



CITY OF TOLLESON

9055 W. Van Buren St., Tolleson, AZ 85353 • (623) 936-7111 • TTY users, dial 711 for Relay • www.tolleson.az.gov

**TOLLESON CITY COUNCIL MEETING AGENDA
TOLLESON CIVIC CENTER
9055 WEST VAN BUREN STREET, TOLLESON, AZ 85353
ZOOM WEBINAR ID: 840 6967 9194
TUESDAY, MAY 13, 2025
6:00 PM**

Doors open to Council Chambers at 5:45 PM for public seating. The public may be asked to temporarily relocate if an executive session occurs. The public will be invited back into Council Chambers when the Council returns from executive session.

Members of the public may also participate in the meeting via [Zoom Webinar](https://us02web.zoom.us/j/84069679194) (<https://us02web.zoom.us/j/84069679194>) with a computer or cell phone.

- A. CALL TO ORDER**
- B. INVOCATION/PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. FINAL CALL TO SUBMIT SPEAKER REQUESTS**

All citizens and interested parties wishing to speak before the Council regarding non-agenda items or during a public hearing shall fully complete a Speaker Request Form and submit the form(s) to the City Clerk prior to the meeting being convened. Citizens must complete one form for each item they want to address. Speaker Request Forms are located at the entrance of the Council Chambers. For Zoom participants, click the chat button, and enter your name and the item you would like to address. Submissions should be made no later than the Mayor announcing the "Final Call to Submit Speaker Requests". All speakers will be limited to 3 minutes unless otherwise noted by the Mayor. Speakers are not required to disclose their identities or personal information. You may also submit an online speaker request form at <https://www.tolleson.az.gov/speakerrequest> at least one hour prior to the meeting.

- E. CALL TO THE PUBLIC (NON-AGENDA ITEMS)**

This is the time for the public to comment on non-agenda items. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01.H, action taken as a result of public comment will be limited to (1) responding to criticism; (2) directing staff to review the matter; or (3) asking that a matter be put on a future agenda.



F. SCHEDULED PUBLIC APPEARANCES AND PROCLAMATIONS – FOR DISCUSSION

1. Proclamation declaring May 18-24, 2025 as Public Works Week in the City of Tolleson with the theme “People, Purpose, Presence” recognizing the dedicated efforts of public works professionals including engineers, managers, and employees who plan, build, operate, and maintain the infrastructure and services essential to the community’s health, safety, sustainability, and quality of life. – Jason Earp, Development Services Director
2. Proclamation declaring May 18-24, 2025 as Emergency Medical Services Week in the City of Tolleson with the theme “We Care. For Everyone” recognizing the dedication of EMS teams including first responders, paramedics, emergency medical technicians, dispatchers, and other out-of-hospital medical care providers who improve survival and recovery through specialized training while providing critical lifesaving care and healthcare support to the community. – Michael Young, Fire Chief
3. Introduction of New Employees:
Development Services Department – Preston Collins, Streets Maintenance Worker
Fire Department – Matthew Weaver, Battalion Chief
Employee Recognition:
Employee Resources Department – Eboni Farmer, Employee Resources Manager:
Society for Human Resource Management Certified Professional (SHRM-CP)
Designation
Human Services Department – Gloria Washburn, Human Services Specialist: Customer Service Recognition
4. Amazon Prime Air Drone Delivery

G. BUSINESS FROM THE FLOOR – PUBLIC HEARINGS AND ACTION ITEMS

1. Public Hearing – Soliciting comments from interested parties in reference to Use Permit Application #25040001 as submitted by Michael Muniz, on behalf of the owner, Paul Mascola/Take 5 Oil Change, for the construction of a new 1,700 sq. ft., 3-bay oil change building with a total of 14 parking spaces, to be located at 425 North 99th Avenue, Tolleson, Arizona. The site, APN 102-53-354, is approximately 26,136 square feet and is zoned General Commercial (C-2). (Take 5 Oil Change)

Council Action: Approve/Deny Use Permit Application #25040001. (Development Services Department)

H. CONSENT AGENDA – ACTION ITEMS

Items on the Consent Agenda are of a routine nature and are intended to be acted upon in one motion. Council Members may pull items from Consent if they would like them considered separately.

1. Approve Regular City Council Meeting Minutes of April 22, 2025. (City Clerk Department)
2. Approve Claims and Bills Report for the period of April 16, 2025 to May 6, 2025. (Finance Department)
3. Approve the First Amendment to the Magistrate Agreement between the City of Tolleson and John Lamb, Presiding Magistrate, to provide cost of living adjustments and sick leave accruals consistent with those provided to all other City employees. The amendment confirms that the Presiding Magistrate will receive cost of living adjustments in alignment with City employees and modifies sick leave accrual to reflect City standards. (Employee Resources Department)
4. Approve amendments to the City of Tolleson Employee Handbook to clarify leave accruals and unpaid status within the Leaves and Absences Policy, and adopt standalone Family and Medical Leave and Military Leave policies outlining eligibility, duration, and job protections. (Employee Resources Department)
5. Adopt Resolution No. 2601 of the Mayor and Council of the City of Tolleson, Arizona, authorizing the submission of a grant proposal to the Tohono O’odham Nation relating to economic development and other priority areas established by the Nation, and authorizing the acceptance of any resulting grant. (Development Services Department)

I. REGULAR AGENDA – ACTION ITEMS

1. Adopt/Deny Ordinance No. 620 N.S. of the Mayor and Council of the City of Tolleson, Arizona, amending the Code of Tolleson, Arizona, Chapter 12 Land Usage, Article 12.1 Building Regulations; Construction, international codes by repealing and replacing Section 12-1-20 Adoption; declaring the “City of Tolleson International Building Codes, May 13, 2025” a public record; adopting the “City of Tolleson International Building Codes, May 13, 2025” by reference; all related to the adoption of updated International Building Codes including the International Building Code, 2024 edition; the International Residential Code, 2024 edition; the International Existing Building Code, 2024 edition; the National Electrical Code, 2023 edition; International Mechanical Code, 2024 edition; the International Plumbing Code, 2024 edition; International Fuel Gas Code, 2024 edition; and the International Energy Conservation Code, 2024 edition; providing for severability; providing for penalties; and setting an effective date of July 1, 2025. (Development Services Department)
2. Adopt/Deny Resolution No. 2600 of the Mayor and Council of the City of Tolleson, Maricopa County, Arizona, adopting the tentative estimates of the amounts required for the public expense for the City of Tolleson for Fiscal Year 2026; adopting a Tentative Budget in the amount of \$233,685,526; setting forth the receipts and amount estimated collectible for the fiscal year; the various purposes; giving notice of

the time for the hearing of taxpayers, for adoption of the budget and for fixing tax levies. (Finance Department)

3. Approve/Deny funding recommendations from the Community Grant Council Subcommittee for the City of Tolleson 2025 Community Grant Program, as follows:
Cornerstone Community Development Corp. (Mercy House Community Center): \$5,000
Dress for Success Phoenix: \$5,000
Helping Families in Need: \$5,000
Homeless Youth Connection, Inc.: \$5,000
Mission of Mercy, Inc.: \$5,000
Sounds of Autism: \$5,000
Teen Lifeline: \$5,000
Valley of the Sun Young Men's Christian Association: \$5,000
The City of Tolleson Community Grant Program provides direct monetary grants to help nonprofit organizations with projects and activities that provide health and human services which improve the quality of life for Tolleson residents. (Community Grant Subcommittee)

J. WORK STUDY AND PRESENTATIONS – FOR DISCUSSION

1. Discussion on Proposed Cooling and Heating Ordinance – Requested by Vice Mayor Jimmy Davis | Presented by Jason Earp, Development Services Director

K. MAYOR AND CITY MANAGER'S REPORT OF CURRENT EVENTS – FOR DISCUSSION

L. ADJOURNMENT

Pursuant to A.R.S. § 38-431.01 and A.R.S. § 38-431.02, notice is hereby given to the members of the Tolleson City Council and to the general public that the Council of the City of Tolleson will hold a meeting open to the public. Council Members of the City of Tolleson will attend by telephone/video conference call.

Note: The City Council of the City of Tolleson, by a duly passed motion, may vote in public session to adjourn to executive session on any agenda item in conformation with A.R.S. § 38.431.03 for legal advice from the City Attorney.

Zoom's live transcription feature can provide automatic captioning by clicking on the Closed Caption (CC) button during the meeting.

THE CITY OF TOLLESON ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES. With at least two business days advance notice, accommodations can be provided at this meeting for individuals with vision, hearing and/or speech disabilities, including a transcriber, large print, an interpreter, an assistive listening device, etc. Please call the City Clerk at (623) 936-7111, or TTY users may dial 711 for Arizona Relay Service (AZRS), to request an accommodation to participate in this public meeting. The

City will try its best to accommodate any last minute requests.

LA CIUDAD DE TOLLESON SE ESFUERZA PARA HACER TODAS LAS REUNIONES PÚBLICAS ACCESIBLE PARA INDIVIDUOS CON DISCAPACIDADES. Con al menos dos días laborables de previo aviso, se pueden proporcionar adaptaciones en esta reunión para personas con discapacidades visuales, auditivas o del habla, incluido un transcriptor, letra grande, un intérprete, un dispositivo de asistencia auditiva, etc. Llame a la Secretaría Municipal al (623) 936-7111, o los usuarios de TTY pueden marcar 711 para el Servicio de Retransmisión de Arizona (AZRS), para solicitar un alojamiento para participar en esta reunión pública. La Ciudad hará todo lo posible para satisfacer cualquier solicitud de último minuto.

Prerequisites for attending Zoom Webinars (one required):

1. Zoom Desktop Client: Navigate to the [Zoom website \(https://zoom.us/\)](https://zoom.us/) in your internet browser. At the top-right of the page, click Resources and then click Download Center. Under Zoom Desktop Client, click the Download button.
 - a. Open the Zoom desktop client and sign in
 - b. Click the Home tab and then Join
 - c. Enter Meeting ID: 840 6967 9194 and enter your full name
 - d. Connect audio and/or video and select Join
2. Zoom Mobile App with Cell Phone or Tablet: Download the Zoom - One Platform to Connect App in either the App Store for iOS or Google Play for Android.
 - a. Select Join Meeting
 - b. Enter Meeting ID: 840 6967 9194
 - c. Enter your full name and select Join
 - d. Enter your screen name and email address and select Continue
 - e. Join Audio with Wi-Fi or Cellular Data
3. Web client/browser: Google Chrome, Internet Explorer, Firefox and Safari on a computer.
 - a. Go to the [Zoom website \(https://zoom.us/\)](https://zoom.us/)
 - b. Enter Meeting ID: 840 6967 9194
 - c. Click Open Zoom Meetings or Join (depending on browser)
 - d. Enter your full name and click Join Audio by Computer
4. Alternate Option via Telephone with Audio Only:
 - a. Dial 253-215-8782
 - b. Enter Meeting ID: 840 6967 9194 and press #
 - c. Enter Participate ID and press #, or press # to continue

For technical support or questions in accessing the meeting, please email the [Information Technology Department \(ITsupport@tolleson.az.gov\)](mailto:ITsupport@tolleson.az.gov) or call Zoom Support at 888-799-9666.

Posted on May 8, 2025.



Proclamation

Public Works Week

May 18-24, 2025

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of the City of Tolleson; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment, and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Tolleson to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works (Utilities, Field Operations, and Development Services Departments) and public works programs in their respective communities; and

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW, THEREFORE, I, Juan F. Rodriguez, by virtue of the authority vested in me as Mayor of the City of Tolleson, Arizona, do hereby proclaim May 18-24, 2025 as Public Works Week in the City of Tolleson, with the theme, "People, Purpose, Presence," urging all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.



Juan F. Rodriguez, Mayor

ATTEST: _____

Crystal Zamora, City Clerk



Proclamation

EMS Week

May 18-24, 2025

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services fills healthcare gaps by providing important, out-of-hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, I, Juan F. Rodriguez, by virtue of the authority vested in me as Mayor of the City of Tolleson, Arizona, do hereby proclaim May 18-24, 2025 as EMS Week in the City of Tolleson, with the theme, "We Care. For Everyone," encouraging the community to observe this week with appropriate programs, ceremonies, and activities in honor of the EMS profession and the essential service it provides.



Juan F. Rodriguez, Mayor

ATTEST: _____
Crystal Zamora, City Clerk



CITY COUNCIL REPORT

SUBJECT: Take 5 Oil Change Use Permit

MEETING DATE: May 13, 2025

TO: Mayor and Council

FROM: Chris Hamilton, City Engineer

REVIEWED: Reyes Medrano Jr., City Manager

PURPOSE:

City Council will consider the approval of Use Permit Application #24040001 as submitted by Michael Muniz, on behalf of the owner, Paul Mascola/Take 5 Oil Change, for the construction of a new 1,700 sq. ft., 3-bay oil change building with a total of 14 parking spaces, to be located at 425 North 99th Avenue, Tolleson, Arizona. The site, APN 102-53-354, is approximately 26,136 square feet and is zoned General Commercial (C-2).

BACKGROUND:

The public hearing notice was published in the Arizona Republic on April 25, 2025. A mailing notice was sent to property owners within 300 feet of the property at least 15 days prior to the public hearing. The site, comprised of APN 102-53-354, is approximately 26,037 square feet and zoned General Commercial (C-2).

DISCUSSION:

The use permit documents have been reviewed and approved City Engineer Hamilton. Please refer to the applicant's submittal for further information on this proposal.

BUDGET IMPACT:

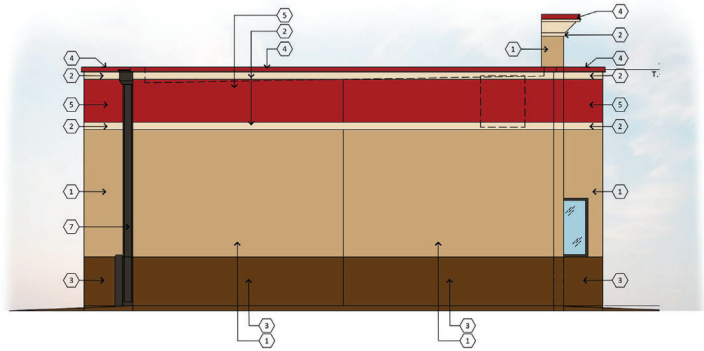
This item has no additional budget impact.

RECOMMENDATION:

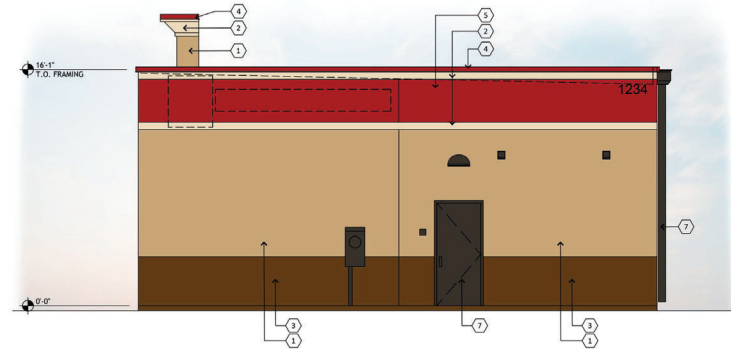
Staff recommends the City Council approve Take 5 use permit.

ATTACHMENTS:

1. Take 5 Oil Change Use Permit - 425 N. 99th Ave.
2. Affidavit of Posting - 425 N. 99th Ave.



1 PROPOSED EXTERIOR SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



3 PROPOSED EXTERIOR NORTH ELEVATION
SCALE: 1/4" = 1'-0"



2 PROPOSED EXTERIOR EAST ELEVATION
SCALE: 1/4" = 1'-0"



4 PROPOSED EXTERIOR WEST ELEVATION
SCALE: 1/4" = 1'-0"

MATERIALS & COLORS

- | | |
|---|---|
| 1 PAINTED STUCCO:
FINISH: SMOOTH
MFG: SHERWIN WILLIAMS
COLOR: SW 7033 "STONEBRIAR" | 5 PAINTED STUCCO:
FINISH: SMOOTH
MFG: SHERWIN WILLIAMS
COLOR: SW 6571 "POSITIVE RED" |
| 2 PAINTED STUCCO:
FINISH: SMOOTH
MFG: SHERWIN WILLIAMS
COLOR: SW 7033 "STONEBRIAR" | 6 STOREFRONT MULLIONS:
MFG: PAC CLAD
COLOR: "DARK BRONZE" |
| 3 PAINTED STUCCO:
FINISH: SMOOTH
MFG: SHERWIN WILLIAMS
COLOR: SW 6097 "STURDY BROWN" | 7 PAINTED METALS:
MFG: PAC CLAD
COLOR: "DARK BRONZE" |
| 4 PAINTED METAL COPING:
MFG: SHERWIN WILLIAMS
COLOR: SW 6571 "POSITIVE RED" | |

* SIGNAGE TO BE APPROVED BY SEPARATE PERMIT



TAKE 5 OIL CHANGE
NEC 99TH AVENUE AND VANBUREN STREET
TOLLESON, AZ
DATE: 03/25/2025

CEL-1

RKAA# 24321.00

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CITY OF TOLLESON

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AFFIDAVIT OF POSTING

On April 24, 2025, I, Ken Hernandez certify that the following public notice was posted on the property per A.R.S. § 9-462.04:

NOTICE OF PUBLIC HEARINGS

CITY OF TOLLESON

NOTICE IS HEREBY GIVEN that the City of Tolleson Planning and Zoning Commission will conduct a **PUBLIC HEARING** on **TUESDAY, MAY 13, 2025** beginning at **5:00 PM** in the Council Chambers at the Tolleson Civic Center, 9055 West Van Buren Street, Tolleson, Arizona 85353, and via Zoom Webinar at <https://zoom.us/j/83763983293> or via telephone at 1-253-215-8782 (Meeting ID: 837 6398 3293).

Additionally, the City of Tolleson Mayor and Council will conduct a **PUBLIC HEARING** during a Regular City Council Meeting scheduled on **TUESDAY, MAY 13, 2025** beginning at **6:00 PM** in the Council Chambers at the Tolleson Civic Center, 9055 West Van Buren Street, Tolleson, Arizona 85353, and via Zoom Webinar at <https://us02web.zoom.us/j/84069679194> or via telephone at 1-253-215-8782 (Meeting ID: 840 6967 9194), for the purpose of:

Soliciting comments from interested parties in reference to Use Permit Application #25040001 as submitted by Michael Muniz, on behalf of the owner, Paul Mascola/Take 5 Oil Change, for the construction of a new 1,700 sq. ft., 3-bay oil change building with a total of 14 parking spaces, to be located at 425 North 99th Avenue, Tolleson, Arizona. The site, APN 102-53-354, is approximately 26,136 square feet and is zoned General Commercial (C-2). (Take 5 Oil Change)

Published in the Arizona Republic on April 25, 2025.

KHERNANDEZ

Ken Hernandez, Code Compliance Officer

THE CITY OF TOLLESON

WILL CONDUCT A PUBLIC HEARING REGARDING



NOTICE OF PUBLIC HEARINGS

CITY OF TOLLESON

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Published in the Arizona Republic on April 25, 2025.

AT TOLLESON CITY HALL • 9055 W. VAN BUREN STREET
PUBLIC NOTICE PUBLIC NOTICE





CITY COUNCIL REPORT

SUBJECT: Regular City Council Meeting Minutes of April 22, 2025

MEETING DATE: May 13, 2025

TO: Mayor and Council

FROM: Crystal Zamora, City Clerk

REVIEWED: Reyes Medrano Jr., City Manager

PURPOSE:

The City Clerk Department is requesting the approval of the Regular City Council Meeting Minutes of April 22, 2025.

BACKGROUND:

It is the public policy of the State of Arizona that meetings of public bodies be conducted openly and that notices and agendas be provided for such meetings which contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided. Minutes serve a historical purpose, but just as important, they serve a legal purpose, documenting Council's adherence to the proper procedures, city code and state law. The approved minutes are a permanent record.

DISCUSSION:

The minutes provide an outlet for residents to connect with the City of Tolleson in order to stay informed of Mayor and Council's actions, and they are posted on the City's website and filed in the City Clerk's Office. Transcription is provided in order to facilitate communication accessibility and may not be a totally verbatim record of the proceedings.

BUDGET IMPACT:

This item has no additional budget impact.

RECOMMENDATION:

Staff recommends the City Council approve the Regular City Council Meeting Minutes of April 22, 2025.

ATTACHMENTS:

1. 04 22 25 City Council Meeting Minutes



CITY OF TOLLESON

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**TOLLESON CITY COUNCIL MEETING ACTION MINUTES
TOLLESON CIVIC CENTER
9055 WEST VAN BUREN STREET, TOLLESON, AZ 85353
ZOOM WEBINAR ID: 840 6967 9194
TUESDAY, APRIL 22, 2025
6:00 PM**

Doors open to Council Chambers at 5:45 PM for public seating. The public may be asked to temporarily relocate if an executive session occurs. The public will be invited back into Council Chambers when the Council returns from executive session.

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A. CALL TO ORDER

Mayor Rodriguez called the Tolleson City Council Meeting to order at 6:00 PM.

B. INVOCATION/PLEDGE OF ALLEGIANCE

The Invocation was delivered by City Attorney Pierce, and the Pledge of Allegiance was led by Council Member Gámez.

C. ROLL CALL

City Council: Mayor Juan Rodriguez, Vice Mayor Jimmy Davis, Council Members Christine Chavira, Clorinda Erives, Adolfo Gámez and Cruzita Mendoza.

Council Member Linda Laborin was absent.

Department Directors: City Manager Reyes Medrano Jr., Deputy City Manager/Employee Resources Director Wendy Jackson, Chief Financial Officer Kevin Artz, Chief Preparedness/Human Services Director Officer George Good, Chief Technical Officer Steve Holliday, City Clerk Crystal Zamora, Development Services Director Jason Earp, Field Operations/Parks & Recreation Director Randy Babchuk, Fire Chief Michael Young, Library Director Mandy Carrico and Utilities Director Jamie McCracken.

City Representative: City Attorney Justin Pierce

D. FINAL CALL TO SUBMIT SPEAKER REQUESTS



All citizens and interested parties wishing to speak before the Council regarding non-agenda items or during a public hearing shall fully complete a Speaker Request Form and submit the form(s) to the City Clerk prior to the meeting being convened. Citizens must complete one form for each item they want to address. Speaker Request Forms are located at the entrance of the Council Chambers. For Zoom participants, click the chat button, and enter your name and the item you would like to address. Submissions should be made no later than the Mayor announcing the “Final Call to Submit Speaker Requests”. All speakers will be limited to 3 minutes unless otherwise noted by the Mayor. Speakers are not required to disclose their identities or personal information. You may also submit an online speaker request form at <https://www.tolleson.az.gov/speakerrequest> at least one hour prior to the meeting.

E. CALL TO THE PUBLIC (NON-AGENDA ITEMS)

This is the time for the public to comment on non-agenda items. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01.H, action taken as a result of public comment will be limited to (1) responding to criticism; (2) directing staff to review the matter; or (3) asking that a matter be put on a future agenda.

F. SCHEDULED PUBLIC APPEARANCES AND PROCLAMATIONS – FOR DISCUSSION

1. Proclamation declaring April 2025 as Autism Acceptance Month in the City of Tolleson, promoting inclusion, celebrating neurodiversity, and honoring the unique contributions of individuals with autism, as well as the families, caregivers, and advocates who support them. – Wendy Jackson, Deputy City Manager/Employee Resources Director

Mayor Rodriguez proclaimed April 2025 as Autism Acceptance Month in the City of Tolleson.

2. Proclamation declaring May 5–9, 2025 as Teacher Appreciation Week in the City of Tolleson, honoring the dedication and impact of educators who inspire and guide our youth, and acknowledging those preparing to become tomorrow’s teachers, whose commitment shapes the future of our community. – Mandy Carrico, Library Director

Mayor Rodriguez proclaimed May 5–9, 2025 as Teacher Appreciation Week Month in the City of Tolleson.

3. Introduction of New Employees:
Library Department – Karina Caraveo, Management Support Technician (Passport Technician)
Employee Recognition:
Development Services Department – Ruby Arvizu, Management Support Specialist:
International Code Council (ICC) Permit Technician Certification

G. BUSINESS FROM THE FLOOR – PUBLIC HEARINGS AND ACTION ITEMS

H. CONSENT AGENDA – ACTION ITEMS

Items on the Consent Agenda are of a routine nature and are intended to be acted upon in one motion. Council Members may pull items from Consent if they would like them considered separately.

1. Approve Regular City Council Meeting Minutes of April 8, 2025. (City Clerk Department)
2. Approve Claims and Bills Report for the period of April 2, 2025 to April 15, 2025. (Finance Department)
3. Authorize City Manager to enter into a Professional Services Agreement between the City of Tolleson and Blue Cross Blue Shield of Arizona for the administration of dental insurance benefits for eligible City employees and their dependents, and authorize the City Manager to execute and deliver said Agreement. The annual aggregate amount for this Agreement shall not exceed \$400,000. This Agreement shall remain in full force and effect from July 1, 2025 until June 30, 2027. (Employee Resources Department)

Council Member Gámez moved to approve Consent Agenda items 1. through 3.; the motion was seconded by Council Member Erives. The motion carried 6 to 0.

Mayor Rodriguez – Aye

Vice Mayor Davis – Aye

Council Member Chavira – Aye

Council Member Erives – Aye

Council Member Gámez – Aye

Council Member Mendoza – Aye

I. REGULAR AGENDA – ACTION ITEMS

1. Adopt/Deny Ordinance No. 619 N.S. of the Mayor and City Council of the City of Tolleson, Arizona, adopting the April 29, 2024 City of Tolleson Wastewater Treatment Plant local limits evaluation report and the final proposed local limits contained therein; providing for repeal of conflicting ordinances; providing for severability; providing for incorporation of exhibits; and declaring an emergency. (Utilities Department)

Vice Mayor Davis moved to adopt Ordinance No. 619 N.S.; the motion was seconded by Council Member Chavira. The motion carried 6 to 0.

Mayor Rodriguez – Aye

Vice Mayor Davis – Aye

Council Member Chavira – Aye

Council Member Erives – Aye

Council Member Gámez – Aye

Council Member Mendoza – Aye

2. Discuss and consider the appointment and/or reappointment of the City of Tolleson's Primary and Alternate Representatives to the Maricopa County Community Development Advisory Committee (CDAC) for the term beginning July 1, 2025, and ending June 30, 2027. Currently, Council Member Erives is the Primary Representative, and Council Member Gámez is the Alternate Representative. (City Council)

Vice Mayor Davis moved to reappoint Council Member Erives as the Primary Representative and Council Member Gámez as the Alternate Representative for CDAC; the motion was seconded by Council Member Gámez. The motion carried 6 to 0.

Mayor Rodriguez – Aye

Vice Mayor Davis – Aye

Council Member Chavira – Aye

Council Member Erives – Aye

Council Member Gámez – Aye

Council Member Mendoza – Aye

3. Approve/Deny First Amendment to the Design-Build Agreement between the City of Tolleson and Haydon Companies, LLC, in the amount of \$713,561, for continued pre-construction phase services related to the 91st Avenue Pedestrian Bridge project, including revised design intervals and deliverables for 60%, 90%, and 100% Construction Documents and budget, as outlined in the updated scope of work and fee schedule. (Development Services Department)

Vice Mayor Davis moved to approve the First Amendment to the Design-Build Agreement; the motion was seconded by Council Member Chavira. The motion carried 6 to 0.

Mayor Rodriguez – Aye

Vice Mayor Davis – Aye

Council Member Chavira – Aye

Council Member Erives – Aye

Council Member Gámez – Aye

Council Member Mendoza – Aye

4. Authorize City Manager to enter into a Professional Services Agreement between the City of Tolleson and Blue Cross Blue Shield of Arizona for medical insurance benefits for eligible City employees and their dependents, and authorize the City Manager to execute and deliver said Agreement. The annual aggregate amount for this Agreement shall not exceed \$6 million. This Agreement shall remain in full force and effect from July 1, 2025 until June 30, 2027, with an option to renew for one additional year. (Employee Resources Department)

Council Member Gámez moved to authorize the City Manager to enter into a Professional Services Agreement with Blue Cross Blue Shield of Arizona; the motion was seconded by Council Member Erives. The motion carried 6 to 0.

Mayor Rodriguez – Aye

Vice Mayor Davis – Aye

Council Member Chavira – Aye

Council Member Erives – Aye

Council Member Gámez – Aye

Council Member Mendoza – Aye

J. WORK STUDY AND PRESENTATIONS – FOR DISCUSSION

1. FY 2026 Third Budget Work Study – Kevin Artz, Chief Financial Officer

K. MAYOR AND CITY MANAGER’S REPORT OF CURRENT EVENTS – FOR DISCUSSION

1. Community Events Update – Randy Babchuk, Field Operations/Parks & Recreation Director
2. The Tolleson Civic Center will be temporarily closed on Wednesday, May 7, 2025, from 10:30 AM to 1:30 PM to allow City staff to participate in an internal employee event.

L. CONVENE INTO EXECUTIVE SESSION

1. Motion to go into executive session.

Vice Mayor Davis moved to convene into executive session at 7:45 PM; the motion was seconded by Council Member Erives. The motion carried 6 to 0.

Mayor Rodriguez – Aye

Vice Mayor Davis – Aye

Council Member Chavira – Aye

Council Member Erives – Aye

Council Member Gámez – Aye

Council Member Mendoza – Aye

2. Convene into an executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) to receive legal advice and discuss and consult with the City Attorney regarding the City’s position relating to negotiations for a development agreement.

M. RECONVENE INTO PUBLIC MEETING

N. ADJOURNMENT

Council Member Chavira moved to adjourn the Regular City Council Meeting at 8:00 PM; the motion was seconded by Council Member Gámez. The motion carried 6 to 0.

Mayor Rodriguez – Aye

Vice Mayor Davis – Aye
Council Member Chavira – Aye
Council Member Erives – Aye
Council Member Gámez – Aye
Council Member Mendoza – Aye

Pursuant to A.R.S. § 38-431.01 and A.R.S. § 38-431.02, notice is hereby given to the members of the Tolleson City Council and to the general public that the Council of the City of Tolleson will hold a meeting open to the public. Council Members of the City of Tolleson will attend by telephone/video conference call.

