



**NOTICE OF A REGULAR MEETING OF THE TOWN COUNCIL
OF THE TOWN OF CLARKDALE
TUESDAY, JULY 25, 2023 AT 3:00 PM**

In Person: Clark Memorial Clubhouse, 19 N. Ninth St., Clarkdale AZ

OR

Join Zoom Meeting

<https://us02web.zoom.us/j/86436305532>

Meeting ID: 864 3630 5532

AMENDED

(Items 9b and 10b added)

Town of Clarkdale Vision

The Town of Clarkdale connects our unique history, proximity to the Verde River, and small-town charm to a future with a vibrant economy.

We cultivate an environment where residents and businesses can thrive; providing services and jobs for our residents and capitalizing upon tourism.

We sustainably enhance our infrastructure, support the arts and education, and develop recreational opportunities to create a bright future for our entire community.

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 Town Council will hold a Regular Meeting open to the public on Tuesday, July 25, 2023, at 3:00 PM in a hybrid meeting via Zoom Video Conference or in person at 19 N. Ninth Street, Clarkdale, Arizona, Clark Memorial Clubhouse, Men's Lounge. 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.

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

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

The Town Council invites the public to provide comments at this time. Members of the Town Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01, 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 comments on a specific agenda item are asked to complete a brief form and submit it to the Clerk or liaison during the meeting. Each speaker is asked to limit their comments to five minutes.

4. REPORTS

Departmental Reports (submitted with Council packet) –
Summary of written reports from Town Departments and other agencies:

- Building Permit Report
- Magistrate Court Report
- Water and Wastewater Report
- Police Department Report
- Cottonwood Area Transit Report
- Verde Valley Humane Society

5. CONSENT AGENDA

Items on the consent agenda are of a routine nature or have been previously studied by the Town Council at a work session or during a New Business discussion. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

A. Approval of Minutes of the Common Council

Consider and act upon the draft minutes from the regular meeting held on July 11, 2023.

B. New Liquor License Application: Hermosillo Hot Dog's (Series 12 - Restaurant)

Consider and act upon a request to recommend approval to the Arizona Department of Liquor License and Control of an application for a Series 12 (Restaurant) License submitted by Nereida Ruby Reyes-Gil for the sale of all alcohol at Hermosillo Hot Dog's, located at 1000 Main Street in Clarkdale.

6. NEW BUSINESS

A. PUBLIC HEARING - Fiscal Year 2023-2024 Final Budget

Council will hold a public hearing to receive public input regarding the Town of Clarkdale's annual budget for the fiscal year ending June 30, 2024.

7. ADJOURNMENT TO SPECIAL MEETING FOR BUDGET ADOPTION ACTION

A. Resolution #1698 - Adoption of the Final Budget for Fiscal Year 2023-2024

Discuss, consider and act upon Resolution #1698, adopting the fiscal year 2023-2024 Final Budget per A.R.S. 42-17105 (A) as published.

8. **RESUMPTION OF REGULAR MEETING** - Immediately following the special meeting, the Council will resume the regular meeting.
9. **POSSIBLE VOTE TO ENTER EXECUTIVE SESSION** - The Council may vote to discuss the following matters in executive session pursuant to A.R.S. § 38-431.03 (A)(3) discussion or consultation for legal advice with the attorney or attorneys of the public body and/or A.R.S. §38-431.04 (A)(7) for discussion or consultation with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.

A. Centerville Road Extension

B. Legal Advice Regarding Town Properties

10. **RESUMPTION OF REGULAR MEETING** - Immediately following the executive session, the Council will resume public session.

A. Centerville Road Extension

Discuss, consider and act upon the Centerville Road Extension.

B. Legal Advice Regarding Town Properties

11. FUTURE AGENDA ITEMS

Town Council may propose items to be placed on a future agenda. This item is for discussion only.

