

**NOTICE OF THE BUDGET WORKSHOP
OF THE CAREFREE TOWN COUNCIL**

WHEN: TUESDAY, APRIL 13, 2021

WHERE: ZOOM ONLINE*

TIME: 3:30 P.M.

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Town Council of the Town of Carefree, Arizona and to the general public that the members of the Town Council will hold a meeting open to the public. For any item listed on the agenda, the Council may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to Arizona Revised Statutes §38-431.03.

Members of the Council are participating by technological means or methods pursuant to A.R.S. §38-431(4).

The agenda for the meeting is as follows:

CALL TO ORDER

SILENT ROLL CALL

One or more members of the Council may be unable to attend the meeting in person and may participate by technological means or methods pursuant to A.R.S. §38-431(4).

AGENDA:

ITEM #1 Workshop to discuss Fiscal Year 2021-2022 budget.

ITEM #2 Adjournment.

DATED this 8th day of April, 2021.

TOWN OF CAREFREE

BY: Kandace French Contreras
Kandace French Contreras, Town Clerk/Treasurer

Items may be taken out of order

*Due to the risks to public health caused by the possible spread of the COVID-19 virus at public gatherings, it has been determined that public meetings will be held indefinitely through technological means. Meetings will be also open to the public through technological means. In reliance on, and compliance with, the March 13, 2020 Opinion issued by Attorney General Mark Brnovich, the Town of Carefree provides this special advance notice of the technological means through which public meetings may be accessed. While this special notice is in effect, public comment at meetings will only be accepted through written submissions, which may or may not be read aloud during meetings.

Join Zoom Webinar:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/3229729660>

Audio by Telephone:

1.669.900.6833 or 1.253.215.8782 or 1.346.248.7799

Webinar ID: 322 972 9660



FOR SPECIAL ACCOMMODATIONS

Please contact the Town Clerk, 8 Sundial Circle (PO Box 740), Carefree, AZ 85377; (480) 488-3686, at least three working days prior to the meeting if you require special accommodations due to a disability.



FY 2021/22 BUDGET WORKSHOP

APRIL 13, 2021

Council Work plan 2020-2022



GUIDING PRINCIPLES:

Carefree is a distinctive, premier upper Sonoran Desert community that seeks to deliver high quality lifestyle, experienced based retail destinations and access to nearby expansive desert preserves and lakes.

VALUE STATEMENT:

Carefree's leadership is committed to providing a safe community with quality infrastructure and services within its limited financial capacity and minimizing tax liability on its residents.

CORE TASKS:

Quality Community Development:	Infrastructure Management:	Economic Development & Financial Stability:	Communications, Marketing and Community Engagement:
<ul style="list-style-type: none"> a. Statutory updates to General Plan b. Update any zoning standards to align with General Plan and or new state laws, community design guidelines & building codes c. Update fee structures, entitlement and permit documents 	<ul style="list-style-type: none"> a. Prepare a work plan including but not limited to: <ul style="list-style-type: none"> i. Update of 10-year street preventative maintenance plan and culvert maintenance plan ii. Identify 5-year capital project improvement plan b. Coordinate, update and/or implement: <ul style="list-style-type: none"> i. MS4 permitting and reports ii. Flood control permitting and reports iii. Hazardous mitigation plan iv. Emergency Operations plan c. Manage Public Works Department: <ul style="list-style-type: none"> i. Coordinate Department's activities ii. Address design/engineering related improvements iii. Coordinate/conduct MS4 & OSHA training iv. Coordinate governmental compliance requirements v. Seek grants and funding for capital projects 	<ul style="list-style-type: none"> a. Create an Economic Development Strategic Work Plan <ul style="list-style-type: none"> i. Identify revenue targets ii. Outline strategic initiatives to reach revenue targets, business retention and attraction plans, primary trade area analysis and outreach programs iii. Cultivate relationships with trade organizations, real estate associations, and local business associations b. Create a program based budget: <ul style="list-style-type: none"> i. Convert line item budget to a policy and program based budget ii. Incorporate discussions on goals, achievements, metrics and deliverables iii. Incorporate financial policies and short and long term financial goals to ensure continual future Town solvency 	<ul style="list-style-type: none"> a. Engage residents, visitors and businesses through visitor center b. Direct the Ambassador program c. Identify all of the amenities the area has to offer and get the word out d. Support business programs like: first Thursday art walks, restaurant week, etc. e. Build and run the Town social media program f. Provide a series of regular communications with residents, visitors and businesses g. Provide a steady stream of articles to local area newspapers to keep Carefree top of mind among residents and those within the primary trade area h. Coordinate the use/activities held within the Town amphitheater



