	32
FOUND PROPERTY	53	59	21
HIT AND RUN (NO INJURIES)	56	54	21
FALSE BURGLAR ALARM*	19	90	17
SHOPLIFTING	28	46	37
CIVIL ACTION	23	54	15
SUSPICIOUS ACTIVITY	25	37	15
THEFT FROM VEHICLE	29	26	19
IDENTITY THEFT	16	28	24
INJURED/SICK PERSON	12	31	15
<b>Total</b>	<b>1425</b>	<b>1717</b>	<b>862</b>

### Major Crime Indicators





Maricopa County Sheriff's Office

## Annual Report for Sun City

August, 2020

### Top 20 Calls For Service

Event Category	2020	Top 10 On View	Top 20 Calls for Service with Reports	Areas of Special Interest	Events by Call Source
WELFARE CHECK	128	TRAFFIC VIOLATION*	44	DUI	3
FALSE BURGLAR ALARM*	83	PATROL/VACATION WATCH	31	FOUND PROPERTY	2
CITIZEN/MOTORIST ASSIST	31	FOLLOW UP	25	VEHICLE CRASH (NO INJURIES)*	3
SUSPICIOUS ACTIVITY	29	SPECIAL DETAIL	5	WARRANT ARREST	3
SUSPICIOUS PERSON	27	CITIZEN/MOTORIST ASSIST	4	BURGLARY	2
CIVIL ACTION	23	RESTITUTION - CIVIL USE ONLY	4	BURGLARY FROM BOAT	1
FOLLOW UP	23	VEHICLE CRASH (NO INJURIES)*	4	DUI	1
DEAD BODY	18	ASSIST OTHER AGENCY	3	NARCOTICS/OTHER DRUGS	1
SUSPICIOUS PERSON AND VEHICLE	16	CIVIL PROCESS - CIVIL USE ONLY	3	NARCOTICS/OTHER DRUGS	1
VEHICLE CRASH (NO INJURIES)*	16	ORDERS OF PROT - HARASS - CIVIL	3	<b>Total</b>	<b>13</b>
THEFT	15	USE ONLY	3		
BURGLARY AT RESIDENCE	11	WELFARE CHECK	3		
TRESPASSING	11	<b>Total</b>	<b>129</b>		
UNWANTED GUEST	11				
AUDIBLE BURGLAR ALARM*	10				
CIVIL MATTER/STANDBY	10				
TRAFFIC HAZARD	10				
BURGLARY	9				
BURGLARY FROM VEHICLE	8				
FIGHT/MUTUAL COMBAT (DV)	8				
IDENTITY THEFT	8				
<b>Total</b>	<b>505</b>				

### Calls for Service by Day of Week

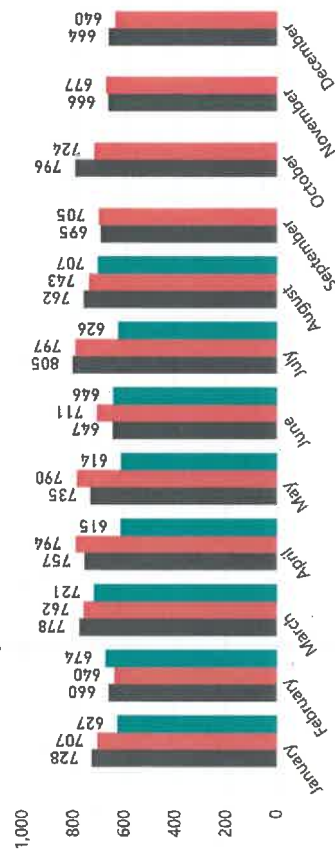


### Major Crime Indicators

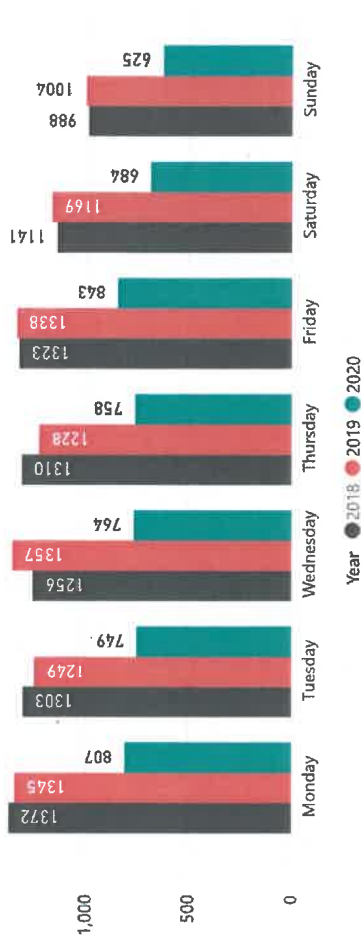


# CALLS FOR SERVICE

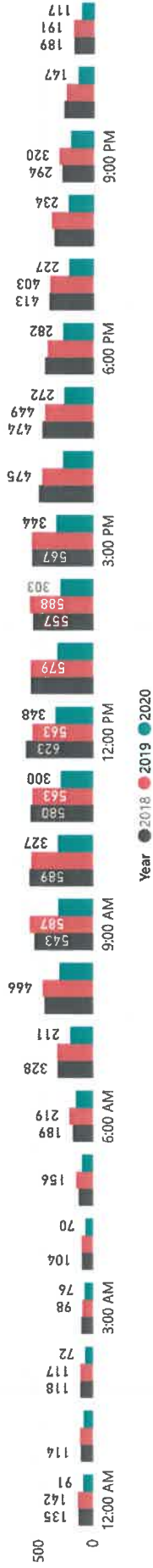
Calls for Service by Month



Calls for Service by Day of Week



Calls for Service by Hour



Calls for Service by Year and Hour of the Day

Year	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
2018	135	114	118	109	104	134	189	328	450	543	508	580	623	578	537	507	506	474	453	413	366	294	280	189	8693
2019	142	120	117	98	107	156	219	330	466	587	579	583	562	579	588	570	475	449	425	403	391	320	258	191	8690
2020	91	86	72	76	70	101	158	211	312	322	327	300	348	332	303	344	282	272	282	227	234	216	147	117	5230
Total	368	320	307	283	281	391	566	869	1228	1452	1489	1443	1534	1489	1448	1481	1263	1195	1160	1043	991	830	685	497	22613

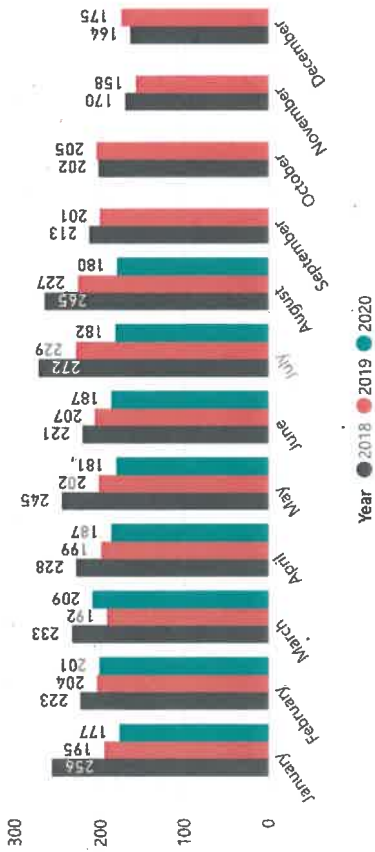
Calls for Service by Day of the Week and Hour of the Day

Day Name	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
Monday	43	51	39	37	35	51	89	126	191	220	233	214	264	244	242	234	187	188	202	173	160	111	114	76	3524
Tuesday	40	46	44	48	38	70	76	130	172	217	227	220	229	208	232	210	178	166	162	158	147	124	101	58	3301
Wednesday	65	37	34	32	47	67	87	141	178	237	215	210	241	232	207	227	184	174	167	146	154	123	95	77	3377
Thursday	65	37	48	52	47	43	75	135	167	233	208	224	203	213	227	241	206	172	151	128	120	128	93	80	3296
Friday	49	39	47	29	40	55	84	119	217	227	253	231	232	230	222	229	217	202	173	138	135	119	115	81	3504
Saturday	59	58	35	36	31	47	80	104	177	190	184	196	191	208	180	206	161	131	157	149	144	110	91	69	2994
Sunday	47	52	60	49	43	58	75	114	126	128	189	148	154	154	138	134	130	161	148	151	131	115	76	56	2617
Total	368	320	307	283	281	391	566	869	1228	1452	1489	1443	1534	1489	1448	1481	1263	1195	1160	1043	991	830	685	497	22613

# CALLS FOR SERVICE

## ASSISTING UNITS

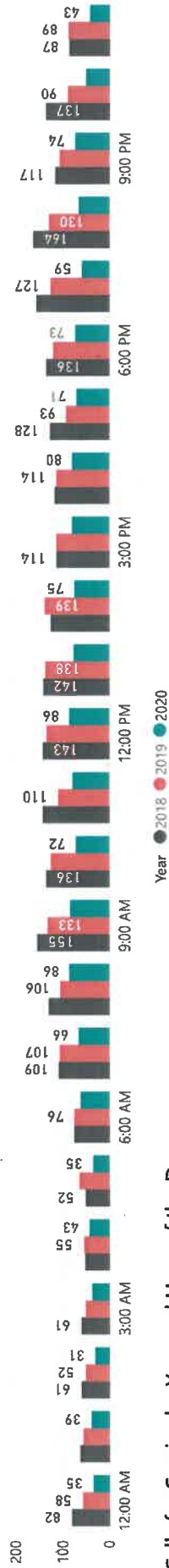
Calls for Service by Month



Calls for Service by Day of Week



Calls for Service by Hour



Calls for Service by Year and Hour of the Day

Year	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
2018	82	64	61	61	53	52	76	109	131	155	136	143	143	142	126	114	118	128	136	157	164	117	137	87	2692
2019	58	57	52	52	55	65	76	107	106	133	126	110	135	138	139	114	114	93	121	127	130	107	90	89	2394
2020	35	39	31	37	43	35	62	66	86	84	72	79	86	77	75	80	80	71	73	59	66	74	51	43	1504
Total	175	160	144	150	151	152	214	282	323	372	334	332	364	357	340	308	312	292	330	343	360	298	278	219	6590

