



**NOTICE OF A SPECIAL MEETING OF THE COMMON COUNCIL
OF THE TOWN OF CLARKDALE
Tuesday, June 10, 2014 at 3:00 P.M.
Clark Memorial Clubhouse, Men's Lounge**

PURSUANT TO A.R.S. §38-431.02, NOTICE IS HEREBY GIVEN to the members of the Common Council of the Town of Clarkdale and to the general public that the Town of Clarkdale Common Council will hold a Regular Meeting open to the public on **Tuesday, June 10, 2014, at 3:00 p.m.** in the **Clark Memorial Clubhouse, Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona.** Members of the Clarkdale Common Council will attend either in person or by telephone, video or internet conferencing. Pursuant to A.R.S. §38-431.03, the Council may vote to recess the meeting and move into Executive Session on any item, which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda.

Supporting documentation and staff reports furnished to the Council with this agenda are available for review on the Town website at www.clarkdale.az.gov and the Town Clerk's Office.

The undersigned hereby certifies that a copy of this notice was duly posted on the Community Development Building bulletin board, located at 890 Main Street, Clarkdale, Arizona on June 5, 2014 at 1:00 p.m.

Kathy Bainbridge
KATHY BAINBRIDGE
CLERK/FINANCE DIRECTOR

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption to this meeting.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT** – The Town Council invites the public to provide comments at this time. 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(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

NEW BUSINESS

- 3. FISCAL YEAR 2013-2014 BUDGET TRANSFERS** – Discussion and consideration regarding authorization for fund transfers within the fiscal year 2013-2014 budget.
- 4. REALLOCATION OF DESIGNATED FUNDS** – Discussion and consideration of reallocating \$25,000 of the 2013-2014 Designated Funds to the General Fund for building

repairs.

5. **FISCAL YEAR 2014-2015 PRELIMINARY BUDGET WORKSESSION** – A worksession with Council regarding the Preliminary Budget for the 2014-2015 Fiscal Year Budget.
6. **FUTURE AGENDA ITEMS** - Listing of items to be placed on a future council agenda
7. **ADJOURNMENT**

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.



Staff Report

Agenda Item: **FISCAL YEAR 2013/2014 BUDGET TRANSFERS**– Discussion and consideration regarding authorization for fund transfers within the Fiscal Year 2013/2014 budget.

Sponsored By: Kathy Bainbridge, Town Clerk/Finance Director

Meeting Date: June 10, 2014

Background: Each year the Council adopts a balanced budget based on projections of local revenue as well as projections from the State of Arizona revenue (State Shared Revenues and State Sales Tax). Staff uses these projections to budget for expenses expected to be incurred in the following year. During the year, Council may make changes to a budget based on economic factors by authorizing additional transfers when needs are identified.

Exact amounts available for the requested budget balancing transfers will not be available until well after June 30th, when final sales tax collections are distributed by the State of Arizona and yearly closing entries have been completed. The following transfer totals are based on current projections of year end funds available. For audit purposes, these adjustments need to take place before the June 30th end of the Fiscal Year. Actual transfer amounts may differ due to changes in actual revenue received for the remainder of the year and amounts required to balance the General Fund, HURF Fund, Capital Projects Fund, Water Fund, Wastewater Fund, Sanitation Fund, and Cemetery Fund.

Proposed transfers are as follows and are based on total dollars available:

<u>Transfers out of:</u>	<u>Transfers into:</u>	<u>Amount:</u>	<u>Current Budget</u>
<u>Construction Tax Transfer to Capital Projects Fund and General Fund offset amount</u>			
General Fund – Construction Tax	Capital Projects Fund	\$ 50,000.00	\$55,000.00
<u>General Fund Transfer to HURF Fund</u>			
General Fund – Street Funding	Street (HURF) Fund	\$81,540.00	\$90,600.00
<u>Administration Fee Fund transfers to General Fund</u>			
Streets Fund	General Fund	\$34,606.33	\$34,606.33
Wastewater Fund	General Fund	\$33,545.24	\$33,545.24
Water Fund	General Fund	\$58,272.50	\$58,272.50
Sanitation Fund	General Fund	\$24,688.33	\$24,688.33
Grants Fund	General Fund	\$10,919.00	\$ 9,167.69
Cemetery Fund	General Fund	\$ 4,126.21	\$ 4,126.21