FY 21/22 – Budget Workshop



Process:

- **January/February:** department heads begin to evaluate workload, trends, policy/regulatory changes which may impact budget.
- **February/March:** Town receives annual adjustments from outside entities such as MCSO, Rural-Metro, County and State.
- **March/April:** Administration begins to formulate budget.
- **April:** Budget workshops held to discuss and develop budget.
- **May:** Preliminary budget and bottom line expenditures established.
- **June:** Budget hearing held.
- **July:** Fiscal year begins

FY 21/22 – Budget Workshop

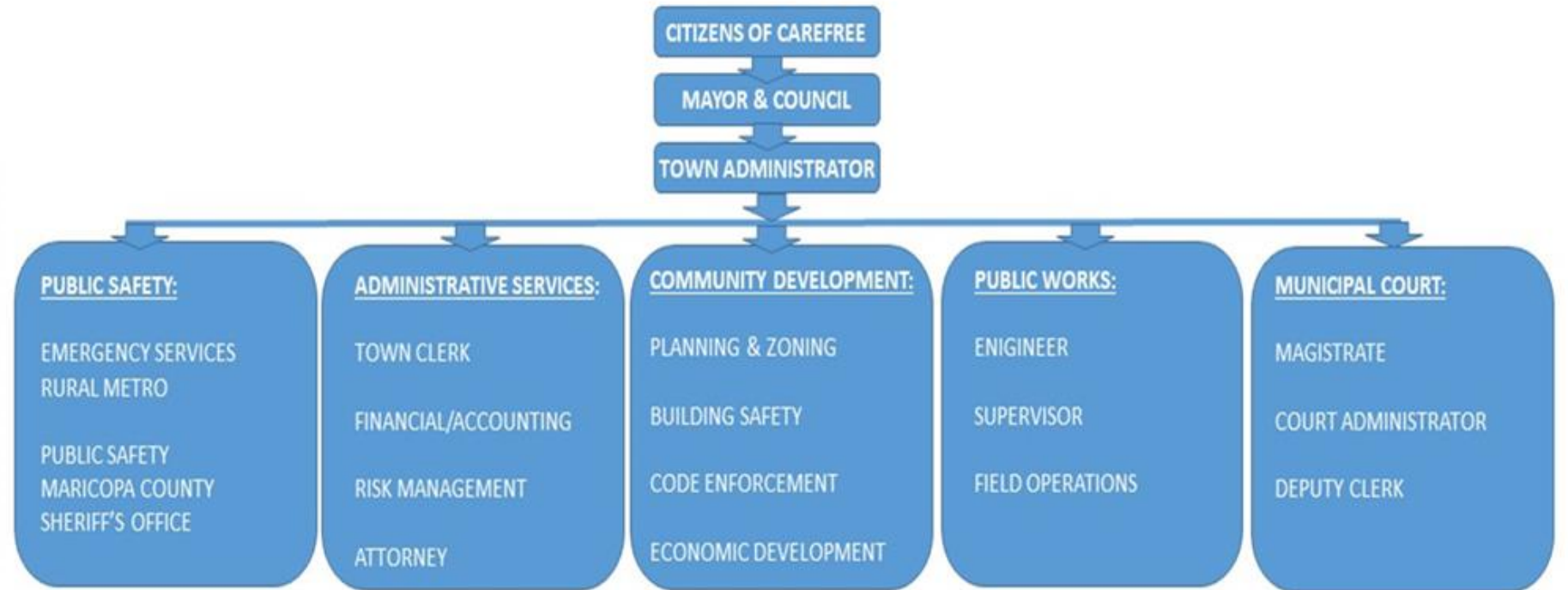
1st of 4 public meetings to discuss budget:

◦ Purpose is to:

- Review with Department Heads.
 - Workload
 - Current needs
- Discussion prioritizations for next fiscal year.
- Format
 - Conversational between staff and Council
 - Gain clarity and create common understanding of Departmental priorities/issues/concerns for the next fiscal year.
 - Identified goals and needs will help mold next fiscal year's budget



FY 21/22 – Budget Workshop



Administrative Services



Town Management (2 FTEs):

○ Role:

- Oversee daily management of Town Departments.
- Administer Town contracts.
- Submit/Manage Municipal Permits.
- Frequent meetings with Councilmembers, citizens, development interests, other regulatory and planning/development agencies.
- Write, review and/or manage all policies and regulations of the Town.