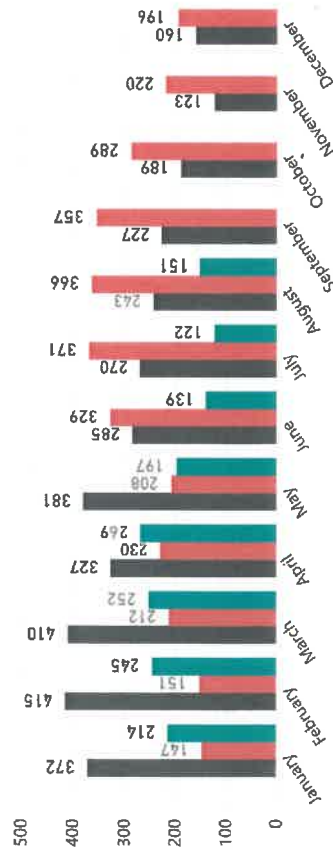
Calls for Service by Day of the Week and Hour of the Day

Day Name	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
Monday	19	30	26	24	18	19	32	43	46	48	44	47	42	43	65	37	35	38	54	66	67	42	48	37	970
Tuesday	22	24	22	25	28	27	26	40	53	54	41	62	63	48	65	50	53	37	47	49	56	44	42	28	1008
Wednesday	29	21	19	18	25	34	35	59	46	79	51	49	83	66	96	43	53	45	40	48	44	50	42	31	1064
Thursday	29	18	16	23	23	12	32	46	41	56	58	56	43	53	51	46	54	37	36	42	42	38	35	32	919
Friday	22	18	19	15	17	19	32	33	48	49	61	45	62	60	42	49	39	47	48	37	40	36	43	28	910
Saturday	30	22	13	16	14	17	25	27	47	49	45	41	43	52	39	48	46	40	48	45	55	41	32	34	869
Sunday	24	27	29	29	26	24	32	34	42	37	34	31	30	35	32	35	30	48	47	56	56	47	36	29	850
Total	175	160	144	150	151	152	214	282	323	372	334	332	364	357	340	308	312	292	330	343	360	298	278	219	6590

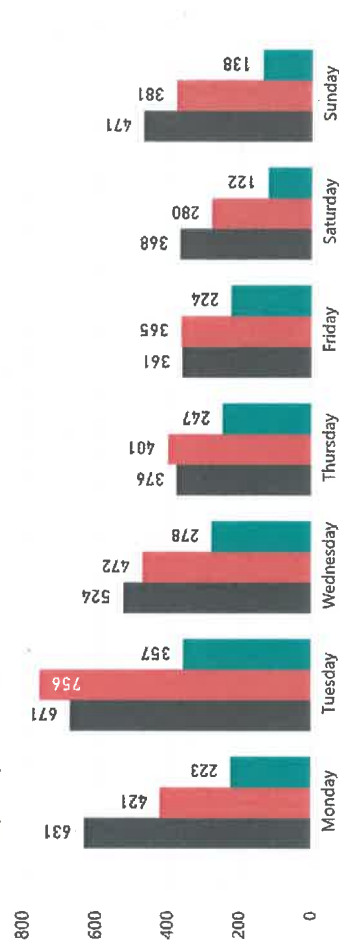


# ON VIEW

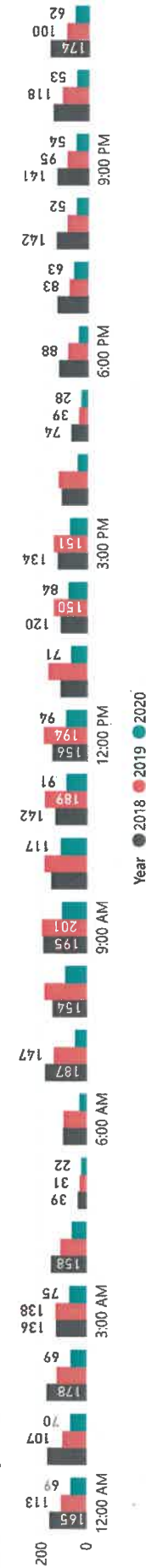
On View by Month



On View by Day of Week



On View by Hour



On View by Year and Hour of the Day

Year	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
2018	163	125	178	136	158	39	106	187	154	195	160	142	156	120	120	134	117	74	130	139	142	141	160	154	3402
2019	113	107	133	138	117	31	103	147	190	201	190	189	184	173	150	151	131	39	88	83	93	95	118	100	3076
2020	69	70	69	75	64	22	31	50	96	111	117	91	94	71	84	78	44	28	41	63	52	54	53	62	1589
Total	347	352	380	349	339	92	240	384	440	507	467	422	444	366	354	363	292	141	259	285	287	290	331	336	8067

On View by Day of the Week and Hour of the Day

Day Name	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
Monday	63	62	71	60	57	11	42	63	46	62	59	61	73	48	44	58	36	18	43	55	42	53	57	81	1275
Tuesday	55	68	71	68	56	9	68	103	105	124	93	95	101	101	105	107	92	34	44	52	40	54	76	59	1784
Wednesday	73	64	58	63	61	15	30	51	76	96	77	77	70	59	62	52	49	12	20	32	36	35	47	59	1274
Thursday	49	47	56	58	52	11	23	44	62	77	61	77	75	51	50	40	35	9	21	25	35	29	34	26	1024
Friday	41	38	47	31	40	15	23	38	66	74	58	56	59	43	33	39	26	21	33	36	37	34	27	35	950
Saturday	35	28	25	29	40	13	17	30	43	36	42	31	31	27	31	28	27	30	43	41	40	41	35	27	770
Sunday	31	45	52	40	33	18	37	55	50	53	51	37	35	37	29	39	27	17	55	44	57	44	55	49	990
Total	347	352	380	349	339	92	240	384	440	507	467	422	444	366	354	363	292	141	259	285	287	290	331	336	8067

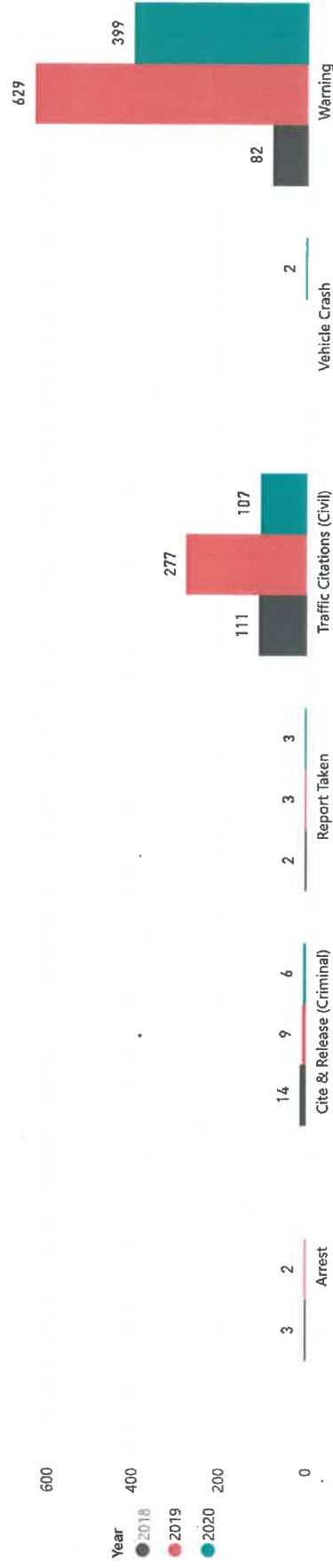
# TRAFFIC

This report reflects the traffic stop activity based on call types for traffic violations (910) and reckless/overly aggressive driving (693/693R) along with DUI and aggravated DUI (692 and 692F) for all call sources (calls for service and on view). Canceled calls have been removed.

## Call Types by Year

Description	2018	2019	2020
ASSIST TO/TOT OTHER AGENCY	1	1	1
CIVIL CITATION - NO IR	105	250	99
CIVIL CITATION *PROPERTY IMPOUNDED - IR GENERATED	6	26	8
CRIMINAL TRAFFIC CITE & RELEASE *PROPERTY IMPOUNDED	10	6	2
CRIMINAL TRAFFIC CITE & RELEASE NO PROPERTY IMPOUNDED	4	3	4
DETAIL COMPLETED AS ASSISTING UNIT	69	81	61
DETAIL COMPLETED AS PRIMARY UNIT	13	10	7
DETAIL COMPLETED VIA PHONE	5	6	4
INCIDENTAL CONTACT	2	2	5
INFORMATION RECEIVED	3	3	
NON TRAFFIC CONTACT FORM COMPLETED-NO IR			3
OFFENSE REPORT NO ARREST - NON TRAFFIC	1	2	2
OFFENSE REPORT SUPPLEMENT	6	4	7
OFFENSE REPORT WITH BOOKING - INCLUDES TRAFFIC / NON-TRAFFIC	3	2	
POLICE SERVICE REPORT	1	1	1
SUPERVISOR DUTIES	9	15	12
TOW TRUCK REQUEST OR CIVIL CITATION WITH VEHICLE TOW/IMPOUND		1	
UNABLE TO CONTACT VIA PHONE	3	3	2
UNABLE TO LOCATE / UNABLE TO CONTACT FOR SERVICE	11	4	1
VEHICLE CRASH REPORT			2
WARNING ISSUED	82	629	399
<b>Total</b>	<b>329</b>	<b>1049</b>	<b>620</b>