12. ADJOURNMENT

Values

Values are the guiding principles that provide an organization with purpose and direction. The Town of Clarkdale's organizational values are:

COPPER

Customer focused

Open, transparent and equitable

Preserving our history, charm, and environment

Planning for a sustainable future

Economic and social resiliency

Resourceful and innovative

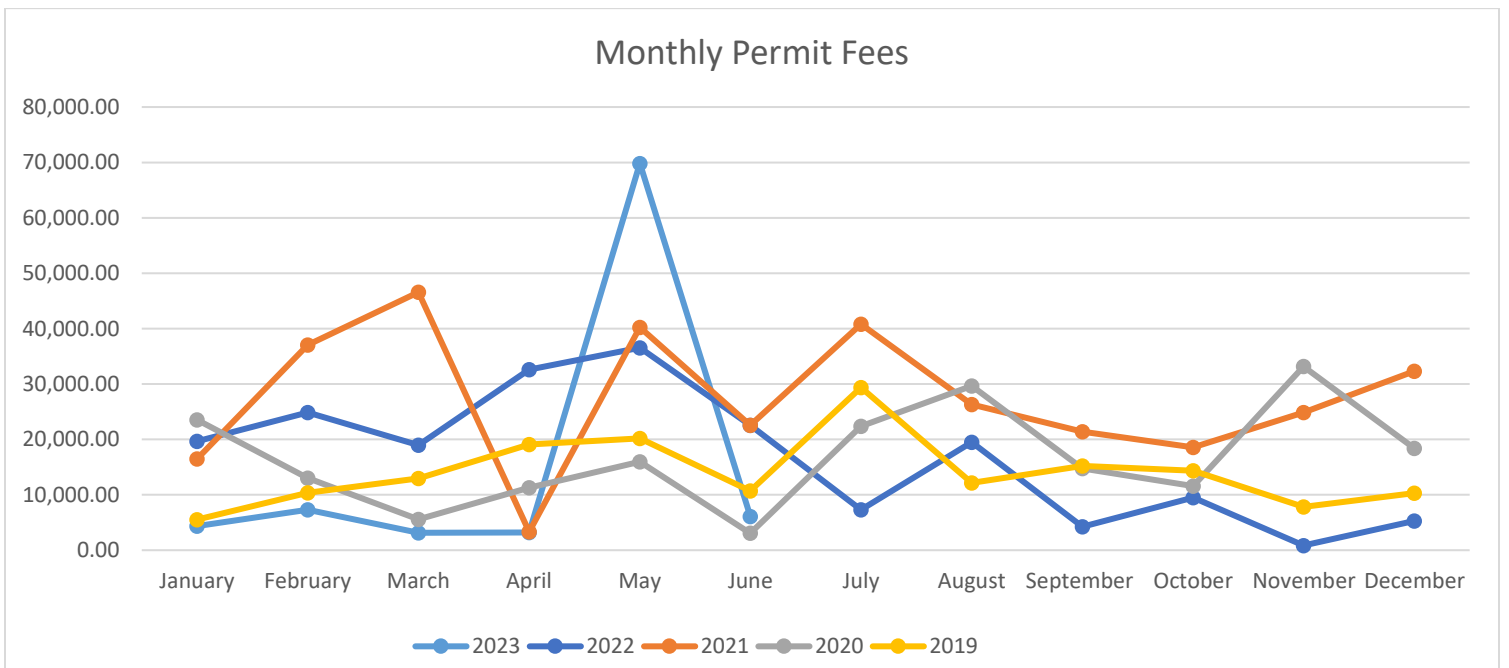
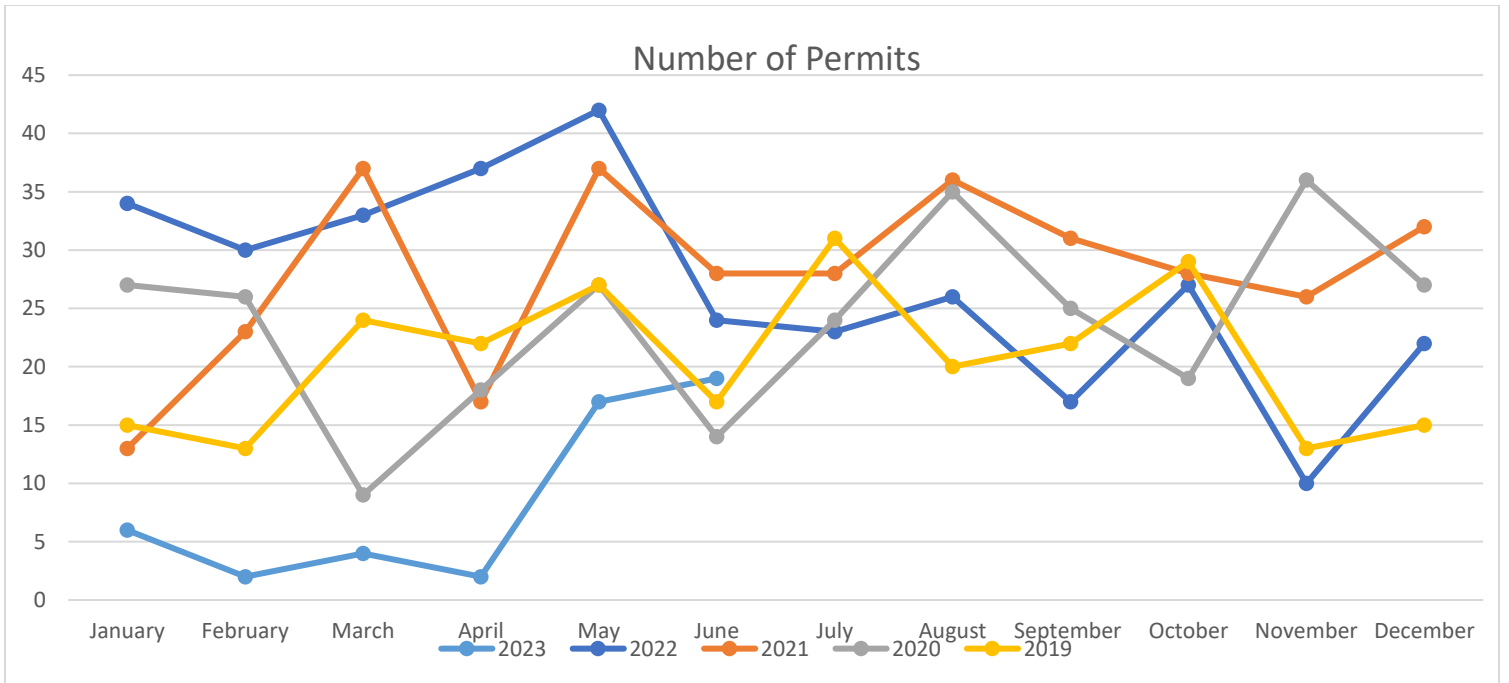
Mission