Note: The City Council of the City of Tolleson, by a duly passed motion, may vote in public session to adjourn to executive session on any agenda item in conformation with A.R.S. § 38.431.03 for legal advice from the City Attorney.

Zoom's live transcription feature can provide automatic captioning by clicking on the Closed Caption (CC) button during the meeting.

THE CITY OF TOLLESON ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES. With at least two business days advance notice, accommodations can be provided at this meeting for individuals with vision, hearing and/or speech disabilities, including a transcriber, large print, an interpreter, an assistive listening device, etc. Please call the City Clerk at (623) 936-7111, or TTY users may dial 711 for Arizona Relay Service (AZRS), to request an accommodation to participate in this public meeting. The City will try its best to accommodate any last minute requests.

LA CIUDAD DE TOLLESON SE ESFUERZA PARA HACER TODAS LAS REUNIONES PÚBLICAS ACCESIBLE PARA INDIVIDUOS CON DISCAPACIDADES. Con al menos dos días laborables de previo aviso, se pueden proporcionar adaptaciones en esta reunión para personas con discapacidades visuales, auditivas o del habla, incluido un transcriptor, letra grande, un intérprete, un dispositivo de asistencia auditiva, etc. Llame a la Secretaría Municipal al (623) 936-7111, o los usuarios de TTY pueden marcar 711 para el Servicio de Retransmisión de Arizona (AZRS), para solicitar un alojamiento para participar en esta reunión pública. La Ciudad hará todo lo posible para satisfacer cualquier solicitud de último minuto.

City of Tolleson
Checks Recorded
Check Dates: April 2, 2025 to April 15, 2025
PAYMENTS OVER \$10,000

VENDOR NAME	GROSS AMOUNT	CHECK #	CHECK/PAYMENT DATE
SUNLAND ASPHALT & CONSTRUCTION LLC	\$ 441,177.11	184144	4/3/2025
CITY OF PHOENIX	\$ 263,036.28	184249	4/14/2025
SUNLAND ASPHALT & CONSTRUCTION LLC	\$ 157,672.92	184144	4/3/2025
AZ MUNI RISK RETENTION POOL-WC FUND	\$ 116,998.81	100436	4/4/2025
PUMP PROS INTERNATIONAL CORPORATION	\$ 90,913.91	100462	4/9/2025
BROWN AND CALDWELL	\$ 77,312.00	100454	4/9/2025
STRAIGHT ARROW CONTRACTING, LLC	\$ 69,542.14	184274	4/14/2025
HUGHES FIRE EQUIPMENT INC	\$ 66,339.05	184182	4/7/2025
DH PACE COMPANY INC	\$ 51,154.48	100474	4/11/2025
STRAIGHT ARROW CONTRACTING, LLC	\$ 46,361.43	184274	4/14/2025
C & I SHOW HARDWARE & SECURITY SYSTEM INC	\$ 38,523.99	184198	4/10/2025
WATER WORKS ENGINEERS LLC	\$ 37,702.00	100466	4/9/2025
AZ PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM	\$ 35,749.69	100470	4/11/2025
AZ PUBLIC SAFETY RETIREMENT, POLICE	\$ 34,859.74	100471	4/11/2025
CITY OF AVONDALE	\$ 34,056.30	184199	4/10/2025
HAYDON BUILDING CORP	\$ 27,489.75	184120	4/2/2025
ADVANCED ENVIRO CURE LLC	\$ 20,000.00	100449	4/9/2025
WASTE CONNECTIONS OF ARIZONA	\$ 19,699.30	184166	4/3/2025
EATON CORPORATION	\$ 19,535.66	100456	4/9/2025
ASR CONSTRUCTION GROUP LLC	\$ 17,163.24	184196	4/10/2025
PETER SHAYNE CASTELLANI	\$ 16,868.98	184115	4/2/2025
WEST YOST & ASSOCIATES INC	\$ 16,721.50	100467	4/9/2025
AZ MUNI RISK RETENTION POOL-WC FUND	\$ 16,366.42	100436	4/4/2025
ASR CONSTRUCTION GROUP LLC	\$ 14,734.92	184196	4/10/2025
ARIZONA STATE TREASURER	\$ 14,376.39	184194	4/10/2025
KIMLEY-HORN AND ASSOCIATES, INC.	\$ 13,972.20	100446	4/8/2025
STATE OF ARIZONA	\$ 12,470.00	184232	4/10/2025
TOLLESON ELEMENTARY SCHOOL DIST.#17	\$ 11,520.00	184173	4/7/2025
UNITED SALES AGENCY LLC	\$ 10,932.49	100465	4/9/2025
MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT	\$ 10,774.50	184125	4/2/2025
AZ MUNI RISK RETENTION POOL-WC FUND	\$ 10,386.57	100436	4/4/2025
ARIZONA BOUNCE AROUND, INC.	\$ 10,150.30	184150	4/3/2025

Post-Production File

City of Tolleson
City Council Meeting Minutes
April 22, 2025

Transcription Provided By:
eScribers, LLC

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Transcription is provided in order to facilitate communication accessibility and may not
be a totally verbatim record of the proceedings.

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MAYOR RODRIGUEZ: Okay. Good evening everybody. I am Mayor Juan F. Rodriguez. Today is April 22nd, and I would like to call the City Council meeting to order. I already did the gavel, so I got ahead of myself. We want the invocation and pledge of Allegiance.

City Attorney, will you please provide the invocation?

And council member Gamez, will you please lead us in the pledge?

PIERCE: Okay, Mayor. Our beloved father who art in heaven, we are so very grateful to meet together this evening to exercise our -- our freedoms and rights to self-governance. We're grateful for this council, and pray that that would bless them with wisdom. Please bless those that are not here, those that may not be feeling well that they will recover quickly, and be returned to full health. We pray for, again, those that that protect us each day, that they will also be protected and be able to return to their families. Please bless us to be able to show kindness one for -- one to another in the spirit of brother and sisterhood, that should -- should abound. And we pray for these things in the name of Jesus Christ. Amen.

ALL: Amen. I pledge allegiance to the flag of the United States of America and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

MAYOR RODRIGUEZ: All right. Thank you, both. And yes, roll call. Please let the record reflect that all council members are present, with the exception of Vice Mayor Davis and Councilwoman Laborin. Hopefully, they feel better and can join us shortly here.

GAMEZ: There's Jimmy.

MAYOR RODRIGUEZ: Talking about Jimmy, let the record reflect that council member -- or Vice-Mayor Jimmy Davis just walked in, and is strolling up to the dais now, as we speak. So the only one that is not present here today is Council woman Laborin. Jimmy, welcome.

All right. Now is the final call to -- to submit speaker requests to the city clerk. All speakers will be limited to three minutes for comments only. Actions taken as a result of public comments will be limited to, one, responding to criticism; two, directing staff

to review the matter; or three, asking that a matter be put on a future agenda.

City Clerk do we have any speaker request forms at this time?

ZAMORA: We do not, Mayor.

MAYOR RODRIGUEZ: All right. Moving on to E, it is now Call to the Public. City Clerk, do we have any submissions for call to the public?

ZAMORA: We do not.

MAYOR RODRIGUEZ: All right. Moving on to F, Scheduled Public Appearances and Proclamations - For Discussion. I believe we have two today. Yes, we do. So let's start with number 1. Proclamation declaring April 2025 as Autism Acceptance Month in the City of Tolleson, promoting inclusion, celebrating neurodiversity, and honoring the unique contributions of individuals with autism, as well as the families, caregivers, and advocates who support them.

Deputy City Manager Jackson, will you say a few words regarding this proclamation?

JACKSON: Yes. Thank you. Good evening, Mr. Mayor, members of council. This evening, we proudly recognize Autism Acceptance Month, and reaffirm our commitment to inclusion and understanding. One year ago, the City achieved its autism center designation milestone, and it made it possible by the dedication of our team, with over 95 percent of our employees completing specialized training to better serve all individuals with neurodiverse needs.

This achievement reflects our values as a compassionate, forward thinking city, and strengthens our mission to build a community where everyone feels seen, respected, and empowered. We also would like to acknowledge our valuable -- the valuable contributions of Ebony Farmer (phonetic), our employee resources manager, whose efforts helped drive this initiative forward and supported the City's path towards greater inclusivity. Thank you.

MAYOR RODRIGUEZ: Well, thank you. So now, therefore, I, Mayor Juan F. Rodriguez, do hereby proclaim April 2025 as Autism Acceptance Month in the City of Tolleson be proclaimed. And now it's the fun part of the council agenda where we get to take a picture, since most of us, if not all of us, are wearing blue, and I have this really nice

proclamation. So do we have somebody -- or -- okay. Take your time. We're here all night. So let's do the traditional stand and --

UNIDENTIFIED SPEAKER: And Reyes has blue.

MAYOR RODRIGUEZ: Reyes -- you got blue, also, Reyes. Look at our -- our city -- our city attorney has blue on.

UNIDENTIFIED SPEAKER: Excellent. Join us.

MAYOR RODRIGUEZ: Be better if it was up here.

GAMEZ: So you don't have blue on.

MAYOR RODRIGUEZ: Just called her out.

ERIVES: Nice job, Crystal. Get them.

GAMEZ: I like your tie, brother.

MAYOR RODRIGUEZ: And then, our -- our finance CFO has blue on, also.

GAMEZ: Light blue.

MAYOR RODRIGUEZ: Come on.

GAMEZ: Come on, now. It's not going to cost you anything.

MAYOR RODRIGUEZ: Think of it as exercise, all the steps you guys are getting in walking up here.

GAMEZ: All right.

JACKSON: Beautiful.

MAYOR RODRIGUEZ: Wendy, there you go.

JACKSON: Thank you.

MAYOR RODRIGUEZ: Thank you.

UNIDENTIFIED SPEAKER: Enlarge it.

MAYOR RODRIGUEZ: I know that's weird. You know how they are.

So -- okay. Thank you, everybody, for participating. We're going to move on to proclamation number 2. We're going to declare May 5th through the 9th as Teacher Appreciation Week in the City of Tolleson, honoring the dedication and impact of educators who inspire and guide our youth, and acknowledge those preparing to become tomorrow's teachers whose commitment to shape the future of our

community.

So our library director, Carrico, will say a few words regarding this proclamation.

CARRICO: Good evening, Mayor, Vice-Mayor, and council. We would like to honor the heart and soul of our education system, our teachers. As we proclaim this as Teacher Appreciation Week, we pause to recognize the dedication, compassion, and tireless efforts of those who shape the minds and hearts of future generations.

Teachers are more than just educators. They are mentors, they're role models, they're champions of hope. They inspire curiosity, encourage resilience, and spark the confidence that empowers students to dream big. And every lesson taught in every moment of encouragement, teachers have -- teachers leave a lasting imprint on the lives of their students and the strength of our community.

This week, and every week, we extend our deepest gratitude to the educators who go above and beyond, often behind the scenes, to create safe, inclusive, and dynamic learning environments. Your impact reaches far beyond the classroom walls. I want to also extend a special thank you to the council members who serve, or have served in education roles for the service of their community. And let's proclaim May 5th through May 9th Teacher Appreciation Week.

MAYOR RODRIGUEZ: Okay. I'll take that one on. But before I do proclaim it, I will have to say that I love teachers. I say that because I've been inspired by some of the best of them, and I happen to be married to one. So if I don't, I kind of get in trouble, so teachers are awesome.

All right, so with that being said I, Mayor Juan F. Rodriguez, do hereby proclaim April 2025 -- wait a minute. Am I on the right one? Oh. May 5th through the 9th, 2025, as Teacher Appreciation Week in the City of Tolleson, be it proclaimed.

Now, as in years past, are we going to be providing teachers of the two schools in the high school lunch?

CARRICO: We are, yes.

MAYOR RODRIGUEZ: Okay. So just so you know, the -- the little thank you letters on behalf of the council and staff, and we provide a meal for every teacher that service the

two elementary schools and the high school here in Tolleson, so -- as a token of our appreciation for all their efforts. So thank you for -- staff for carrying that out. I know every year, I get thank yous from the teachers. Oh, that was awesome. And usually, we go to Honey Baked Ham, or wherever we go, but they're -- they're really appreciative, so -- all right.

Number 3 is my favorite, because I just get to turn it over to Reyes. Introduction of new employees.

City Manager Reyes Medrano, you have the floor, sir.

MEDRANO: Council, this is one of my favorite parts of the job. Anytime we're able to find someone that just oozes commitment to serving people, we are all ecstatic, regardless of the position. Got a note from the city manager of Surprise, who's a good friend of mine, Bob Wingenroth, asking me to make sure that I went down and met this person on their first day, because he knows the family very well; they work in surprise. So we asked Ms. Karina Caraveo to come up to our leadership team meeting to meet the whole team, and she just overwhelmed us with her incredible personality, incredible kindness, and she will be in charge of our passport program, so I couldn't think of a better choice. So thank you for choosing Tolleson.

CARAVEO: (Indiscernible).

MAYOR RODRIGUEZ: Awesome. Welcome. Thanks for coming in.

MEDRANO: And another equally as vibrant a personality that I've been blessed to work with for -- how long now, Ruby? How long have you been with us? Two-and-a-half years. She was upstairs with us for a very long time. Not the same upstairs, but we -- I know where to find her when I -- I need a laugh. But Ruby Arvizu recently earned the International Code Council Permit Technician certification. Congratulations, Ruby. I'm going to do this one. It's not on our agenda, but I've been waiting for the appropriate time to make sure that he was here, so he can hear it firsthand. But I want to also recognize and congratulate a dear friend of mine, Assistant Police Chief Jeff Grow. He was recently elected the president of the FBI National Academy Arizona chapter, and he gave me a really cool coin. Congratulations, Jeffrey (phonetic).

If you haven't heard, he's also our resident Neil Diamond impersonator.

UNIDENTIFIED SPEAKER: I heard.

MEDRANO: So come by on every Monday morning.

UNIDENTIFIED SPEAKER: I hear it.

MEDRANO: Hey, George has a video. I don't know why George wouldn't play the video today. I mean --

MAYOR RODRIGUEZ: Come on, George.

MEDRANO: Because George is in it.

MAYOR RODRIGUEZ: Well, I think we can all agree that we're all Neil -- Neil Diamond fans. And so if you do a good impression of Neil Diamond -- one of these days, it's going to happen. It's going to happen.

MEDRANO: Jeff has supported his fellow officer for years in that organization, and I've always admired the work he's done, both for them, and obviously for the City of Tolleson.

GAMEZ: He's also a great golfer.

MAYOR RODRIGUEZ: All right. Well, thank you, and welcome, everybody, to the Tolleson family. You guys are welcome to make the longest career possible. We're great here. We're awesome people, at least that's what everybody tells me. And so -- and I believe it. I see it day in and day out, so it's a great organization to be at. So very excited about things to come from you guys.

So with that, I'll move on to item G, another one of my favorites, is Business From the Floor. We don't have any, so we're going to move on to H. H is our Consent Agenda - Action Items. From where I'm sitting, I see three items to be considered. I will entertain a motion.

GAMEZ: Motion for approval.

MAYOR RODRIGUEZ: Okay. We have a motion by Councilmember Gamez. Okay. We have a second from Councilmember Erives.

Because she was scissors, you were paper, you got cut. Okay.

So we have a first, we have second. All in favor, please signify by saying, aye. Aye.

ALL: Aye.

MAYOR RODRIGUEZ: All opposed? All right. Consent agenda action item has been approved unanimously. Regular 619, new series of the mayor and the City Council of the City of Tolleson, Arizona, adopting the April 29th, 2024, City of Tucson Wastewater Treatment Plant Local Limit Evaluation Report, and the final proposed local limit contained therein, providing for repeal or conflicting ordinances, providing for severability, providing for incorporation of exhibits, and declaring an emergency utilities department.

Environmental Manager Dougherty, can you please enlighten us?

DOUGHERTY: Thank you. Good evening, Mayor, Vice-Mayor, and council members. Aaron Dougherty, environmental manager for the utilities department. I'm here tonight to present the proposed modifications of the City of Tolleson's local limits evaluation to prevent pollutants that are discharged into the wastewater treatment system from passing through or interfering with our operations.

Quick background is, the last time local limits were established was in 2010. We've recently received a new permit for the wastewater treatment plant in 2020. We conducted this evaluation in 2024. We went through legal review and adoption. The state has reviewed it and accepted it. It has been through a 30-day public comment period for any comments. There was none, so now I am here to propose those local limits adoption to council. Any kind of other, like, the basics of it is just to protect the wastewater treatment plant, the workers, the environment, the future water supply, and the aquifer that we are here providing to our citizens.

MAYOR RODRIGUEZ: All right. Well, you had me at protect the employees, the plant, and provide quality services. Having said that, you know, you have to kind of understand what you don't -- what you don't know. And what I don't know is wastewater, so I'm very thankful for guys like you, our director, and all your fellow employees down at the wastewater treatment plant, because, quite frankly, it's foreign to me, but I know it's very critical. So I'm glad to hear that we're in a good place, and we're moving in the right direction, and I would be in full support of this

Council, is there any other questions or comments? On this side?

Yes, Jimmy?

DAVIS: So the one -- the one question that I did have in my update was, how frequent are these -- these things supposed to happen?

DOUGHERTY: There's certain requirements and criteria that you follow -- adoption of -- or changes in your wastewater treatment characteristics, industries, new industries new permits that are issued, new limits. So there's several criteria that we follow with EPA guidance manuals. So we follow those guidance manuals, they will direct us of when we hit benchmarks to reevaluate. But there is a small evaluation that is performed on an annual basis, to ensure the that we are protecting our wastewater treatment plant.

UNIDENTIFIED SPEAKER: (Indiscernible).

DOUGHERTY: Yes. Thank you.

UNIDENTIFIED SPEAKER: Mr. Mayor -- I'm sorry. I'll wait.

MAYOR RODRIGUEZ: Councilwoman?

GAMEZ: Excuse me.

MAYOR RODRIGUEZ: She had her hand up.

GAMEZ: I didn't see her. Go ahead.

ERIVES: No, no, no. Thank you. Just for -- like you had mentioned, Mayor, I'm not an expert in wastewater, as well. So like, water is new to me. But what would happen if we did not get this approval? What would happen?

DOUGHERTY: There would be enforcement actions taken upon the City of Tolleson from ADQ, and potentially EPA. This is a federally mandated program, but more importantly, there's risk to our infrastructure. There's risk to our wastewater treatment plant, workers' health, so there is complications that come with that, as well as compliance with regulatory authorities.

ERIVES: And so how do they, like, regulate? Do you, like -- do you, like, get a fine? You get, like, a warning, and then eventually just shut you all down? Like --

DOUGHERTY: Yeah. So --

ERIVES: -- could that be happening, too?

DOUGHERTY: The state will perform an inspection, or an audit on our pretreatment program. And if we don't have the system in place, or the programs in place to protect the POTW, the wastewater treatment plant, the collections, the workers, then that is a violation of ADQ and our wastewater discharge permit that we're required to have. Enforcement actions are -- they vary, but it -- they come with fines, they come with consent orders, show cause hearings. So there's -- they have an enforcement response plan, and it can be escalated the further we go.

GAMEZ: A quick question, just --

ERIVES: Thank you.

GAMEZ: -- are partners are kept in the loop, like EPCOR, what's going on? And --

DOUGHERTY: Yep. Yeah, so we do a -- the public 30-day comment period, as well as inform the stakeholders and partners, JBS. All our significant industrial users that currently have wastewater discharge permits are well aware of this progress.

MAYOR RODRIGUEZ: Comments, questions? Not at this time.

Mr. McCracken, did you have anything to anything to add?

MCCRACKEN: (Indiscernible).

MAYOR RODRIGUEZ: agree, I think Mr. Dougherty did a tremendous job. Let's give him a round of applause, first time in front of us.

DOUGHERTY: Thank you.

MAYOR RODRIGUEZ: So with that, we will entertain a motion. I will entertain a motion to either approve or deny.

DAVIS: Motion to approve.

MAYOR RODRIGUEZ: Okay. We have a motion to approve by Vice-Mayor Davis.

CHAVIRA: Second.

MAYOR RODRIGUEZ: We have a second from Councilwoman Chavira. All those in favor, please signify by saying, aye. Aye.

ALL: All.

MAYOR RODRIGUEZ: All those opposed? All right. Good job, majority.

DOUGHERTY: Mayor, Vice-Mayor, council member.

UNIDENTIFIED SPEAKER: (Indiscernible).

MAYOR RODRIGUEZ: Well done, sir.

UNIDENTIFIED SPEAKER: (Indiscernible) my partner (indiscernible).

MAYOR RODRIGUEZ: Lunch time wrestling?

UNIDENTIFIED SPEAKER: Yes. Jason (phonetic) and I wrestled for that one, obviously.

GAMEZ: I bet George had won, guess not.

UNIDENTIFIED SPEAKER: What do you mean by that?

MAYOR RODRIGUEZ: All right. All right. Let's get back on back on track. City Attorney, your job is to keep us on track, so back on track. WrestleMania was last week. Item number 2, discuss -- it was this weekend. Yeah, WrestleMania was this weekend. Number 2, discuss and consider the -- the appointment and/or reappointment of the City of Tolleson primary and alternate representatives to the Maricopa County Community Development Advisory Committee, also known as CDAC, for the term beginning on July 1st of 2025, and ending July 30th of 2027. Currently, Councilmember Erives is a primary representative, and Councilmember Gamez is alternate representative. City Counsel?

PIERCE: I don't have information on that. (Indiscernible) That's fine. No problem.

MAYOR RODRIGUEZ: Okay. From my research, I have been able to collect that they have no problem staying where they're at. So that would mean Councilwoman Erives would remain as the primary councilwoman. Councilmember Gamez would -- would be the continued alternative; is that what I'm hearing?

ERIVES: But I do want to open it up in case anyone was just jumping out of their chairs to say that this was something they were interested. I don't ever want to take someone's opportunity.

MAYOR RODRIGUEZ: I don't think we want to jump from this height, but if anybody's ever interested in taking on leadership roles, we have MADD, we got CDAC. We have all kinds of opportunities, definitely encourage it all the time. I'm not hearing any.

ERIVES: Just from CDAC, I -- it's just wonderful because there are a lot of West Valley

cities, and so getting the opportunity to -- to convene -- connect with the different cities, and hear their types of different projects that they're looking for and expanding their community. I always like to hear, like, oh, that they have these projects in the work. And then, like, oh, that sounds like something we could do, or not, right? Like, there's just -- and learning opportunities there.

GAMEZ: Or just the opportunity to help other cities. There's some other cities that they need additional help. You know, El Mirage needed some help with some sewer lines a time, and other people need help with other cities -- with fire trucks, and being able to help them out, because we understand what that -- going through that situation feels like, if you've been there before. Being able to help is part of the of the entire experience, so yeah, it's great.

MAYOR RODRIGUEZ: Strong advocacy for our community and the greater West Valley, so I think that's great. We have two really good competent and committed individuals. So I just -- is -- do we have to make a motion to continue, or -- so would anybody like to make a motion to -- go ahead Jimmy.

DAVIS: I'll motion to reappoint Councilwoman -- Councilwoman Erives and Councilmember Gamez.

GAMEZ: Second.

MAYOR RODRIGUEZ: Okay. We have a second by Councilmember Gamez. You get that, Crystal?

Okay. All those in favor, please signify by saying, aye. Aye.

ALL: Aye.

MAYOR RODRIGUEZ: All those opposed? Not hearing any, motion passes unanimously. Awesome. Let's move on to item number 3.

And thank you, both. Congratulations.

We're going to approve or deny First Amendment to the design build agreement between the City of Tolleson and Haydon Companies, LLC, in the amount of 713,561 for continued pre-construction phase services related to the 91st Avenue pedestrian bridge project, including revised design intervals, and deliverables for the 1690, and 100

percent construction documents and budget, as outlined in the update scope of work and fee schedule. So Development Services department, I'm going to call up Mr. Earp. You have the floor, sir.

EARP: Thank you. Whoa. Mayor, Vice-Mayor, members of council. So we just finalized the conceptual plan. So now we're going to be moving into actual design of the project, which will take approximately 12 months. We're just saying that to be safe; we think it will be a little bit sooner. So hopefully, construction starts no later than April of '26. But this is the initial concept, we left room for any kind of artwork, or anything that we want to do later on, but that will come in after we -- after it's actually completed. We can probably have a team, I'm assuming, who would head that up and figure out what we want to do for that. But staff recommends approval, and so we can get started moving on this.

MAYOR RODRIGUEZ: So this is the initial design, folks. I mean, changes can happen down the road. Obviously, structural changes would impact timeline, and budget, and construction costs, and that kind of stuff. So if you're going to provide feedback, please do so whenever you can. My personal take is, you know, I like the fact that it's got stairs, and I like the fact that it has an elevator. So every -- people of all abilities will be able to use this bridge. From an esthetic perspective, you know, it's kind of old school rail train, kind of a crossing look, to me. I'm good with it. I don't have a -- any kind of major reservation.

I mean, I don't know how we're going to incorporate Tolleson into it. I don't know if the sign is just a digital sign, or if it's going to be, like, Welcome to Tolleson, or Bienvenido.

EARP: Mayor, Vice-Mayor, members of council, yes, that is digital. So that'll be informational, or whatever we want to put on there. But yeah, that's kind of what -- the take we took. We have the rail, which is served the city forever. We have the -- the curvature, which is the similar to our -- the building, where the where we're sitting now, actually. So we try to do some of those design elements. And then, again, after it's built, then, we'll -- we'll probably have a committee and figure out what any other artwork we could do.

MAYOR RODRIGUEZ: I don't know if the design team took into consideration, but the significance of the rail to the actual existence of the City of Tolleson is apropos, given the fact that the Tolleson's used the rail to bring out several different investors that started to buy off their -- their farm, their 160-acre farm, and that -- this lands on the actual founding owner of the City of Tolleson, right here. Our feature that is interpretive in nature, I think, would be very appropriate, but I'm going leave that part to Jimmy, and they can figure that out. But no, it would be good. A little of our history right there to (indiscernible).

EARP: This is a conceptual. We know that we're going to add art to it, and that's where the vice-mayor comes in. And we'll have several options for council to consider, I'm sure.

RODRIGUEZ: None of it gets done without a design, so at this point, today, we're here to consider approval to move in that direction.

So I see Jimmy, your hand's up?

DAVIS: Yeah. So I mean, this is -- it's a little industrial for my taste, but we definitely need to make sure it has the art on it, for sure. And I don't know why it shouldn't say, maybe, welcome to Tolleson, or something. That's, like --

EARP: Because all that is --

DAVIS: Later on? Okay. Because that's, I mean, a huge opportunity for branding. And we want people to -- I mean, they know they're in Tolleson. We want them to really know they're in Tolleson, so that's all.

EARP: And thank you, Vice-Mayor. We will definitely be bringing back, you know, maybe the 30 percent plans, 60 percent plans. We'll often come back and try to show council what -- what we're -- where we're moving towards, and if there's anything we need to tweak. Much like we did with the aquatic center. Thank you.

MAYOR RODRIGUEZ: Yeah. My only concern is that, we leave the art so far back that when we want to incorporate it into a bridge that's already built, it becomes very expensive to do so, because you basically got to re-engineer that art into it. Whereas, if it's designed into it from -- from the start --

DAVIS: Yeah.

MAYOR RODRIGUEZ: -- you can tie the cost into the -- the bridge itself, and maybe some of the design elements can be influenced by the art. But like I said, that's -- I think that's something that the committee can form, and get some residents involved, and have their input, as well. I think it would be a good opportunity to get our residents involved, and provide feedback, and get a bridge that we can all be very proud of.

Question? Yes.

CM MENDOZA: -- monitor the elevators, how -- because a lot of people can go in there and, kind of, homestead. I know we have a lot of issues at the high school with in and out; who's going to monitor that? Like, the -- the problem we have with the with the transients and -- who?

CHIEF MENDOZA: Vice-Mayor and council, I haven't been a part of this. But just by looking at it, I would assume there'd probably be some type of camera feature in the elevators, themselves, that would be accessible to the dispatchers that are on 24/7. Other than that, just routine patrols going in and out, checking and make sure they're empty, as well as going up onto the bridge. I do like that it's flat. I've seen some bridges that are an arch over the roadway, which makes it more difficult to see from the ground anybody's who's camping out on top of the bridge. Yeah, the design looks good to me, with the being able to see through it. And then, I would -- like I said, I would just assume cameras in the elevators.

EARP: Mayor, Vice-Mayor, Councilmember Mendoza, also, there's -- the elevator, itself, is -- it's going to be glass, so you can see through it. We're -- so we tried to think of everything we possibly could. Then, later on through this process, we'll think of a policy. There's going to be a certain time where it's -- the elevators are locked, shut down, that kind of thing, so there's no overnight camping, or whatever -- things that could happen. But we'll be work -- we'll work closely with PD, and come up with some kind of policy, and management, of course.

MENDOZA: Mayor, members of council, that was the first reaction, I think, we all had to the elevators, is it had to be transparent for PD to be able to -- to see through it. Much

like we use wrought iron fencing for the same reason, so PD can patrol and see through the fence line.

MAYOR RODRIGUEZ: That's a great point, though. We want to think security first. And we do have an officer at City Hall, most of the time. So if there was an immediate need, I mean, they can come out of City Hall. Proximity wise, they're right there. But depending on the emergency, we may need patrol, and all kinds of other stuff.

CM MENDOZA: I'm just thinking of the early mornings, and you know, when they're out and about.

MAYOR RODRIGUEZ: That's good.

CM MENDOZA: Because I know we have issues with -- you know, they'll -- they'll lock themselves in, in the elevators, and -- and then unlock them. I mean, I was just wondering how that was going to be monitored.

MAYOR RODRIGUEZ: I'm sure there'll be some growing pains, but we will be very active. Officer Migdalia out in the hallway is -- every morning I show up, he's in his truck patrolling the whole area, and this -- this will just add to his patrol. But it is a good point, thanks for bringing it up. All right. With that, I will entertain a motion. We have a motion from Vice-Mayor Davis.

CHAVIRA: I'll second, Mayor.

MAYOR RODRIGUEZ: Councilwoman Chavira. All those in favor, please signify by saying, aye. Aye.

ALL: All.