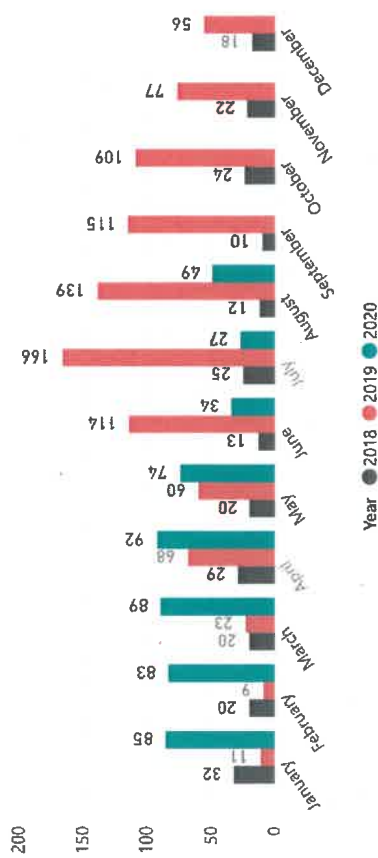
## Disposition Categories by Year



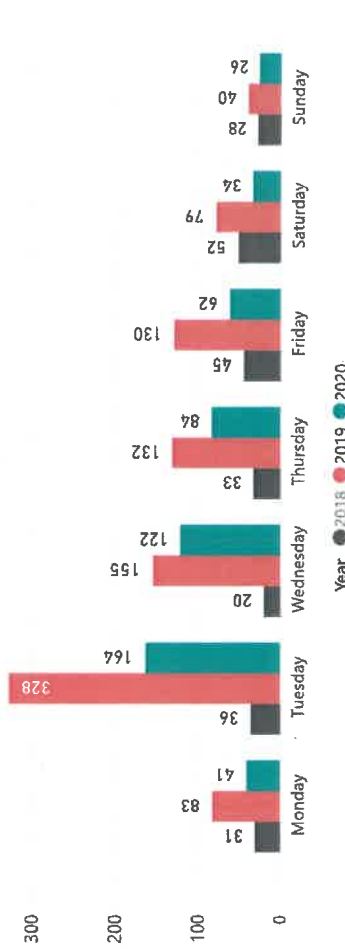


# TRAFFIC

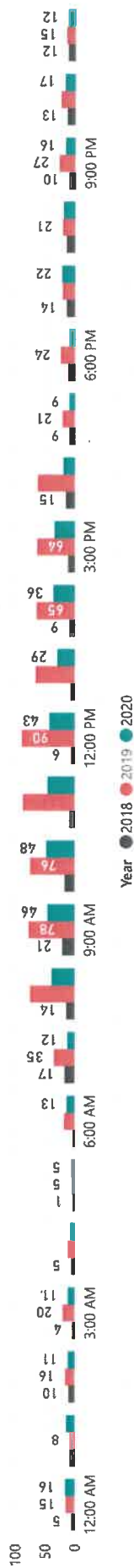
Traffic by Month



Traffic by Day of Week



Traffic by Hour



Traffic by Year and Hour of the Day

Year	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
2018	5	8	10	4	5	1	3	17	14	21	17	9	9	7	9	11	15	9	11	14	14	10	13	12	245
2019	15	8	16	20	11	5	18	35	76	78	76	88	90	66	65	64	63	21	24	21	21	27	24	15	947
Total	36	30	37	35	23	11	34	64	129	145	141	143	139	102	110	109	97	39	44	57	54	53	54	39	1725

Traffic by Day of the Week and Hour of the Day

Day Name	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
Monday	2	1	3	3	5	2	4	13	9	14	17	15	11	11	6	12	10	3	2	4	5	5	1	8	155
Tuesday	1	3	5	5	4	18	30	45	54	41	49	42	36	36	51	42	40	16	12	10	4	9	7	4	528
Wednesday	3	7	2	8	4	4	9	19	33	30	37	34	20	19	16	17	17	4	4	5	8	7	4	4	297
Thursday	5	5	5	4	3	1	2	13	16	17	32	20	28	16	15	19	12	1	2	9	10	6	11	2	249
Friday	5	7	9	5	3	2	6	7	22	22	12	11	14	12	12	10	12	8	7	16	10	7	12	6	237
Saturday	14	3	8	5	2	2	3	13	7	9	6	6	3	5	6	6	6	4	11	9	12	12	10	9	165
Sunday	6	9	5	5	2	1	1	1	3	3	3	3	3	2	1	4	4	3	10	4	5	7	9	6	94
Total	36	30	37	35	23	11	34	64	129	145	141	143	139	102	110	109	97	39	44	57	54	53	54	39	1725



---

**TO:** Mayor and Town Council

**THRU:** Jeanne Blackman, Town Manager

**FROM:** Pat Walker, Financial Consultant

**SUBJECT:** July 2020 Monthly Budget Report

We are pleased to present you the July 2020 financial/budget report. This financial report is designed to provide the Council on the financial status of the Town for the first month, July of FY2021. The tables at the end of this report are for the period of July 1, 2020 through July 31, 2020 (FY21) and July 1, 2019 through July 31, 2019 (FY19). The tables also compare the July FY 21 budget to the FY 21 actuals. There is also a remaining column to indicate how much of the FY21 budget has not been spent, and a % of budget column to indicate the percentage of the budget spent year-to-date.

This report illustrates where the Town financials are for the first month of FY21. If you divide the budget evenly over twelve months, both revenues and expenditures would be at 8.33% of the budget projection. Revenues such as sales tax or building permit fees normally do not follow that pattern nor do expenditures. This is especially the case in the first month because some large expenditures are incurred during the first month of the fiscal year as blanket purchase orders are created and contracts for an entire year. Also, if a large expenditure is paid early it has more of an effect on the percentage of the budget used than if it were made later in the year. For tracking purposes, if revenues do not equal at least 8.33% for the first month, or expenditures exceed 8.33%, it is important to monitor the account within the next six months variances to determine if there is a need to adjust spending before fiscal year end to stay within the budget parameters.

### **General Fund Summary**

Overall, based on revenue and expenditure analysis of FY21, the Town is above target with the annual budget projections for revenues and under the budget for expenditures year-to-date. The economy continues to experience the impact of COVID-19, but the Town of Youngtown seems to be holding steady with revenues and expenditures. However, this is only the first month of the fiscal year so we will continue to monitor the budget closely.

The General Fund's July 2020 YTD revenue for FY2020-21 totals \$483,901 (Table A), which is approximately \$43,128 above the first month of July 2019 of FY20. Revenue categories are discussed in further detail in the report.

For expenditures, preliminary figures show that 9.88% or \$391,114 of the General Fund Budget has been expended through July 31, 2020 of FY20 report.



**General Fund- Major Revenue Categories** - Table A presents the FY21 General Fund actual revenue collections compared to budget for the first month of the 2021 fiscal year (July 1, 2020). The remaining column illustrates the difference between what was budgeted for the entire year, the monthly budget amount of 8.33% and what the City collected for the first month of FY21. As shown in the table, the total collections for the first month of the fiscal year 11.03% of what was budgeted for the fiscal year for the first month in July 2020.

**Local Sales Tax** – In Table B, local sales tax collections increased by \$4,543 compared to the first month of FY20. At this point we are not concerned as we show in Table A that the Local Sales Tax Revenue is exceeding the monthly budget for July 2020 by 1.54% (9.87%-8.33%) but we will continue to closely monitor.

**State Shared Revenues** - These revenues include the City's portion of the State Urban Revenue Sharing (Income Tax), State-Shared Sales Tax, and Vehicle License Tax. Table A shows State Shared Revenues are slightly above the July budgeted amount by .64%. The average of the three state shared revenues collected to date are at 8.97% of budget. Table B shows that the three state shared revenues are above FY20 collections by \$33,480 or 21.38%. However, this amount will be reduced by reversing the receivable for FY20 during the audit preparation, but it is anticipated to still be on target.

#### **GENERAL FUND EXPENDITURES**

As noted earlier in this report, Table C shows the General Fund spent \$391,114 during the first month of fiscal year 2020-21. Table C demonstrates how much budget is remaining and the percent of the budget used. The only department that is over the 8.33% of expenditures spent compared to budget is Parks, Buildings and Code Enforcement. The Parks department is at 15.77% versus the 8.33% primarily due to the AFR maintenance contracts created at the beginning of the year for the entire fiscal year and utilities. The utilities may change as there is a portion that will need to be booked back to FY20 for the audit. Buildings is at 8.5% just slightly over the 8.33%. Code Enforcement is at 12.8% and is due to the prepayment of PSPRS for the entire year. This will even out over the course of the fiscal year.

#### **HIGHWAY USER REVENUE FUND (HURF) SUMMARY**

The Highway User Revenue Fund (HURF) is what is referred to as the gasoline tax. HURF monies are only to be used for street-related purposes. The City maintains the HURF revenues and expenditures in a separate fund to ensure this.

Table E is the Highway User Revenue Fund (HURF) revenues collected in July FY20 compared to July FY20 Budget. The revenues are at 6.75%, slightly under budget and primarily the result of decreased interest income. Table F is comparing the HURF revenues collected in FY21 versus FY20. There is 21.37% decrease in FY21 from FY20. This is primarily because of the interest income received in FY21 compared to FY20. Table G is the HURF expenditures in FY20 compared to FY20 Budget. There has been .61% of the budget expended as of July 31, 2020. Table



H is comparing the FY21 expenditures to FY20 expenditures. In FY21, the expenditures are \$596 less than what was expended in FY20.

#### **Cash Balances**

The Town has cash accounts at BBVA Bank and the State Treasurer's Local Governmental Investment Pool (LGIP). Table I is a breakdown of the cash balances through July 31, 2020. Overall, the Town has over \$8 million in BBVA Bank accounts and the LGIP. The General Fund has over \$4.8 million available. At the time of this report, the Court Bank account had not been reconciled therefore it is not included in the balances. This will be reconciled by the August report.