○ Workload:

- Governmental Compliance – financial, managerial, permitting.
- Infrastructure Coordination:
 - Water Acquisition
 - Streets Pavement Maintenance
 - Special Projects RFPs/RFQs
- Public Safety Advisory Committee
- Ongoing meetings with Councilmembers, citizens, development interests, other regulatory agencies.

○ Budget Impacts:

- Inflationary increases on contracts, membership dues, utilities
- Special Projects – security cameras, garden repairs



Administrative Services



Town Clerk/Treasurer (2 FTEs):

○ Role:

- Care, custody and state mandated retention of all the records, books and papers for the town, water company and cemetery.
- Election official responsible for all duties required by state statute.
- Receiving and safeguarding all monies received and keep separate records and accounts for different funds.
- Supports the Town Administrator as needed to allow him to effectively manage the Town.
- Responsible for all payroll processing and year end reporting.
- Responsible for computer hardware, network security, maintenance and server administration.
- Responsible for oversight and compliance of the yearly town audit.
- Compiling Town, Water Company and Court Audits for reporting and recording

○ Workload:

- Daily local banking, evidence of indebtedness, wire transfers, and state budget reports.
- Coordinating employee benefits, town insurance and claims as needed.
- Provide support for the Town Attorney
- Process, catalog and manage contract and state mandated document and records of historical value, minutes, ordinances, resolutions, and record retention and destruction on a timely basis.
- Weekly Accounts Payable processing, bi-Weekly payroll processing.
- Monthly accounts reconciliation and council financial reports.

○ Budget Impacts:

- New accounting software



Administrative Services



Communications (1 FTE):

○ **Role:**

- Centralize Town's communications.
- Manage all communications vehicles – digital, written and verbal platforms.
- Improve communications with all community stakeholders.

○ **Workload:**

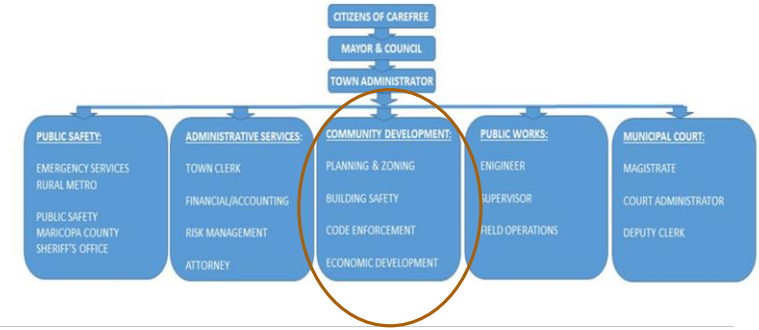
- Create newsletters to residents and businesses.
- Expand social media presence to create more community awareness of events and activities.
- Improve Town websites to provide easier navigation and updated information.
- Manage Visitor Center and use of amphitheater.

○ **Budget Impacts:**

- Marketing materials, website updates and supporting printed media.



Community Development



Planning Director and Zoning Administrator (2 FTEs):

○ Role:

- Responsible for updating and implementing the General Plan and other development-related documents.
- Recommends updates/revisions to the Zoning Ordinance, Town Code, and Subdivision Regulations often based on State mandates.
- Meets with Planning and Zoning Commissioners, Councilmembers, citizens, applicants, businesses, and property owners and other interests to discuss development plans, cases and permits, and general development opportunities in Carefree.
- Works in concert with Economic Development Division to support revenue-related initiatives involving the physical development of Carefree.
- Reviews zoning cases (administrative and public meeting/hearing), building permits (for Zoning), and right-of-way (ROW) applications, which includes inspections, field observations, and general site meetings.
- Fields zoning and development questions as well as reviews/resolves code enforcement issues with Chief Building Official and Code Enforcement Officer.
- Along with Planning Clerk, manages Planning and Zoning Division archives.
- Responsible for updates and creation of Town maps.