MAYOR RODRIGUEZ: All those opposed? All right. Tolleson's is getting its first bridge.

UNIDENTIFIED SPEAKER: That's cool. I was just noticing. That is awesome. The bridges of Tolleson City.

MAYOR RODRIGUEZ: Okay. So I know some of you guys want coffee, so we're going to have a work study and a presentation for discussion. This is our fiscal year third -- third budget work study. So let me take a little bit -- do you guys want to take --

ERIVES: But item 4.

GAMEZ: Number 4.

MAYOR RODRIGUEZ: Did I miss one? Oh. Yeah, of course. Sorry about that. Yeah, I'm trying to get ahead. Sorry. Authorize city -- manager, city manager to enter into a professional service agreement between the City of Tulsa and Blue Cross Blue Shield of Arizona for medical insurance benefits for eligible city employees and their dependents. And authorize the City manager to execute and deliver said agreement. The annual aggregate amount for this agreement shall not exceed \$6 million. This agreement shall remain in full force in effect from July 1st, 2025, until June 30th, 2027, with an option to renew for one additional year.

So with that, I'm going to ask our Deputy City Manager, Jackson, to come up and enlighten us a little bit.

JACKSON: Yes, thank you, Mr. Mayor and members of counsel. I just have a few slides just to go over what this is we're going to have next slide please.

Okay, I'm just going to go over a quick summary of how we arrived at procuring Blue Cross Blue Shield for this next contract cycle. Then we'll talk about some strengths and opportunities that we have with our current existing plans. We'll go over what changes we're proposing; and the financial impact to the City, and different cost measures, along with our strategy for moving forward.

So during this RFQ process, Blue Cross Blue Shield is who will be awarded our medical and dental provider. It will be for the next two years. And through bundling, we were able to achieve a two percent annual savings on our medical product.

Here are some strengths and opportunities for us to make some further improvements down the line. Overall, we have a long partnership with Blue Cross Blue Shield. I believe we've been with them for probably about 15 to 16 years, so most of the time since I've been here. They offer quality plan to all of our employees. What they like about our group is we're very stable. Our numbers in terms of our full-time population has increased over time. When I first began here, we had about 150 full-time employees. To date, we're budgeted for full-time employees around 160, not including our part timers. So we're very stable group for them. Based on our product that we have -- with all of our insurance plans, we do not pay any commissions to any brokers. So that's an

additional cost savings to our plan. On average, we're saving about five to ten percent each year. Also with our plan structure, with our medical --

Yes?

MAYOR RODRIGUEZ: Quick question. Do we offer medical benefits to our part-timers?

JACKSON: No, we do not.

MAYOR RODRIGUEZ: You mentioned we had 160, including part timers. They got me thinking, do we offer medical to part timers?

JACKSON: No, it does not include part -- no, it does not.

In terms of, of our claims, we do have some support there. So with our claims that run over \$100,000 in a year, it goes into a pool, a risk pool. So we don't take -- immediately the entire claim hit to our city.

We also have a wellness component embedded in our plan. So we use those wellness dollars and the Sharecare wellness in terms of educating our employees to be healthier, have a healthier lifestyle. And then we also have a strong network with the negotiated rates that Blue Cross has with all the providers.

Some opportunities that we have that we need to look at moving forward is to offer a mid-tier product, an option in between having our PPO plan, and where we will be adding on a high deductible plan. So we're looking for something in the middle down the road.

And then we will be offering a HSA component.

So this year plan changes, we will not be having any more new enrollees into our Alliance product; we will be closing that out. But the current existing employees that are in that plan can remain being in there.

We will be adding a high deductible plan to our array of programs that we have for our employees. And this is going to help employees make better health care decisions for themselves. We have a strong group of employees that don't really use the plan that often, and this provides them an opportunity to use a high deductible plan and save up for their health care within the future.

Having an HSA product is a way for employees to prepare for retirement because it can

save up dollars to use to cover their health care costs after they leave here.

MAYOR RODRIGUEZ: HSA product is paid by the employee?

JACKSON: There's a -- there will be a shared commitment between the City and the employee. But when you see the rates, the rates are at 36 percent less than what we're paying for our existing PPO product. We will be saving about \$800 a month per employee for family coverage. And I believe it's about 500, close to 600 for a single employee. So with these significant savings, based on our employee usage with the current coverage, both the employee and the City will be saving significant. So the City would be sharing in investment for that HSA product for the --

I'm sorry? We are still working on the design of that, but we're thinking on the low end, the City will be putting in about 1200 a year for the employee. And the employee would match it.

MAYOR RODRIGUEZ: Matching benefit. Well, I know you guys are still working out the details.

JACKSON: Yes.

MAYOR RODRIGUEZ: But it's not a guaranteed 1200. They would have to match?

JACKSON: With what the City would be saving per month, per employee, we would need to encourage them to jump onto this high deductible plan. The deductible will be \$3,300 for the year. And so working out the numbers for this, we would save in the long run by assisting the employees to get into this health spending account. Many cities are contributing towards it.

MAYOR RODRIGUEZ: We're just going to give \$1,200 per employee. That's what you're saying?

JACKSON: Still working out the plan design. However, it could be a shared -- the IRS does have set rules on HSA products in which the employer can contribute to the HSA account for each employee.

MAYOR RODRIGUEZ: Maybe I'm the only one that's interested, but when you figure that out, can you get back with me? Unless counsel wants to report back. I don't know if you guys are interested in hearing about that, but I am. So as you guys work out the

details on that, I would like to know more about it. It's up to you guys. I don't want you guys to come back in front of counsel. If I'm the only person who has an interest in it. And that's all I was asking the counsel.

JACKSON: And then bundling the medical and medical and dental with Blue Cross Blue Shield is saving us two percent on the medical costs, which is approximately based on our current census numbers, about \$118,000 for the year, each year.

MAYOR RODRIGUEZ: So it's two percent compared to last year's cost for our organization?

JACKSON: So in terms of the financial impact, the renewal came in at 9.98 percent increase over our last year. So with the bundling, it reduces it by two percent, which based on our census numbers, it comes out to approximately \$118,000 a year. Our plan was utilized a little bit more, it's up 24 points based on the last time we came forward to renew our contract. So the plan has been used a little bit more of this last two years than prior years. So what we're trying to do is by splitting the plan, by giving another option of having a high deductible plan, employees can make an informed choice whether they would like to go into that high deductible plan. It's really designed for someone who may not use the plan that often. Maybe someone who is healthier, just go in for their preventative maintenance. That would help us save significantly to our bottom line, when it comes to our insurance products.

MAYOR RODRIGUEZ: Have a healthy lifestyle. I get it; it's a great product. I think it's good.

JACKSON: We do have in our agreement, we do have a renewal rate cap. So after year, hopefully our claims come in at a at a great spot. We do have a rate cap in there, so it won't go over a certain amount.

And then in terms of our dental, our dental rates came in very high under MetLife; which is great, employees are using the plan. We were over 100 percent claims usage. So those premiums came in a little bit higher. So by bundling the product, the savings that we have on the medical, it offsets the increase that we were going to experience with the dental program.

So what are we going to do moving forward? We're going to continue with the no broker commissions. Because all of those savings does impact our premiums.

We're going to continue with the bundled strategy. We did that with the life insurance products, and it worked out wonderfully our last renewal; and we'll do that with our medical and dental.

We'll offer the high deductible plan.

We'll also will make sure that we have a strong education component to our employees to make sure that they can make a good, cost conscious choice.

And then we'll continue to utilize our programing to help with the employees with managing their health.

So look forward to bringing forward a mid-plan option after this renewal cycle where we will have the PPO plan, the high deductible plan, and one other choice in the middle for the employees. And that will help spread out the claim liability.

MAYOR RODRIGUEZ: Are you done with your presentation, Wendy? Okay. Thank you. Councilwoman Erives, do you have a question?

ERIVES: I was yes, I have a question. Ms. Jackson, with regards to the bundling for dental. So if I was using my dental plan, I'd go to my dentist; I'm on MetLife; I'm good. Will the same doctors for the Blue Cross Blue Shield, will I still be able to go to my same dentist? Or is there may be a different list of dental because you know that switching or not?

JACKSON: Mayor and Council Member Erives, they have a very strong network. It's very close; what they've been committed to doing is ensuring that if you are seeing a provider, especially if you're currently in treatment for something, they're going to help assist that dentist become in network.

MAYOR RODRIGUEZ: Questions on this end? Other questions? No?

All right. Wendy thank you for the presentation. I think it's really good information. I think it's if there's anything that we're very proud of well, there's a lot things that we're proud of here in Tolleson, but I think the think the entire counsel is very proud of the fact that we offer I would consider beyond competitive benefits to our employees. Our

medical dental plans, I would venture to say, are unrivaled in the valley. I mean short of continuing medical plans after retirement which would be the next thing we have to look into, if we chose to go that direction, we have a very robust medical and dental plan, and so that's not by accident. That's because our staff, both on the financial side and the benefit side is diligently looking out for what's best. And the RFP process that we're doing is, is really good. It basically forces all the companies to compete against themselves. And we go with the one that gives us the best deal and the best benefits, the best value for our dollar. So Wendy, thank you very much for all your work on this. And any other comments or questions? Yes?

ERIVES: I just wanted to add to what all that you're saying mayor, because when you were talking about the about the commission, right? Like we used to have someone who would go out first. I think having you and your team in house, you come with the perspective that we want our employees to have quality medical, quality dental, to make sure that the plan is a best fit for our, our staff and our team, right? Like you're it's not just, oh, the brokerage, you know, she's trying to find, but you come with a heart; your team comes with a heart. And that makes a difference. Because when you're coming and saying, oh, we're going to bundle, we're going to -- I trust that you're looking at -- because you are looking out for the best. So that's why even if it was a free commissioner, you said it was a five percent, but let's say it didn't cost anything, it's the team that's making the difference, and I appreciate it. Thank you.

MAYOR RODRIGUEZ: That's a great point. And again, we can't forget the finance side of it. Wendy has a heart. She's a HR person and she does an amazing job. But when we get Ken (phonetic) over there, who's a hard liner when it comes to dollar bills, and they put their heads together, it's a winning -- it's a win win proposition. We get the best value for our employees and that's really what we want to be. So thanks again, both of you guys, everybody, for putting their effort. Yeah. That's a lot of work.

ERIVES: Thank you for saying about what you work. And the team to let them know. Yeah. Thank you.

MAYOR RODRIGUEZ: Yep. So with that I will take either more comments or I will take

entertain a motion to approve.

MR. GAMEZ: So moved.

MAYOR RODRIGUEZ: We have a motion from council member Gamez. We have a second from Counsel Member Rodriguez. All those in favor, please signify by saying aye. Aye.

All those opposed? Not hearing any motion passes unanimously. Great.

So what I'm going to do here is I'm going to stop at what is before, J, guys? Help me out here, H. And I'm going to call for a break because we have some council members that need to use our services, specifically me, and we have some that would like a cup of coffee before we start this amazing, exciting update on our work study for the fiscal year coming up. So we're going to take a ten-minute recess.

(Recess from 6:45 p.m. until 6:55 p.m.)

MAYOR RODRIGUEZ: Okay, folks, I'm going to gavel back in. Our recess is over and we are back in session. We're going to move on to item J, work study and presentation for discussion. Fiscal year 2026, third budget Work study. Chief Financial Officer Artz, you have the floor, sir.

ARTZ: Thank you. Good evening, Mayor and counsel.

UNIDENTIFIED SPEAKER: Good evening.

ARTZ: We are here tonight for the third budget work session. We're going to focus on the non-general funds tonight. So public safety funds, debt service funds, enterprise funds. If we have that presentation coming up. Thank you.

Again, to start with just a higher level overview looking at all of our funds and what our we estimate our beginning fund balance, revenues, expenditures, transfers in and out for the year and then our ending fund balance.

So last meeting, we went over the general fund showing that at a projected to be \$44.8 million. Tonight, we'll go through the rest of the funds. It is a shorter presentation tonight. I don't have as many slides as I did last week. But showing an ending fund balance for all combined funds of a little over \$70 million. And if you notice, on the far right column, there all of the funds are either positive or for our grant funds are coming

out to a zero fund balance. So none of the funds are going into a deficit. Not deficit spending like other governmental organizations do. We're not allowed to do that as a city.

So staffing for the rest of the funds, there's only one position being requested. And that's in the water and wastewater funds; so it's a utility engineer. So that position would be split between water and wastewater and provide engineering services to the utilities department. So that is the only position being requested in the enterprise fund. At the last meeting, there were several questions and items that counsel had inquired about. So we wanted to take a little bit of time to go through those tonight. Where did I -- here, go back here.

MAYOR RODRIGUEZ: Yeah, it's going to be done.

ARTZ: Okay. I know it looks like I'm missing the one slide. All right. I'll try to do it from memory here. No, we had another slide where we addressed all of the questions from counsel at the last meeting.

I don't know if Wendy, if you can bring -- Thank you.

I apologize that this isn't on the screen for you. But some of the follow up questions. One of the counsel asked for an FTE count by department. So we did attach that schedule to the agenda packet. So the total FTE count with the positions that are being requested this year is 274.5 full-time equivalent positions. And again, in your agenda packet is a list by department. Each position listed out with the title and the Department that it's in. So that is included in there.

You also asked us to look at what the cost of increasing the cost of living adjustment would be from three percent to four percent. Staff went back and costed that out, and it's \$163,000 for all funds. So that is -- it hasn't been added to the budget, but after we get direction tonight, if that's what counsel wants us to do, we'll add it when we bring back the tentative budget in May.

MAYOR RODRIGUEZ: So just to clarify, how much did you say?

ARTZ: \$163,000.

MAYOR RODRIGUEZ: 163,000. And every employee is treated the same, including

public safety and nonpublic safety. I'm 100 percent behind that. This is my take.

ARTZ: There was also some discussion about the council's discretionary funds. So we're proposing to increase the discretionary account for each council member by \$3,000. So that would be each council member would get a \$3,000 increase in their discretionary funding. And it is 6,000 for counsel and I believe 9 for the mayor. And so each would get the \$3,000 increase.

ERIVES: So we don't have to spend it all, right? Like so -- okay.

UNIDENTIFIED SPEAKER: No, you don't.

ERIVES: Right. Okay.

UNIDENTIFIED SPEAKER: It's your discretion.

ERIVES: Uh-huh.

Where did the funds. Let's pretend I spent all mine, nice job. And then the following year I don't spend, but maybe just \$2. So there's 8998. Where does the funding -- does it roll over for the next year? Does it go back to general fund? Does it go to -- where does it go?

ARTZ: Counsel member, we do not roll over the funding from year to year. So it basically goes back into the fund balance of the general fund and is available that next year to be allocated for some other type of funding.

ERIVES: Okay. Okay.

ARTZ: And so this dollar amount we, you know, we just increased it by the \$3,000 based on some discussion at the last meeting. I don't know if that's the appropriate amount that counsel wants or if you want to want to discuss the amounts or whether we want to do that.

ERIVES: How did you come up with 3000?

ARTZ: it was a 50 percent increase for the counsel. And then we did the same amount for the mayor. So it there was just some discussion at the last meeting about how the 6,000 wasn't enough for a couple of travel trips back to D.C. And so we're trying to accommodate that.

DAVIS: One of the problems that I'm running into because I'm on a national committee,

is I have to go to three conferences a year, and with our current discretionary fund, I can hardly afford to go to one of them. Which travel costs have got gotten so high.

MAYOR RODRIGUEZ: I really don't have a horse in this race. My funds cover all of my expenses. I typically do two trips a year. They're both NLC based. And so I'm good. If you increase it, that's fine. If it helps the rest of the counsel. Mine will just sit there and it'll go back right back to the general fund.

UNIDENTIFIED SPEAKER: So the additional \$3,000 be enough for you to cover everything?

DAVIS: I think so, yeah.

ERIVES: We could always in case if it's not next year, we talk about it again. Right?

UNIDENTIFIED SPEAKER: Yeah.

CHAVIRA: And the beauty is right, We don't have to use that. I'm not on a national board. I don't need that money. But for a Jimmy that sits on a national board and represents us all over the state and all over the country, it's important for him to be seen and heard. And so my thought process was that it was important to make sure that he has the ability then to attend those things he should attend.

DAVIS: Depends on who you ask.

CHAVIRA: But I don't need that money. So my money could go back to the general fund, but then he could do what he needs to do.

ARTZ: Then the next item was increasing the special projects funding. So we have currently in there \$15,000 and we're there was discussion about the Teen Counsel and increasing the budget for them. So we took the 15,000 up to 50,000. So a \$35,000 increase in the Special Projects Fund, it would stay in the counsel budget. So that if there was travel above and beyond what the discretionary funds allow, that there would still be some funding available in the counsel budget to accommodate that, but also having the \$35,000 for the Teen.

MAYOR RODRIGUEZ: I think it's good. I think we learned a lot from the D.C. trip this last year. There's a significant benefit in exposing our kids to really good, valuable, leadership opportunities. And every chance that we can do that, we should take

advantage of it. All right.

ARTZ: Okay. Some of the other items discussed was enhancements to Paseo de Luces. And we had talked about it at the last meeting, that there's some current year budget that we're going to take care of some of those items.

The traffic light timing, that's going to a traffic study -- is going to come back in May. And so we'll have some discussion on that.

Sports courts at Veterans Park, our thought process there was to go through some type of a planning process to determine which type of courts, how many, where we would want them. And then if there's funding available in the contingency fund that we don't spend on the aquatic center, then we'd have the funding available to do that after we did some type of a planning process on that.

MAYOR RODRIGUEZ: And just to clarify, when we say planning process that includes community members? Okay. Good, awesome. Yeah. I'm a big proponent of getting the community involved and figuring out what it is that we need for our community. So I think that'd be awesome.

ERIVES: Especially because it came from one of our Tolleson talks where the community was asking these questions.

MAYOR RODRIGUEZ: That's the core reason for the for the forum. So it's good.

Yes?

ERIVES: I have a follow up. I do not play pickle, so I don't know anything.

MAYOR RODRIGUEZ: Yet.

ERIVES: I don't play --

MAYOR RODRIGUEZ: Erives will teach you

ERIVES: -- pickleball.

MAYOR RODRIGUEZ: -- pickleball.

ERIVES: So I'm just I'm again, I don't know, I'm assuming it's similar to the tennis courts.

MAYOR RODRIGUEZ: Yeah. No.

ERIVES: So I'm not sure. Again, just asking that question.

MAYOR RODRIGUEZ: You can put two pickleball courts on one tennis court.

ERIVES: Don't we have tennis court? And I say we because I work at Tolleson High. But Tolleson High has tennis courts. Are those courts not available for community to use at night? There was quite a -- in my recollection of the tennis courts, there was four maybe courts out there?

MAYOR RODRIGUEZ: Eight of them.

ERIVES: Are there available for community members to use for pickle?

MAYOR RODRIGUEZ: I would that there is. Last I recall. I mean, honestly, you could do two things. You could either repurpose them by repainting them to pickleball courts, or you could paint pickleball lines on top of the existing tennis lines, and you can use them for both. But ultimately, I don't know what our agreement with the high school is as far as those courts.

MEDRANO: Mr. mayor, members of counsel, that agreement was canceled by the previous superintendent. So there is no is no agreement. But the school has historically left it open for everybody to use both the basketball, racquetball, and tennis courts. The baseball fields are off limits. But right now, with not -- I'm not sure what's happening at the school. So I don't know what the future of those courts are.

ERIVES: I'm not just saying future. I'm saying today, like, if the general community member. He says I have a group of 40. I'm just saying for now, until we get the planning process, till --

UNIDENTIFIED SPEAKER: When I drive by at night, they're open.

MAYOR RODRIGUEZ: You can't you can't play pickleball without the lights. But having said that, we can certainly -- I mean, I think that's part of the planning process explorer conversation to see if it's a possibility. Yeah.

MEDRANO: I just use the general plan process. Most likely it will be identified through that process that ASU is running for us. And then we engage, we form a committee like we do for everything we do. Yeah.

MAYOR RODRIGUEZ: Yeah. And the reality is what came up was pickleball by way of the Tolleson talks, but the reality is Veterans Park doesn't have basketball courts. It doesn't have volleyball courts. There could be possibilities of expanding this project to

something that's going to be I think bigger breadth of, of really what the community wants.

MEDRANO: Eventually, we'll finish the park on what is it, Jason? Nearly -- Randy, seven acres that we purchased. But we want to make sure that we're strategic where we put anything basketball, pickleball, what have you in the right place that won't interfere with the ultimate design of the rest of the park.

MAYOR RODRIGUEZ: And also the lighting, because now you're going to have sports lights. And those seven acres are next to homes. So we got to be kind of smart on where we put them at so we don't infringe on people's backyards, lights looking into their bedrooms and stuff like that. And we get complaints on that end. But that's all part of the planning process.

ARTZ: Next item was the shade structure at the community garden. And so again, the thought process there was, if there's some additional funding available from that contingency in the Aquatic Center, then we'd be able to move forward with that in the next budget year.

And then the last item that we heard was the art projects on Van Buren. I know the TIA has some plans, and I don't know, Reyes, if you wanted to address those.

MEDRANO: I can address the Paseo de Luces layout, and then I'll defer to the Vice Mayor on what we have planned for TIA for phase 2. So phase 1 of Paseo de Luces is what you see today. Phase 2 is everything from 91st to 83rd Avenue, and we've relied primarily on private development, our park, the Aquatic Center now, and then some interest on the hard corner next to PD that -- we just had another conceptual presented to us that I think the council is going to like in the next couple of meetings -- to fill out the rest of it. So that's phase 2. And then phase 3 would be from 96th Avenue west to --

Jason, did we go all the way to 107th, or did we stop at 99th? Because 107th turns into Avondale.

EARP: (Indiscernible).

MEDRANO: We stopped at 107th, so that would be phase 3. So I know we're partnering

with the West Valley Fine Arts Council. And I would defer to you, sir, on -- I know you've been talking with our team about it.

DAVIS: (Indiscernible).

MAYOR RODRIGUEZ: (Audio interference) Thomas (ph.) about that?

UNIDENTIFIED SPEAKER: (Indiscernible).

MAYOR RODRIGUEZ: Ah, yes. Hold on.

UNIDENTIFIED SPEAKER: Oh, I'm sorry.

MAYOR RODRIGUEZ: Christine, you have a question or comment?

CHAVIRA: Just clarifying that the art -- this project is not east of 83rd. It's between 83rd and 91st.

ARTZ: Correct. Yes, ma'am, Mr. Mayor, Councilwoman Chavira, yes.

Reyes, you have the floor.

MEDRANO: Another idea we were texting about -- I forget where we were. Well, it doesn't matter. But we want to preserve our mural that's on the racquetball courts because we don't know what's going to happen to it. And one of the thoughts that we were discussing was taking that mural and putting it on this wall where this mountain is. I won't get into the Sunset Mountain -- or you could put it wherever. We don't have to move it. That's for a later discussion, but we want to definitely digitize it and preserve it. And we'll get Maria (ph.) that does all of our digitizing to digitize the murals so that we know we have it.

MAYOR RODRIGUEZ: Make it a wrap.

MEDRANO: Yes, or we have the original artist recreate it somewhere, either way, or both. We don't know. Pretty easy, huh? That's the way you do it.

ARTZ: So it sounds like, Mayor, that we have direction to move forward with the plan for each of these items, then.

MAYOR RODRIGUEZ: Yeah. When I see these projects, to me, they talk to quality of life for residents, and also benefits to our employees, and I think that's a win-win.

MEDRANO: I know I speak on behalf of all -- what is it, 279 of us -- to thank council ensuring that (audio interference) organization, so we appreciate that. Thank you.

MAYOR RODRIGUEZ: Clorinda, you have a comment, question?

ERIVES: When it says on the bullet, "Enhancements to Paseo de Luces", is that to go back and beautify it, the little parts that are missing -- for example, the tiles that have been broken and -- was that what enhancement means, or does it just mean, like, new stuff that we don't have?

MEDRANO: Thank you. Mayor, members of the council, both -- sorry. That's for both -- for current fixing and new fixtures.

ERIVES: Okay. Okay. Thank you.

MAYOR RODRIGUEZ: I would even add in -- I know Justin's going to get upset about this. But it might be a good time for us to think about lights on the bridge to continue the Paseo de Luces theme, since it's so close to 91st right there at Van Buren.

UNIDENTIFIED SPEAKER: (Indiscernible).

MAYOR RODRIGUEZ: Uh-huh. No, not regular area lights. I'm talking about, like, lights, string lights like we have on Paseo de Luces. Okay. Cool. Then, we can change the colors, too, to theme them depending on the time of the year. Okay.

Justin, I'm done.

Go ahead, sir.

ARTZ: Okay. Just to touch on the budgeted salary increases, again, we did adjust the ranges by five percent, and then doing the four percent cost-of-living for all employees, for public safety and nonpublic safety. And this was the one-percent increase. So in the general fund, it's an \$88,000 increase. For all funds combined, it's \$163,000 for the one-percent increase on the COLA.

So with that, then get into all the other departments and budgets. The first couple of slides here is just a summary of all the departments. But like last week, I'll get into details here on each of the departments.

So in HURF, the budget decreased by \$25,000, and that was actually a decrease in the contractual services, and it was really just to make the fund balance a positive number. So it decreased the amount of money that we have available for street maintenance, basically, by \$25,000.

The AAA funds, which funds a lot of the social club, senior center, the meals that we provide, a budget increase there by \$92,000. All of that was in the wages and benefits. In the public safety fund, on the fire side, the budget did not change. There were some capital requests in there and changes in the capital requests. The SCBA packs, \$300,000 for those. And the chief can, if you have any specific questions on those, on -- as far as the life of those or how often they're replaced. We have \$190,000 in for replacement vehicles, rescue struts for \$30,000, wildland gear, \$20,000, and then some fire blankets and water rescue equipment. So total capital request in the fire public safety fund of \$570,000. And if you have any specific questions on those, then the fire chief would --

YOUNG: Yes. Mayor, Councilmember Gamez, rescue struts are to stabilize -- a good example would be a vehicle that's on its side, that's been in a wreck. While we're extricating, it provides stabilization to the vehicle while we're extricating and getting patients out of the vehicle.

UNIDENTIFIED SPEAKER: (Indiscernible).

YOUNG: 30,000 will be able to get us outfitted on our ladder tender, as well as our big ladder, so roughly two sets.

UNIDENTIFIED SPEAKER: (Indiscernible).

YOUNG: Yes, sir.

ARTZ: On the police side, the budget actually decreased by \$778,000. The majority of the decrease was, in the current year, we had \$860,000 budgeted for the take-home vehicle program, and that's being reduced significantly. But in there, this year, there are \$350,000 for vehicles, \$81,000 for the dispatch phone upgrade, ballistic shields for 30,000, a police drone for 35,000, and then some additional radios for 28,000. And the assistant chief is available if there's any questions on the capital there.

UNIDENTIFIED SPEAKER: (Indiscernible).

ARTZ: Because we're purchasing them in the current year, and we don't need to buy as many next year, so there's a reduction there. Okay.

The debt service funds, these are the funds that service all of our debt payments, all of our general obligation bonds. It's going up a small amount, about \$10,000. And this

budget does include the repayment of the Aquatic Center, so that's included in there. We also have that, the Aquatic Center payment, in the current fiscal year, so we are able to issue those bonds last Tuesday, and so we'll have our first payment on those bonds on July 1st, so.

In the water fund, the budget increased by a little over \$600,000. 222,000 of that was an increase in wage and benefits, \$120,000 for the engineer, and then an increase in the water treatment costs. So as you're aware, we get our treated water from the City of Phoenix. We did get notification from them of a rate increase this year, so that is the \$250,000 to cover the increase of the City of Phoenix treating our water.

On the water capital side, the budget increased by \$1.6 million. We've got \$10.8 million in for capital, just anywhere from -- software, \$250,000. We've got the design money in for the buildings for \$350,000. They've got a new project in there for an interconnect with City of Phoenix and City of Avondale, and that's in there for \$500,000. And then we've got some carryovers. So carryovers are the -- are projects that were budgeted in the current year that won't be completed by the end of the year. So we're carrying those funding -- those funds and dollars over to next year. So we've got Well 9 outfitting carryover of \$5 million, a storage tank for site 4.

MAYOR RODRIGUEZ: Just a quick question. The storage tank site for and Well 9 outfitting, will that reduce our dependance on Phoenix water?

UNIDENTIFIED SPEAKER: Thank you, Vice Mayor and council members. I can answer that question for you. The importance of having Well 9 outfitted, if we can, it will provide more redundancy. And to be honest with you, on the west end of town where we have our largest users, everything is coming from the east, so we get more build-up on the west end. It would kind of mitigate pressure issues, so the fluctuations in town, and it would kind of stabilize everything for the operators so they can be able to predict what may happen in the system and be able to react better. And the same thing with having a connection with the City of Phoenix. That also mitigates a lot of the pressure issues and will help us have a stopgap measure until we decide to do a surface treatment plant in the future.

DAVIS: But it doesn't reduce our dependence on Phoenix?

UNIDENTIFIED SPEAKER: It helps. It will help reduce eventually when we decide to have everything tied in together and build out. So you're talking about the treatment plan. You're talking about another well, maybe more additional wells. It makes us more self-reliant eventually, but this is part of that path.

MAYOR RODRIGUEZ: Thank you.

ERIVES: I understand --

MAYOR RODRIGUEZ: Questions on capitol? Oh, yeah, you have a hand up over here. Councilwoman?

ERIVES: Under the water bullet number 2, buildings, can you explain what buildings this would be? Is it --

ARTZ: So that is -- I'm sorry. Mayor, Councilmember, that is design money for the new facilities down at the utilities department, so the office building. So we have 350,000 in here, but then we also have money in wastewater and sewer for the design of that. So we don't have any money in currently for the actual construction of it, but we're trying to get it designed with the funds that we have available.

Sanitation department, budget increased by a little over \$34,000, and we did have an increase in our sanitation rates from the private vendor that we utilize. And so that's the \$35,000 increase.

And I'm sorry; Randy, was that, like, seven percent, did you say?

BABCHUK: Seven -- sorry. Yes. Mayor, members of the council, up to seven percent. So it's not going to be the full seven. It's whatever the environmentalists put on them, the environmental company puts on them. We have to reflect that on our budget.