## July Monthly Budget Report FY2020-2021

**TABLE A GENERAL FUND REVENUE COMPARED TO BUDGET**

	ACTUAL YTD FY21	ADOPTED BUDGET FY21	Amount To Be Collected	% of Budget
Town Sales Tax*	177,742	1,800,000	1,622,258	9.87%
Utility Franchise Fees	48,152	215,000	166,848	22.40%
Occupational License	165	50,000	49,835	0.33%
Building Permits	10,683	50,000	39,317	21.37%
Parking Citations	-	4,000	4,000	0.00%
Urban Revenue Sharing	81,687	992,867	911,180	8.23%
State Sales Tax	73,622	770,143	696,521	9.56%
Vehicle License Tax	29,118	319,188	290,070	9.12%
Recreation Fees	-	5,050	5,050	0.00%
Library Revenue	-	1,544	1,544	0.00%
Court Enhancement Fund	4	2,700	2,696	0.15%
Judicial Collection Enhancemen	1	900	899	0.11%
Court Revenue	-	45,000	45,000	0.00%
Court/Fill-the-Gap	0	625	625	0.05%
Interest/Local Govt Inv Pool	560	60,000	59,440	0.93%
Interest-Englewood Dev	261	4,200	3,939	6.22%
Agua Fria Ranch CFD O&M	62	26,316	26,254	0.23%
Donations	-	6,500	6,500	0.00%
Miscellaneous	8,642	4,500	(4,142)	192.04%
AFR HOA Water Lease	-	10,000	10,000	0.00%
Sale/Rental of Town Property	-	11,400	11,400	0.00%
Recovery of Prior Year Expense	-	6,000	6,000	0.00%
Risk Management Dividend	53,203	-	(53,203)	0.00%
<b>Total Revenue</b>	<b>483,901</b>	<b>4,385,933</b>	<b>3,902,032</b>	<b>11.03%</b>



## July Monthly Budget Report FY2020-2021

**TABLE B - GENERAL FUND REVENUE JULY FY21 COMPARED TO JULY FY20**

	<b>FY 21</b>	<b>FY 20</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>
Town Sales Tax*	177,742	173,198	4,543	2.62%
Utility-Franchise Fees	48,152	37,750	10,402	27.56%
Occupational License	165	350	(185)	-52.86%
Building Permits	10,683	7,254	3,429	47.27%
Parking Citations	-	375	(375)	0.00%
Urban Revenue Sharing	81,687	73,666	8,021	10.89%
State Sales Tax	73,622	49,063	24,559	50.06%
Vehicle License Tax	29,118	28,218	900	3.19%
Recreation Fees	-	-	-	
Library Revenue	-	144	(144)	-100.00%
Court Enhancement Fund	4	173	(169)	0.00%
Judicial Collection Enhancemen	1	45	(44)	0.00%
Court Revenue	-	3,976	(3,976)	-100.00%
Court/Fill-the-Gap	0	122	(122)	-99.76%
Interest/Local Govt Inv Pool	560	7,641	(7,081)	-92.67%
Interest-Englewood Dev	261	312	(51)	-16.34%
Agua Fria Ranch CFD O&M	62	130	(68)	-52.57%
Donations	-	-	-	
Miscellaneous	61,844	55,789	6,055	10.85%
AFR HOA Water Lease	-	2,565	(2,565)	-100.00%
<b>Total Revenue</b>	<b>483,901</b>	<b>440,773</b>	<b>43,128</b>	<b>9.78%</b>



## July Monthly Budget Report FY2020-2021

**TABLE C GENERAL FUND EXPENDITURES FY21 COMPARED TO FY21 BUDGET**

	<b>FY 21 ACTUAL YTD JULY</b>	<b>FY21 BUDGET</b>	<b>Remaining Budget</b>	<b>% of Budget</b>
GENERAL GOVERNMENT	114,045	1,413,246	1,299,202	8.07%
PARKS	29,368	186,171	127,434	15.77%
COURT	15,951	224,186	192,283	7.12%
BUILDINGS	15,704	184,657	153,250	8.50%
LIBRARY	11,142	157,928	135,643	7.06%
COMMUNITY & ECONOMIC DEVELOPMENT	9,475	260,352	241,401	3.64%
CODE ENFORCEMENT	195,428	1,531,988	1,141,133	12.76%
<b>Total Expenditure</b>	<b>391,114</b>	<b>3,958,528</b>	<b>3,567,415</b>	<b>9.88%</b>

**TABLE D- GENERAL FUND EXPENDITURES JULY FY21 COMPARED TO JULY FY 20**

	<b>July 2020 FY 21</b>	<b>July 2019 FY 20</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>
GENERAL GOVERNMENT	114,045	93,861	20,184	21.50%
PARKS	29,368	7,228	22,140	306.32%
COURT	15,951	10,831	5,121	47.28%
BUILDINGS	15,704	9,231	6,473	70.12%
LIBRARY	11,142	7,358	3,784	51.43%
COMMUNITY & ECONOMIC DEVELOPMENT	9,475	12,374	(2,899)	-23.43%
CODE ENFORCEMENT	195,428	269,337	(73,910)	-27.44%
<b>Total Expenditure</b>	<b>391,114</b>	<b>410,220</b>	<b>(19,106)</b>	<b>-4.66%</b>



## July Monthly Budget Report FY2020-2021

**HIGHWAY USER REVENUE FUND FY21 REVENUE COMPARED TO FY21 BUDGET**

**TABLE E**

	<b>JULY ACTUAL YTD FY21</b>	<b>FY 21 BUDGET</b>	<b>Amount To Be Collected</b>	<b>% of Budget Recv'd</b>
Highway User Revenue	34,546	481,945	447,399	7.17%
RPTA Grants			-	
Interest/Local Govt Inv Pool	396	36,000	35,604	1.10%
			-	
<b>Total Revenue</b>	<b>34,941</b>	<b>517,945</b>	<b>483,004</b>	<b>6.75%</b>

**TABLE F HIGHWAY USER REVENUE FUND FY21 COMPARED TO FY 20**

	<b>FY 21 July Actual</b>	<b>FY20 July Actual</b>	<b>Variance</b>	<b>% Variance</b>
Highway User Revenue	34,546	41,069	6,523	-15.88%
RPTA Grants	-	-	-	
Interest/Local Govt Inv Pool	396	3,368	2,972	-88.25%
CDBG Grants	-	-	-	
<b>Total Revenue</b>	<b>34,941</b>	<b>44,437</b>	<b>9,495</b>	<b>-21.37%</b>





## July Monthly Budget Report FY2020-2021

**TABLE G HIGHWAY USER REVENUE FUND EXPENDITURES COMPARED TO BUDGET**

	<b>JULY ACTUAL YTD FY21</b>	<b>FY21 BUDGET</b>	<b>Remaining Budget</b>	<b>% of Budget Expended</b>
Salaries, Regular	5,248	70,953	65,705	7.40%
Overtime		200	200	0.00%
Employer Fica & Medicare Exp	341	5,443	5,102	6.26%
Az State Retirement System	632	8,567	7,935	7.38%
Workman's Compensation	130	1,765	1,635	7.37%
Group Health Insurance	974	11,670	10,696	8.35%
Health Savings Account	50	650	600	7.69%
Life Insurance AD&D	10	117	107	8.32%
LTD	9	128	119	7.39%
Dental Insurance	59	683	624	8.65%
Vision Insurance	19	226	207	8.35%
Unemployment Insurance	-	34	34	0.00%
Supplies	-	244	244	0.00%
Legal Advertising	-	102	102	0.00%
Equipment Repair & Maintenance	-	2,500	2,500	0.00%
Vehicle Repair & Maintenance	33	1,200	1,167	2.73%
Streets Repair	-	200,000	200,000	0.00%
Street Sweeping	-	10,500	10,500	0.00%
Weed Control	-	2,000	2,000	0.00%
Minor Tools and Equipment	-	200	200	0.00%
Telephone	-	100	100	0.00%
Gas and Oil	63	1,600	1,537	3.95%
Insurance, General	-	4,080	4,080	0.00%
Accounting/Auditing	-	10,000	10,000	0.00%
ADEZ MS4 Permit	-	2,500	2,500	0.00%
Training	-	200	200	0.00%
RPTA Grant Transit Amenities	-	17,886	17,886	0.00%
Street Improvement Project	-	827,654	827,654	0.00%
MAG-LOCAL MATCH	-	50,000	50,000	0.00%
<b>Total Expenditure</b>	<b>7,569</b>	<b>1,231,202</b>	<b>1,223,633</b>	<b>0.61%</b>



## July Monthly Budget Report FY2020-2021

**TABLE H HURF FUND EXPENDITURES JULY FY21 COMPARED TO JULY FY 20**

	<b>FY 21</b>	<b>FY20</b>		
	<b>July Actuals</b>	<b>July Actuals</b>	<b>VARIANCE</b>	<b>% VARIANCE</b>
Salaries, Regular	5,248	4,421	827	18.71%
Employer Fica & Medicare Exp	341	343	(3)	-0.73%
Az State Retirement System	632	621	11	1.81%
Workman's Compensation	130	129	1	0.97%
Group Health Insurance	974	928	46	4.94%
Health Savings Account	50	50	-	0.00%
Life Insurance AD&D	10	9	1	7.51%
LTD	9	9	1	7.13%
Dental Insurance	59	54	5	9.48%
Vision Insurance	19	19	-	0.00%
Unemployment Insurance	-	-	-	0.00%
Supplies	-	-	-	0.00%
Legal Advertising	-	-	-	0.00%
Equipment Repair & Maintenance	-	-	-	0.00%
Vehicle Repair & Maintenance	33	-	33	0.00%
Streets Repair	-	-	-	0.00%
Street Sweeping	-	1,500	(1,500)	0.00%
Weed Control	-	-	-	0.00%
Minor Tools & Equipment	-	-	-	0.00%
Telephone	-	-	-	0.00%
Gas and Oil	63	82	(19)	0.00%
Insurance, General	-	-	-	0.00%
Accounting/Auditing	-	-	-	0.00%
ADEZ MS4 Permit	-	-	-	0.00%
Training	-	-	-	0.00%
Storm Water & Erosion	-	-	-	0.00%
RPTA Grant Transit Amenities	-	-	-	0.00%
CDBG Local Match	-	-	-	0.00%
Street Improvement Project	-	-	-	0.00%
MAG-LOCAL MATCH	-	-	-	0.00%
<b>Total Expenditure</b>	<b>7,569</b>	<b>8,165</b>	<b>(596)</b>	<b>-7.30%</b>



## All Youngtown Accounts as of July 31, 2020

## TABLE I

## BBVA Accounts

Court*	
Court Enhancement*	100,226
Fill the Gap*	7,263
General Fund	1,744,724
Judicial Collection Enhancement Fund*	24,038
RICO (Police Confiscated Assets)**	11,666
<b>Total</b>	<b>1,887,917</b>

\* Restricted to Court purposes

\*\* Restricted to Law Enforcement purposes

## State Treasury (LGIP Accounts)

Agua Fria Ranch Fee Fund*	408,474
Impact Fees*	91,596
Agua Fria Ranch CFD*	254,912
General**	3,012,543
Highway User Revenue Fund*	2,323,173
Library Improvement Fund*	68,970
<b>Total</b>	<b>6,159,668</b>

\* Restricted to specific expenditures

\*\* Contains Street Lighting Districts

# Town of Youngtown

## Development Impact Fee Discussion

September 17, 2020

Pat Walker  
Pat Walker Consulting LLC



# Agenda

- Introductions/Overview
- What are Development Impact Fees
- ARS§9-463.05
- Next Steps/Questions



# What is a Development Impact Fee?

Development impact fees are one-time charges applied to offset the additional public service costs of new development.