○ Workload:

- Processed 20 Zoning Applications, including 2 Text Amendments, which involved 11 public meetings/public hearings.
- Reviewed 162 Building Permits for compliance with the Town's Zoning Ordinance.
- Performed 125 Site Inspections over the course of the Fiscal Year, including pregrades, finals, ROW precons, and miscellaneous concerns/complaints.
- Managed Crosswalks Study (ongoing)

○ Budget Impacts:

- Consulting Services – General Plan Update, Zoning Ordinance Update, Comprehensive Sign/Circulation/Parking Plan
- Planning Archives Storage Facility
- Online Code/Ordinance Publication Fee



Community Development



Building Safety Division (1 FTE):

○ Role:

- Perform inspections and plan reviews.
- Issue building permits.
- Meet with developers, homeowners, contractors and architects to resolve complex building code issues.
- Provide safe guards for the public and property related to construction.

○ Workload:

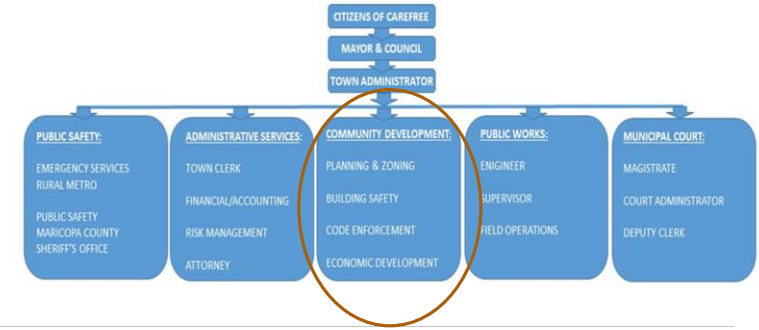
- Conducted 2,834 inspections
- Permitted over 55,000 square feet for remodeled work and 83,000 square feet of new buildings.
- Performed 917 site visits, 217 plan reviews
- Approved 23 new single-family residences, 5 new homes in plan review
- Continue to inspect Town Center Developments – the Hampton Inn and the View Townhomes.

○ Budget Impacts:

- Professional service fees (Hampton Inn and the View)
- Replace 10 year old Ford Escape (160K miles)



Community Development



ECONOMIC DEVELOPMENT



Economic Development (1 FTE):

○ Role:

- Diversify the Town's tax base to pay for existing core municipal services.
- Focus on business retention and attraction efforts.

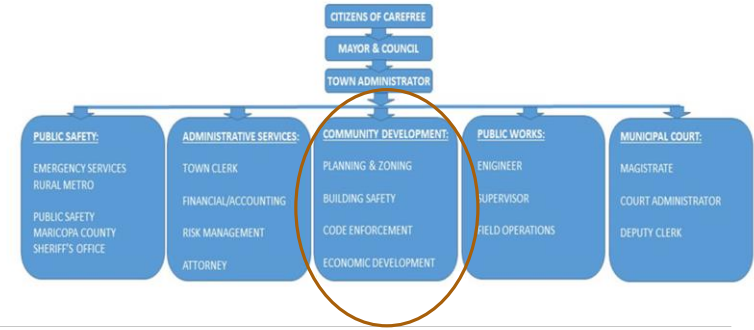
○ Workload:

- Assisted businesses to secure stimulus funds and provided alternatives to assist businesses adapt to COVID restrictions (signage, patio dining, use of pavilion).
- Work with EDTAP to review economic development initiatives.
- Manage Town Center Revitalization Plan and associated update.
- Coordinate proposed refinements to General Plan to help diversify tax base.
- Help assist in the development of marketing material.

○ Budget Impacts:

- Revitalization/redevelopment plan
- Development of master signage, circulation and parking analysis

Community Development



Code Enforcement (1 FTE):

○ **Role:**

- Investigate Complaints
- Court Duties/Bailiff
- Process business licenses & vendors certificates
- Assist front of office

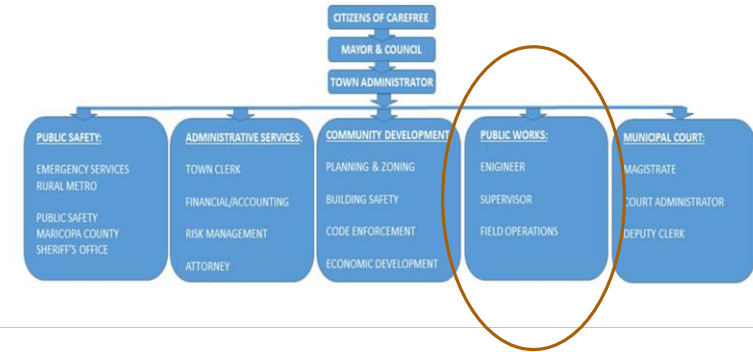
○ **Workload:**

- Processed over 350 business licenses.
- Processed over 475 vendor certificates.
- Conducted over 200 investigations.