ARTZ: And this increase does not impact rates. So the rates that we're currently charging can absorb this \$35,000 increase, and we're not proposing an increase in the sanitation rates because of this.

MAYOR RODRIGUEZ: I'm not -- that's great news. I mean, it's not a rate increase. So right off the bat, that's a win. But I do think I would like to see if there's extra charge or how we go back to actually recycling. Because the reality is, we've been telling our

residents that we recycle or that we have a recycling program.

UNIDENTIFIED SPEAKER: (Indiscernible).

MAYOR RODRIGUEZ: Right, but a lot of that goes into regular waste. It doesn't get recycled.

UNIDENTIFIED SPEAKER: (Indiscernible).

MAYOR RODRIGUEZ: I'm saying that on Earth Day because we're in executive session. That's the only reason I'm saying it.

ERIVES: We're not in any session -- the windows are open.

MAYOR RODRIGUEZ: Oh. Well, anyways, it's on the public record. So you know, the reality is --

ERIVES: That's what I'm saying, public --

MAYOR RODRIGUEZ: -- I think we need to research how we go back to actually -- when we say we're recycling, we're actually recycling.

UNIDENTIFIED SPEAKER: I didn't know --

MAYOR RODRIGUEZ: Yeah.

UNIDENTIFIED SPEAKER: (Indiscernible).

MAYOR RODRIGUEZ: Part of it is a business decision by our partner. Is that accurate?

BABCHUK: Mayor, member of the -- members of the council, yes. So we do -- and I can research and bring forth that information from waste connections. We should be.

MAYOR RODRIGUEZ: That sounds great.

Jimmy.

DAVIS: I think -- I've read a lot about, like, they don't have anyone to buy the recycled materials, so that's why it's not happening anymore. But during COVID, some of that landscape changed, so that could be part of the issue. I think China used to buy a lot of our recycled goods and they don't anymore, so that could be part of the reason. I think that's a pretty common thing across the country that's happening.

MAYOR RODRIGUEZ: Well, I think we need to research it and --

DAVIS: Yeah.

MAYOR RODRIGUEZ: -- make sure that we're able to -- whatever we say we're doing,

we're doing, and whatever we're not doing, we're clear that we're not doing.

ERIVES: I agree. I did not -- I have been recycling still, so I have this blue can, and that's what I've been doing, and.

[CROSS TALK]

MAYOR RODRIGUEZ: (Indiscernible).

DAVIS: Yeah, the same truck picks it all up.

MAYOR RODRIGUEZ: And I try my hardest not to contaminate. But it doesn't matter because the same truck that picks up the trash picks up the recycle. And every week, I'm like, what the heck.

DAVIS: (Indiscernible).

UNIDENTIFIED SPEAKER: Oh, my heart. What on Earth --

MAYOR RODRIGUEZ: Okay. Justin's giving me the look. Let's get back on task here. Go ahead, Mr. Artz.

ARTZ: The wastewater treatment plant, the budget decreased by \$27,000, and that's a combination of a couple of items. So wages and benefits increased by 137. We've got the other half of the engineer included here for 120,000. But then there was a decrease in water treatment and maintenance. And I -- Jamie, who did -- it was Kevin (ph.) --

MCCRACKEN: Yeah, Kevin (indiscernible).

Good evening, Mayor, Vice Mayor, members of council. So to speak on that decrease with water treatment and maintenance decreases, so as we become more efficient and we work on our process, our chemicals are having more of an impact and doing what they're designed to do; there's less interference. That kind of also ties in with local limits, as well. And then on the maintenance side, a couple years ago, we had gotten staffed up, and the crew was doing really, really well, working as a team. And they're, you know, highly trained, specialized in what they do, so they're able to take on more and more tasks. And that offsets the contractual services that we get at the --

MAYOR RODRIGUEZ: That's great news. Thank you.

ARTZ: Yeah, so a total decrease of \$27,000 because of those efficiencies in the department.

On the capital side, budget didn't change for this one, \$275,000.

Budget did increase by \$3.6 million in the budget that we cost-share with all of our partners, and they help contribute to this. So again, the first item, buildings and improvements, that 525,000 would be for the design of the building. And then we just have some miscellaneous equipment in there, vehicles. The digester, that's a carryover and some new money for \$7.5 million. The disinfection system is a carryover for \$2.5 million. The clarifier 2 rehab is in there for 2.5 million. And then we've also got some electrical and structure upgrades for \$5 million included in there. So total budget there of \$22 million for our wastewater treatment plant that we share with the partners.

And if there's any questions --

MCCRACKEN: Good evening again. Sorry. Mayor, Vice Mayor, members of council, so I just wanted to speak on this a little bit. So a lot of the revenues that we're seeing in there are actually carryovers. Take, for example, the disinfection system and the digester and DSST rehab. We have to perform a lot of studies, and a lot of that, those items are engineered. And then we also have to go out to the county and get an approval to construct, so that process has delayed us. We didn't want to be premature on it and jump the gun, and you know, go in without having a good plan and the county giving us an approval to construct, so we have those items.

The trickling filter pump rehab and part of that primary influent channel rehab, as we work through those processes, a lot of the items that we buy still have a very long lead time. So specifically the trickling filter pump rehab, that one, we're actually still waiting on some of those parts. They're due in this fiscal year. But to be safe, we wanted to have that amount carried over.

A couple of the items on there, the belt thickener rehab and the north belt filter press rehab, those were actually able to get expedited. They were actually completed two weeks ago. So that was after we had started the budgeting process.

So sorry for tying you up on that one, Mr. Artz.

But the things that we're really asking for, the electrical and structure upgrades, a lot of the infrastructure at this facility was installed in 1968, 1969. So it's really time to start

focusing on the motor control centers and how the duct banks are working, ground fault, just different items like that. So we understand that there's a large dollar amount on there, but a lot of it is carryover. What -- you have a question, Mr. Mayor?

GAMEZ: (Indiscernible).

MCCRACKEN: Yes, these are shared costs with all of our all of our partners.

GAMEZ: (Indiscernible).

MCCRACKEN: Correct, yeah. Are there any other questions on these capital items?

I will let Mr. Artz speak to that one. That fee structure gets a little bit convoluted. It's based on capacity, so it kind of varies a little bit month by month. But our one partner where we're treating, Sun City Flow (ph.), they're -- we're basically looking at what they're sending us, how much capacity they used out of the plant. Then, we move on to the next partner, and then whatever is remaining, then we cover. So it that percentage varies.

Any other questions?

ERIVES: I'm blown away with the math because I'm thinking, how would you know how much flow comes in from Sun City? Your pipes look different. You know what I mean? Like, it's just amazing how you all do this, and so efficiently.

MCCRACKEN: So basically, we have access to the -- to their flow signal, and so we basically monitor that. They also monitor that. And then at the end of the month, we do accounting on it. So that way, everybody's on the up and up, so we know exactly what comes in that plant, both hydraulically and biologically.

ERIVES: Come back and say -- oh, never mind. (Indiscernible). That's just great.

MAYOR RODRIGUEZ: I don't think we have other questions, but that's good information. Thank you very much.

And Mr. Artz will have the important answer or the of the percentage.

ARTZ: Yeah, so Mayor, Vice Mayor, off the top of my head, I don't know the exact percentage, but I believe it's in the 10-to-20-percent range. So EPCOR contributes 64 percent, and then once that's done, our other partner takes a percentage. And so it can change a little bit each month, but I can go back and look at it for the last couple of

months and give you a percentage. But I'm pretty sure it's in between 10 and 20 percent.

MAYOR RODRIGUEZ: Any other questions or comments? No?

We're good, Mr. Artz.

ARTZ: Okay. Sewer fund, budget decreased here by \$21,000, net of the increase in wages and benefits, but also a decrease in professional services. And again, it was similar to the wastewater treatment plant where there's just efficiencies and they were able to decrease some of the contractual services and decrease the budget for that. So that went down by \$100,000.

And then on the capital side, budget decreased by almost \$4 million. And we've got a total in here in the budget of \$575,000 for those four items listed there.

And then, so as far as the proposed timeline, staff will bring back the tentative budget on May 13th. Again, the tentative budget is the budget that sets our maximum spending authority, so that sets our expenditure limitation. So between now and May 13th, we'll go through and look at all the carryover, potential carryover. So the budget that was presented to you the last couple of meetings will increase because there will be some carryover items that we will add. And we'll ask you to approve that on May 13th. Then, we'll come back in June and adopt the final budget. The final budget can decrease, but it cannot increase from the tentative budget, and then --

UNIDENTIFIED SPEAKER: (Indiscernible).

ARTZ: -- we would adopt the -- or request council to adopt the property tax levy. And again, that levy is going down very slightly, but basically remaining level for (audio interference).

MAYOR RODRIGUEZ: Awesome. Well, that's a lot of really good information on very complex departments. So thank you all for the information. But at the end of the day, it looks like our property -- or our budget is going to be very much in line with what it was last year. And there's not going to be any significant increase to us as an organization or the taxpayers, and so that's a win-win. So thank you for all your efforts and your department.

ARTZ: Thank you.

MAYOR RODRIGUEZ: Thank you. All right.

We're going to move on to item K, mayor or city manager's report of current events.

Randy or Reyes, before I go to you guys, I'm going to call on Vice Mayor Davis.

DAVIS: Last week, I -- I'm on the Valley Metro Board of Directors. I represent Tolleson on that board, and I had the opportunity to go to a transit conference in Flagstaff. It was an Arizona transit conference, and it was interesting being around transit people. They're a whole different type of people; that's for sure. But Jason and Gabe were there. Gabe gave a presentation on our micro-transit system, and let me tell you, everyone had questions for him because they were so interested in this amazing program. So I just wanted to give a shout-out to Gabe for, you know, backing that program and putting it together, because it's been a huge success for our community and offers a far better service than Valley Metro was offering us. So yeah, that's pretty much it.

MAYOR RODRIGUEZ: Good. Awesome.

UNIDENTIFIED SPEAKER: Good job, Gabe.

MAYOR RODRIGUEZ: Well, thank you, Jimmy. We appreciate it.

Yeah, good job, Gabe. That transit program has been, I think, a game-changer.

On the national level, I think I presented once on transit, and we had all kinds of questions about that. And you know, now, we're going to other parts of the state, and people are noticing. I just wish some other organization would notice, like those that give out awards for transit programs that I think we should have won. But that's a whole different conversation for another day.

So having said that -- thank you, Jimmy -- I am going to turn it over to Randy.

BABCHUK: (Audio interference) council, on March 12th, we (audio interference) VFW CC310 (ph.). It went really good, gave out over 300 hot dogs. We did incorporate a car show with it. There were several other car shows, but the good thing that came out of it was that everyone that attended loved that it was on the grass, and they'd rather be on grass than pavement any day. So once that word spreads, it's going to grow like

wildfire, so we're happy about that. And just adding something new, always it's going to take time for it to grow, so I think we're going to keep that in with that event. And it helps our VFW, so.

MAYOR RODRIGUEZ: Excellent.

BABCHUK: Last weekend, the 19th, we had our tree-planting event where Trees Matter came out and helped us plant twenty-five trees at McNeel Park. There was over 40 volunteers. I think 15 of them were arborists, so they came out, looked at the trees, made sure that we had sufficient water source, and everything was good. So really turned out really good, and the park looks really nice.

MAYOR RODRIGUEZ: Awesome. I thought that was coming up this week. All right. Well, I missed it, but that's a really good effort. Anytime that we can add a tree canopy shade to our community, it's an excellent addition esthetically, and also because of the long-term benefits of trees.

BABCHUK: Well, actually, it piggybacked, and now they're getting 12 trees at PH Gonzales.

MAYOR RODRIGUEZ: Excellent. All right.

Well, I was asked to read item number 2. "The Tolleson Civic Center will be temporarily closed on Wednesday, May 7th, 2025 from 10:30 a.m. to 1:30 p.m. to allow city staff to participate in an internal employee event".

UNIDENTIFIED SPEAKER: (Indiscernible).

MAYOR RODRIGUEZ: Reyes?

MEDRANO: Not to that one, sir. That's pretty self-explanatory. That's basically when we introduce all of your priorities for the coming fiscal year to the whole organization. I did want to mention that we have lowered the flags to half-staff in honor of Pope Francis. But then this morning, the governor ordered that all flags are lowered, as well, so you'll see that for the duration of the period that they're engaged in now in Rome.

MAYOR RODRIGUEZ: Awesome. Thank you. Yeah, I noticed that, also, this morning, so that's good. All right.

Yes, Clorinda.

ERIVES: Sorry. It kind of goes under mayor and city manager report, so before we move on to another one, I want to stay within the agenda.

I remember seeing something, and I'm not sure where it came from with regards to maybe Pilar or -- about an award that was won from wastewater. Did I, like --

MEDRANO: (Indiscernible) to the Arizona -- what was the conference?

UNIDENTIFIED SPEAKER: (Indiscernible).

MEDRANO: Arizona Water Conference. You would think I'd remember that. But it was an honor for me, Wendy, and Pilar to attend to support what was, like, four tables for our utility division.

And how many awards did we win?

UNIDENTIFIED SPEAKER: (Indiscernible).

MEDRANO: Five tables. So six awards total.

But Mr. Bryan Hicks gave a speech. It was for -- he's our safety manager. And he talked about safety, but he talked a lot more about the culture in Tolleson. And it was overwhelming, I think, for all of us. He did an incredible job. And listening to someone who's relatively new to the organization, compared to some of us, get it was, for me, personally overwhelming because that's just all I've known here. And I've spent all my adult life in this organization. So when you hear someone that comes from outside the organization, has something to compare it to, and does an analysis like he did, it was incredible. So we may even have him come here and deliver it. I can listen to that speech every day, but we're very proud of the utilities department. They brought home six awards, and there were several operators of the year and different of-the-year awards, I know. So congratulations to all of you.

And thank you for mentioning that, Councilwoman.

MAYOR RODRIGUEZ: Congratulations.

ERIVES: Yes.

MAYOR RODRIGUEZ: Great things happening at our wastewater treatment plant and water plant, so keep them coming, guys. Great job.

ERIVES: Thank you. Thank you.

MAYOR RODRIGUEZ: So with that, Reyes, is there anything else you'd like to add?

MEDRANO: No, sir.

MAYOR RODRIGUEZ: Okay. Anybody else on council? Okay.

Well, I'm going to move on to item L, which is, "Now is the time for council to convene into executive session. We are asking members of the public and those that are not involved in this executive session to please exit the meeting at this time, the only action item after the executive session will be to adjourn the public meeting".

So do we have a motion to go into executive session?

DAVIS: (Indiscernible).

ERIVES: Second.

MAYOR RODRIGUEZ: Okay. Hold on, hold on. I have a first by Vice Mayor Davis. Who was the second? The second was Councilwoman Erives. Got it. All right.

All those in favor, please signify by saying aye.

ALL: Aye.

MAYOR RODRIGUEZ: All those opposed? All right.

We are now in executive session.

APPROVED:

JUAN F. RODRIGUEZ, MAYOR

ATTEST:

CRYSTAL ZAMORA, CITY CLERK

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING MINUTES ARE A TRUE AND CORRECT COPY OF THE MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE CITY OF TOLLESON, ARIZONA, HELD ON APRIL 22, 2025. I FURTHER CERTIFY THAT THE MEETING WAS DULY CALLED AND HELD, AND THAT A QUORUM WAS PRESENT.

CRYSTAL ZAMORA, CITY CLERK



CITY COUNCIL REPORT

SUBJECT: Claims and Bills Report for the period of April 16, 2025 to May 6, 2025

MEETING DATE: May 13, 2025

TO: Mayor and Council

FROM: Kevin Artz, Chief Financial Officer

REVIEWED: Reyes Medrano Jr., City Manager

PURPOSE:

The Finance Department is requesting the approval of Claims and Bills Report for the period of April 16, 2025 to May 6, 2025.

BACKGROUND:

Each Council Meeting, the Finance Department shall prepare a list of all claims paid by the City. The list shall be reviewed and approved when required by the Council, and a copy of it shall be included in the minutes.

DISCUSSION:

The Claims and Bills Report includes vendor payments of \$10,000 or more for the period noted above.

BUDGET IMPACT:

This item has no additional budget impact.

RECOMMENDATION:

Staff recommends the City Council approve the Claims and Bills Report.

ATTACHMENTS:

1. 04 16 25 to 05 06 25 Claims and Bills Report

City of Tolleson
Checks Recorded
Check Dates: April 16, 2025 to May 06, 2025
PAYMENTS OVER \$10,000

VENDOR NAME	GROSS AMOUNT	CHECK #	CHECK/PAYMENT DATE
ALFA LAVAL INC	\$ 234,910.42	184406	4/30/2025
ADAPTIVE ARCHITECTS INC	\$ 130,590.00	184284	4/17/2025
ALFA LAVAL INC	\$ 116,087.74	184406	4/30/2025
SGC LLC	\$ 114,910.20	100536	4/29/2025
ADAPTIVE ARCHITECTS INC	\$ 90,225.00	184284	4/17/2025
KRONOS INCORPORATED	\$ 88,815.89	100532	4/29/2025
CITY OF PHOENIX	\$ 48,958.71	184295	4/17/2025
GREENBERG TRAURIG LLP	\$ 40,000.00	184449	5/1/2025
AZ PUBLIC SAFETY PERSONNEL RETIREMENT SYST	\$ 37,104.26	100510	4/25/2025
AZ PUBLIC SAFETY RETIREMENT, POLICE	\$ 36,049.57	100511	4/25/2025
FSL HOME IMPROVEMENTS	\$ 32,913.91	184304	4/17/2025
STIFEL NICOLAUS & COMPANY INC	\$ 30,000.00	100550	5/2/2025
WEST TECH LLC	\$ 29,020.23	184461	5/1/2025
LYFT, INC.	\$ 25,658.15	100501	4/18/2025
ADVANCED ENVIRO CURE LLC	\$ 24,000.00	100539	5/2/2025
FELIX CONSTRUCTION COMPANY	\$ 22,100.38	184303	4/17/2025
CITY OF PHOENIX	\$ 18,290.22	184435	5/1/2025
VAN LOON INDUSTRIES	\$ 15,561.00	184383	4/24/2025
Metropolitan Life Insurance	\$ 14,620.88	184314	4/17/2025
ARMOR PROTECTION GROUP INC	\$ 13,860.00	100553	5/6/2025
FR CAL 3 TOLLESON BUCKEYE LLC	\$ 12,626.11	184382	4/24/2025
CAPITAL PUMP & EQUIPMENT LLC	\$ 11,860.36	100546	5/2/2025
CITY OF TOLLESON-MEDICAL	\$ 10,574.71	100498	4/18/2025
HD SUPPLY, INC	\$ 10,553.34	184331	4/17/2025
VERIZON WIRELESS SERVICES LLC	\$ 10,242.36	184333	4/17/2025



CITY COUNCIL REPORT

SUBJECT: Amendment to the employment agreement with Presiding Magistrate John Lamb, updating the agreement to provide cost-of-living adjustments and standard sick leave accrual.

MEETING DATE: May 13, 2025

TO: Mayor and Council

FROM: Wendy Jackson, Deputy City Manager/Employee Resources Director

REVIEWED: Reyes Medrano Jr., City Manager

PURPOSE:

To update the Presiding Magistrate's contract to maintain parity in compensation and benefits with other City employees, ensuring consistency with current City policies.

BACKGROUND:

Presiding Magistrate John Lamb is under an employment agreement that fixed his sick leave at 12 days per year and did not include cost-of-living salary adjustments or merit (performance) increases.

DISCUSSION:

The City routinely provides COLA increases and a standard sick leave accrual to all other employees. An amendment to Judge Lamb's agreement is now proposed to align his compensation and benefits with these established City practices.

BUDGET IMPACT:

Any financial impact associated with the amendment will be addressed through the annual budget process as approved by the Mayor and Council.

RECOMMENDATION:

Staff recommends approval of Amendment Number One to the Magistrate Agreement with Presiding Judge John Lamb and authorization for the Mayor to execute the amendment on behalf of the City.

ATTACHMENTS:

1. Magistrate Contract - John Lamb - January 2024 through January 2028 - AMENDMENT 1

**AMENDMENT NUMBER ONE TO THE
CITY OF TOLLESON MAGISTRATE AGREEMENT**

THIS AMENDMENT NUMBER ONE TO THE CITY OF TOLLESON MAGISTRATE AGREEMENT (this "Amendment") is made as of _____, 2025, between the City of Tolleson, an Arizona municipal corporation (the "City") and John Lamb (the "Presiding Magistrate"), (collectively, the "parties").

RECITALS

A. The parties previously entered into a Magistrate Agreement (the "Agreement") with the Presiding Magistrate effective January 7, 2025.

B. The parties desire to amend the Agreement to provide cost of living adjustments and sick leave accruals consistent with all other city employees.

AMENDMENTS

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and the Presiding Magistrate agree to amend the Agreement as follows (strikethrough removes the language from the Agreement and ALL CAPS adds language to the Agreement):

Section 2: Term of Office and Compensation

* * *

B. The Presiding Magistrate's annual compensation shall be \$198,505.96. Notwithstanding the foregoing, the Presiding Magistrate's compensation may be adjusted, from time to time, in the same manner or percentage as the Mayor and Council may establish for all the employees of the City, if expressly approved by the Mayor and Council. THE PRESIDING MAGISTRATE SHALL BE ENTITLED TO COST OF LIVING ADJUSTMENTS THE SAME AS PROVIDED TO ALL OTHER CITY EMPLOYEES.

* * *

Section 4: Vacation, Sick Leave, and Personal Day

A. Presiding Magistrate shall accrue twelve (12) days of sick leave annually to a maximum of ~~560 hours~~ THE SAME NUMBER of sick leave HOURS THAT ALL OTHER CITY EMPLOYEES ARE ELIGIBLE TO ACCRUE AND MAINTAIN. Presiding Magistrate shall accrue SIXTEEN (16) vacation leave days annually as well as one (1) personal day per year.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first set forth above.

“Employer”

CITY OF TOLLESON,
an Arizona municipal corporation

PRESIDING MAGISTRATE

Juan F. Rodriguez, Mayor

John Lamb

ATTEST:

Crystal Zamora, City Clerk

APPROVED AS TO FORM:

Justin Pierce, City Attorney



CITY COUNCIL REPORT

SUBJECT: Amendments to the Leaves and Absences Policy and adoption of standalone Family and Medical Leave and Military Leave policies to align with federal and state requirements and improve clarity in the administration of employee leave benefits.

MEETING DATE: May 13, 2025

TO: Mayor and Council

FROM: Wendy Jackson, Deputy City Manager/Employee Resources Director

REVIEWED: Reyes Medrano Jr., City Manager

PURPOSE:

To amend the City's Leaves and Absences Policy and formally adopt two standalone policies—Family and Medical Leave and Military Leave. These actions are intended to enhance clarity, ensure compliance with federal and state regulations, and provide employees and supervisors with consistent guidance regarding the administration of protected leave.

BACKGROUND:

The Leaves and Absences Policy has been revised to promote consistency across all leave types by clarifying accrual practices, and how leave interacts with disability, industrial leave, and unpaid status. These changes aim to ensure employees are treated equitably while on various forms of leave and to streamline administrative practices for supervisors.

In addition, two new standalone policies—Family and Medical Leave and Military Leave—have been developed to address gaps in the handbook. These policies establish clear procedures and protections in alignment with the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Both policies provide detailed guidance on eligibility, duration, benefits, job protections, and return-to-work expectations.

DISCUSSION:

The amended Leaves and Absences Policy improves consistency in how leave types are administered, particularly regarding accruals, payouts, and unpaid status. The addition of standalone Family and Medical Leave and Military Leave policies ensures compliance with federal regulations and provides clearer guidance for employees and supervisors. Together, these updates strengthen the City's leave framework and support consistent, lawful application of leave benefits.

BUDGET IMPACT:

There is no additional financial impact associated with the adoption of these policies.

RECOMMENDATION:

Staff recommends approval of the amended Leaves and Absences Policy and the adoption of the standalone Family and Medical Leave and Military Leave policies as presented.

ATTACHMENTS:

1. Military_Leave 2025
2. Family_and_Medical_Leave 2025
3. Leaves_and_Absences 2025

Military Leave

615.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard, or for active duty in the U.S. Armed Forces as provided in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (38 USC § 4301 et seq.).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the Employee Resources Department or legal counsel to obtain specific guidance regarding military leave rights.

615.2 POLICY

The City supports employees who may be called or who volunteer to serve in the military. The City will comply with USERRA and state and local laws relating to military leave.

615.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits that are provided to employees having similar seniority, status, and pay who are on furlough or leave of absence (38 USC § 4316).

615.3.1 LENGTH OF LEAVE

Employees are entitled to a military leave of absence for up to a maximum of five years. Military leave is available for both voluntary and mandatory service (38 USC § 4303; 38 USC § 4312).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall, or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312).

615.4 PROCEDURES AND RESPONSIBILITIES

Employees who require military leave shall provide as much advance written or verbal notice of the pending service as reasonably possible (38 USC § 4312).

Additionally, the employee should:

- (a) Provide copies of official orders or other official documentation, if available.
- (b) Select the benefit options desired during absence, if applicable.
- (c) Retain copies of all submitted documents.

615.5 COORDINATION WITH CONTRACTS, PRACTICES, AND OTHER RULES

Wherever USERRA has more generous protections and benefits than state or local law, any applicable employment agreement, or local policy or practice, the City will apply the more beneficial right or benefit (38 USC § 4302).

Military Leave

615.6 LEAVE ACCRUALS

Employees are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time, at their discretion (38 USC § 4316).

Employees will not accrue sick days or paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty, and then returns, would be entitled to three weeks of vacation one year after reemployment.

615.7 HEALTH CARE BENEFITS

Employees on military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:

- (a) The 24-month period beginning on the first day of the employee's absence for military leave.
- (b) The period beginning on the first day of the employee's absence for military leave and ending on the date that they fail to return from service or apply for reemployment.

If the duration of an employee's military service is less than 31 days, the employee may purchase continuing health care coverage under the city's health plan for no more than the regular employee share. If the military service is 31 days or more, the City will charge the employee for no more than 102% of the full premium of the health care plan (38 USC § 4317).

615.8 RETURN FROM DUTY

Employees returning from a military leave of absence must report to work as follows (38 USC § 4312; 20 CFR 1002.118):

- (a) For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows the end of the employee's service period, plus a reasonable time to travel to the employee's residence, plus eight hours. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period.
- (b) For periods of service of more than 30 days but less than 181 days, employees must apply for reemployment verbally or in writing no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so.
- (c) For periods of service of more than 180 days, employees must apply for reemployment verbally or in writing no later than 90 days after completion of service.

Employees who are recovering from an illness or injury incurred in or aggravated during military service must report to the City or apply for reemployment as provided in this policy at the end of

Military Leave

the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist.

An employee who fails to report or apply for reemployment in a timely manner will be subject to the city's rules of conduct and established policies covering absence from scheduled work.

615.9 REEMPLOYMENT RIGHTS

An employee returning from a temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits they would have attained if not absent for military duty or, in some cases, a comparable job (38 USC § 4312).

615.9.1 FORMER POSITION

An employee returning from regular active military leave is entitled to reinstatement in the position that they would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status, and pay (38 USC § 4313).

If an employee returning from military leave is not able to perform the essential duties of the position the employee would have attained, the City will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the city's reasonable efforts, the employee is entitled to their previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status, and pay. Where an employee remains unqualified for both of these positions after reasonable efforts by the City, the employee is entitled to the nearest approximation to these positions (38 USC § 4313).

When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the City, after making reasonable accommodations, must find a position of equivalent seniority, status, and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313; 20 CFR 1002.198).

615.9.2 COMPENSATION AND BENEFITS

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including but not limited to:

- (a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion, and merit salary increases (20 CFR 1002.210).
- (b) Receiving credit for time spent on military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act (20 CFR 1002.210).
- (c) Returning to the level in the salary range that they would have attained had the employee not left on military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the City would have contributed had they not taken leave (20 CFR 1002.261).

Military Leave

- (e) Being treated as not having a break in service for purposes of participation, vesting, and accrual of pension benefits (38 USC § 4316; 38 USC § 4318).
- (f) Reenrolling in city health benefits without any waiting period.
- (g) Restoring benefits that were elected by the employee and their dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible.

615.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

An employee returning from regular active military leave is entitled to reinstatement rights only if the employee (38 USC § 4312):

- (a) Has given advance written or verbal notice of such service, unless precluded by military necessity.
- (b) Has served in the uniformed service for no more than five years cumulatively while employed at the City, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the City or applies for reemployment in a timely manner as provided in this policy.
 - 1. In the case that the military leave exceeds 30 days, submits documentation showing (20 CFR 1002.121; 20 CFR 1002.123):
 - (a) The application for reemployment is timely.
 - (b) The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).
 - (c) The employee's separation or dismissal from service was not disqualifying.

615.9.4 CITY REEMPLOYMENT RESPONSIBILITIES

The City shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the City shall reinstate employees as soon as practicable (20 CFR 1002.181).

The City is not required to reemploy a person after military leave if any of the following conditions exist (38 USC § 4312):

- (a) The city's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the City.
- (c) The person held a nonrecurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the Employee Resources Department or legal counsel before determining whether any of these conditions exist.

Military Leave

615.10 RETENTION

An employee who is reinstated after returning from military leave may not be discharged, except for cause (38 USC § 4316; 20 CFR 1002.247):

- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.

615.11 DISCRIMINATION AND RETALIATION PROHIBITED

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311).

615.12 STATE AND LOCAL MILITARY LEAVE CONSIDERATIONS

Employees seeking information on paid entitlements related to military leave should refer to Section 610.11 – Military Leave under the **Leaves and Absences** policy. This section outlines the City's compliance with federal and state regulations regarding military leave, including compensation, training, and active duty provisions. ~~Eligible employees may be entitled to additional benefits related to military leave under state and local requirements (e.g., compensation, drills, temporary military leave for training).~~

~~The will comply with the requirements of any applicable state or local laws that provide for military leave benefits.~~

Employees should consult with their supervisor and the Employee Resources Department for additional information regarding applicable leave benefits.

Family and Medical Leave

614.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- When an employee is unable to work because of the employee's own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Employee Resources Director or authorized designee to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any employment agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

614.1.1 DEFINITIONS

Definitions related to this policy include:

Child - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent).

