

**Minutes of a Special Session of the Common Council of the Town of Clarkdale
Held on Tuesday, June 28, 2016**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, April 26, 2016 at 3:00 P.M. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

CALL TO ORDER – Meeting was called to order at 3:00 P.M. by Mayor Von Gausig.

Town Council:

Mayor Doug Von Gausig

Vice Mayor Richard Dehnert

Councilmember Scott Buckley

Councilmember Bill Regner

Councilmember Curtiss Bohall

Town Staff:

Town Manager Gayle Mabery - Absent

Town Clerk/Finance Director Kathy Bainbridge

Community Services/Human Resources Director Janet Perry

Community Development/Economic Director Jodie Filardo

Public Works Superintendent Art Durazo

Deputy Clerk Mary Ellen Dunn

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.

There was no public comment.

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. **Reports** - Approval of written Reports from Town Departments and Other Agencies
 - Building Permit Report – May, 2016
 - Water and Wastewater Report – May, 2016
 - Clarkdale Fire District Report and Mutual Aid Responses Report – May, 2016
 - Police Department Report – May, 2016
 - NAIPTA Transit Report – May, 2016

- B. **Nomination to the Verde Valley Fire District's Advisory Committee** – Approval of nomination of a Clarkdale Town Council Member to serve on the Verde Valley Fire District's Clarkdale Transition Advisory Committee.

- C. **Intergovernmental Agreement Between the Town of Clarkdale and the Verde Valley Fire District for Fire Code Enforcement** – Approval of the updated Intergovernmental Agreement (IGA) with the Verde Valley Fire District for Fire Code Enforcement.
- D. **Lease Agreement for Clarkdale Fire Station** – Approval of the updated Lease Agreement between Town of Clarkdale and the Verde Valley Fire District for the Clarkdale Fire Station located at 895 1st South Street in Clarkdale, AZ.

Councilmember Buckley moved to accept Consent Agenda items A & B as presented. Councilmember Regner seconded the motion and the motion passed unanimously.

NEW BUSINESS

TAXPAYER EDUCATION PROPERTY TAX ASSISTANCE PROGRAMS PRESENTATION – A presentation by Yavapai County Assessor Pearsall regarding assistance programs.

The Yavapai County Assessor, Pamela Pearsall, is striving to educate qualified tax payers about the Property Tax Assistance Programs in Arizona offered through the Assessor's Office. Currently in Arizona there are two (2) programs designed to assist qualified Property Taxpayers; the Senior Valuation Freeze, and Exemptions for: disabilities and widow/widowers.

Assessor Pearsall will speak to the Council to spread the word about these programs; in hopes that this public outreach will assist in informing qualified taxpayers about these Property Tax Assistance programs.

This is a presentation only, no council action needed.

Mayor Von Gausig returned to the additional Consent Agenda items for approval of Council.

Vice Mayor Dehnert moved to approve Consent Agenda items C & D per addendum. Councilmember Bohall seconded the motion and the motion passed unanimously.

RESOLUTION CONFIRMING THE TOWN OF CLARKDALE'S COMMITMENT TO THE INITIATION OF THE BROADWAY OVERLAY PROJECT – Discussion and consideration of Resolution #1519 confirming commitment to the Broadway Overlay Project.

The Broadway Overlay Project consists of grinding (milling) the top two to three inches of the roadway surface and then re-applying new asphalt layer approximately three inches thick and new lane striping that will start at Hollow Reed Lane and extend to Tuzigoot Road. This project would also allow widening Broadway, within the project boundaries, to allow for a new bike path.

The Town of Clarkdale will commit matching funds required in the amount of no less than \$8,931 for the design phase in FY18 and \$35,723 for the construction phase in FY21 through this Surface Transportation Program project.

Pursuant to NACOG's Regional Transportation Policy & Procedure Manual the Town of Clarkdale must act by June 30, 2016 to retain funding for this project. Policy 3 in Section 3.4.3 (pg. 23) states:

“Project Sponsors are required to confirm commitment one year in advance of scheduled project initiation. Commitment will be demonstrated by submitting fiscal data (local budget, capital improvement program) and governing board resolution or current meeting minutes endorsing project commitment. If the event the Project Sponsors do not demonstrate commitment, federal funds will revert back to the region for reprogramming in the TIP.”

Public Works Superintendent Art Durazo presented information on this agenda item.

Councilmember Regner moved to approve Resolution No. 1519, a Resolution confirming the Town of Clarkdale’s commitment to the initiation of the Broadway Overlay Project that will start at Hollow Reed Lane and extend to Tuzigoot Road. Councilmember Buckley seconded the motion and the motion carried unanimously.