○ **Budget Impacts:**

- Replace 10 year old Ford Escape (120K miles)

Public Works



Town Engineer (1 FTE):

○ Role:

- Oversee agency governmental compliance requirements
- Manage public infrastructure and assets
- Coordinates workload for Facilities/ROW Division

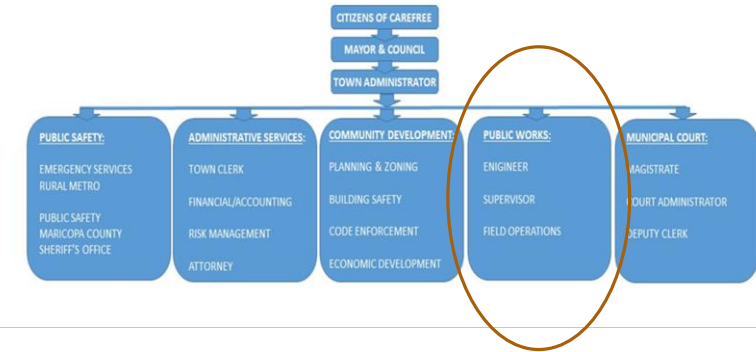
○ Workload:

- Completed MS4 compliance requirements.
- Completed and managed Dust Control permitting requirements.
- Completed numerous drainage repairs and street repairs.
- Conducted inspections for grading and drainage compliance and review plans for compliance issues.
- Oversaw over 50 rights-of-way permits.
- Managed street maintenance projects.

○ Budget Impacts:

- New Truck
- Consulting services to develop data from street maintenance program, GIS,
- New software

Public Works



Facilities/ROW(4 FTE):

○ Role:

- Maintain/repair public facilities/ROW
- Install traffic signs
- Assist in special events
- Manage and maintain equipment

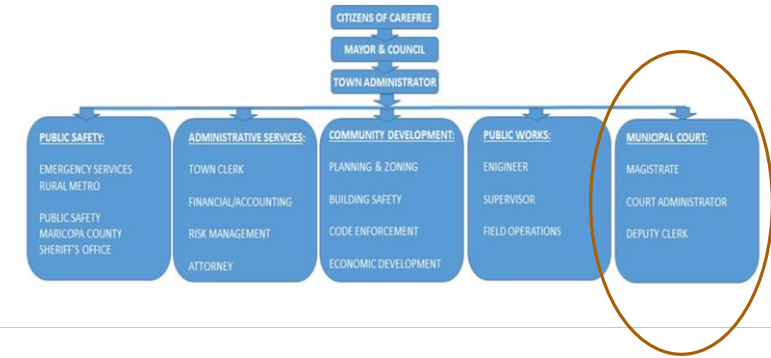
○ Workload:

- Implemented a program to efficiently use new brush chipper to better manage overgrowth of plant material along Towns rights-of-way.
- Thinned all tree canopies within the Town Center Gardens.
- Painted all walls and buildings within the Town Center Gardens.
- Built storage facility for golf cart and amphitheater chairs and tables to create space in the greenroom.
- Converted greenroom into a flexible space for visitor center, meeting space, office space and event space.
- Installed new drainage culvert in cemetery to stop erosion along driveway.
- Treated surface of amphitheater and painted floor of Splash Pad.
- Repaired all lights and electrical outlets covers within Town Center Gardens.

○ Budget Impacts:

- Repair lights in Town Center
- Repair damage in Gardens from pets
- Repair fire places
- Replacement of street signs

Consolidated Court



Court (2 FTEs):

- **Role:**
 - Process all civil and criminal citations issued in Carefree and Cave Creek
 - Respond to public inquiries
 - Maintain accurate court records
 - Distribute monies received according to statute
- **Workload:**
 - Increased citations due to change in MCSO leadership
 - Legislative changes increase inquiries from public
 - Manage daily operations often with single staff member
- **Budget Impacts:**
 - New forms due to legislative changes
 - Increased operational costs



Capital Projects



- Street Maintenance Project
- Pedestrian Crosswalks
- Signage Improvements
- Security Cameras
- Pet repairs
- Town Center Revitalization Initiatives
- Water Consolidation Project

Next Steps



<u>DATE</u>	<u>PURPOSE</u>
April 27 ^d	Budget overview of revenues & expenses
May 4 th	Tentative budget - bottom line adopted
June 1 st	Budget adoption
July 1 st	New Fiscal Year begins