FMLA - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

Qualified health care professional - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the city benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

Spouse - The person with whom an employee has entered into a marriage defined or recognized by the location in which the marriage was entered into (29 USC § 2611(13); 29 CFR 825.102; 29 CFR 825.122).

Family and Medical Leave

614.2 POLICY

It is the policy of the City to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal law and any applicable employment agreement.

614.3 ELIGIBLE EMPLOYEES

Employees are eligible for FMLA after working for the City for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are fewer than 50 other employees within 75 miles of the employee's work site.

614.4 TYPE AND DURATION OF LEAVE

Generally, eligible employees are entitled under FMLA to 12 workweeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

614.4.1 SERIOUS HEALTH CONDITIONS

Eligible employees may take up to 12 weeks of leave to care for a spouse, child, or parent with a serious health condition or when the employee is unable to work because of the employee's own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200).

If both spouses are employed by the City, the combined number of workweeks to care for a sick parent is limited to 12 workweeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition that requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

Family and Medical Leave

614.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

If both parents are employed by the City, the combined number of workweeks of leave is limited to 12 workweeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

614.4.3 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military member's parent who is incapable of self-care, such as providing care on an immediate-need basis or arranging for alternative care.

614.4.4 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

Family and Medical Leave

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the City, the combined number of workweeks of leave is limited to 26 workweeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

614.4.5 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Employee Resources Director, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Intermittent leave for any employee shall be tracked and calculated.

[Employees requesting intermittent or reduced schedule leave must provide medical certification stating the necessity and expected duration of the leave. The City may, at its discretion and in compliance with applicable laws, temporarily transfer an employee to an alternative position with equivalent pay and benefits if it better accommodates the intermittent leave schedule. Any such transfer will apply only during the approved FMLA leave period and does not guarantee continued placement in the alternative position beyond the approved leave timeframe.](#)

614.4.6 PREGNANCY DISABILITY LEAVE

Pregnant employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA leave. The duration of leave is dependent on the circumstances. The Employee Resources Director shall defer to a pregnant employee's qualified health care professional in assessing the employee's ability to work.

614.5 EMPLOYMENT BENEFITS WHILE ON LEAVE

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). [Retirement contributions and other City-paid benefits will only continue if the employee](#)

Family and Medical Leave

[remains in a paid status \(i.e., using vacation, sick, or personal leave\)](#). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after the leave entitlement has been exhausted or expires, the City may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The City may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

[Employees enrolled in voluntary benefits \(e.g., supplemental insurance\) may have the option to port or continue coverage at their own expense. It is the employee's responsibility to coordinate payment arrangements with the Employee Resources Department to avoid a lapse in coverage.](#)

Employees may not earn additional time off while on unpaid leave.

614.5.1 POST FMLA COVERAGE AND COBRA REQUIREMENT

[If an employee exhausts their FMLA leave entitlement and remains on an unpaid leave status, they will no longer be eligible for employer-paid health insurance benefits. At that point, the employee may be responsible for continuing their health coverage under COBRA, subject to the terms and conditions of the City's health plan. The employee will be required to pay the full cost of COBRA premiums, including any applicable administrative fees. Failure to make timely premium payments may result in the termination of coverage.](#)

614.5.2 AFFORDABLE CARE ACT (ACA) COMPLIANCE

[In compliance with the Affordable Care Act \(ACA\), the City will continue to evaluate an employee's eligibility for health insurance based on applicable measurement and stability periods. Employees who remain in a leave status beyond the FMLA leave period may be entitled to continued health coverage if they meet the ACA's full-time employee requirements. Employees should contact the Employee Resources Department to understand their options for maintaining health benefits under COBRA or ACA provisions.](#)

614.6 SUBSTITUTION OF PAID ACCRUED LEAVES

Subject to applicable employment agreements and [public civil](#) service rules, employees are required to exhaust all applicable paid accrued leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave, and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA leave. Employees may not use paid accrued leave to extend FMLA leave beyond 12 workweeks per year.

Family and Medical Leave

614.7 USE OF FMLA LEAVE

If an employee takes a leave of absence for any reason that is FMLA qualifying, the City may designate that non-FMLA leave as running concurrently with the employee's 12-week FMLA leave entitlement.

614.8 PROCEDURES

The following procedures will apply for all employees requesting leave under FMLA:

- (a) When a leave is requested for a medical or other FMLA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to city operations (29 USC § 2612; 29 CFR 825.302).
- (b) An employee who wishes to take FMLA leave must provide the employee's supervisor with 30 days' advanced notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303).
- (c) At the time of the request, the employee must complete an FMLA request form [from Employee Resources to ensure all required documentation is submitted for review and approval.](#)

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the City, the supervisor should forward the request and any medical certifications to the Employee Resources Director or the authorized designee and ensure the employee is provided the necessary forms and FMLA information and required notices within five business days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave for the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312).

614.9 REINSTATEMENT FOLLOWING LEAVE

[If an employee is on FMLA leave due to their own serious health condition, they may be required to provide a fitness-for-duty certification from a qualified health care provider before returning to](#)

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[work. The certification must confirm the employee's ability to perform the essential functions of their job. The City may require an independent medical evaluation if necessary.](#)

Generally, employees returning from FMLA leave within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Employee Resources Director or the authorized designee to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA leave, non-paid leave ~~may~~ **will** continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Employee Resources Director or the authorized designee in consultation with the legal counsel will determine whether non-FMLA leave should apply.

614.9.1 PERFORMANCE EVALUATIONS AND PAY INCREASES

[FMLA leave will not be considered a break in service, and employees will not be penalized for using leave. However, if an employee's performance review date falls during their leave, the evaluation and any associated pay increases may be deferred until the employee has returned and worked for a reasonable evaluation period.](#)

614.10 RESPONSIBILITY

The responsibilities of the Employee Resources Director or the authorized designee include but are not limited to (29 CFR 825.108; 29 CFR 825.110; 29 CFR 825.112; 29 CFR 825.300; 29 CFR 825.301):

- (a) Attempting to determine whether an employee absence of four or more days may qualify as FMLA leave.
- (b) Determining if an employee is eligible for FMLA leave.
- (c) Determining if leave is for an FMLA-qualifying reason.
- (d) Granting or denying a request for FMLA leave and providing designation notice to the employee within five business days of designation.
- (e) Providing eligibility notice to the employee within five business days of the request for FMLA leave or when acquiring knowledge that an employee's leave may be for FMLA.
 1. If the employee is not eligible for FMLA leave, the notice must state at least one reason why the employee is not eligible.

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- (f) Providing a written rights and responsibilities notice each time the eligibility notice is provided to an employee.

The Employee Resources Director or the authorized designee should work with legal counsel regarding questions relating to leave or reinstatement from leave under this policy.

614.10.1 STATE FAMILY AND MEDICAL LEAVE CONSIDERATIONS

The City will comply with the requirements of any applicable state-specific laws providing for family and medical leave. The City Manager or the authorized designee is also responsible for establishing a process for implementing applicable family and medical leave requirements, including consideration of whether an employee is eligible for paid family or medical leave under state law, if applicable.

614.11 RECORDS

The City will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the city's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

614.12 NOTICE TO EMPLOYEES

The Employee Resources Director or the authorized designee should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the City where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

Leaves and Absences

610.1 PURPOSE

This section outlines the usage of leave time by the employee, including vacation leave, sick leave, bereavement leave, industrial leave, holiday leave, personal leave, election days, jury duty, and modified duty.

610.2 GENERAL

It is the responsibility of the supervisor to exercise prudent judgment in scheduling time off, granting leave without pay, and scrutinizing the usage of leave. All requests for leave should be requested in writing.

The accumulation of vacation, ~~and sick~~ and personal leave is based on continuous employment. During an authorized, unpaid leave of absence, including but not limited to short-term disability (STD), long-term disability (LTD), industrial leave, or unpaid personal leave employees will not accrue vacation, sick, or personal leave during their leave period. However, employees on a paid leave status (i.e., using accrued leave) will continue to accrue benefits per standard accrual policies. ~~leave of absence or leave without pay, neither vacation nor sick leave will be accumulated.~~

610.3 VACATION

Employees are urged to plan ahead in scheduling their vacations. Planning better allows supervisors to schedule work. Department Directors may require employees in certain positions to take vacation as deemed necessary.

610.3.1 VACATION ACCRUAL

All full-time regularly employed classified and unclassified employees shall be awarded vacation leave with pay in accordance with the administrative policy. Employees who are working on a part-time or reserve status are not eligible for vacation leave with pay. All full-time employees other than sworn firefighters and department directors will accrue:

0-4 years	3.38 hours per pay period (11 days per year)
5-10 years	4.92 hours per pay period (16 days per year)
10+ years	6.48 hours per pay period (21 days per year)

Department Directors will accrue:

0-10 years	4.92 hours per pay period (16 days per year)
10+ years	6.48 hours per pay period (21 days per year)

All full-time sworn firefighter employees, defined as fifty-six (56) hour workweek employees who are normally scheduled to work rotating shifts of duty during a twenty-four(24) hour period but

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excluding the department director, supervisory personnel, and other fire department staff assigned a regular forty (40) hour workweek, will accrue:

0-4 years	4.73 hours per pay period (5.12 shifts per year)
5-10 years	6.89 hours per pay period (7.46 shifts per year)
10+ years	9.07 hours per pay period (9.82 shifts per year)

610.3.2 LIMITS TO VACATION ACCRUAL

No regularly employed classified or unclassified employee will be allowed to carry over vacation leave in excess of 320 hours and 448 hours for fifty-six (56) hour per week employees (i.e., firefighter, fire engineer, fire captain, battalion chief). On January 1st of the calendar year, any accrued vacation leave in excess shall be forfeited; unless the City Manager, within his or her sole discretion, authorizes an exception in extraordinary circumstances (i.e., individual case, state or national emergency, pandemic, etc.)

610.3.3 VACATION ACCRUAL FOR REINSTATEMENTS AND CREDITED YEARS OF SERVICE

If a former employee in good standing is reinstated within 30 calendar days from the separation date, that employee will return to the accrual schedule in place prior to separation and has the option to buyback vacation leave by returning the payment to Finance. The buyback may be partial or full.

Employees who are reinstated more than 30 calendar days from their separation date will accrue vacation as a new hire. No buyback option shall be allowed

610.3.4 VACATION LEAVE WHILE ON DISABILITY, INDUSTRIAL LEAVE OR UNPAID LEAVE

(a) Employees on a paid status (such as using accrued leave) will continue to accrue vacation leave in accordance with standard accrual policies. However, employees on short-term disability (STD), long-term disability (LTD), industrial leave, or on an unpaid status will not accrue vacation leave during their leave period. Additionally, employees receiving STD or LTD benefits may not use vacation leave while receiving these benefits.

(b) Employees on disability or industrial leave who are unable to use accrued vacation before the end of the applicable carryover period may request to carry over unused time, subject to City policy and approval by the City Manager or designee. ~~Refer to sick leave section 601.4~~

610.3.5 PAYMENT OF VACATION LEAVE UPON TERMINATION OF EMPLOYMENT

(a) An employee's accrued vacation leave will be paid upon the employee's termination, resignation or retirement with the City. (b) All of an employee's accrued vacation leave will be paid in the next regular pay period following the employee's termination, resignation or retirement with the City, unless the employee elects to defer the accrued vacation leave into a tax deferred account as per the subsection below or as otherwise required by law. (c) In the alternative to such payment,

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the employee may elect to defer the accrued vacation leave to an account for the employee in any eligible tax deferred compensation plan (such as a 457 plan) that is then maintained by the City and accepts such deferrals, only if a written deferral election is made before the beginning of the month in which the amount is made available or otherwise paid to the employee (or such earlier time as is prescribed in the applicable Treasury Regulations for such plan).

1. An employee may not use vacation leave to extend the date of a voluntary resignation, involuntary termination, layoff, or reduction-in-force.
2. In the event of death, the employee's estate shall be paid for accrued vacation leave at the rate of pay in effect at the time of the employee's death.

610.4 SICK LEAVE

Full-time employees shall accrue sick leave benefits on a bi-weekly (pay period) basis. Part-time, temporary, and seasonal employees shall accrue sick leave benefits based on the number of hours worked. Sick leave may first be used upon completion of 30 calendar days of employment. The City reserves the right to request that the employee provide documentation for absences of three (3) or more consecutive days.

All full-time employees other than sworn firefighters will accrue:

Full-Time	3.68 hours per pay period (12 days per year)
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All part-time, temporary, and seasonal employees will accrue:

Part-Time, Temporary, Seasonal	1 hour for every 30 hours worked, up to 40 hours per year
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Sworn firefighters will accrue:

Sworn Firefighters	5.15 hours per pay period (5.58 shifts per year)
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610.4.1 EARNED PAID SICK TIME

The first 40 hours of sick leave taken in a calendar year will be counted as earned paid sick time ("PST") under A.R.S. § 23-371 et seq. PST may be used for the purposes set forth in Arizona Revised Statutes § 23-373. These purposes include:

- (a) An employee's mental or physical illness, injury, health condition, or actual or potential exposure to a communicable disease;
- (b) To care for a family member's mental or physical illness, injury, health condition or actual or potential exposure to a communicable disease;
- (c) An employee's or a family member's need for medical diagnosis, treatment, or preventative care;
- (d) Certain public health emergencies; and

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Absence due to domestic violence, sexual violence, abuse, or stalking involving the employee or a family member.

For purposes of PST only, a "family member" is defined as:

- (a) Regardless of age, a biological, adopted or foster child, step child or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;
- (b) A biological, foster, stepparent or adoptive parent or legal guardian or an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;
- (c) A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- (d) A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- (e) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

PST (and all other paid sick leave) will run concurrently with Family and Medical Leave Act ("FMLA") if the leave qualifies as FMLA leave.

610.4.2 SICK LEAVE UPON EXHAUSTION OF PST FOR FULL-TIME EMPLOYEES

Usage of sick leave beyond 40 hours in a calendar year for full-time employees shall be allowed for personal illness or injury, travel time to and from a physician's office, to care for a family member as defined in the FMLA, FMLA leave, and Americans with Disabilities Act ("ADA") leave.

610.4.3 LIMITS TO SICK LEAVE

Full-time, regular employees' sick leave shall accrue continuously without any limit on the total amount that can accumulated.

Part-time, temporary, and seasonal employees: All sick time accrued by part-time, temporary, and seasonal employees will be considered PST. Part-time, temporary, and seasonal employees may not use more than 40 hours of PST during a calendar year. Any accrued, unused PST, up to 40 hours, at the end of a year shall be rolled over to the following year; however, part-time, temporary, and seasonal employees may only use 40 hours of PST per year. PST earned by a temporary or seasonal employee shall not be paid upon the employee's separation. If a temporary or seasonal employee is rehired within 9 months from the separation date, unused, accrued PST will be reinstated.

610.4.4 SICK LEAVE CASH OUT PROGRAM

Employees may participate in the sick leave cash-out program whereby full-time employees may sell back accrued sick hours. Employees will be provided the opportunity to cash out up to 80 hours of accrued sick leave (112 hours for sworn fire personnel working 56-hour schedule). Payment will

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be made at one half (1/2) the employee's base hourly rate at that time of cash out. To be eligible for the program, employees must have 240 hours (336 sworn fire) or higher of sick leave by the second pay cycle of November each fiscal year. Only accrued hours exceeding 240 hours (336 hours for sworn fire), at the maximum allowed, will be available for cash out.

The program will be evaluated annually based on the City's financial state determined by the City Council and City Manager. The City Manager will establish the guidelines for the administration of the program and shall have the sole discretion to terminate or pause the program at any time.

610.4.5 SICK LEAVE WHILE ON DISABILITY, INDUSTRIAL LEAVE OR UNPAID LEAVE

(a) Employees in a paid status (such as using accrued leave) will continue to accrue sick leave in accordance with standard accrual policies. However, employees on short-term disability (STD), long-term disability (LTD), industrial leave, or in an unpaid status will not accrue sick leave during their leave period. Additionally, employees receiving STD or LTD benefits may not use sick leave while receiving these benefits.

610.4.6 PAYMENT OF SICK LEAVE UPON TERMINATION

(a) No part of an employee's accrued and unused sick leave will be paid upon the employee's termination, resignation or retirement if the employee has less than ten years of consecutive employment with the City.

(b) All of a full-time employee's accrued and unused sick leave will be paid, up to a maximum of 560 hours of sick leave for full-time 40 hour workweek employees and up to 784 hours of sick leave for 56 hour workweek employees, after the beginning of the month following the date of the employee's termination, resignation or retirement, only if the employee has ten or more years of consecutive employment with the City.

(c) In the alternative to such payment, a full-time employee may elect to defer the accrued and unused sick leave to an account for the employee in any eligible tax deferred compensation plan (such as a 457 plan) that is then maintained by the City and accepts such deferrals, only if a written deferral election is made before the beginning of the month in which the amount is made available or otherwise paid to the employee (or such earlier time as is prescribed in the applicable Treasury Regulations for such plan).

(d) A part-time employee who has 10 or more years of consecutive service with the City will be paid any unused, accrued PST remaining in the year of separation, up to a maximum of 40 hours.

(e) An employee may not use sick leave to extend the date of a voluntary resignation, involuntary termination, layoff, or reduction-in-force.

(f) In the event of death, the employee's estate shall be paid for accrued sick leave at the rate of pay in effect at the time of the employee's death if the employee would have been otherwise entitled to payment of accrued sick leave.

(g) If a former full-time or part-time employee is reinstated within 9 months from the separation date, unused sick leave will be restored and made available. If the employee was paid out sick

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leave the employee has the option to buyback sick leave by returning the payment to Finance. The buyback may be partial or full.

(h) Unused paid parental leave is not payable upon separation of employment.

610.4.7 SICK DONATION PROGRAM

The City has established a Sick Donation Program which shall be governed by the following procedures:

(a) Any Employee who has depleted his/her accrued sick, vacation, and personal leave as a result of his/her serious illness or injury (hereafter "Requesting Employee") or is caring for a family member with a serious health condition may request access to the City's Donation Program (the "Program") by submitting a letter or request form to the Employee Resources Department.

(b) To be eligible, an employee;

1. Must be a full-time employee;
2. Must have a Family and Medical Leave Act (FMLA) qualifying event (although it is not necessary for an employee to meet FMLA tenure requirements)
3. Must have exhausted all forms of paid leave (i.e. vacation, sick, personal, compensatory time);
4. Must not be receiving funds from Workers' Compensation, Short Term Disability or Long Term Disability;
5. Must be suffering from his or her own serious medical hardship or catastrophic illness or injury or need to care for a family member (as defined by FMLA) including a spouse, child or parent suffering a serious medical hardship or catastrophic illness;
6. Must not have been counseled for abuse of leave during the last three years of their employment;

(c) A Requesting Employee may request to receive from other City employees donations of such other employee's sick leave (hereafter "Donating Employees") in order to receive income (at the Requesting Employee's rate of compensation) during the Requesting Employee's period of serious illness or injury or eligible family member's illness or injury. Eligible family member is defined by the Family Medical Leave Act (FMLA).

(d) Donating Employee may donate their sick leave to the Program only if a Donating Employee has thirty or more days of accumulated sick leave (240 for non sworn fire and 336 sworn fire) The donation will not be permitted if it will reduce the donating employee's sick leave accrual balance to less than 240 for non sworn fire and 336 for sworn fire. All donations of sick leave to the Program must be submitted pursuant to the Medical Leave Assistance Form which can be obtained from the Employee Resources Department.

(e) The Employee Resources Department is responsible for coordinating donations, reviewing requests and making a recommendation to the City Manager for his/her final approval. Employees may only request and accept donations to cover absences through the last day of the requested

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time off. Donations of sick leave may not be made to any Donating Employee's immediate supervisor.

(f) No Requesting Employee shall be eligible for the Program after he/she qualifies for short-term disability coverage.

(g) Sick leave donations are voluntary. Employees are prohibited from soliciting, offering, or receiving monetary or any other compensation or benefits in exchange for donating sick leave hours.

(h) Donated sick leave hours will be converted to a dollar value based on the donating employee's regular hourly rate at the time of donation. This amount will then be divided by the receiving employee's hourly rate to determine the actual number of hours received.

610.5 NOTICE OF LEAVES

In any instance in which an employee anticipates taking a leave of absence for any reason, including but not limited to ~~due to a~~ disability, ~~including~~ pregnancy, medical, family or personal reasons, the employee shall notify his or her supervisor or department director as soon as practicable. The notification should include the approximate date the leave will commence and the anticipated date of return. ~~of the approximate date that the leave will commence and, in addition, the anticipated date of return.~~

610.6 REASSIGNMENT FOR HEALTH REASONS

610.6.1 GENERAL REASSIGNMENT

When it is found that the duties of the employee require activity or exposure which may be injurious to his or her health, reasonable effort will be made to reassign temporarily the employee to other work to which he or she is qualified.

610.6.2 PREGNANCY REASSIGNMENT

At all times, the City will comply with the requirements of the Pregnancy Discrimination Act of 1978, including temporary reassignment of a pregnant employee to other work for which she is qualified, to the extent required by the law.

610.7 FAMILY LEAVE

Family leave is granted in accordance with the Family and Medical Leave Act (FMLA) of 1993 and amendments thereto. For additional information, including the FMLA Policy, please contact the Employee Resources Department. Refer to section 614 for more information.

610.8 PARENTAL LEAVE

The City will provide up to four consecutive weeks of paid parental leave to eligible employees during the first 30 days following the birth of a child or the placement of a child with an employee through adoption or legal parentage in the case of surrogacy. This leave is intended to enable employees to care for and bond with a newborn, a newly adopted child, or a newly placed child.

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This policy runs concurrently with Family and Medical Leave Act (FMLA) leave, as applicable, for events occurring on or after October 8, 2024. Employees working a 40-hour work week will be eligible for 160 hours, and 56-hour employees will be eligible for 240 hours. In the event both parents are employed by the city, they are each permitted parental leave. Paid parental leave is not payable upon separation from employment.

610.9 BEREAVEMENT LEAVE

Upon the death of an immediate family member, a full-time employee may be granted bereavement leave, usually a maximum of one (1) day. This day shall not be chargeable to sick or vacation leave. A Department Director may extend the bereavement leave for an individual, up to a maximum of four (4) days. Any additional hours beyond the limit may be charged to employee sick or vacation leave with Department Director approval. For the death of anyone other than an immediate family member, a Department Director with City Manager approval may grant bereavement leave in accordance with this policy.

Immediate family shall mean: mother, father, brother, sister, daughter, son, grandmother, grandfather, uncle, aunt, mother-in-law, father-in-law, brother-in-law, sister-in-law, wife, and husband.

610.10 INDUSTRIAL LEAVE

Industrial leave is defined as leave necessitated by an injury or condition sustained in the course and scope of employment with the City, to obtain treatment and/or recuperation as determined by a licensed physician.

Industrial leave is not accrued, but is available through the State Industrial Commission in conjunction with State Law and City Policy.

When an employee sustains an injury or illness arising out of and in the course of employment, the employee must report the incident immediately to his or her supervisor. Failure to report an industrial incident in a timely manner could result in denial of the workers compensation claim.

610.11 MILITARY LEAVE

Employees who are ordered to active duty, training, or other military obligations shall be granted a leave of absence from employment without loss of seniority, pay, or employment status or rating.

(a) Military leave will not be deducted from any accrued vacation or other paid leave balances unless requested by the employee.

(b) Employees are entitled to 15 days of paid military leave each year or 30 days of paid military leave within a two-year period. For sworn fire personnel working a 24-hour shift schedule, military leave will be converted to reflect their standard shift hours to ensure equitable application of the benefit.

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(c) Upon completion of military duty, employees are entitled to reinstatement to their previous position or an equivalent role, consistent with state and federal protections. ~~Military leave is granted in accordance with Federal and State law.~~

610.12 LEAVE WITHOUT PAY

Leave Without Pay may be authorized when all accrued leave benefits have been used or in unique situations.

To apply for such a leave, an employee shall submit a written request to their Department Director and City Manager; the request is subject to their approval. Vacation and Sick leave accruals will discontinue when Leave Without Pay is taken.

610.13 HOLIDAY LEAVE

The City shall maintain official holidays and policies governing employees and time off and compensation. For additional information contact the Employee Resources Department

(a) City holidays are as follows:

January 1st	New Year's Day
3rd Monday in January	Martin Luther King Jr. Day
3rd Monday in February	President's Day
March 31st	Cesar Chavez Recognition
Last Monday in May	Memorial Day
June 19th	Juneteenth
July 4th	Independence Day
1st Monday in September	Labor Day
November 11th	Veteran's Day
4th Thursday in November	Thanksgiving
4th Friday in November	Day after Thanksgiving
December 25th	Christmas

All full-time employees will receive holiday pay for city recognized holidays. Non-exempt employees (including non-exempt police and fire personnel) who are required to work on a city recognized holiday will receive, in addition to their regular pay, one and one-half (1.5) times their regular rate of pay for the first eight (8) hours worked on the holiday. Working hours must occur on the holiday between 12:00 a.m. to 11:59 p.m. Any time worked by non-exempt employees on a city recognized holiday in excess of eight (8) hours will be paid at the employee's regular rate unless the hours constitute overtime in accordance with the Fair Labor Standards Act (FLSA). Exempt battalion chief employees who work eleven (11) hours or more on a scheduled shift on a city recognized holiday will receive, in addition to their base pay, an amount equivalent to eleven (11) hours calculated at the hourly base rate.

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Non-exempt and exempt employees who work on a city recognized holiday may be given, with supervisor approval, a substitute day off during the same pay-period as the holiday in lieu of any additional compensation.

When a holiday falls on a day an employee is not scheduled to work, non-exempt and exempt employees will be given a substitute day off with pay, if operationally possible. The substitute day must be taken during the same pay period as the holiday. If a non-exempt employee does not take a substitute holiday day off, because it was not operationally possible to do so, he or she will receive one (1) day's pay at his or her regular rate (not overtime rate) as compensation in lieu of a substitute holiday day off. In some cases, the City may choose to observe an alternate day for a holiday due to the holiday occurring on a day of general office closure (i.e. Saturday or Sunday). Employees who work on an observed holiday (as opposed to the actual holiday) will receive, in addition to their regular pay, straight time pay at their regular rate (not overtime rate) for hours worked that day. At no point will an employee be compensated two times for a holiday.

610.14 PERSONAL LEAVE

In addition to the listed holidays, each employee shall be granted one (1) personal day off per calendar year.

610.14.1 PAYMENT OF PERSONAL LEAVE UPON TERMINATION OF EMPLOYMENT

An employee's accrued personal leave will be paid upon the employee's termination, resignation or retirement with the City. The accrued personal leave will be paid in the next regular pay period following the employee's termination, resignation or retirement with the City.

(a) An employee may not use accrued personal leave to extend the date of a voluntary resignation, involuntary termination, layoff, or reduction-in-force.

(b) In the event of death, the employee's estate shall be paid for accrued personal leave at the rate of pay in effect at the time of the employee's death.

610.14.2 PERSONAL LEAVE ACCRUALS FOR REINSTATEMENTS

If a former employee in good standing is reinstated within the same calendar year in which he/she used or was paid out personal leave, he/she will not accrue personal leave until the forthcoming calendar year.

610.14.3 PERSONAL LEAVE WHILE ON DISABILITY, INDUSTRIAL OR UNPAID LEAVE

(a) Employees in a paid status (such as using accrued leave) will continue to accrue personal leave in accordance with standard accrual policies. However, the employee on short-term disability (STD), long-term disability (LTD), industrial leave, or in an unpaid status will not accrue personal leave during their leave period. Additionally, employees receiving STD or LTD benefits may not use personal leave while receiving these benefits.

(b) Employees on disability or industrial leave who are unable to use accrued personal leave before the end of the applicable carryover period may request an extension, subject to City policy and approval by the City Manager or designee.

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610.15 ELECTION DAYS

The biannual general election day, the first Tuesday after the first Monday in November of every even-numbered year, is not a legal holiday. However, every public officer or employee is entitled to three (3) consecutive hours of time to vote in any election from the opening of the polls or prior to closing of the polls. Requests shall be made for such an absence prior to the day of the election and the supervisor may specify the hours during which the employee may be absent.

610.16 JURY DUTY

610.16.1 GUIDELINES

All employees should consider jury duty as a necessity required in our democratic society. When serving, the employee shall receive their regular pay during the time of actual duty, subject to the following:

- (a) Upon notification from the Clerk of Court, the employee shall notify the immediate supervisor or Department Head.
- (b) The employee shall be allowed sufficient time to change his/her attire and to reach the place of jury duty.
- (c) If dismissed from jury duty during normal working hours, the employee shall promptly return to work.

610.16.2 SUBMISSION OF JURY DUTY FEE PAYMENT TO THE CITY

The employee shall submit the compensation received for jury duty to finance, except any amount received for travel expense.

610.17 WITNESS

When a person is called as a witness by the Federal government or the State of Arizona, or any political subdivision thereof, relative to matters pertaining to the performance of the employee's job duties, leave with pay will be given for the time required from the actual time of call until being dismissed, subject to the following:

- (a) The employee shall be allowed sufficient time to change his/her attire and to reach the required destination.
- (b) If dismissed from the case during normal working hours, the employee shall promptly return to work.
- (c) This Section shall not apply in any case in which the employee is a party to the proceedings, unless the employee is a defendant alleged to have engaged in conduct associated with his or her duties as a City employee.

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610.18 MODIFIED DUTY

The City of Tolleson Modified Duty Program is designed to place, on a temporary basis, regular full- or part-time employees who are recovering from work-related injuries in assignments they are medically capable of performing.

610.18.1 POLICY

(a) Modified duty is a temporary work assignment, conforming to the treating physician's limitations, given to an employee who, in whole or in part, is unable to perform his or her regular job due to a disability resulting from a work-related injury. A modified duty assignment could include creating a new position on a temporary basis, excusing an employee from performing the essential functions of his or her regular job, or transfer to a vacant position.

(b) Participation in the City's Modified Duty Program is not a right of employment. The Modified Duty Program is instituted for the benefit of the City. The approval, disapproval, or continuance of a modified duty assignment is a right of management and is not grievable under section [60714](#) of this Employee Handbook.