The Town of Clarkdale serves the community by providing amenities, infrastructure, services, and public safety to enhance quality of life. We are stewards of our history while we

sustainably and resiliently plan for the future with an emphasis on community engagement and transparency.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

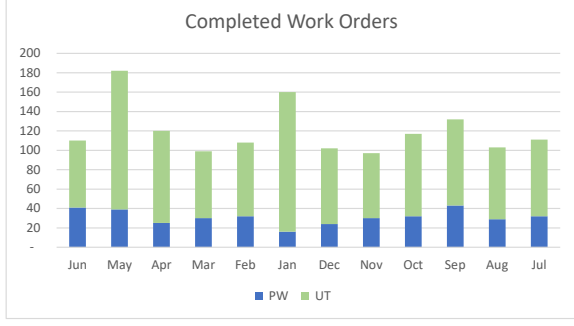
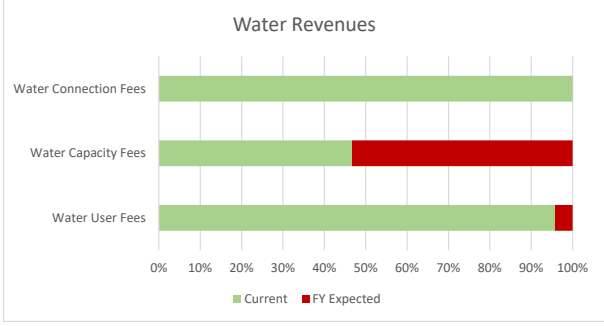
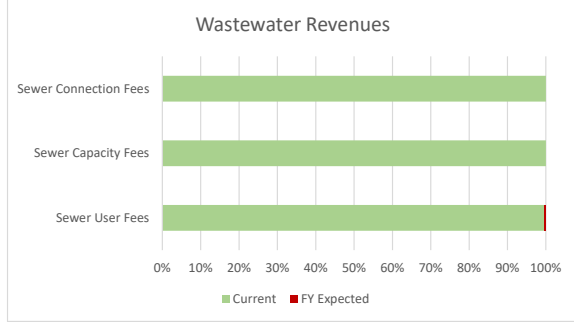
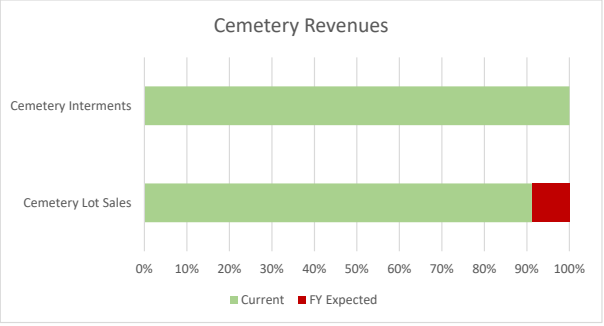
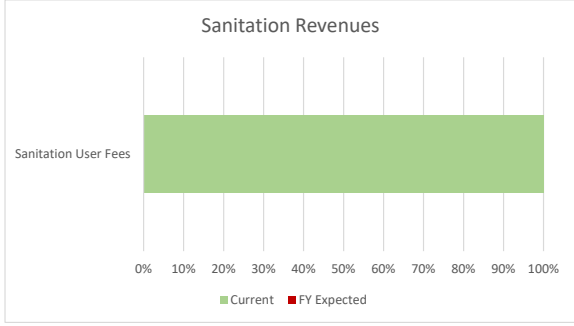
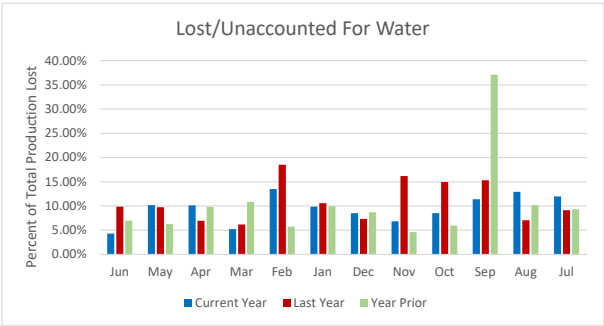
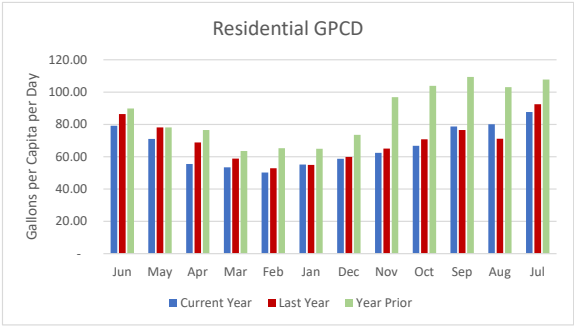
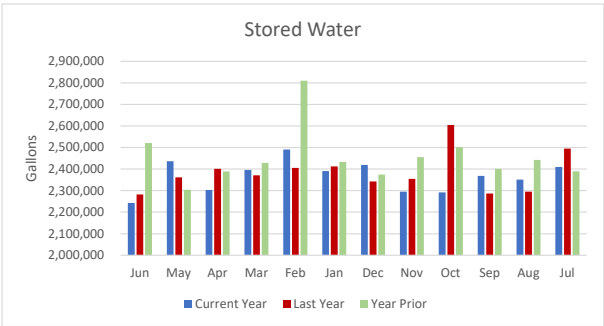
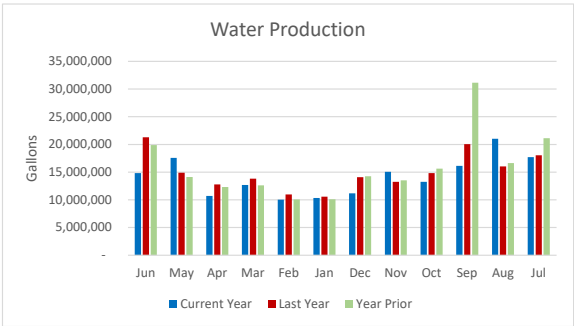
Building Permit Report
June 2023