<u>Transfers out of:</u>	<u>Transfers into:</u>	<u>Amount:</u>	<u>Current Budget</u>
Sanitation Fund	General Fund for Streets	\$40,000.00	\$40,000.00
Perpetual Care Fund	Cemetery Fund	\$15,500.00	\$15,500.00
Water Fund (Equipment Rental)	Streets Fund	\$ 2,000.00	\$ 2,000.00

Recommendation: Staff recommends that the Council authorize the staff to make the necessary budget balancing fund transfers within the Fiscal Year 2013-2014 budget.



Staff Report

Agenda Item: REALLOCATION OF DESIGNATED FUNDS – Discussion and consideration of reallocating \$25,000 of the 2013-2014 Designated Funds to the General Fund for building repairs.

Staff Contact: Kathy Bainbridge, Clerk/Finance Director

Meeting Date: June 10, 2014

Background: The 2013-2014 line item budgets for Building Maintenance and Building Improvements totaled \$16,020.00. The unexpected building repairs during the year of re-roofing the shop, purchasing and installing a new air conditioner unit for the Administration/Library building and purchasing and installing a new air conditioner unit for the Community Development building were not able to be funded by the General Fund in the amount of \$25,000.

Council approved special project designated funds for fiscal year 2013-2014 in the amount of \$40,000 for the streetscape project on Main Street between Broadway and Ninth Street. That project has yet to be started this current fiscal year and staff is requesting that \$25,000 of those funds be reallocated to the General Fund Public Works Budget as follows:

<u>Account Number</u>	<u>Description</u>	<u>Current Budget</u>	<u>Reallocation</u>	<u>New Budget</u>
01-5-3101-7503	Building Maintenance	\$ 6,020.00	\$12,000.00	\$18,020.00
01-5-3101-7600	Building Improvements	<u>\$10,000.00</u>	<u>\$13,000.00</u>	<u>\$23,000.00</u>
		\$16,020.00	\$25,000.00	\$41,020.00

Recommendation: Approval of reallocating \$25,000 of the 2013-2014 Designated Funds to the General Fund for building repairs:

<u>Account Number</u>	<u>Description</u>	<u>Current Budget</u>	<u>Reallocation</u>	<u>New Budget</u>
01-5-3101-7503	Building Maintenance	\$ 6,020.00	\$12,000.00	\$18,020.00
01-5-3101-7600	Building Improvements	<u>\$10,000.00</u>	<u>\$13,000.00</u>	<u>\$23,000.00</u>
		\$16,020.00	\$25,000.00	\$41,020.00



Staff Report

Agenda Item: **FISCAL YEAR 2014-2015 PRELIMINARY BUDGET WORKSESSION**– A worksession with the Council regarding the preliminary Budget for FY 2014-2015.

Staff Contact: Kathy Bainbridge, Clerk/Finance Director

Meeting Date: June 10, 2014

Background: At the April 22 and May 13, 2014 council meetings, presentations of the 2014-2015 Fiscal Year Preliminary Budget were reviewed for the Major Operational Funds of the General Fund, HURF (Streets) Fund, Sanitation Fund, Wastewater Fund, Water Fund, Cemetery Fund, and Capital Improvement Fund and the Non-Operational Funds of the Development Reimbursement Fund, Grant Fund and Donation Fund.

This session will be an overall review of the budgets for all funds with discussions regarding property tax, water utility rates and special designated fund projects in order to get direction from Council regarding the Official Preliminary Budget which is scheduled for action on June 24, 2014.

Recommendation: This is a worksession only and no action by Council is required.