610.18.2 ELIGIBILITY

(a) Employees must be full- or part-time regular employees for the City of Tolleson on the date of injury and at the time of the modified duty assignment.

(b) The injury sustained by the employee must be determined to be work-related and compensable under current workers' compensation legislation.

(c) The injury must be documented by the employee's authorized physician as temporary with recovery expected no later than one year from the date of initial work restrictions.

(d) At each doctor's visit, the employee must request a work status report, which states specific work restrictions, if any, and the date/time of the next appointment.

(e) The assignment of modified duty will be based solely on the City's need and work availability. No workers' compensation benefits will be paid if the employee declines modified duty as offered by the City, but the employee may use sick leave, vacation leave, or comp time accruals, if available. No donated vacation or exceptional disability will be available. If an employee has exhausted all available paid leave and any unpaid leave for which he or she is eligible under the Family and Medical Leave Act, the employee may be disciplined, up to and including termination, for refusing a modified duty assignment for which the employee is qualified and which complies with the authorized treating physician's restrictions.

610.18.3 REQUIREMENTS

- (a) The employee shall schedule medical appointments as best fits medical necessity and least disrupts City operations. Any medical visits during work hours will be charged to the employee's sick leave. Should an employee use all accrued sick leave, accumulated vacation leave and compensatory time shall be automatically used. Intermittent FML may run concurrent for doctor visits.

Leaves and Absences

- (b) The employee shall provide to the Department Director of the modified duty assignment and the Employee Resources Department a work status report after each doctor's visit, which states specific work restrictions, if any, and the date/time of the next appointment.
- (c) Complete recovery within twelve months from the initial date of work restrictions must be medically anticipated for an employee to be placed on modified duty status.
- (d) Based on the employee's meeting eligibility requirements and the availability of modified duty work within the City, the employee's Department Head, after consultation with the Employee Resources Department, may approve a modified duty assignment for an employee for a maximum of three months. Up to three additional months of modified duty may be granted with approval from the employee's regular Department Director and the Employee Resources Department. An extension beyond six months of modified duty must be approved by the Employee Resources Department. Under no circumstances will modified duty be approved beyond 12 months from the initial date of work restrictions.
- (e) [Modified duty assignments will be reviewed every \[30/60\] days to assess medical progress and ongoing need. Employees may be required to provide updated medical documentation at each reassessment. Modified duty is not a permanent job placement and will not extend beyond 12 months unless otherwise required under applicable disability laws.](#)
- (f) If the employee's Department Director disapproves an initial three month modified duty assignment or additional time after three months, or the Employee Resources Department disapproves an extension of a modified duty assignment for any reason, the employee will be placed on appropriate leave status.
- (g) The employee is responsible for working within the work restrictions as determined by the authorized treating physician.
- (h) The employee must perform at a satisfactory level, as determined by the modified duty Department Director, in the temporary modified duty assignment.
- (i) No worker's compensation benefits will be paid if the employee declines a modified duty assignment as offered by the City, but the employee may use sick leave, vacation leave, or comp time accruals, if available, or unpaid leave under the Family and Medical Leave Act, if the employee is eligible and has not exhausted such leave. No donated vacation or exceptional disability will be available.
- (j) In cases of medical conflict or dispute as to work status of the employee, the City will make the determination based on medical information received by the City.
- (k) Modified duty terminates at the earliest of:
 - 1. Return to regular duty as determined by the authorized treating physician;
 - 2. The employee's inability to perform the essential functions of the job held at the time of injury for 12 consecutive months from the initial date of work restrictions;
 - 3. The employee's inability to perform the essential functions of the job held at the date of injury for 12 accumulated months if work restrictions are intermittently assigned; or

Leaves and Absences

4. The authorized treating physician's determination that the employee is permanently and totally disabled.

610.18.4 COMPENSATION

- (a) While temporarily assigned to modified duty, the employee will be paid at the employee's regular base pay. Overtime is not available while on modified duty status.
- (b) All time worked, whether assigned to the employee's own department or another department within the City, will be charged to the home department.
- (c) Any changes in salary shall be in accordance with the Employee Handbook.
- (d) Leave accruals will continue as if the employee were working at his or her regular duty assignment. Adjustments may be made if an employee is released to modified duty on a part-time basis in accordance with the Employee Handbook.

610.18.5 ADMINISTRATION

The Employee Resources Department will be responsible for administering the City of Tolleson's Modified Duty Program.

610.18.6 MONITORING

The City reserves the exclusive right to evaluate the necessity, the duties, and the performance of any employee in a modified duty assignment. If the City determines the modified duty assignment is no longer in the best interest of the City, the City may withdraw the assignment. If alternative modified duty work is available, the employee, at the City's discretion, may be placed in the alternative modified duty position. If no alternative modified duty assignment is available, the employee, at the City's discretion, may be placed in the alternative modified duty position. If no alternative modified duty assignment is available, the employee will be placed on appropriate leave status.



CITY COUNCIL REPORT

SUBJECT: Tohono O'odham Nation Grant Proposal

MEETING DATE: May 13, 2025

TO: Mayor and Council

FROM: Jason Earp, Development Services Director

REVIEWED: Reyes Medrano Jr., City Manager

PURPOSE:

To request City Council approval for the submission of a grant proposal to the Tohono O'odham Nation under Proposition 202 funding and authorization to accept any resulting grant for projects supporting economic development and other priority areas.

BACKGROUND:

The Tohono O'odham Nation is currently accepting proposals for Proposition 202 funding from eligible entities including Arizona cities, towns, counties, and nonprofit organizations. The funding aims to support initiatives within six designated priority areas:

- Education
- Health Care
- Public Safety
- Child Advocacy
- Economic Development
- Cultural and Environmental Development and Protection

The City of Tolleson seeks to participate in this funding opportunity by submitting a proposal for projects aligned with the Nation's priority focus areas for 2025.

DISCUSSION:

Resolution No. 2601 formally authorizes the City of Tolleson to submit a grant proposal to the Tohono O'odham Nation and to accept any resulting funding. It empowers the Mayor, City Manager, City Clerk, and City Attorney to execute and submit all necessary documentation, and to take any actions required to implement the grant-funded projects.

BUDGET IMPACT:

There is no fiscal impact associated with submitting the grant proposal. If awarded, the grant will provide external funding to support selected City initiatives within the priority areas, particularly economic development.

RECOMMENDATION:

Staff recommends approval of Resolution No. 2601 to facilitate the City's participation in the Tohono O'odham Nation's Proposition 202 funding opportunity and to enhance resources available for community development initiatives.

ATTACHMENTS:

1. Res 2601 Tohono O'odham 2025 Grant Application for Economic Development and Other Priority Areas
05 13 25

RESOLUTION NO. 2601

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF TOLLESON, ARIZONA, AUTHORIZING THE SUBMISSION OF A GRANT PROPOSAL TO THE TOHONO O'ODHAM NATION RELATING TO ECONOMIC DEVELOPMENT AND OTHER PRIORITY AREAS ESTABLISHED BY THE NATION, AND AUTHORIZING THE ACCEPTANCE OF ANY RESULTING GRANT.

WHEREAS, the Tohono O'odham Nation (the "Nation") is accepting proposals for Proposition 202 funding from Arizona cities, towns, counties and nonprofit organizations for projects in the following priority areas: (a) education; (b) health care; (c) public safety; (d) child advocacy; (e) economic development; and (f) cultural and environmental development and protection; and

WHEREAS, the City of Tolleson (the "City") desires to submit a grant proposal for City projects relating to the priority areas established by the Nation.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TOLLESON, ARIZONA, as follows:

Section 1. The recitals above are hereby adopted and incorporated as if fully set forth herein.

Section 2. The City Council hereby approves the submission of a grant proposal for consideration by the Nation for one or more projects relating to the priority areas established by the Nation for 2025 and hereby authorizes the acceptance of any such grant.

Section 3. The Mayor, City Manager, City Clerk and City Attorney are hereby authorized and directed to execute and submit all documents and any other necessary or desirable instruments in connection with the grant proposal, to execute any resulting grants and to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Mayor and Council of the City of Tolleson, Arizona, on this 13th day of May, 2025.

Juan F. Rodriguez, Mayor

ATTEST: _____
Crystal Zamora, City Clerk

APPROVED AS TO FORM: _____
Justin Pierce, City Attorney



CITY COUNCIL REPORT

SUBJECT: Ordinance No. 620 N.S. - Adoption of International Building Codes, May 13, 2025

MEETING DATE: May 13, 2025

TO: Mayor and Council

FROM: Brett Harris, Chief Building Official

REVIEWED: Reyes Medrano Jr., City Manager

PURPOSE:

Consideration of adopting Ordinance 620 N.S., which will have the effect of updating the building construction codes and associated amendments to the 2024 editions of the International Building Code, International Residential Code, International Mechanical Code, International Existing Building Code, International Energy Conservation Code, International Fuel Gas Code, International Plumbing Code, and the 2023 edition of the National Electrical Code.

BACKGROUND:

The current Tolleson building construction codes have been in effect for six years. The International Code Council continually makes modifications to the building codes to increase life safety in the built environment. Updating to the latest editions of the ICC Family of Codes will bring the city current with construction technologies and methodologies. Also, at this time, our neighboring jurisdictions are also going through the adoption process. This will effectively keep construction cohesive across the region. The existing ordinance was adopted in 2019.

DISCUSSION:

As technologies in construction are ever-changing, adopting the latest editions of the model codes will allow for the most advanced construction methodologies and technologies to be employed in Tolleson. Neighboring jurisdictions have either adopted or are in the process of adopting the 2024 ICC building codes. Staff and legal have reviewed the codes and amendments for cohesiveness and coordination.

BUDGET IMPACT:

There is no budgetary impact.

RECOMMENDATION:

Staff recommends that the City Council adopt Ordinance No. 620 N.S.

ATTACHMENTS:

1. Ord 620 N.S. Adopting the City of Tolleson International Building Codes, May 13, 2025 05 13 25

ORDINANCE NO. 620 N.S.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF TOLLESON, ARIZONA, AMENDING THE CODE OF TOLLESON, ARIZONA, CHAPTER 12 LAND USAGE, ARTICLE 12.1 BUILDING REGULATIONS; CONSTRUCTION, INTERNATIONAL CODES BY REPEALING AND REPLACING SECTION 12-1-20 ADOPTION; DECLARING THE “CITY OF TOLLESON INTERNATIONAL BUILDING CODES, MAY 13, 2025” A PUBLIC RECORD; ADOPTING THE “CITY OF TOLLESON INTERNATIONAL BUILDING CODES, MAY 13, 2025” BY REFERENCE; ALL RELATED TO THE ADOPTION OF UPDATED INTERNATIONAL BUILDING CODES INCLUDING THE INTERNATIONAL BUILDING CODE, 2024 EDITION; THE INTERNATIONAL RESIDENTIAL CODE, 2024 EDITION; THE INTERNATIONAL EXISTING BUILDING CODE, 2024 EDITION; THE NATIONAL ELECTRICAL CODE, 2023 EDITION; INTERNATIONAL MECHANICAL CODE, 2024 EDITION; THE INTERNATIONAL PLUMBING CODE, 2024 EDITION; INTERNATIONAL FUEL GAS CODE, 2024 EDITION; AND THE INTERNATIONAL ENERGY CONSERVATION CODE, 2024 EDITION; PROVIDING FOR SEVERABILITY; PROVIDING FOR PENALTIES; AND SETTING AN EFFECTIVE DATE OF JULY 1, 2025.

WHEREAS, the Mayor and Council of the City of Tolleson desire to amend the City Code to adopt updated versions of the International Building Codes; and

WHEREAS, reasonable regulations relating to building, construction, and property maintenance are in the best interests of residents to protect public health and safety; and

WHEREAS, that certain document entitled “City of Tolleson International Building Codes, May 13, 2025,” one paper copy and one electronic copy of which are on file with the City Clerk, is hereby declared a public record and said copies are ordered to remain on file with the Clerk.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF TOLLESON, ARIZONA, as follows:

Section 1. In General.

The Code of Tolleson, Arizona, Chapter 12 Land Usage, Article 12.1 Building Regulations; Construction, International Codes is hereby amended by repealing Section 12-1-20 Adoption in its entirety and adopting a new Section 12-1-20 Adoption to read as set forth in “City of Tolleson International Building Codes, May 13, 2025,” which is hereby adopted and incorporated by reference in this Ordinance.

Section 2. Providing for Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference are hereby repealed.

Section 3. Providing for Severability.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or any part of the Code adopted herein by reference is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4. Providing for Penalties.

Any person found guilty of violating any provision of this Ordinance shall be guilty of a class one misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed Two Thousand Five Hundred Dollars (\$2,500) or by imprisonment for a period not to exceed six (6) months, or both such fine and imprisonment. Each day that a violation continues shall be a separate offense punishable as herein described.

Section 5. Effective Date.

This Ordinance shall be effective as of July 1, 2025.

PASSED AND ADOPTED by the Mayor and Council of the City of Tolleson, Arizona this 13th day of May, 2025.

Juan F. Rodriguez, Mayor

ATTEST: _____
Crystal Zamora, City Clerk

APPROVED AS TO FORM: _____
Justin Pierce, City Attorney

EXHIBIT A
TO
ORDINANCE NO. 620 N.S.

[City of Tolleson International Building Codes, May 13, 2025]

See following pages.

**CITY OF TOLLESON INTERNATIONAL BUILDING CODES,
MAY 13, 2025**

The Code of Tolleson, Arizona, Chapter 12 Land Usage, Article 12.1 Building Regulations: Construction, International Codes, Section 12-1-20 Adoption is hereby amended by repealing Section 12-1-20 Adoption in its entirety and adopting a new Section 12-1-20 Adoption to read as set forth in this document:

Section 12-1-20 - ADOPTION.

(A) The following codes are hereby adopted and made of a part of this article the same as though the codes were specifically set forth in full herein.

(1) The International Building Code, 2024 Edition, as published by the International Code Council, Inc., with amendments and exclusions as follows:

(a) The text of Section 101.1 Title, is hereby deleted in its entirety and replaced as follows:

[A] 101.1 Title. These regulations shall be known as the Building Code of the City of Tolleson, hereinafter referred to as "this code."

(b) The text of Section 101.2.1 Appendices, is hereby deleted in its entirety and replaced as follows:

[A] 101.2.1 Appendices. Provisions in the appendices shall not apply unless specifically adopted. The City of Tolleson hereby adopts Appendix I Patio Covers.

(c) The text of Section 101.4.3 Plumbing, is hereby deleted in its entirety and replaced as follows:

[A] 101.4.3 Plumbing. The provisions of the International Plumbing Code shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system.

(d) The text of Section 104.3.1 Determination of Substantially Improved or Substantially Damaged

Existing Buildings and Structures in Flood Hazard Areas, is hereby deleted in its entirety and replaced as follows:

[A] 104.3.1 Determination of Substantially Improved or Substantially Damaged Existing Buildings and Structures in Flood Hazard Areas. For applications for reconstruction, rehabilitation, repair, alteration, addition or other improvement of existing buildings or structures located in flood hazard areas, the Maricopa County Flood Control Manager shall determine if the proposed work constitutes substantial improvement or repair of substantial damage. Where the Maricopa County Flood Control Manager determines that the proposed work constitutes substantial improvement or repair of substantial damage, and where required by this code, the Maricopa County Flood Control Manager shall require the building to meet the requirements of Section 1612, or Section R306 of the International Residential Code, as applicable.

- (e) The text of Section 105.2 Work Exempt from Permit – Building (2), is hereby deleted in its entirety and replaced as follows:

Building.

* * *

2. Fences not over 6 feet high.

- (f) The text of Section 105.3.2 Time Limitation of Application, is hereby deleted in its entirety and replaced as follows:

[A] 105.3.2 Time Limitation of Application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of last completed review for correction or approval, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more

extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

- (g) The text of Section 109.4 Work Commencing Before Permit Issuance, is hereby amended by adding the following to the last sentence of the section:

This fee shall be equal to double the amount of the Plan Review and Building Permit fees required by this code. The payment of such a fee shall not exempt an applicant from compliance with all other provisions of either this code or other requirements, nor from the penalty prescribed by law.

- (h) The text of Section 109.6 Refunds, is hereby deleted in its entirety and replaced as follows:

[A] 109.6 Refunds. The building official shall be permitted to authorize refunding of a fee paid hereunder which was erroneously paid or collected. The building official shall be permitted to authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. No refund shall be made once an (any) inspection has been conducted under the permit. The building official shall be permitted to authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any review has taken place. The building official shall not be permitted to authorize refunding of any fee paid except upon written application filed by the original permittee not more than 180 days after the date of permit issuance.

- (i) The text of Section 113 Means of Appeals, is hereby deleted in its entirety and replaced as follows:

Section 113 Means of Appeals

[A] 113.1 Means of Appeals. Decisions of the Chief Building Official shall be appealed to a hearing officer appointed by the City Manager. An application for an appeal of any order, decision or interpretation made by the Chief Building Official shall be filed in writing and shall be delivered to the Chief Building Official within thirty (30) calendar days of the date of the order, decision or interpretation. The decision of the Chief Building Official may be reversed or modified by the hearing officer upon his/ her finding that:

- a. The decision of the Chief Building Official is not supported by a reasonable interpretation of the application of the city code to the specific facts presented, or the city code does not apply to the facts presented.
- b. The reversal or modification of the Chief Building Official's decision will not create or manifest injustice or affect the intent of the city code.
- c. The reversal of the Chief Building Official's decision will not be detrimental to the public health, safety and welfare.

[A] 113.2 Limitations on Authority. The hearing officer shall have no authority related to interpretation of the administrative provisions of the codes, nor shall the hearing officer be empowered to waive the requirements of the codes.

- (j) The text of Section 201.4 Terms Not Defined, is hereby amended by adding the following to the last sentence of the section:

Merriam-Webster's Unabridged Dictionary of the English Language shall be considered as providing ordinarily accepted meanings.

- (k) The text of Section 308.2.4 Five or Fewer Persons Receiving Custodial Care, is hereby deleted in its entirety and replaced as follows:

308.2.4 Five or Fewer Persons Receiving Custodial Care. A facility with five or fewer persons receiving custodial care shall be classified as Group R-3 or shall comply with the International Residential Code provided an automatic sprinkler system is installed in accordance with Section 903.3.1.3 of this code.

- (l) The text of Section 308.3.2 Five or Fewer Persons Receiving Medical Care, is hereby deleted in its entirety and replaced as follows:

308.3.2 Five or Fewer Persons Receiving Medical Care. A facility with five or fewer persons receiving medical care shall be classified as Group R-3 or shall comply with the International Residential Code provided an automatic sprinkler system is installed in accordance with Section 903.3.1.3 of this code.

- (m) The text of Section 310.3 Residential Group R-2, is hereby amended by adding the following to the list of R-2 residential occupancies:

Residential condominiums

- (n) The following Section 707.3.12 Electrical Rooms with Service Entrance Equipment is hereby added and shall read as follows:

707.3.12 Electrical Rooms with Service Entrance Equipment. Fire Barriers and/or horizontal assemblies with a fire-resistance rating of one hour shall be provided to separate an electrical room containing service entrance equipment from adjacent rooms and spaces.

- (o) The text of Section 901.1 Scope, is hereby amended by adding the following to the end of the section:

Code sections preceded by [F] shall be maintained and administered under the International Fire Code as adopted by the City of Tolleson. Where there is a conflict regarding fire suppression system requirements and/or fire

alarm system requirements between this code and the Fire Code, the Fire Code shall prevail.

- (p) The text of Section 901.5 Acceptance Tests, is hereby deleted in its entirety and replaced as follows:

901.5 Acceptance Tests. Fire protection systems shall be tested in accordance with the requirements of this code and the International Fire Code. Where required, the tests shall be conducted in the presence of the building official. Tests required by this code, the International Fire Code and the standards listed in this code shall be conducted at the expense of the owner or the owner's authorized agent. It shall be unlawful to use, occupy, or furnish any portion of a structure until the fire protection systems of the structure have been tested, inspected, and approved.

- (q) The text of Section 1102.1 Design, is hereby deleted in its entirety and replaced as follows:

1102.1 Design. Buildings and facilities shall be designed and constructed to be accessible in accordance with this code. ICC A117.1, and the “Arizonans with Disabilities Act” (Arizona Revised Statutes, Title 41, Chapter 9, Article 8), and the “Arizonans with Disabilities Act Implementing Rules” (Arizona Administrative Code, Title 10, Chapter 3, Article 4), which rules incorporate the federal “2010 Americans with Disabilities Act Standards for Accessible Design,” and shall apply to new construction.

- (r) Table 1607.1 MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS, L_0 , AND MINIMUM CONCENTRATED LIVE LOADS, Section 27 – Residential – One - and two-family dwellings – Habitable attics and sleeping areas, is hereby deleted in its entirety and replaced as follows:

27.	Residential	One- and two-family dwellings:
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		Habitable attics and sleeping areas	40
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- (s) The text of Section 1705.4 Masonry Construction, is hereby amended by adding the following to the list of Exceptions:

Exception: Special inspections and tests shall not be required for:

4. Masonry fences seven (7) feet or less in height above grade.

- (t) Table 2902.1 Minimum Number of Required Plumbing Fixtures, Footnotes E and F, are hereby deleted in its entirety and replaced as follows:

e. For business and mercantile classifications with an occupant load of 25 or fewer, a service sink shall not be required.

f. Reserved.

- (u) The text of Section 2902.6 Small Occupancies, is hereby deleted in its entirety and replaced as follows:

[A] 2902.6 Small Occupancies. Restaurants that provide free drinking water to the public are not required to provide a drinking fountain. Occupancies may provide a bottled water dispenser located in the public area in lieu of the drinking fountain for the public.

- (v) The text of Section 3109.1 Swimming Pool Enclosures and Safety Devices, is hereby deleted in its entirety and replaced as follows:

[A] 3109.1 Swimming Pool Enclosures and Safety Devices. Swimming pool enclosures and safety devices shall be installed pursuant to Arizona Revised Statutes § 36-1681.

- (2) The International Residential Code, 2024 Edition, as published by the International Code Council, Inc., with amendments and exclusions as follows:

- (a) The text of Section R101.1 Title, is hereby deleted in its entirety and replaced as follows:

R101.1 Title. These regulations shall be known as the Residential Building Code of the City of Tolleson, hereinafter referred to as “this code.”

- (b) The text of Section R101.2.1 Appendices, is hereby deleted in its entirety and replaced as follows:

R101.2.1 Appendices. Provisions in the appendices shall not apply unless specifically adopted. The City of Tolleson hereby adopts:

Appendix BF Patio Covers

Appendix BO Existing Buildings and Structures.

- (c) Section R101.2 Scope, is hereby amended by adding the following section:

R101.2.1 RESNET Testing and Protocol. The Residential Energy Services Network (RESNET) Mortgage Industry National Home Energy Rating System Standards Protocol for third party testing and inspections shall be deemed to meet the requirements of sections R402.4.1.1, R402.4.1.2 and R403.2.2 and shall meet the following conditions.

1. Third Party Testing and Inspections shall be completed by a RESNET certified Rater or Field Rating Inspector and shall be subject to RESNET Quality Assurance Field Review procedures.
2. Sampling in accordance with Chapter 6 of the RESNET Standards shall be performed by Raters or Field Inspectors working under a RESNET Accredited Sampling Provider.

3. Third Party Testing is required for the following items:
 - a. R402.4.1.1 – Building Envelope-Thermal Air Barrier Checklist
 - b. R402.4.1.2 – Testing – Air Leakage Rate
 - c. R403.2.2 – Sealing – Duct Tightness
 4. The other requirements identified as “mandatory” in Chapter 4 shall be met.
 5. Alternate testing and inspection programs and protocols shall be allowed when approved by the Code Official.
- (d) The text of Section R105.3.2 Time Limitation of Application, is hereby deleted in its entirety and replaced as follows:

R105.3.2 Time Limitation of Application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith, or a permit has been issued; except that the building official is authorized to grant one extension of time for a period not to exceed 180 days. The extension shall be requested in writing and justifiable cause demonstrated. Before such work re-commences, the extension will be granted provided no changes have been made or will be made in the original construction documents for such work and provided further that such suspension or abandonment has not exceeded one year.

- (e) The text of R108.6 Work Commencing Before Permit Issuance, is hereby amended by adding the following to the end of the section:

This fee shall be equal to double the amount of the Plan Review fee and Building Permit fee required by this code. The payment of such fee shall not exempt an applicant from compliance with all other provisions of either this code any

other City of Tolleson regulation, nor from the penalty prescribed by law.

- (f) The text of Section R112 Means of Appeals, is hereby deleted in its entirety and replaced as follows:

R112.1 Means of Appeals. Decisions of the Chief Building Official shall be appealed to a hearing officer appointed by the City Manager. An application for an appeal of any order, decision or interpretation made by the Chief Building Official shall be filed in writing and shall be delivered to the Building Official within thirty (30) calendar days of the date of the order, decision or interpretation. The decision of the Chief Building Official may be reversed or modified by the hearing officer upon his/ her finding that:

- a. The decision of the Chief Building Official is not supported by a reasonable interpretation of the application of the city code to the specific facts presented, or the city code does not apply to the facts presented.
- b. The reversal or modification of the Chief Building Official's decision will not create or manifest injustice or affect the intent of the city code.
- c. The reversal of the Chief Building Official's decision will not be detrimental to the public health, safety and welfare.

R112.2 Limitations of Authority. The hearing officer shall have no authority related to interpretation of the administrative provisions of the codes, nor shall the hearing officer be empowered to waive the requirements of the codes.

- (g) The text of Section R201.4 Terms Not Defined, is hereby amended by adding the following to the end of the section:

Merriam Webster's Unabridged Dictionary of the English Language shall be considered as providing ordinarily accepted meanings.

- (h) The text of Section R202 Definitions – [RE] Fire Separation Distance, is hereby deleted in its entirety and replaced as follows:

[RB] FIRE SEPARATION DISTANCE. The distance measured from the building foundation wall face to one of the following:

1. To the closest interior lot line.
2. To the centerline of a street, an alley or a public way.
3. To an imaginary line between two buildings on the lot. The distance shall be measured at the right angle from the face of the framing.

- (i) The TABLE R301.5 CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA is hereby amended to read as follows:

GROUND SNOW LOAD	WIND DESIGN		SEISMIC DESIGN CATEGORY ^f	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP ^e	ICE BARRIER UNDERLAYMENT REQUIRED ^h	FLOOD HAZARDS ^g	AIR FREEZING INDEX ⁱ	MEAN ANNUAL TEMP ⁱ
	SPEED ^d (mph)	Topographic effects ^k		Weathering ^a	Frost line depth ^b	Termite ^c					
N/A	115mph (ultimate) 89 mph (ASD)	None	B	Negligible	N/A	Moderate to Heavy	32° F	No	FEMA	N/A	72.6° F

- (j) Table 1607.1 MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS (in pounds per square foot), “Use - Habitable attics and attics served with fixed stairs” and “Use - Sleeping rooms,” are hereby deleted in its entirety and replaced as follows:

USE	UNIFORM LOAD (psf)	CONCENTRATED LOAD (lb)
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Habitable attics and attics served with fixed stairs	40	—
Sleeping areas	40	—

- (k) The text of Section R302.5.1 Opening Protection, is hereby amended by adding the following to the end of the section:

Doors providing opening protection shall be maintained self-closing, self-latching and tight-fitting.

- (l) The text of Section 302.3 Two-Family Dwellings, is hereby amended by adding the following to the end of the section:

Where preempted by the Arizona Revised Statutes, triplexes and fourplexes shall comply with the provisions of this section.

- (m) Section R09.1 Townhouse Automatic Fire Sprinkler Systems, is hereby deleted in its entirety.

- (n) The text of Section R309.2 One- And Two-Family Dwellings Automatic Sprinkler Systems, is hereby deleted in its entirety and replaced as follows:

An automatic residential fire sprinkler system may be installed in one- and two-family dwellings.

- (o) Section R328.1 General, is hereby deleted in its entirety and replaced as follows:

R328.1 Swimming Pool Enclosures and Safety Devices. Swimming pool enclosures and safety devices shall be installed pursuant to Arizona Revised Statutes § 36-1681.

- (p) Section R505.1 Engineered Design Required, is hereby deleted in its entirety and replaced as follows:

R505.1 Engineered Design Required. For Cold-Formed Steel Floor Framing the project drawings, details, calculations and specifications

are required to bear the seal of an Arizona registered engineering design professional.

- (q) R804.1.1 Engineered Design Required, is hereby deleted in its entirety and replaced as follows:

R804.1.1 Engineered Design Required. For cold-formed steel roof framing the project drawings, details, calculations and specifications are required to bear the seal of an Arizona registered engineering design professional.

- (r) TABLE N1106.5 (R406.5) MAXIMUM ENERGY RATING INDEX, "Climate Zone 2," is hereby deleted in its entirety and replaced as follows:

CLIMATE ZONE	ENERGY RATING INDEX NOT INCLUDING OPP	ENERGY RATING INDEX WITH OPP
2	52	34

- (s) Section G2415.12 (404.12) Minimum Burial Depth, is hereby deleted in its entirety and replaced as follows:

G2415.12 (404.12) Minimum Burial Depth.

Underground piping systems shall be installed a minimum depth of 12 inches (305 mm) below grade for metal piping and 18 inches (457mm) for plastic piping, except as provided for in Section G2415.12.1.

- (t) Section G2415.12.1 Individual Outside Appliances, is hereby deleted in its entirety.
- (u) Section G2415.12.1 Individual Outside Appliances, subsection 2 is hereby deleted in its entirety and replaced as follows:

2. Discharge through an air gap located in the same room as the water heater except where the discharge is outdoors, not subject to freezing and the piping terminates not less than 6 inches (152 mm) and not more than 12 inches (305mm) above grade.