FISCAL YEAR 2015-2016 BUDGET TRANSFERS – Discussion and consideration regarding authorization for fund transfers within the Fiscal Year 2015-2016 budget.

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	\$ 44,000.00	\$51,500.00
<u>General Fund Transfer to HURF Fund</u>			
General Fund – Street Funding	Street (HURF) Fund	\$91,220.50	\$91,220.50
<u>Administration Fee Fund transfers to General Fund</u>			
Streets Fund	General Fund	\$36,802.18	\$36,802.18
Wastewater Fund	General Fund	\$36,111.81	\$36,111.81
Water Fund	General Fund	\$56,111.34	\$56,111.34
Sanitation Fund	General Fund	\$26,084.01	\$26,084.01
Grants Fund	General Fund	\$ 5,000.00	\$ 7,377.24

Cemetery Fund	General Fund	\$ 3,879.55	\$ 3,879.55
<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	\$ 4,000.00	\$ 15,000.00
WW O&M	WW P&E Improve	\$213,250.00	\$203,080.12
Water O&M	Water Capital Improve	\$ 51,925.00	\$ 51,925.00

Finance Director Kathy Bainbridge presented information on this agenda item to council.

Vice Mayor Dehnert moved to authorize the staff to make the necessary budget balancing fund transfers within the Fiscal Year 2015-2016 budget. Councilmember Bohall seconded the motion which passed unanimously.

FISCAL YEAR 2016-2017 PRELIMINARY BUDGET – Discussion and consideration of adoption of a Preliminary Budget for Fiscal Year 2016-2017.

At the March 22nd, April 26th and May 24th 2016 Council Meetings, presentations of the 2016-2017 Fiscal Year Preliminary Budget were reviewed for the Major Operational Funds of the General Fund, HURF (Streets) Fund, Wastewater Fund, Sanitation Fund, Water Fund, Cemetery Fund, and Capital Improvement Fund. There were also budget presentations for the additional Non-Operational Funds of the Wastewater Plant & Equipment Improvements, Water Capital Improvements, Development Reimbursement Fund, Impact Fees, Wastewater Development Projects, Grant Fund and Donation Fund.

The preliminary budget must be fully itemized in conformance with forms supplied by the Arizona Auditor General’s Office and entered as a public record in the council meeting minutes when it is adopted.

As part of the required State budget adoption process, the Town will publish the preliminary budget in the local newspaper and have the budget available for public viewing before the final budget hearing and approval on July 26th. After the preliminary budget is approved, adjustments may still be made prior to when the Final Budget is adopted, but only if those adjustments reduce revenues and/or expenditures. In light of that, the adoption of the Preliminary Budget sets the expenditure limitation for the Town of Clarkdale for FY 2016-17. The Preliminary Budget on the State Auditor General forms will be provided at the Council meeting.

<u>DEPARTMENT</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>%</u>
General Fund (Department Budgets & Donations)	\$ 4,155,629	\$4,244,661	+ 2.15%
Special Revenue Funds (Streets, Grants, Impact, Develop)	\$ 6,248,376	\$5,001,885	- 19.95%
Capital Projects	\$ 748,797	\$ 691,317	- 7.68%

Permanent Funds (Cemetery Perpetual Care Funds)	\$ 30,119	\$ 29,119	- 3.32%
Enterprise Funds (Water, Sewer, Sanitation, Cemetery)	\$ 5,537,539	\$7,465,868	+34.83%
TOTAL ALL FUNDS	\$16,720,460	\$17,432,850	+ 4.26%

Finance Director Bainbridge presented this agenda topic to council.

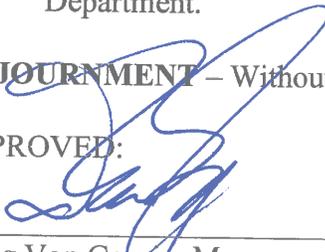
Councilmember Regner moved to adopt the Preliminary Budget for Fiscal Year 2016-2017 as presented, totaling \$17,432, 850. Vice Mayor Dehnert seconded the motion. Motion carried unanimously.

FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda.

- Presentation on new cooperative agreement between Spectrum Health Care and our Police Department.

ADJOURNMENT – Without objection Mayor Von Gausig adjourned the meeting at 3:27 P.M.

APPROVED:



Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:



Kathy Bainbridge, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 28th day of June, 2016. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 13 day of July, 2016.

SEAL



Kathy Bainbridge, Town Clerk