# Definition of Development Impact Fees

“...monies collected formally through a set schedule, or formula, spelled out in a local ordinance...fees are levied only against new development projects as a condition of permit approval to support infrastructure needed to serve the proposed development. They are calculated to cover a proportionate share of the capital cost for that infrastructure.”

International City Management Association





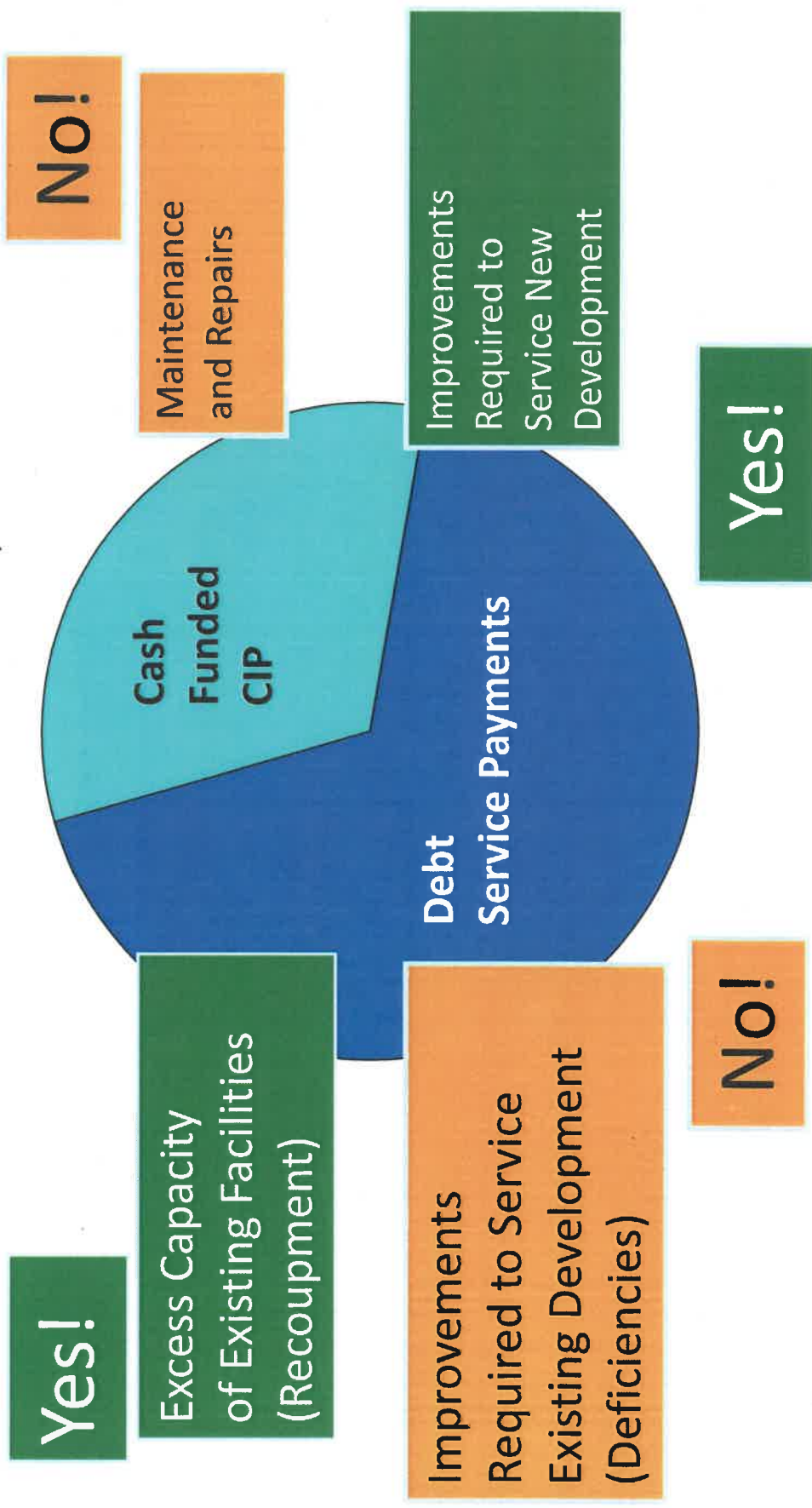
# Different Titles..Same Thing

- Investment Fee
- System Development Charge
- Capital Recovery Charge
- System Expansion Fee
- Buy In Fees



# Costs Fundable by Development Impact Fees

## Growth-Related Projects



# Development Impact Fee Approaches

## Buy-in

- Backward-looking
- Available Capacity to serve new development
- Unit cost of capacity for new development

## Incremental

- Forward-looking
- Future facilities that add capacity for new development

## Hybrid

- Backward and forward-looking
- Current and future facilities
- Combined facilities to serve current and future customers.

# Key Methodological Considerations

- There is no single right answer to which method should be used
- There are pros and cons to each method
- Fees can be calculated several ways
- Methods may differ by fee area and category





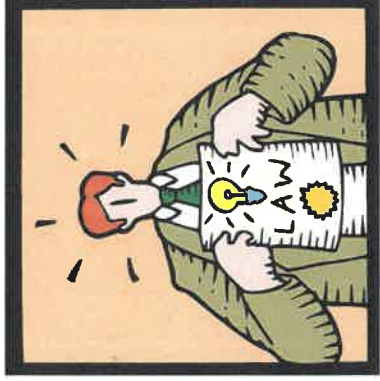
# Key Questions/Considerations

- ✓ Currently Outstanding “DIF-related” Debt
- ✓ Existing DIF Fund Balances
- ✓ Allowable Growth-related Capital Needs
- ✓ Ability to gather data required for IIP/Study (including population/commercial, etc. projections)
- ✓ Projects will be built in next 10 years



# Development Impact Fees Must:

- Demonstrate Demand, Benefit & Proportionality
- Demand – what you need to build in order to maintain existing service levels for new development
- Benefit – How and when will development community benefit from the development fees they are paying.
- Proportionality – I.e. is residential, versus commercial paying their fair share.



A.R.S. §9-463.05



# Arizona Revised Statutes

## §9-463.05

- Major policy change regarding funding and financing infrastructure
- Virtual rewrite of development fee statute
- New timelines for adoption
- Cities are impacted differently





## Arizona Revised Statutes 9-463.05

- Study takes 12 to 15 months to complete
- Forecast growth related revenues to offset costs of new infrastructure/facilities
- Required to demonstrate need to service new growth by “service unit” and “service area” requirements



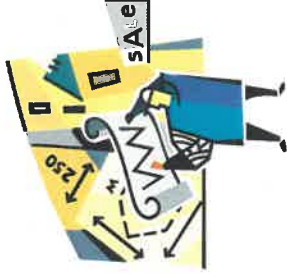


## Arizona Revised Statutes 9-463.05

- **What is not allowed**
  - General government facilities
  - Administrative, operating and maintenance costs
  - Limits projects for police, fire, parks and library
  - Increased level of service
  - Parks over 30 acres that do not show a direct benefit to new development

# Infrastructure Improvement Plan

- IIP will serve as the central document for the planning and imposition of development fees
- Disclose existing infrastructure, available capacity, and costs
- Identification of service areas for each “necessary public service”
- IIP and fee study will be interrelated document
- Can be municipality’s CIP





# Infrastructure Improvement Plan

- All necessary public service projects must be identified in and justified in IIP
- Includes existing infrastructure, capex, and costs
- Updated at least every five years
- Public hearing for land use
- Qualified professional licensed in Arizona
- Must define completion date of projects for each service area:
  - 15 years for water and wastewater
  - 10 years for all other categories



# Infrastructure Improvement Plan

## Key to adopting fees:

- IIP with land use assumptions SHALL be adopted or updated before fee adoption
- Land use assumptions must conform to General Plan
- Identifies projects in service areas
- Includes projects and services for new development



# Land Use Assumptions

- Review Town growth projections for next ten years:
  - Residential, multi-family, industrial and commercial land use types
- Conforms with General Plan
- Discuss existing special planning areas and/or alternative service area designations
- Review relationship between growth projections in specific areas of the Town and planned capital projects

# Arizona Revised Statutes

9-463.05

- Advisory Committee or Biennial Audit
- Recommendation: Combination of Ad-hoc Advisory Committee & Biennial Audit





# Arizona Revised Statutes

## 9-463.05



- Provisions include key changes to:
  - Biennial Audit
  - In addition to Annual Report
  - Conducted by “qualified professionals”
  - Reviews:
    - Collection and exp. of fees for EACH project
    - Level of service in each service area
    - Land assumptions
    - Public Hearing within 60 days of release



# Prior Development Fees







# Prior Adopted Development Fees

Single-Family Residential Fee	\$100 per unit
Parks Fee	\$100.00 per unit
Library Fee	\$50.00 per unit
Police Fee	\$92.00 per unit
Fire Fee	\$50.00 per unit
Multi-family Residential Fee	\$50.00 per unit
Parks Fee	\$50.00 per unit
Library Fee	\$25.00 per unit
Police Fee	\$46.00 per unit
Fire Fee	\$25.00 per unit

## COMMERCIAL ENTERPRISES AND CHURCHES

\$0.229 per square foot of building and

\$1,250 per acre or portion thereof of development

In addition to the above, the following fees will apply to the below listed business due to their impact on the Town's ability to provide services: motels, nursing homes, group homes, senior residential living centers:

Base Fee	\$25.00 per bed
Park	\$25.00 per bed
Library	\$12.50 per bed
Police	\$25.00 per bed
Fire	\$12.50 per bed



## Definitions Per 9-463.05

“Necessary public service” means facilities that are now considered allowable to collect impact fees for and have a life expectancy of 3 or more years and are owned and operated by or on behalf of a municipality.