- (v) The text of Section E3401.2 Scope, is hereby deleted in its entirety and replaced as follows:

E3401.2 Scope. Chapters 34 through 43 shall cover the installation of electrical systems, equipment and components indoors and outdoors that are within the scope of this code, including services, power distribution systems, fixtures, appliances, devices and appurtenances. Services within the scope of this code shall be limited to 120/240-volt, 0- to 400-ampere, single-phase systems. These chapters specifically cover the equipment, fixtures, appliances, wiring methods and materials that are most commonly used in the construction or alteration of one- and two-family dwellings and accessory structures regulated by this code. The omission from these chapters of any material or method of construction provided for in the referenced standard NFPA 70 shall not be construed as prohibiting the use of such material or method of construction. Electrical systems, equipment or components not specifically covered in these chapters shall comply with the applicable provisions of NFPA 70, and where provisions of this code differ from the 2023 National Electrical Code, the provisions of the 2023 National Electrical Code shall prevail.

(w) Section E3706.5 Back-Fed Devices, is hereby deleted in its entirety.

(x) The text of Section E3901.4.2 Island and Peninsular Counter Tops and Work Surfaces, is hereby deleted in its entirety and replaced as follows:

E3901.4.2 Island and Peninsular Counter Tops and Work Surfaces. Not less than one duplex receptacle outlet shall be installed to serve island or peninsular countertops and work surfaces with a minimum long dimension of 24 inches and a minimum short dimension of 12 inches.

(y) Section E3901.4.3 Receptacle Outlet Location, subsection 1 is hereby deleted in its entirety and replaced as follows:

1. On or above, but not more than 20 inches (508 mm) above, the countertop or work surface. Receptacle may be installed not more than 12

inches below the top of the counter or work surface.
These receptacles do not count toward the
receptacles required by Section E3901.2.

- (3) The International Existing Building Code, 2024 Edition, as published by the International Code Council, Inc., with amendments and exclusions as follows:

- (a) The text of Section 101.1 Title, is hereby deleted in its entirety and replaced as follows:

[A] 101.1 Title. These regulations shall be known as the Existing Building Code of the City of Tolleson, hereinafter referred to as “this code.”

- (4) NFPA 70 National Electrical Code, 2023 Edition, as published by the National Fire Protection Association, with amendments and exclusions as follows:

- (a) The text of Section 90.2 Use and Application, subsection (A) Practical Safeguarding, is hereby deleted in its entirety and replaced as follows:

(A) Practical Safeguarding. The purpose of this code is the practical safeguarding of persons and property from hazards arising from the use of electricity. Any and all electrical work for light, heat, power, or any other purposes shall be installed in conformity with the rules and regulations as set forth in this code and that document titled, NFPA 70 National Electrical Code, 2023 edition, and in conformity with the rules, policies, regulations and amendments as set forth by the building official. This Code is not intended as a design specification or an instruction manual for untrained persons.

- (b) Section 90.2 Use and Application subsection (A) Practical Safeguarding, is hereby amended by adding the following sections:

90.2(A)(1) Special Inspection. The City of Tolleson requires Special Electrical Inspections for the types of work specified below as added through this subsection and subsection 90.2(A)(2). Special Electrical Inspections include, but are not limited to, testing or observation of the work assigned for

conformance with the approved design drawings and specifications, and submission of appropriate inspection reports or certificates to the City of Tolleson Electrical Inspector.

The Special Electrical Inspector shall be a qualified person who demonstrates competence to the satisfaction of the Building Official for the type of work requiring Special Inspection. These individual(s) or firm(s) shall be responsible for performing the Special Inspection tasks and reports required by the City of Tolleson. The Special Electrical Inspector(s) shall be an independent, third-party individual, firm or testing agency and shall not be the installing contractor or any other person responsible for the work.

Electrical Special Inspection:

1. Ground-fault protection performance tests for equipment provided or required to have ground-fault protection.
2. Switchboard, panelboards, motor control center, and all other equipment rated 1,000 amps or more; or over 600 volts. (over-potential test, also known as a dielectric withstand test, and commonly referred to as a hi-pot test.)
3. Emergency and standby power systems including: switchboards, panelboards, distribution boards, transfer equipment, power source, conductors, fire pumps, exhaust and ventilation fans.
4. Other special inspections as required by the building official.

90.2(A)(2) Electrical Observation. Electrical observation by the 'Registrant of Record' shall be provided for the following installations:

1. Installation or alteration of that portion of a health care facility electrical system which fall within the scope of article 517, Part 3- "Essential Electrical System" of the 2017 National Electrical Code.
2. Installations or alterations of high voltage electrical systems, which exceed 600 volts.

3. Installations or alterations of electrical systems within locations classified as hazardous by the provisions of the 2017 National Electrical Code, or the currently adopted International Fire Code, except for gasoline dispensing installations and systems located within storage garages, repair garages or lubritorium.
4. When electrical observation is specifically required by the building official.

The owner shall direct the Engineer responsible for the electrical design, or another Engineer designated by the Engineer responsible for the electrical design to perform visual observation of complex electrical equipment and systems for general conformance to the approved plans and specifications, including but not limited to, placement and interconnection of equipment. Electrical observation shall be performed at intermediate significant stages of the construction progression and when installation is complete and ready to be inspected by the Building Official. Certificates of Electrical Observation shall be completed and sealed by the Engineer of Record for all life safety items as one of the requirements prior to release of a temporary certificate of occupancy. All certificates of Electrical Observation shall be completed and sealed prior to the project's final approval and the electrical portion of the certificate of occupancy is completed.

- (c) The text of Section 230.70(A)(1) Readily Accessible Location, is hereby deleted in its entirety and replaced as follows:

(1) Readily Accessible Location. The service disconnecting means shall be installed at a readily accessible location either outside of a building or structure, or inside nearest the point of entrance of the service-entrance conductors. The service disconnecting means shall be installed adjacent to, and accessible from, the same working area as the utility meter. All service disconnecting means located inside a building shall be enclosed within a room or space separated from the rest of the building by not less than a one-hour fire barrier.

Exception: The ceiling of this service entrance room may be constructed as required for a one-hour

horizontal assembly in accordance with 2024
International Building Code, Chapter 7.

- (d) The text of Section 358.10 Uses Permitted, subsection (B) Corrosive Environments, is hereby deleted in its entirety and replaced as follows:

(B) Corrosive Environments. Ferrous or nonferrous EMT, elbows, couplings, and fittings shall not be in concrete that is in direct contact with the earth, or in areas subject to severe corrosive influences and judged unsuitable for the condition by the Authority Having Jurisdiction.

- (e) The text of Section 358.12 Uses Not Permitted, is hereby amended by adding the following subsection:

(3) Where in direct contact with the soil.

- (5) The International Mechanical Code, 2024 Edition, as published by the International Code Council, Inc., with amendments and exclusions as follows:

- (a) The text of Section 101.1 Title, is hereby deleted in its entirety and replaced as follows:

[A] 101.1 Title. These regulations shall be known as the Mechanical Code of the City of Tolleson, hereinafter referred to as “this code.”

- (b) The text of Section 105.4.4 Extensions, is hereby deleted in its entirety and replaced as follows:

[A] 105.4.4 Extensions. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application had been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one extension of time for a period not to exceed 180 days. The extension shall be requested in writing and justifiable cause demonstrated.

- (c) The text of Section 108.2 Schedule of Permit Fees, is hereby deleted in its entirety and replaced as follows:

[A] 108.2 Fee Schedule. All fees shall be in accordance with City of Tolleson adopted fee schedule.

- (d) The text of Section 108.6 Refunds, is hereby deleted in its entirety and replaced as follows:

[A] 108.6 Fee Refunds. The code official shall be permitted to authorize refunding of a fee paid hereunder which was erroneously paid or collected. The code official shall be permitted to authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The code official shall be permitted to authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any examination time has been expended. The code official shall not be permitted to authorize refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

- (e) The text of Section 112 Means of Appeals, is hereby deleted in its entirety and replaced as follows:

Section 112 Means of Appeals.

Decisions of the Chief Building Official shall be appealed to a hearing officer appointed by the City Manager. An application for an appeal of any order, decision or interpretation made by the Chief Building Official shall be filed in writing and shall be delivered to the Building Official within thirty (30) calendar days of the date of the order, decision or interpretation. The decision of the Chief Building Official may be reversed or modified by the hearing officer upon his/ her finding that:

- a. The decision of the Chief Building Official is not supported by a reasonable interpretation and application of the city code to the specific facts presented, or the city code does not apply to the facts presented.

- b. The reversal or modification of the Chief Building Official's decision will not create or manifest injustice or affect the intent of the city code.
 - c. The reversal of the Chief Building Official's decision will not be detrimental to the public health, safety and welfare.
- (f) Section 114.4 Violation Penalties, is hereby deleted in its entirety.
- (g) The text of Section 201.4 Terms Not Defined, is hereby amended by adding the following to the end of the section:

Merriam Webster's Unabridged Dictionary of the English Language shall be considered as providing ordinarily accepted meanings.

- (6) The International Plumbing Code, 2024 Edition, as published by the International Code Council, Inc., with amendments and exclusions as follows:

- (a) The text of Section 101.1 Title, is hereby deleted in its entirety and replaced as follows:

[A] 101.1 Title. These regulations shall be known as the Plumbing Code of the City of Tolleson, hereinafter referred to as "this code."

- (b) The text of Section 101.2.1 Appendices, is hereby deleted in its entirety and replaced as follows:

[A] 101.2.1 Appendices. Provisions in the appendices shall not apply unless specifically adopted. The City of Tolleson hereby adopts:

Appendix B Rates of Rainfall for Various Cities

Appendix E Sizing of Water Piping System

- (c) The text of Section 105.5.4 Extensions, is hereby added to read as follows:

[A] 105.5.4 Extensions. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing,

unless such application has been pursued in good faith, or a permit has been issued; except that the Building Official is authorized to grant one extension of time for a period not to exceed 180 days. The extension shall be requested in writing and justifiable cause demonstrated.

- (d) The text of Section 108.2 Schedule of Permit Fees, is hereby deleted in its entirety and replaced as follows:

[A] Fee Schedule. All fees shall be in accordance with the City of Tolleson adopted fee schedule.

- (e) The text of Section 108.6 Refunds, is hereby deleted in its entirety and replaced as follows:

[A] 108.6 Fee Refunds. The code official shall be permitted to authorize refunding of a fee paid hereunder which was erroneously paid or collected. The code official shall be permitted to authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The code official shall be permitted to authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any examination time has been expended. The code official shall not be permitted to authorize refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of payment.

- (f) The text of Section 112 Means of Appeals, is hereby deleted in its entirety and replaced as follows:

Section 112 Means of Appeals.

Decisions of the Chief Building Official shall be appealed to a hearing officer appointed by the City Manager. An application for an appeal of any order, decision or interpretation made by the Chief Building Official shall be filed in writing and shall be delivered to the Building Official within thirty (30) calendar days of the date of the order, decision or interpretation. The decision of the Chief Building

Official may be reversed or modified by the hearing officer upon his/ her finding that:

- a. The decision of the Chief Building Official is not supported by a reasonable interpretation and application of the city code to the specific facts presented, or the city code does not apply to the facts presented.
 - b. The reversal or modification of the Chief Building Official's decision will not create or manifest injustice or affect the intent of the city code.
 - c. The reversal of the Chief Building Official's decision will not be detrimental to the public health, safety and welfare.
- (g) The text of Section 201.4 Terms Not Defined, is hereby amended by adding the following to the end of the section:

Merriam Webster's Unabridged Dictionary of the English Language shall be considered as providing ordinarily accepted meanings.

- (h) The text of Section 305.4.1 Sewer Depth, is hereby deleted in its entirety and replaced as follows:

305.4.1 Sewer Depth. Building sewers that connect to private sewage disposal systems shall be installed not less than 12 inches (305 mm) below finished grade at the point of septic tank connection. Building sewers shall be installed not less than 12 inches (305 mm) below grade.

- (i) The text of Section 410.4 Substitution, is hereby deleted in its entirety and replaced as follows:

410.4 Substitution. Where restaurants provide drinking water in a container free of charge, drinking fountains shall not be required in those restaurants. In other occupancies, where drinking fountains are required, bottled water dispensers or water coolers shall be permitted to be substituted.

- (j) The text of 504.6 Requirements for Discharge Piping, subsection 2 is hereby deleted in its entirety and replaced as follows:

2. Discharge through an air gap located in the same room as the water heater except where the discharge is outdoors, not subject to freezing and the piping terminates not less than 6 inches (153mm) and not more than 12 inches (305mm) above grade.

- (k) The text of Section 608.17.1.1 Carbonated Beverage Dispensers, is hereby deleted in its entirety and replaced as follows:

608.17.1.1 Carbonated Beverage Dispensers. The water supply connection to each carbonated beverage dispenser shall be protected by a Reduced Pressure Principal Backflow Assembly. The portion of the backflow preventer device downstream from the second check valve of the device and the piping downstream therefrom shall not be affected by carbon dioxide gas.

- (l) The text of Section 803.1 Neutralizing Device Required for Corrosive Wastes, is hereby deleted in its entirety and replaced as follows:

803.1 Neutralizing Device Required for Corrosive Wastes. Special wastes discharge shall be in conformance with City of Tolleson Utilities Department Pretreatment Program.

- (m) The text of Section 903.1.1 Roof Extension Unprotected, is hereby amended by adding the following to the end of the section:

Open vent pipes that extend through a roof shall be terminated not less than 6 inches (153 mm) above the roof and not less than 12 inches (305mm) from any vertical surface.

- (7) The Fuel Gas Code, 2024 Edition, as published by the International Code Council, Inc., with amendments and exclusions as follows:

- (a) The text of Section 101.1 Title, is hereby deleted in its entirety and replaced as follows:

[A] 101.1 Title. These regulations shall be known as the Fuel Gas Code of the City of Tolleson, hereinafter referred to as “this code.”

- (b) The text of Section 105.5.4 Extensions, is hereby deleted in its entirety and replaced as follows:

[A] 105.5.4 Extensions. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application had been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one extension of time for a period not to exceed 180 days. The extension shall be requested in writing and justifiable cause demonstrated.

- (c) The text of Section 108.2 Schedule of Permit Fees, is hereby deleted in its entirety and replaced as follows:

[A] 108.2 Fee Schedule. All fees shall be in accordance with City of Tolleson adopted fee schedule.

- (d) The text of Section 108.6 Refunds, is hereby deleted in its entirety and replaced as follows:

[A] Section 108.6 Fee Refunds. The code official shall be permitted to authorize refunding of a fee paid hereunder which was erroneously paid or collected. The code official shall be permitted to authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The code official shall be permitted to authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any examination time has been expended. The code official shall not be permitted to authorize refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of payment.

- (e) The text of Section 112 (IFGC) Means of Appeals, is hereby deleted in its entirety and replaced as follows:

Section 112 (IFGC) Means of Appeals.

[A] 112.1 Means of Appeals. Decisions of the Chief Building Official shall be appealed to a hearing officer appointed by the City Manager. An application for an appeal of any order, decision or interpretation made by the Chief Building Official shall be filed in writing and shall be delivered to the Building Official within thirty (30) calendar days of the date of the order, decision or interpretation. The decision of the Chief Building Official may be reversed or modified by the hearing officer upon his/ her finding that:

- a. The decision of the Chief Building Official is not supported by a reasonable interpretation of the application of the city code to the specific facts presented, or the city code does not apply to the facts presented.
- b. The reversal or modification of the Chief Building Official's decision will not create or manifest injustice or affect the intent of the city code.
- c. The reversal of the Chief Building Official's decision will not be detrimental to the public health, safety and welfare.

[A] 112.2 Limitations of Authority. The hearing officer shall have no authority related to interpretation of the administrative provisions of the codes, nor shall the hearing officer be empowered to waive the requirements of the codes.

- (f) The text of Section 201.4 Terms Not Defined, is hereby amended by adding the following to the end of the section:

Merriam Webster's Unabridged Dictionary of the English Language shall be considered as providing ordinarily accepted meanings.

- (g) The text of Section 404.12 Minimum Burial Depth, is hereby deleted in its entirety and replaced as follows:

Section 404.12 Minimum Burial Depth.

Underground piping systems shall be installed at a minimum depth of 12 inches (305mm) below grade for metal piping and 18 inches (457mm) for plastic piping.

- (h) Section 404.12.1 Individual Outdoor Appliances, is hereby deleted in its entirety.

- (8) The International Energy Conservation Code, 2024 Edition, as published by the International Code Council, Inc., with amendments and exclusions as follows:

- (a) The text of Section R101.1 Title, is hereby deleted in its entirety and replaced as follows:

R101.1 Title. These regulations shall be known as the Energy Conservation Code of the City of Tolleson, hereinafter referred to as “this code.”

- (b) The text of Section R101.2 Scope, is hereby amended by adding the following to the end of the section:

Group R-2 when defined as a Residential Building by Section R202, shall have the option of complying under the Commercial Provisions of the code, regardless of height. Once defined as such on the submittal documents, all components of the commercial provisions shall be followed.

- (c) Section R102 Applicability, is hereby amended by adding the following section:

R102.1.2 RESNET Testing and Protocol. The Residential Energy Services Network (RESNET) Mortgage Industry National Home Energy Rating System Standards Protocol for third party testing and inspections shall be deemed to meet the requirements of sections R402.4.1.1, R402.4.1.2 and R403.2.2 and shall meet the following conditions.

1. Third Party Testing and Inspections shall be completed by a RESNET certified Rater or Field Rating Inspector and shall be subject to RESNET Quality Assurance Field Review procedures.
2. Sampling in accordance with Chapter 6 of the RESNET Standards shall be performed by Raters or Field Inspectors working under a RESNET Accredited Sampling Provider.
3. Third Party Testing is required for the following items:
 - a. R402.4.1.1 – Building Envelope- Thermal Air Barrier Checklist
 - b. R402.4.1.2 – Testing – Air Leakage Rate
 - c. R403.2.2 – Sealing – Duct Tightness
4. The other requirements identified as “mandatory” in Chapter 4 shall be met.
5. Alternate testing and inspection programs and protocols shall be allowed when approved by the Code Official.

(d) The text of Section R106.2 Schedule of permit fees, is hereby deleted in its entirety and replaced as follows:

R106.2 Schedule of permit fees. All fees shall be in accordance with the City of Tolleson adopted fee schedule.

(e) The text of Section R106.6 Refunds, is hereby deleted in its entirety and replaced as follows:

R106.6 Fee Refunds. The code official shall be permitted to authorize refunding of a fee paid hereunder which was erroneously paid or collected. The code official shall be permitted to authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The code official shall be permitted to authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any examination time has been

expended. The code official shall not be permitted to authorize refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

- (f) The text of Section R109 Means of Appeals, is hereby deleted in its entirety and replaced as follows:

Section R109 Means of Appeals.

R109.1 Means of Appeals. Decisions of the Chief Building Official shall be appealed to a hearing officer appointed by the City Manager. An application for an appeal of any order, decision or interpretation made by the Chief Building Official shall be filed in writing and shall be delivered to the Building Official within thirty (30) calendar days of the date of the order, decision or interpretation. The decision of the Chief Building Official may be reversed or modified by the hearing officer upon his/ her finding that:

- a. The decision of the Chief Building Official is not supported by a reasonable interpretation of the application of the city code to the specific facts presented, or the city code does not apply to the facts presented.
- b. The reversal or modification of the Chief Building Official's decision will not create or manifest injustice or affect the intent of the city code.
- c. The reversal of the Chief Building Official's decision will not be detrimental to the public health, safety and welfare.

R109.2 Limitations of Authority. The hearing officer shall have no authority related to interpretation of the administrative provisions of the codes, nor shall the hearing officer be empowered to waive the requirements of the codes.

- (g) The text of Section R201.4 Terms Not Defined, is hereby amended by adding the following to the end of the section:

Merriam Webster's Unabridged Dictionary of the English Language shall be considered as providing ordinarily accepted meanings.

- (h) The text of R401.2 Application, is hereby deleted in its entirety and replaced as follows:

R401.2 Application. Commercial Buildings shall comply with one of the following:

6. The requirements of ANSI/ASHRAE/IESNA 90.1.
 7. The requirements of Section R402 through R405. In addition, commercial buildings shall comply with Section C406 and tenant improvements shall comply with Section R406.1.1
 8. The requirements of Sections R402.5, R403.2, R403.3 through R403.3.2, R403.4 through R403.4.2.3, R403.5.5, R403.7, R403.8.1 through R403.8.4, R403.10.1 through R403.10.3, R403.11 R403.12, R404, R405, and R407. The building energy cost shall be equal to or less than 85 percent of the standard reference design building.
 9. Compliance with the provisions of Section R408 are optional.
- (i) The Energy Rating Index Not Including OPP of 51 for Climate Zone 2 in Table R406.5 Maximum Energy Rating Index is deleted and replaced with 55.



CITY COUNCIL REPORT

SUBJECT: Resolution No. 2600 - 2026 Tentative Budget

MEETING DATE: May 13, 2025

TO: Mayor and Council

FROM: Kevin Artz, Chief Financial Officer

REVIEWED: Reyes Medrano Jr., City Manager

PURPOSE:

The Finance department is requesting adoption of Resolution No. 2600, adopting the tentative estimates of the amounts required for the public expense for the City of Tolleson for Fiscal Year 2026; adopting a tentative budget in the amount of \$233,685,526; setting forth the receipt and amounts estimated collectible for the fiscal year; giving notice of the time for the hearing of taxpayers, for adoption of the budget and for fixing tax levies.

BACKGROUND:

On March 25, 2025, staff presented the revenues and property tax rate analysis for all funds.

On April 8, 2025, staff presented the expenditure requests for all departments in the General Fund.

On April 22nd, staff presented the expenditure requests for all other funds in the City.

DISCUSSION:

The Budget team has met with each department and a balanced budget has been prepared for FY 25/26. The City Manager recommended budget, which was presented to Council in March and April, totaled \$233,685,526.

There are changes to the budget that was presented to Council in April. The following items have been added to the budget, based on Council direction:

Increase COLA from 3% to 4% for all employees	\$163,000
Increase Council Discretionary Funds (\$3,000 each)	21,000
Increase funding for Teen Council Travel	35,000
Total increase	\$219,000

The following table presents the projected beginning fund balance, estimated revenues, transfers in and out, requested expenditures and estimated ending fund balance.

FUND	ESTIMATED BALANCE 7/1/2025	REVENUES	TRANSFER IN	EXPENDITURES	TRANSFER OUT	ESTIMATED BALANCE 6/30/2026
1000 - GENERAL FUND	\$ 79,827,712	\$ 49,651,050		\$ 70,690,080	\$ 13,730,700	\$ 45,057,982
2200 - HURF	\$ 488,000	\$ 945,000		\$ 1,345,000		\$ 88,000
2500 - IMPOUND FUND	\$ 13,806	\$ 10,000	\$ 30,000	\$ 51,050		\$ 2,756
2600 - PUBLIC SAFETY FUND	\$ 11,768,385	\$ 8,305,000		\$ 8,383,000		\$ 11,690,385
2900 - JCEF	\$ 250,004	\$ 78,000		\$ 139,320		\$ 188,684
3100 - FUND GRANTS FUND		\$ 56,275,329		\$ 56,246,699		\$ 28,630
3200 - AAA FUND		\$ 1,258,054	\$ 700,700	\$ 1,572,054		\$ 386,700
3500 - NON-FEDERAL GRANTS FUND		\$ 774,560		\$ 454,110		\$ 320,450
4100-4900 - DEBT SERVICE FUNDS	\$ 89,509	\$ 4,408,500	\$ 2,000,000	\$ 6,444,613		\$ 53,396
5100 - AQUATIC CENTER AND PARKS	\$ 21,000,000	\$ -	\$ 11,000,000	\$ 32,000,000		\$ -
6100 - WATER FUND	\$ 13,227,915	\$ 8,931,700		\$ 21,033,000		\$ 1,126,615
6200 - SANITATION FUND	\$ 497,442	\$ 480,500		\$ 532,500		\$ 445,442
6300 - WASTE WATER FUND	\$ 15,585,186	\$ 27,128,450	\$ 194,000	\$ 32,370,400		\$ 10,537,236
6400 - SEWER FUND	\$ 1,568,136	\$ 1,856,300		\$ 2,423,700	\$ 194,000	\$ 806,736
TOTAL	\$ 144,316,095	\$ 160,102,443	\$ 13,924,700	\$ 233,685,526	\$ 13,924,700	\$ 70,733,012

BUDGET IMPACT:

RECOMMENDATION:

Staff recommends that Council adopt Resolution No. 2600, setting forth the tentative budget for Fiscal Year 2026, in the amount of \$233,685,526.

ATTACHMENTS:

1. Res 2600 FY 2026 Tentative Budget 05 13 25

RESOLUTION NO. 2600

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF TOLLESON, MARICOPA COUNTY, ARIZONA, ADOPTING THE TENTATIVE ESTIMATES OF THE AMOUNTS REQUIRED FOR THE PUBLIC EXPENSE FOR THE CITY OF TOLLESON FOR FISCAL YEAR 2026; ADOPTING A TENTATIVE BUDGET; SETTING FORTH THE RECEIPTS AND AMOUNT ESTIMATED COLLECTIBLE FOR THE FISCAL YEAR; THE VARIOUS PURPOSES; GIVING NOTICE OF THE TIME FOR THE HEARING OF TAXPAYERS, FOR ADOPTION OF THE BUDGET AND FOR FIXING TAX LEVIES.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TOLLESON, ARIZONA, as follows:

Section 1. That the Statements and Schedules adopted by the City Council attached hereto are for the Tentative Budget for the City of Tolleson for the Fiscal Year 2026.

Section 2. That the City Clerk is authorized and directed to (i) publish in the manner prescribed by law, a summary of the estimates of revenues and expenses as set forth in Schedule A, together with a notice of a hearing on the budget, (ii) file a complete copy of the estimates of revenues and expenses, as set forth in Schedules A thru G, at the City Library and City administrative offices, and (iii) post a complete copy of the estimates of revenues and expenses on the City's website at www.tolleson.az.gov, together with notice that the Council will meet for the purpose of final hearing of taxpayers and at a special meeting, for adoption of the Fiscal Year 2026 Annual Budget for the City of Tolleson on the 10th day of June, 2025 at the hour of 6:00 P.M. in the Council Chambers of the Tolleson Civic Center, as well as via Zoom Webinar (Meeting ID: 840 6967 9194), and will further meet for the purpose of making tax levies on the 24th day of June, 2025, at the hour of 6:00 P.M. in the Council Chambers of the Tolleson Civic Center, as well as via Zoom Webinar (Meeting ID: 840 6967 9194).

Section 3. The estimates of revenues and expenses and the notice, Resolution No. 2600, may be found at the City Library and the City administrative offices, located at 9055 West Van Buren Street, Tolleson, Arizona 85353 in the Tolleson Civic Center.

Section 4. Upon the recommendation of the City Manager and approval of the City Council, expenditures may be made from the appropriation for contingencies. The transfers of any sums within any specific appropriation on Schedule E may be made only upon the approval of the City Council.

Section 5. Money from any fund may be used for any of these appropriations, except money specifically restricted by State Law or by City Ordinance or Resolution.

Section 6. The Statements and Schedules of the Tentative Budget are as follows: Schedule A, B, C, D, E and G. (Schedule F is not applicable.)

Section 7. The Mayor, the City Manager, the City Clerk and City Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Mayor and Council of the City of Tolleson, Arizona, on this 13th day of May, 2025.

Juan F. Rodriguez, Mayor

ATTEST: _____
Crystal Zamora, City Clerk

APPROVED AS TO FORM: _____
Justin Pierce, City Attorney

EXHIBIT A
TO
RESOLUTION NO. 2600

[Schedules A thru G]

See following pages.

City/Town of Tolleson
Summary Schedule of estimated revenues and expenditures/expenses
Fiscal year 2026

Fiscal year		S c h		Funds							
				General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total all funds
2025	Adopted/adjusted budgeted expenditures/expenses*	E	1	51,007,715	65,400,754	6,335,145	21,000,000	0	54,320,500	0	198,064,114
2025	Actual expenditures/expenses**	E	2	32,625,905	9,040,714	4,335,175	0	0	19,633,401	0	65,635,195
2026	Beginning fund balance/(deficit) or net position/(deficit) at July 1***		3	79,827,712	12,520,195	89,509	21,000,000	0	30,878,679	0	144,316,095
2026	Primary property tax levy	B	4	4,948,563							4,948,563
2026	Secondary property tax levy	B	5			3,787,800					3,787,800
2026	Estimated revenues other than property taxes	C	6	45,403,750	67,645,943	620,700	0	0	38,396,950	0	152,067,343
2026	Other financing sources	D	7	0	0	0	0	0	0	0	0
2026	Other financing (uses)	D	8	0	0	0	0	0	0	0	0
2026	Interfund transfers in	D	9	0	730,700	2,000,000	11,000,000	0	194,000	0	13,924,700
2026	Interfund Transfers (out)	D	10	13,730,700	0	0	0	0	194,000	0	13,924,700
2026	Line 11: Reduction for fund balance reserved for future budget year expenditures		11								
	Maintained for future debt retirement										0
	Maintained for future capital projects										0
	Maintained for future financial stability			30,000,000							30,000,000
	Maintained for future retirement contributions										0
											0
2026	Total financial resources available		12	86,449,325	80,896,838	6,498,009	32,000,000	0	69,275,629	0	275,119,801
2026	Budgeted expenditures/expenses	E	13	70,690,080	68,191,233	6,444,613	32,000,000	0	56,359,600	0	233,685,526

Expenditure limitation comparison

1 Budgeted expenditures/expenses
2 Add/subtract: estimated net reconciling items
3 Budgeted expenditures/expenses adjusted for reconciling items
4 Less: estimated exclusions
5 Amount subject to the expenditure limitation
6 EEC expenditure limitation or voter-approved alternative expenditure limitation

2025	2026
\$ 198,064,114	\$ 233,685,526
198,064,114	233,685,526
\$ 198,064,114	\$ 233,685,526
\$	\$

☐ The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes expenditure/expense adjustments approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent beginning fund balance/(deficit) or net position/(deficit) amounts except for nonspendable amounts (e.g., prepaids and inventories) or amounts legally or contractually required to be maintained intact (e.g., principal of a permanent fund). See the Instructions tab, cell C17 for more information about the amounts that should and should not be included on this line.

City/Town of Tolleson
Tax levy and tax rate information
Fiscal year 2026

	<u>2025</u>	<u>2026</u>
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ <u>5,732,933</u>	\$ <u>6,328,532</u>
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ _____	
3. Property tax levy amounts		
A. Primary property taxes	\$ <u>4,798,134</u>	\$ <u>4,948,563</u>
Property tax judgment		
B. Secondary property taxes	<u>3,663,800</u>	<u>3,787,800</u>
Property tax judgment		
C. Total property tax levy amounts	\$ <u>8,461,934</u>	\$ <u>8,736,363</u>
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ <u>4,702,171</u>	
(2) Prior years' levies	<u>12,000</u>	
(3) Total primary property taxes	\$ <u>4,714,171</u>	
B. Secondary property taxes		
(1) Current year's levy	\$ <u>3,590,524</u>	
(2) Prior years' levies		
(3) Total secondary property taxes	\$ <u>3,590,524</u>	
C. Total property taxes collected	\$ <u>8,304,695</u>	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	<u>1.5194</u>	<u>1.5158</u>
Property tax judgment		
(2) Secondary property tax rate	<u>1.1602</u>	<u>1.1602</u>
Property tax judgment		
(3) Total city/town tax rate	<u>2.6796</u>	<u>2.6760</u>
B. Special assessment district tax rates		
Secondary property tax rates—As of the date the proposed budget was prepared, the city/town was operating <u> No </u> special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

City/Town of Tolleson
Revenues other than property taxes
Fiscal Year 2026

Source of revenues	Estimated revenues 2025	Actual revenues* 2025	Estimated revenues 2026
General Fund			
Local taxes			
City Sales Tax	\$ 33,245,000	\$ 37,608,360	\$ 37,500,000
Franchise Tax	17,000	21,550	42,000
In-Leiu Tax	621,500	626,212	621,500
Licenses and permits			
Business License	79,000	79,573	79,000
Business Permits	400,000	283,450	375,000
Intergovernmental			
Urban Revenue Sharing	1,314,000	1,372,680	1,200,000
State Sales tax	1,200,000	1,006,307	1,166,000
LTAF	18,300	19,500	18,300
Grants	240,750	44,450	240,750
Charges for services			
Building Plan Review	250,000	187,143	206,000
Zoning Fees	15,000	52,546	15,000
Other Charges for Services	1,458,600	1,555,479	1,618,000
Fines and forfeits			
Traffic Fines	158,500	164,040	185,000
Interest on investments			
Investment Earnings	1,543,200	2,260,753	1,750,000
Miscellaneous			
Miscellaneous	440,000	757,093	387,200
Total General Fund	\$ 41,000,850	\$ 46,039,136	\$ 45,403,750

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

City/Town of Tolleson
Revenues other than property taxes
Fiscal Year 2026

Source of revenues	Estimated revenues 2025	Actual revenues* 2025	Estimated revenues 2026
Special revenue funds			
Highway User Revenue	\$ 860,000	\$ 858,338	\$ 945,000
Grants	53,733,110	844,000	57,049,889
Impound	10,000	14,127	10,000
Public Safety Dedicated Tax	8,105,000	7,043,180	8,305,000
Judicial Collection Fund	78,000	82,500	78,000
AAA/CDBG	228,054	549,720	1,258,054
	<u>\$ 63,014,164</u>	<u>\$ 9,391,865</u>	<u>\$ 67,645,943</u>
Total special revenue funds	\$ 63,014,164	\$ 9,391,865	\$ 67,645,943

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Source of revenues	Estimated revenues 2025	Actual revenues* 2025	Estimated revenues 2026
Debt service funds			
Taxes	\$ 620,200	\$ 620,000	\$ 620,700
	\$ 620,200	\$ 620,000	\$ 620,700
Total debt service funds	\$ 620,200	\$ 620,000	\$ 620,700

	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total capital projects funds	\$	\$	\$

Enterprise funds

Water	\$ 8,545,300	\$ 8,708,048	\$ 8,931,700
Sanitation	464,800	436,721	480,500
Wastewater	23,561,175	8,644,320	27,128,450
Sewer	1,651,000	1,782,920	1,856,300
	\$ 34,222,275	\$ 19,572,009	\$ 38,396,950
Total enterprise funds	\$ 34,222,275	\$ 19,572,009	\$ 38,396,950

Total all funds \$ 138,857,489 \$ 75,623,010 \$ 152,067,343

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City/Town of Tolleson
Other financing sources/(uses) and interfund transfers
Fiscal year 2026

Fund	Other financing 2026		Interfund transfers 2026	
	Sources	(Uses)	In	(Out)
General Fund				
Impound fund	\$	\$	\$	\$ 30,000
AAA				700,700
Debt Service				2,000,000
Aquatic Center				11,000,000
Total General Fund	\$	\$	\$	\$ 13,730,700
Special revenue funds				
General Fund	\$	\$	\$ 730,700	\$
Total special revenue funds	\$	\$	\$ 730,700	\$
Debt service funds				
General Fund	\$	\$	\$ 2,000,000	\$
Total debt service funds	\$	\$	\$ 2,000,000	\$
Capital projects funds				
Aquatic Center	\$	\$	\$ 11,000,000	\$
Total capital projects funds	\$	\$	\$ 11,000,000	\$
Enterprise funds				
Wastewater	\$	\$	\$ 194,000	\$
Sewer				194,000
Total enterprise funds	\$	\$	\$ 194,000	\$ 194,000
Total all funds	\$	\$	\$ 13,924,700	\$ 13,924,700

**City/Town of Tolleson
Expenditures/expenses by fund
Fiscal year 2026**

Fund/Department	Adopted budgeted expenditures/ expenses 2025	Expenditure/ expense adjustments approved 2025	Actual expenditures/ expenses* 2025	Budgeted expenditures/ expenses 2026
General Fund				
Mayor and Council	\$ 882,500	\$	\$ 735,230	\$ 970,000
City Manager	569,465		487,341	599,700
Public Affairs	925,250		792,174	1,200,350
Housing Services	873,950		237,919	776,300
City Clerk	438,450		390,682	560,200
Employee Resources	1,014,500		959,171	1,173,000
City Magistrate	274,150		228,354	302,850
Court Administration	601,600		377,954	590,500
Legal Services	108,000		108,000	188,000
Finance	1,846,250		1,739,682	1,995,550
Information Technology	1,943,900		1,844,469	2,239,050
Police Admin	1,110,050		698,536	1,218,350
Police Communications	2,380,200		1,749,609	2,522,700
Police Field Operations	4,260,950		3,474,109	4,743,430
Library	1,669,200		1,314,904	1,865,200
Fire Admin	1,203,600		748,873	1,139,900
Fire Operations	4,132,600		3,263,200	4,459,500
Emergency Preparedness	470,500		231,266	317,200
Aquatics	1,525,000		15,500	1,525,000
Field Ops - Vehicles	640,400		488,523	676,600
Field Ops - Grounds	485,700		340,822	502,550
Field Ops - Building	1,650,600		1,253,071	1,733,900
Building Inspection	618,750		454,551	692,550
Streets	1,395,300		779,148	1,303,900
Transporation	450,000		305,782	457,500
Human Services	1,086,600		540,071	1,539,500
Park Maintenance	1,040,750		283,040	1,057,550
Non-Profit	62,000		62,000	62,000
Parks and Recreation	2,250,100		1,164,003	2,659,900
Teen Council	225,150		146,081	221,600
City Promotion	631,450		475,088	669,950
Economic Development	1,234,350		511,719	1,045,050
Planning and Engineering	542,450		355,033	584,250
Employee Development	107,000		105,000	107,000
Capital Outlay	10,357,000		3,965,000	24,989,500
Contingency	2,000,000		2,000,000	4,000,000
Total General Fund	\$ 51,007,715	\$	\$ 32,625,905	\$ 70,690,080
Special revenue funds				
HURF	\$ 1,370,000	\$	\$ 1,035,871	\$ 1,345,000
Grants	53,712,830		1,378,000	56,700,809
Impound	49,000		39,517	51,050
Public Safety Tax	9,161,000		6,006,500	8,383,000
Juicial Collections	128,220		94,875	139,320
AAA/CDBG	979,704		485,951	1,572,054
Total special revenue funds	\$ 65,400,754	\$	\$ 9,040,714	\$ 68,191,233
Debt service funds				
Debt Service	\$ 6,335,145	\$	\$ 4,335,175	\$ 6,444,613
Total debt service funds	\$ 6,335,145	\$	\$ 4,335,175	\$ 6,444,613
Capital projects funds				
AquaticCenter	\$ 21,000,000	\$	\$	\$ 32,000,000
Total capital projects funds	\$ 21,000,000	\$	\$	\$ 32,000,000
Permanent funds				
	\$	\$	\$	\$
Total permanent funds	\$	\$	\$	\$
Enterprise funds				
Water	\$ 18,684,200	\$	\$ 9,329,279	\$ 21,033,000
Sanitation	498,100		403,618	532,500
Wastewater	28,718,000		8,696,031	32,370,400
Sewer	6,420,200		1,204,473	2,423,700
Total enterprise funds	\$ 54,320,500	\$	\$ 19,633,401	\$ 56,359,600
Internal service funds				
	\$	\$	\$	\$
Total internal service funds	\$	\$	\$	\$
Total all funds	\$ 198,064,114	\$	\$ 65,635,195	\$ 233,685,526

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

City/Town of Tolleson
Full-time employees and personnel compensation
Fiscal year 2026

	Full-time equivalent (FTE)	Employee salaries and hourly costs	Retirement costs	Healthcare costs	Other benefit costs	Total estimated personnel compensation
Fund	2026	2026	2026	2026	2026	2026
General Fund	219.0	\$ 18,975,576	\$ 2,485,857	\$ 4,427,289	\$ 2,239,326	\$ 28,128,048
Special revenue funds						
AAA/Grants	9.5	\$ 441,000	\$ 51,100	\$ 146,400	\$ 51,550	\$ 690,050
SRO	3.0	215,600	53,650	69,950	19,080	358,280
Total special revenue funds	12.5	\$ 656,600	\$ 104,750	\$ 216,350	\$ 70,630	\$ 1,048,330
Debt service funds						
		\$	\$	\$	\$	\$
Total debt service funds		\$	\$	\$	\$	\$
Capital projects funds						
		\$	\$	\$	\$	\$
Total capital projects funds		\$	\$	\$	\$	\$
Permanent funds						
		\$	\$	\$	\$	\$
Total permanent funds		\$	\$	\$	\$	\$
Enterprise funds						
Water	12.5	\$ 1,473,538	\$ 176,315	\$ 386,529	\$ 193,033	\$ 2,229,415
WWTP/Sewer	30.5	3,103,030	359,348	755,265	394,706	4,612,349
Total enterprise funds	43.0	\$ 4,576,568	\$ 535,663	\$ 1,141,794	\$ 587,739	\$ 6,841,764
Internal service funds						
		\$	\$	\$	\$	\$
Total internal service fund		\$	\$	\$	\$	\$
Total all funds	274.5	\$ 24,208,744	\$ 3,126,270	\$ 5,785,433	\$ 2,897,695	\$ 36,018,142



TENTATIVE BUDGET ADOPTION

May 13, 2025



BACKGROUND

- Held 3 Budget work studies with staff presenting on revenues, property tax rates and expenditures
- Tentative budget is required to be completed on Auditor General Forms and published
- Tentative budget sets the maximum spending authority for the year
- Final Budget will be presented to Council in June



CHANGES TO BUDGET AS PRESENTED

Description	Amount
Increase COLA to 4%	163,000
Discretionary increase by \$3K	21,000
Teen Council Funding Increase	35,000
Total Budget	\$219,000

**CITY OF TOLLESON
UPDATED WORKING TRIAL BALANCE
FOR FISCAL YEAR 2026**

FUND	ESTIMATED BALANCE 7/1/2025	REVENUES	TRANSFER IN	EXPENDITURES	TRANSFER OUT	ESTIMATED BALANCE 6/30/2026
1000 - GENERAL FUND	\$ 79,827,712	\$ 49,651,050		\$ 71,587,080	\$ 13,059,400	\$ 44,832,282
2200 - HURF	\$ 488,000	\$ 945,000		\$ 1,345,000		\$ 88,000
2500 - IMPOUND FUND	\$ 13,806	\$ 10,000	\$ 30,000	\$ 51,050		\$ 2,756
2600 - PUBLIC SAFETY FUND	\$ 11,768,385	\$ 8,305,000		\$ 8,383,000		\$ 11,690,385
2900 - JCEF	\$ 250,004	\$ 78,000		\$ 139,320		\$ 188,684
3100 - FUND GRANTS FUND		\$ 56,733,110		\$ 56,246,699		\$ 486,411
3200 - AAA FUND		\$ 228,654	\$ 1,029,400	\$ 1,072,054		\$ 186,000
3500 - NON-FEDERAL GRANTS FUND		\$ 954,110		\$ 954,110		\$ -
4100-4900 - DEBT SERVICE FUNDS	\$ 89,509	\$ 4,408,500	\$ 2,000,000	\$ 6,444,613		\$ 53,396
5100 - AQUATIC CENTER AND PARKS	\$ -	\$ 21,000,000	\$ 10,000,000	\$ 31,000,000		\$ -
6100 - WATER FUND	\$ 13,227,915	\$ 8,931,700		\$ 20,933,000		\$ 1,226,615
6200 - SANITATION FUND	\$ 497,442	\$ 480,500		\$ 532,500		\$ 445,442
6300 - WASTE WATER FUND	\$ 15,585,186	\$ 27,128,450	\$ 194,000	\$ 32,320,400		\$ 10,587,236
6400 - SEWER FUND	\$ 1,568,136	\$ 1,856,300		\$ 2,423,700	\$ 194,000	\$ 806,736
TOTAL	\$ 123,316,095	\$ 180,710,374	\$ 13,253,400	\$ 233,432,526	\$ 13,253,400	\$ 70,593,943

**CITY OF TOLLESON
UPDATED WORKING TRIAL BALANCE
FOR FISCAL YEAR 2026**

FUND	ESTIMATED BALANCE 7/1/2025	REVENUES	TRANSFER IN	EXPENDITURES	TRANSFER OUT	ESTIMATED BALANCE 6/30/2026
1000 - GENERAL FUND	\$ 79,827,712	\$ 49,651,050		\$ 70,690,080	\$ 13,730,700	\$ 45,057,982
2200 - HURF	\$ 488,000	\$ 945,000		\$ 1,345,000		\$ 88,000
2500 - IMPOUND FUND	\$ 13,806	\$ 10,000	\$ 30,000	\$ 51,050		\$ 2,756
2600 - PUBLIC SAFETY FUND	\$ 11,768,385	\$ 8,305,000		\$ 8,383,000		\$ 11,690,385
2900 - JCEF	\$ 250,004	\$ 78,000		\$ 139,320		\$ 188,684
3100 - FUND GRANTS FUND		\$ 56,275,329		\$ 56,246,699		\$ 28,630
3200 - AAA FUND		\$ 1,258,054	\$ 700,700	\$ 1,572,054		\$ 386,700
3500 - NON-FEDERAL GRANTS FUND		\$ 774,560		\$ 454,110		\$ 320,450
4100-4900 - DEBT SERVICE FUNDS	\$ 89,509	\$ 4,408,500	\$ 2,000,000	\$ 6,444,613		\$ 53,396
5100 - AQUATIC CENTER AND PARKS	\$ 21,000,000	\$ -	\$ 11,000,000	\$ 32,000,000		\$ -
6100 - WATER FUND	\$ 13,227,915	\$ 8,931,700		\$ 21,033,000		\$ 1,126,615
6200 - SANITATION FUND	\$ 497,442	\$ 480,500		\$ 532,500		\$ 445,442
6300 - WASTE WATER FUND	\$ 15,585,186	\$ 27,128,450	\$ 194,000	\$ 32,370,400		\$ 10,537,236
6400 - SEWER FUND	\$ 1,568,136	\$ 1,856,300		\$ 2,423,700	\$ 194,000	\$ 806,736
TOTAL	\$ 144,316,095	\$ 160,102,443	\$ 13,924,700	\$ 233,685,526	\$ 13,924,700	\$ 70,733,012

BUDGET PRIORITIES IN 2026

Description	Amount
Additional Funding for Aquatic Center	\$10,000,000
Additional Contingency Funds	2,000,000
Potential ED Project	15,000,000
Pedestrian Bridge (91 st and Van Buren)	4,000,000
99 th Ave & Pierce Traffic Signal	1,100,000
Well 9 outfitting	5,000,000
Water storage tanks	3,500,000
Digester #4 Rehab	7,000,000
Disinfection system WWTP	2,500,000
Clarifier #2 Rehab	2,500,000
Clarifier #3	1,100,000
Electrical & Structure Upgrades WWTP	<u>5,000,000</u>
Total	\$58,700,000

CURRENT YEAR BUDGET

Description	Amount
Purchase building for convention center	2,000,000
Purchase land for Aquatic Center	5,000,000
Total	\$7,000,000



RECOMMENDATION

Staff recommends Council adopt Resolution N0. 2600, setting forth the tentative budget for FY 2026 in the amount of \$233,685,526.



CITY COUNCIL REPORT

SUBJECT: 2025 Community Grant Funding

MEETING DATE: May 13, 2025

TO: Mayor and Council

FROM: Crystal Zamora, City Clerk

REVIEWED: Reyes Medrano Jr., City Manager

PURPOSE:

To seek City Council approval of the Community Grant Council Subcommittee's funding recommendations for the 2025 City of Tolleson Community Grant Program.

BACKGROUND:

The City of Tolleson Community Grant Program was established to provide financial support to nonprofit organizations whose initiatives serve Tolleson residents. The program is designed to enhance community well-being by funding projects and activities that provide essential health and human services.

Only nonprofit organizations with an official 501(c)(3) tax-exempt status from the Internal Revenue Service (IRS) are eligible to apply.

DISCUSSION:

The Community Grant Council Subcommittee, consisting of Council Members Christine Chavira, Linda Laborin, and Cruzita Mendoza, convened on April 16, 2025, to review applications for the 2025 Community Grant cycle. Administrative support was provided by Deputy City Clerk Citlaly Salas and City Clerk Crystal Zamora.

After evaluating all eligible submissions, the Subcommittee recommended that the following eight organizations each receive \$5,000 in funding:

- Cornerstone Community Development Corp. (Mercy House Community Center)
- Dress for Success Phoenix
- Helping Families in Need
- Homeless Youth Connection, Inc.
- Mission of Mercy, Inc.
- Sounds of Autism
- Teen Lifeline
- Valley of the Sun Young Men's Christian Association

This results in a total grant disbursement of \$40,000.

BUDGET IMPACT:

The funding allocation of \$40,000 is included in the FY 2025 budget under the Community Grant Program.

RECOMMENDATION:

Staff recommends that the City Council approve the Community Grant Council Subcommittee's recommendations to fund the above-listed nonprofit organizations in the amount of \$5,000 each for the 2025 grant cycle.

ATTACHMENTS:

1. Nonprofit Organizations

2025 City of Tolleson Council Community Grant Program
Cornerstone Community Development Corp
dba
Mercy House Community Center

Mission	Mercy House Community Center (MHCC) is dedicated to serving individuals and families in the Southwest Valley, with a special focus on those in Tolleson. Our mission is to provide comprehensive support through food assistance, health and wellness services, educational resources, and emergency relief to empower individuals and families, fostering long-term self-sufficiency and a sense of community. Through our Tia Mica's Closet & Pantry, we address not just the immediate need for food and essentials but also the overall well-being of our clients by offering education, referrals, and a safe, welcoming space where people can seek help without judgment.
Project	The goal of this proposal is to expand the Food and Wellness Services at Mercy House Community Center (MHCC). We seek funding through the City of Tolleson Community Grant Program to enhance Tia Mica's Closet & Pantry, providing vital resources such as nutritious food, hygiene supplies, clothing, and health and wellness services to Tolleson residents. Additionally, we aim to expand our outreach efforts and foster long-term self-sufficiency for individuals by providing nutritional education, healthcare screenings, and seasonal support.
Tolleson Residents	The proposed expansion will have a significant, direct impact on the residents of Tolleson. By enhancing our pantry services, we can continue to provide food and hygiene essentials to at least 600 Tolleson residents annually.. Furthermore, with expanded partnerships in healthcare, Tolleson residents will benefit from screenings, wellness education, and health referrals, enhancing the overall health and wellness of the community.
Boundaries of Service Area	Our services cover the Southwest Valley, with a focus on Cashion, Tolleson, and surrounding areas. We are strategically positioned at the boundary of Phoenix and Tolleson, which allows us to serve individuals from multiple communities. However, we do not limit our services based on location, ensuring that anyone in need can access the resources we provide. We serve approximately 2,400 individuals annually, with a significant portion of those being residents of Tolleson.
Budget	We are requesting \$2,500 from the City of Tolleson Community Grant Program to support the expansion of our food and wellness services. This funding will go directly toward enhancing the services provided through Tia Mica's Closet & Pantry.

2025 City of Tolleson Council Community Grant Program
Dress for Success Phoenix

Mission	The mission of Dress for Success Phoenix (DFS Phoenix) is to empower women to achieve economic independence by providing a network of support, professional attire, and the development tools needed to help them thrive in work and in life. We provide each client with professional attire to secure employment: however, we are about much more than a new outfit.
Project	All of Dress for Success Phoenix's Career Services programs offer a combination of career preparation and workforce development training, supportive services & resource connection, and ongoing impact opportunities. In addition to equipping the client with occupational apparel and accessories, we provide education, extensive job readiness, career training, and industry upskilling to furnish her with confidence that she carries forever with the knowledge that she can actively define her life, the direction she takes, and what success means to her.
Tolleson Residents	In 2025, Dress for Success Phoenix plans to serve 1,110 individuals through our Career Services programming. Of those 1,110 individuals, we anticipate serving 30 women and young people from the City of Tolleson.
Boundaries of Service Area	Dress for Success Phoenix's main office and studio is located in downtown Phoenix. This studio, as well as our satellite studios in Glendale, Peoria, and Paradise Valley, can be accessed by any individual looking to access our services. It is Dress for Success Phoenix's intention to bring our Mobile Career Center (MCC) to locations within the City of Tolleson's boundaries to provide our career development services to Tolleson residents.
Budget	City of Tolleson funds will support a portion of our Career Specialist's salary who works directly with individuals served by our programs by providing one-on-one coaching and case management for low-income women and youth.

2025 City of Tolleson Council Community Grant Program
Helping Families in Need (HFIN)

Mission	Since 2011, HFIN's Application Assistors and Community Health Workers have been dedicated to connecting community members with a range of resources and benefits, including food assistance through the SNAP program, health insurance via Medicaid and the Affordable Care Act, as well as behavioral health services. By partnering with other local agencies, we expand our knowledge and access to specialized programs, allowing us to better support the community in obtaining benefits that improve household income and access to health care and nutrition.
Project	Access to Benefits for Healthy Lifestyles. Helping Families In Need (HFIN) supports the health, welfare, and quality of life of Tolleson residents by addressing community needs and offering education and assistance with enrolling in essential benefits that enhance their well-being.
Tolleson Residents	This project will focus on serving at least 2,500 Tolleson residents annually.
Boundaries of Service Area	Tolleson residents are served at the Esther Angulo Community Center inside of the Tolleson Civic Center 9055 W. Van Buren St. Tolleson, AZ 85353.
Budget	The requested amount will cover approximately 14% of the project cost.

2025 City of Tolleson Council Community Grant Program
Homeless Youth Connection, Inc. (HYC)

Mission	HYC’s mission is to eliminate barriers to education so that youth experiencing homelessness can graduate and create lasting solutions for a successful future. HYC is a preventive measure for chronic homelessness. When you take away the worry about basic needs, homeless youth will thrive, graduate, and succeed, which dramatically impacts the quality of life of these youth.
Project	Homeless Youth Connection (HYC) requests support from the City of Tolleson for case management services for youth experiencing homelessness who are enrolled in school. HYC only has one ongoing program, Empowering Youth For The Future. This is an existing program.
Tolleson Residents	HYC serves more than 700 youths experiencing homelessness annually. Last school year, HYC served 60 youth experiencing homelessness who lived in or attended school in the Tolleson Union High School District.
Boundaries of Service Area	HYC serves youth experiencing homelessness ages 13 to 21 who are enrolled in high school. HYC partners with 130 high schools (including Tolleson Union High School District) and colleges in Maricopa County and Flagstaff. In 2024, the Arizona Department of Education reported that more than 7,800 homeless youth in 9th-12th grade live in Arizona, and more than 1,600 are unaccompanied youth. These youth face numerous educational barriers, keeping many of them from completing high school or achieving post-secondary education.
Budget	HYC requests \$5,000 from the City of Tolleson to ensure youth experiencing homelessness have the resources and services they need to stay in school and complete their education.

2025 City of Tolleson Council Community Grant Program
Mission of Mercy Inc (MOM)

Mission	Mission of Mercy (MOM) was founded in 1994 by a pharmacist who recognized that low-income patients in need of medical care also needed compassion and dignity. With a mission to restore dignity and provide “healing through Love,” she created a mobile clinic that provided care completely free of charge, never asking patients to prove their poverty to receive services. As a pharmacist, she also understood the critical importance of providing medications as an integrated part of medical care.
Project	The project aims to provide free healthcare services, including medical exams, medication, chronic disease management, and health education, to uninsured and low-income residents of Tolleson and surrounding areas. MOM operates a mobile clinic that offers these services without asking patients to prove their poverty status, focusing on improving the health and wellbeing of underserved communities.
Tolleson Residents	In FY 26, MOM projects serving 2,000 total unduplicated patients, of which 38 will be Tolleson residents.
Boundaries of Service Area	MOM’s six rotating medical clinics are in Avondale, Central and South Phoenix, Maryvale, Mesa, and Chandler. Nearly all Tolleson residents visit the Avondale clinic, though there are no geographic restrictions on which clinic patients can visit. Some visit clinics closer to their work rather than their home. Funds from the City of Tolleson will support healthcare services to Tolleson residents, no matter which clinic they visit.
Budget	A grant of \$5,000 from the City of Tolleson will cover 0.2% of MOM’s Access to Care budget. At a cost of \$82 per patient visit, a \$5,000 grant from the City of Tolleson would subsidize approximately 60 patient visits.

2025 City of Tolleson Council Community Grant Program
Sounds of Autism

Mission	Our Mission is to safely integrate families and children of Autism, including others At-Risk, back into society through unconditional LOVE and SUPPORT, one step at a time.
Project	Crisis intervention, bridging gaps between first responders, community leaders, and educational leaders to ensure safer outcomes during crises, especially for families with autism.
Tolleson Residents	The program directly and indirectly serves over 20,000 individuals annually, including 54 residents of Tolleson in 2024 alone. In 2024 we served 54 residents in Tolleson and assisted 12 educational staff members grades K through 12, many nonprofits, and multiple community partners who needed supporting an employee and their family member or just wanted to learn more about Autism or our programs within the City of Tolleson. We anticipate serving more families and community members this year with our focus specifically shifted towards the City of Tolleson and the City of Peoria involvement.
Boundaries of Service Area	The project primarily focuses on Tolleson, Avondale, Goodyear, West Phoenix, and Peoria. While Tolleson is the main focus, the initiative also extends to surrounding cities, including outreach to Luke Air Force Base and collaboration with other non-profits serving individuals across the West Valley.
Budget	Sounds of Autism are requesting \$5,000.00.

2025 City of Tolleson Council Community Grant Program
Teen Lifeline

Mission	Teen Lifeline’s mission is to prevent teen suicide in Arizona by enhancing youth resiliency and fostering supportive communities. Through providing a free, 24/7 confidential crisis hotline, suicide prevention education, and crisis response services, Teen Lifeline ensures that every teen knows they are never alone and that help is always within reach.
Project	Teen Lifeline promotes the health, welfare, and quality of life for Tolleson residents by providing a free, 24/7, confidential crisis hotline that connects teens with trained peer counselors under the supervision of master’s-level clinicians. We also work directly with schools, families, and community partners to deliver suicide prevention education and crisis response services when schools experience a student death by suicide.
Tolleson Residents	Through this funding, we anticipate serving 250 to 300 Tolleson youth annually through our crisis hotline, offering immediate support during their most difficult moments. We also expect to engage an additional 300 to 500 Tolleson students, parents, and educators each year through our prevention and crisis services, delivered in partnership with local schools and community partners.
Boundaries of Service Area	Teen Lifeline will provide services specifically to the residents of Tolleson, Arizona. This includes direct access to their 24/7 confidential crisis hotline for teens in the area, as well as prevention and crisis services delivered on school campuses and in collaboration with local community partners. The organization will expand its reach and deepen its impact within Tolleson, focusing on youth aged 10-24, particularly in a community that may face financial barriers and limited access to mental health care.
Budget	Although the proposal does not specify an exact dollar amount requested, it is clear that Teen Lifeline is seeking funding to support the expansion of its services into Tolleson. The funding will allow Teen Lifeline to serve approximately 250-300 Tolleson youth annually through their crisis hotline and engage an additional 300-500 students, parents, and educators annually through suicide prevention education and crisis response services.

2025 City of Tolleson Council Community Grant Program
Valley of the Sun Young Men's Christian Association
dba
Valley of the Sun YMCA (VOS YMCA)

Mission	Valley of the Sun YMCA's (VOS YMCA) mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. VOS YMCA is a non-sectarian, non-religious organization that is inclusive of all individuals.
Project	Affordable childcare is a significant challenge for many families in our community. Our early learning program is committed to expanding access to quality education, prioritizing the inclusion of low-income youth. More than 50% of the children enrolled in our programs receive financial assistance through subsidies from the Arizona Department of Economic Security, are part of the foster care system, or both. Our programs nurture essential skills, like communication and teamwork, that are crucial for lifelong success. Financial assistance ensures that families can access our services without cost being a barrier.
Tolleson Residents	With a \$5,000 grant, Valley of the Sun YMCA would be able to provide childcare and early learning financial assistance to up to 10 families.
Boundaries of Service Area	Valley of the Sun YMCA has 2 childcare and early learning sites within the city of Tolleson to serve residents. Tolleson families may also choose to enroll their child at a YMCA location closer to their place of employment. Valley of the Sun YMCA has physical branches and community-based locations across Maricopa County, in Flagstaff, and a residential camp in Prescott.
Budget	Grant funding from the City of Tolleson (per their request \$5,000) will be used to provide financial assistance for up to 10 low-income families residing in Tolleson to access high-quality, affordable childcare from the YMCA.