# Road/Street Fees

## *ARS§9-463.05:*

“Street facilities located in the service area, including arterial or collector streets or roads that have been designated on an officially adopted plan of the municipality, traffic signals and rights-of-way and improvements thereon.”

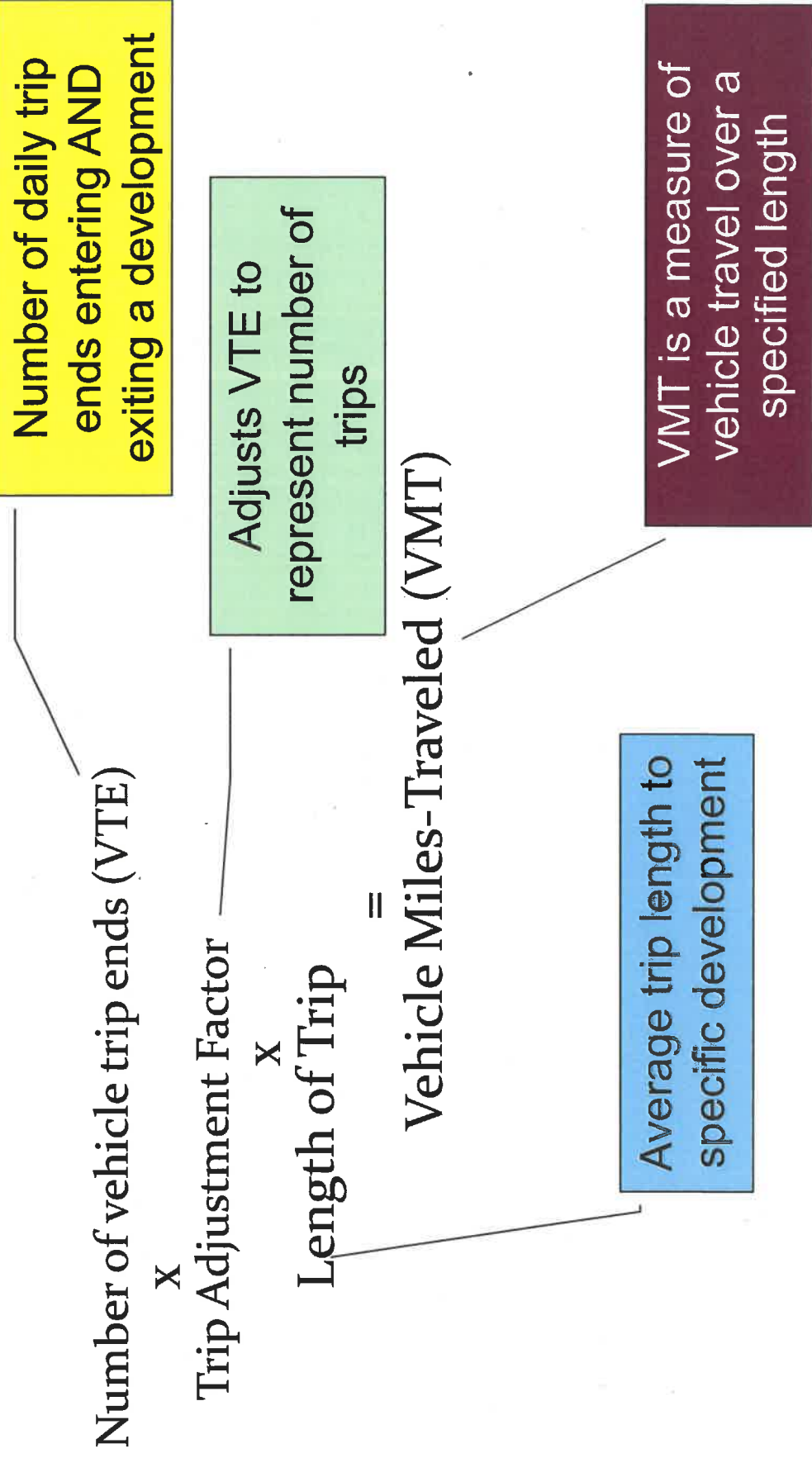


# Road/Street Fees

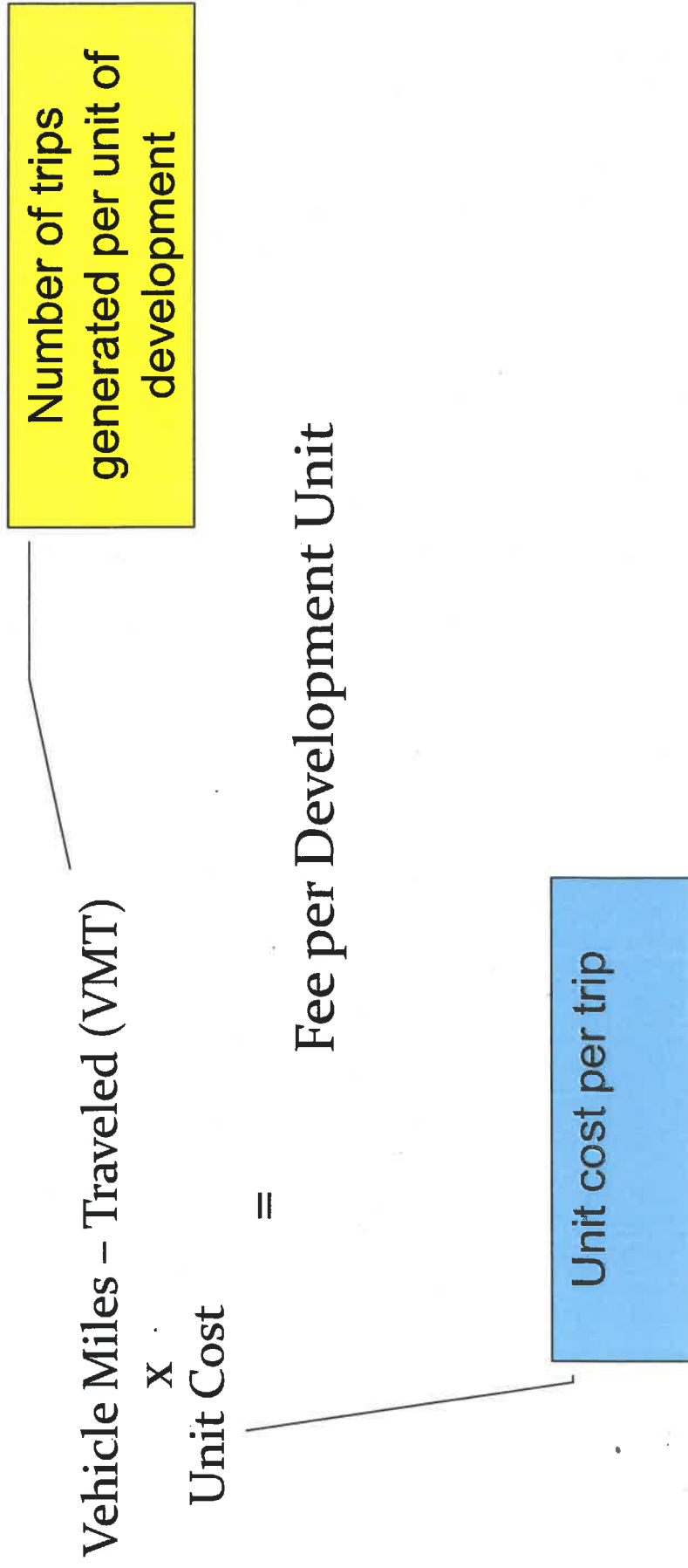
Model Town Ordinance:

*“Street Facilities: A Category of Necessary Public Services including arterial or collector streets or roads, traffic signals, rights-of-way, and improvements thereon, bridges, culverts, irrigation tiling, storm drains, and regional transportation facilities. This definition may be narrowed, in all instances a municipality may collect fees for fewer capital facilities than are strictly allowed.”*

# Transportation – How is it Calculated?



# Transportation – How is it Calculated?





## Transportation – Single Family Residential Example

Number of vehicle trips                      9.57 VTE

×

Trip Adjustment Factor                      50%

=

4.79 VTE

×

Length of Trip                                      3.91 miles

=

Vehicle Miles-Traveled (VMT)                      18.71 VMT



## Transportation – Single Family Residential Example

Vehicle Miles-Traveled (VMT)	18.71 VMT
x	x
\$ cost per VMT	\$300.02
=	=
SFR Impact Fee per dwelling unit	\$5,614





# Park & Recreation Fees



9-463.05

“Neighborhood Parks and recreational facilities on real property up to 30 acres in area, or parks and recreational facilities larger than 30 acres if the facilities provide a direct benefit to the development. Park and recreational facilities do not include vehicles, equipment or that portion of any facility that is used for amusement parks, aquariums, aquatic centers, auditoriums, arenas, arts and cultural facilities, bandstand and orchestra facilities, bathhouses, boathouses, clubhouses, community centers greater than 3,000 SF in floor area, environmental education centers, equestrian facilities, golf course facilities, greenhouses, lakes, museums, theme parks, water reclamation or riparian areas, wetlands, zoo facilities or similar recreational facilities, but may include swimming pools.”



# Park & Recreation Fees

## *Model Town Ordinance:*

“A Category of Necessary Public Services including but not limited to parks, swimming pools and related facilities and equipment located on real property not larger than 30 acres in area, as well as park facilities larger than 30 acres where such facilities provide a direct benefit . Parks and Recreational facilities do not include Excluded Park Facilities, although Parks and Recreational Facilities may contain, provide access to, or otherwise support an Excluded Park Facility.”

“Excluded Park Facility: Park and recreational facilities for which development impact fees may not be charged pursuant to A.R.S. 9-463.05, including amusement park (same language as 9-463.05)



# Park & Recreation Fees

## *Model Town Ordinance:*

**“Swimming Pool:** A public facility primarily designed and /or utilized for recreational non-competitive functions generally occurring within water, including, but not limited to swimming classes, open public swimming sessions, and recreational league swimming/diving events. The facility may be indoors, outdoors, or any combination thereof, and includes all necessary supporting amenities.”

**“Aquatic Center:** A facility primarily designed to host non-recreational competitive functions generally occurring within water, including, but not limited to , water polo games, swimming meets, and diving events. Such facility may be indoors, outdoors, or any combination thereof, and includes all necessary supporting amenities, including but not limited to , locker rooms, offices, snack bars, bleacher seating and shade structures.”



# Parks & Recreation Fees

## ***Model Town Ordinance:***

“Direct Benefit: A benefit to an EDU resulting from a Capital Facility that : a) addresses the need for a Necessary Public Service created in whole and part by the EDU; and that b) meets any one of the following criteria: i) the Capital Facility is located in the immediate area of the EDU; ii) the Capital Facility substitutes for, or eliminates the need for a Capital Facility that would have otherwise have been needed in the immediate area of the EDU to maintain the Town’s level of service; or iii) the Capital Facility is a regional facility designed to provide services proportional to the demand created by the EDU in the portion of the community within which the EDU is located, and such services are not otherwise provided by a Capital Facility in the Service Area.”

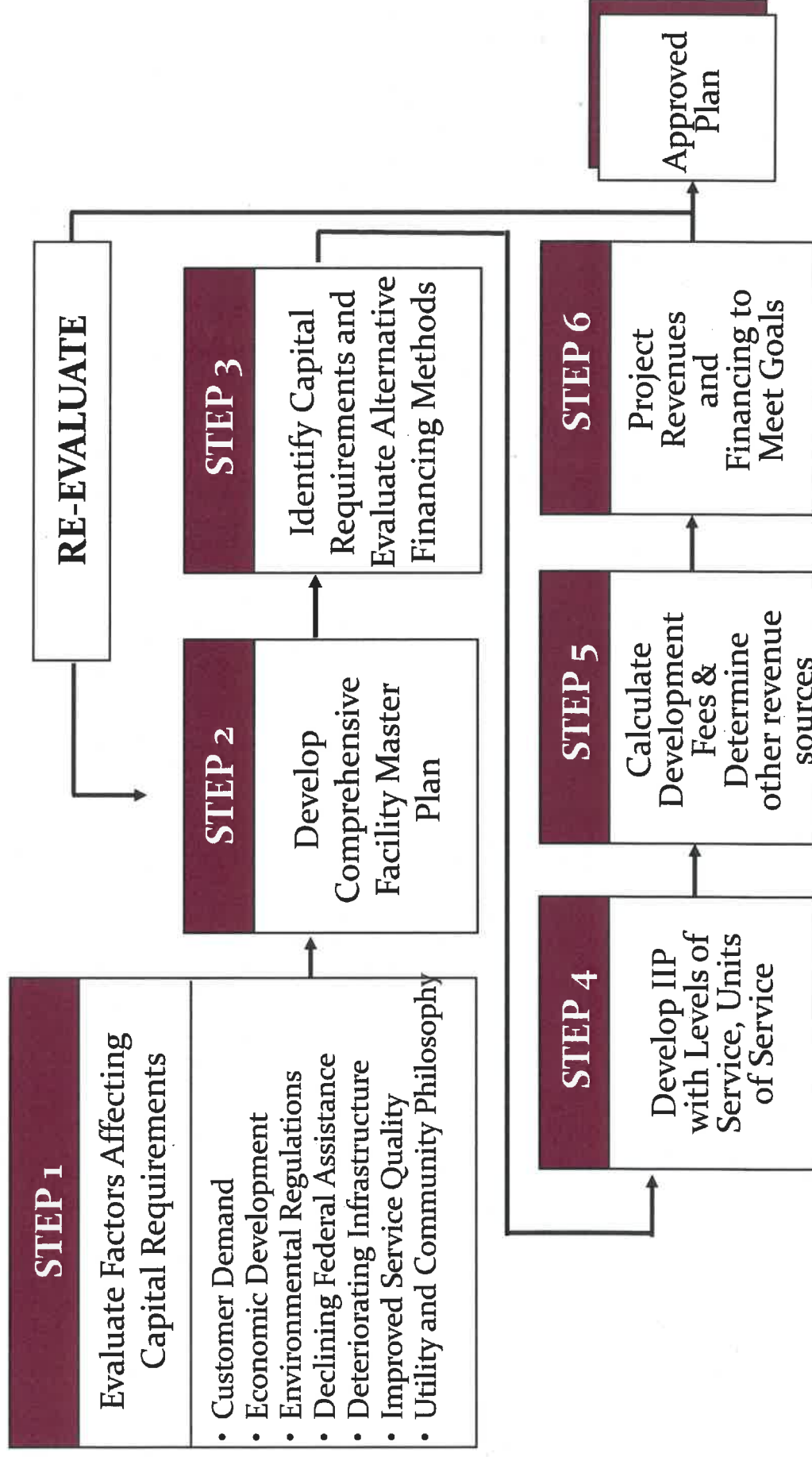




# Youngtown's Position



# Capital and Financial Planning Process





## Capital Planning – Step 1

- What is the Town's projected growth the next 10 years?
- Service levels/demand identified?
- Are there economic development projects that are vital to the community in the next 5-10 years?
- What information do you have to support your projects?



## Master Plans – Step 2

- Does the Town have any other master plans such as transportation, parks, or library?






## Capital Plan – Step 3

- Ability to finance “non-growth” portion of projects
- Ability to afford O&M on project



## IIP- Step 4

- Ability to identify current levels of service?  
I.e. parks acres per capita, library services, streets.
- Who are you going to serve in the next 10 years. Estimate on population, jobs per various classifications.



## IIP-Step 4

- 1. A description of the existing necessary public services in the service area and the costs to upgrade, update, improve, expand, correct or replace those necessary public services to meet existing needs and usage and stricter safety, efficiency, environmental or regulatory standards, which shall be prepared by qualified professionals licensed in this state, as applicable.
- 2. An analysis of the total capita Town, the level of current usage and commitments for usage of capita Town of the existing necessary public services, which shall be prepared by qualified professionals licensed in this state, as applicable.
- 3. A description of all or the parts of the necessary public services or facility expansions and their costs necessitated by and attributable to development in the service area based on the approved land use assumptions, including a forecast of the costs of infrastructure, improvements, real property, financing, engineering and architectural services, which shall be prepared by qualified professionals licensed in this state, as applicable.

\* Per ARS§9-463.05



## IIP-Step 4

- 4. A table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of necessary public services or facility expansions and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial and industrial.
- 5. The total number of projected service units necessitated by and attributable to new development in the service area based on the approved land use assumptions and calculated pursuant to generally accepted engineering and planning criteria.
- 6. The projected demand for necessary public services or facility expansions required by new service units for a period not to exceed ten years.
- \* Per ARS§9-463.05



## IIP-Step 4

- 7. A forecast of revenues generated by new service units other than development fees, which shall include estimated state-shared revenue, highway users revenue, federal revenue, ad valorem property taxes, construction contracting or similar excise taxes and the capital recovery portion of utility fees attributable to development based on the approved land use assumptions, and a plan to include these contributions in determining the extent of the burden imposed by the development as required in subsection B, paragraph 12 of this section.

\* Per ARS§9-463.05



## Fee Study and Financing Plan – Step 5 & 6

- 10 year financial forecast plan?
- Determine best fee methodology
- Determine financing alternatives to initially fund impact fee projects



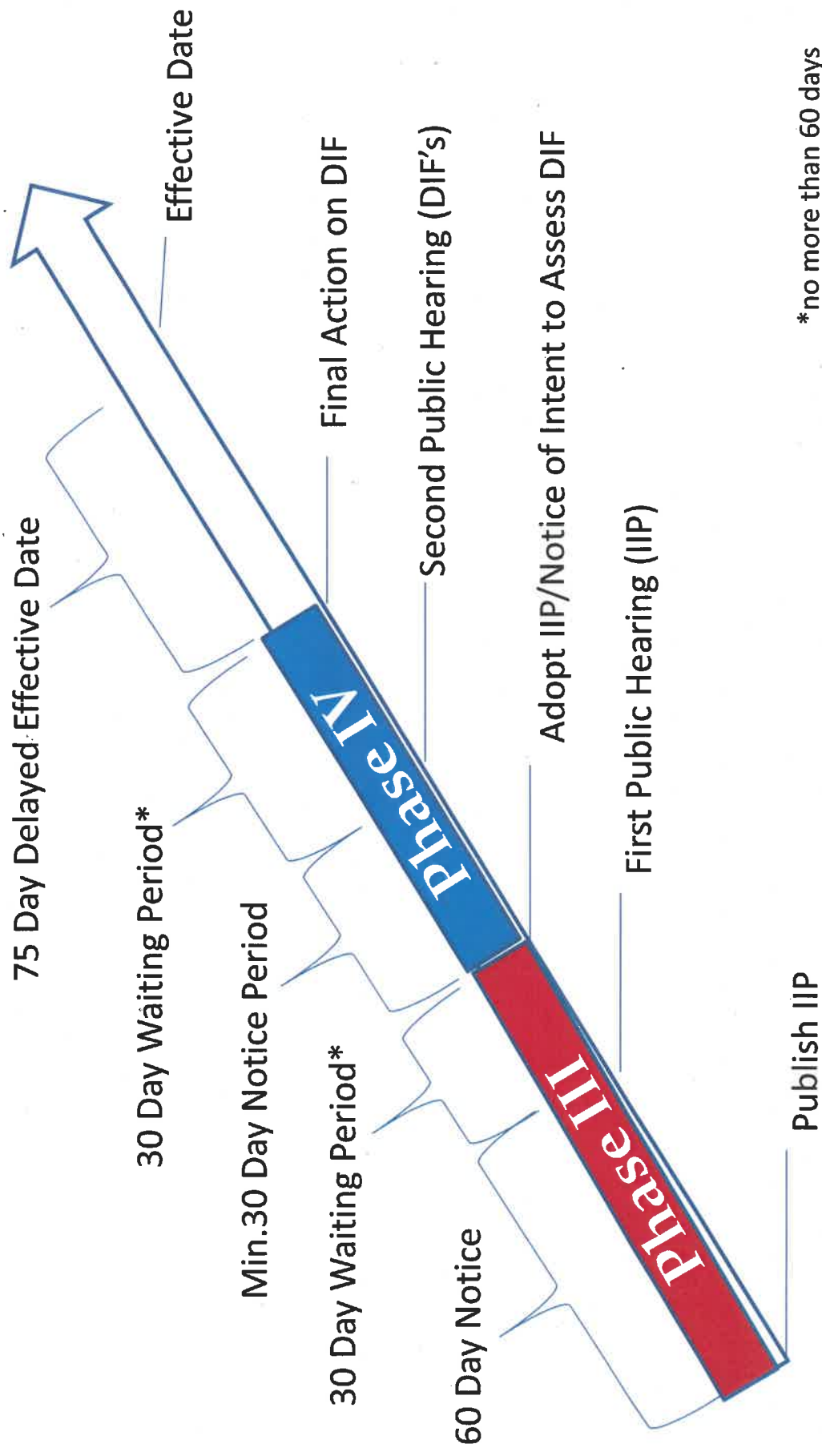


# Tasks to Complete Study





# TIMELINE TO IMPLEMENT §9-463.05



# Development Impact Fees

1. Determine use of Advisory Committee or Biennial Audit

2. Determine public outreach strategy

3. Develop IIP and land use assumptions

4. Determine best methodologies

5. Calculate fees

6. Prepare cash flow analysis

7. Prepare Report

8. Meet publication, public hearing and adoption requirements and deadlines



# Project Objectives

## **Task 1 – Project Initiation & Management**

- Project Coordination/Kickoff meeting
- Discuss roles and responsibilities
- Review initial and subsequent data required
- Project coordination
- Study length
- Project timeline



# Project Objectives

## **Task 2 –Data Collection, Compilation and Analysis**

- Review preliminary data request for information necessary to complete the analysis
- Data required will be discussed in further detail from data request form submitted prior to meeting



# Project Objectives

- **Task 3 – Development of Land Use Assumptions (LUA)**
- Land use assumptions and Town growth projections for next ten years:
  - Residential, multi-family, industrial and commercial land use types
- Conforms with General Plan
- Discuss existing special planning areas and/or alternative service area designations
- Review current capital improvement plan based on land use assumptions and master plans for the next ten years for evaluated fee categories



# Project Objectives

## **Task 4 – Development of Infrastructure Improvement Plan (IIP)**

- Incorporates tasks 2,3 & 4
- Map of all service areas
- Review of development agreements
- Meetings with staff to discuss:
  - Existing and planned capacity for necessary public services
  - Future projects with costs and funding
  - Current service standards
  - Future capital needs by service area





# Project Objectives

## **Task 5 - Calculation of Development Impact Fees, Funding and Cash Flow Analysis**

- Calculate fees based on recommended methodology approach
- Offset of revenues for 10 year study period
- Survey impact fees of 5 comparable communities
- Prepare 10 year cash flow analysis
- Calculate fees based on EDU per service area





# Project Objectives

## Task 6- Stakeholder Meetings

- Hold ??? stakeholder meetings with the development community, associations, citizens and/or Advisory Committee
- The purpose of these meetings will be to:
  - Discuss ARS §9-463.05 requirements, and the process and timeline of the study
  - Receive input at key points throughout the process
  - Receive/respond to input prior to Public Hearings



# Project Objectives

## Task 7 - Reports and Presentations

- Prepare draft and final IIP and land use assumptions, and development impact fee report
- Adopted as one report with 3 chapters
- Meet with Town staff to review draft IIP and development impact fee report
- Prepare meeting materials and presentations for up to four (4) Council meetings and/or hearings as follows:
  - Public Hearing to adopt the land use assumptions and IIP
  - Town Council meeting for adoption of land use assumptions and IIP
  - Public Hearing to present study report and recommended development impact fee schedules
  - Town Council meeting for adoption of the development impact fees



# Changes to Publication Requirements

- SB 1525 requires nearly all notices, reports, and documentation related to development fees to be published on municipal websites
  - If no municipal website, can publish on website of a Town/town association (e.g. League of Arizona Cities and Towns)



# Tracking Development Fee Expenditures and Refund Requirements

- Track fee collections and expenditures:
  - IIP projects that realistic
  - IIP amendments Document financing agreements & reservations
  - Disclose relevant agreement provisions in the IIP
- Tie fees & collections to infrastructure
- Refunds for fees collected AFTER July 31, 2014



# Tracking Grandfathering Rules

- Prepare procedures to track new grandfathering rules
  - No CPI indexing
  - Fixed/frozen fee schedule for 24 months after grandfathering trigger
- Issue written “frozen” fee schedule to developers at the time of the fee grandfathering trigger (with identified 2-year expiration date)
- Commercial, industrial, multifamily: final site plan or subdivision approval
- Single-family residential: initial building permit

# Next Steps?



# Questions?



Pat Walker

[walkerconsulting@aol.com](mailto:walkerconsulting@aol.com)

(480) 694-7179



Staff Report from Town Manager Jeanne Blackman  
For Item 9.E.

Guidelines No. 640 provides, in relevant part:

**D. Transfer of Sick Leave (Revision date on September 3, 2015)**

Transfers of sick leave requires that the contributing employee maintain a minimum balance of eighty (80) accrued hours for 40 hour a week employee after the transfer. Employees may not receive more than one hundred and sixty (160) hours of donated leave in a calendar year. Transfer authorizations must be signed by the contributing employee and submitted to payroll for processing.

**Discussion:** Covid-19 poses challenges for employees across the nation who require significant leave to recover from illness. Employees may also face surgeries or other medical issues requiring extensive recovery. The Town currently allows for the transfer of sick leave to offset hardship in these cases. However, the Town is finding that there are still unmet needs. Some longer-term employees have large accruals of leave that could assist employees needing more time off should they choose to donate time (in their discretion). The Town Manager recommends the Town Council authorize her to exceed the caps on sick leave transfers on a temporary basis to address staffing needs and provide greater flexibility while she examines the Town's policies for recommended updates in accordance with best management practices.

# ADMINISTRATIVE GUIDELINES

**Subject: Sick Leave**

Origination date: July 16, 2009

Revision date: September 3, 2015

Guideline number: 640

**Purpose**

The purpose of this guideline is to establish how the Town will administer the accrual, use and payout of sick leave.

**Policy Communication**

The policy establishing the Town's direction related to Attendance and Leave can be found in Policy #600.

**Guidelines**

Sick leave is provided for regular and trial period employees, excluding temporary and seasonal employees, who become ill or injured and are unable to report to work, or whose immediate family members become ill or injured and the employee is needed to care for them. Sick leave is a privilege, not a right.

**A. Use of Sick Leave**

Employees are encouraged to use sick leave for personal illness, injury or to care for immediate family members who may be injured or ill. Employees may also use their sick leave when unable to perform their duties by reason of physical disability, mental illness, severe emotional duress, necessity for medical or dental care, or exposure to contagious disease under circumstances by which the health of other employees or members of the public necessarily dealt with would be endangered by the attendance of the employee.

Employees may also use sick leave to care for an immediate family member. If the employee or the immediate family member has a serious health condition, as defined by the Family and Medical Leave Act, the leave taken may be accounted for under the provisions of the Family and Medical Leave Act, as described in Administrative Guideline #650.

**B. Change of Employee Status**

When an employee is promoted, demoted, or transferred, he/she shall not lose accrued sick leave.

**C. Certification of Illness or Injury**

An employee on sick leave, either paid and/or unpaid, may be required at any time to provide a certificate from a physician verifying the illness or injury. If an employee is on sick leave, the Department Head may require that a physician's statement be submitted certifying that an employee is able to return to work and capable of performing their normal duties prior to allowing the employee to return to the work location. If an employee is on sick leave to care for an immediate family member, the Department Head may require that a physician's statement be submitted certifying that the employee is needed to care for their family member while the family member is sick. If the requested certificate is not provided, sick leave will not be allowed and the employee will be told to return to work by a specified date or be subject to disciplinary action. Time off will be unpaid unless the employee chooses to use accrued vacation or compensatory time.

**D. Transfer of Sick Leave**

Transfers of sick leave requires that the contributing employee maintain a minimum balance of eighty (80) accrued hours for 40 hour a week employees after the transfer. Employees may not receive more than one hundred and sixty (160) hours of donated leave in a calendar year. Transfer authorizations must be signed by the contributing employee and submitted to payroll for processing.

**E. Outside Employment**

Employees are not allowed to work at outside employment while on sick leave.

**F. Abuse of Sick Leave**

Disciplinary action, up to and including termination, may be taken if an employee is using sick leave for purposes other than those defined in this Administrative Guideline.

**G. Upon employment termination, the Town will compensate the departing employee \$1.50/hour for unused sick leave. That monetary figure is subject to change without notice.**