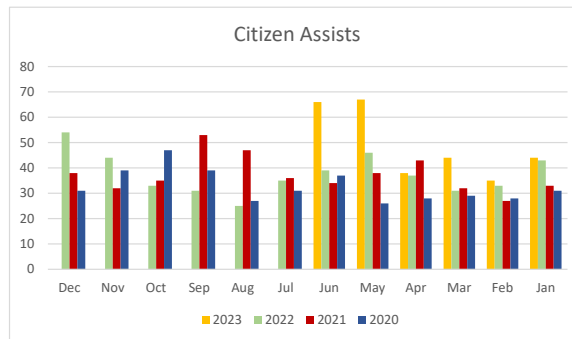
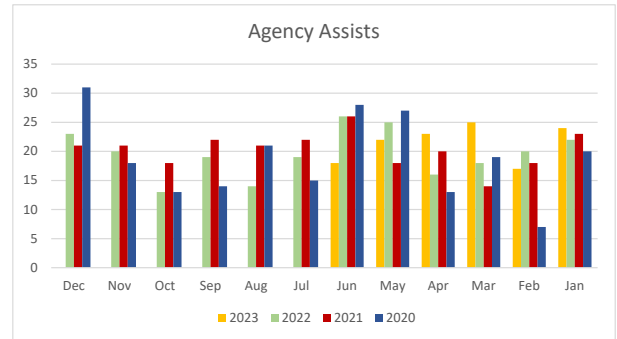
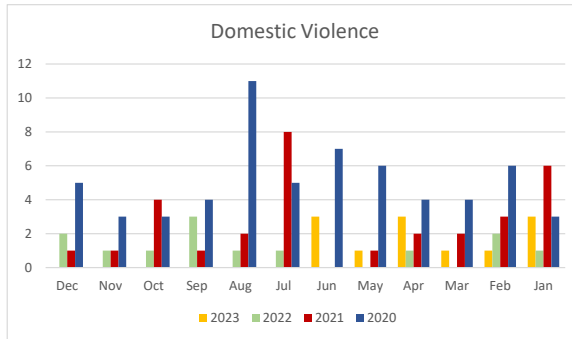
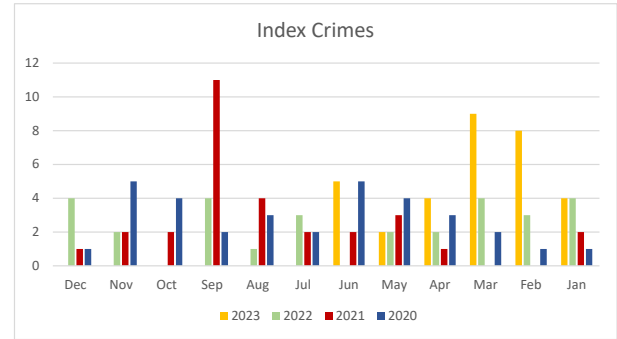
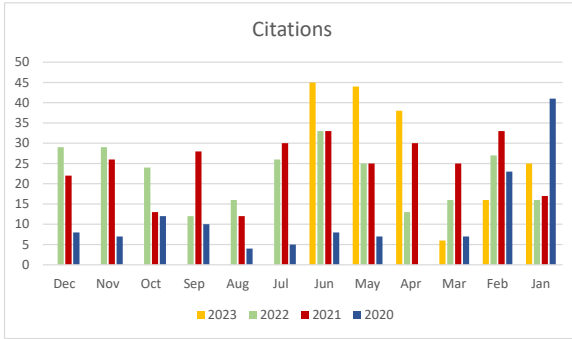
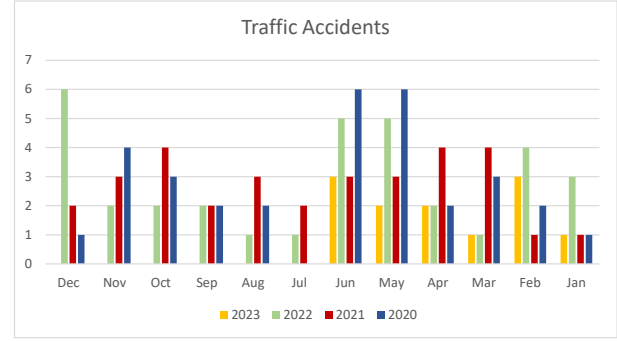
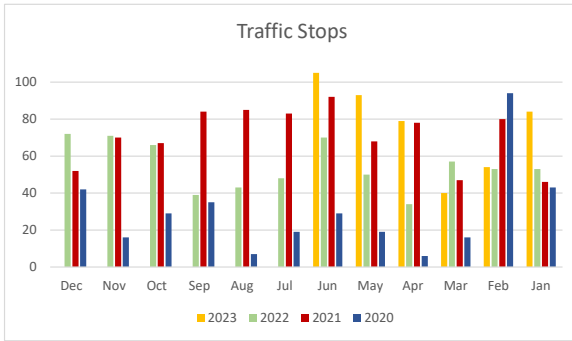


Clarkdale Magistrate Court

June 2022-2023 Comparative Stats

	June 2022	June 2023
Criminal Cases	4	6
Civil Traffic Cases	40	41
Total Cases	44	47
Revenue to Town	\$3,813	\$3,869





Comments:
 There were five index crimes in May: two assaults and three thefts. Both assaults were domestic violence cases and the offenders were arrested. Two thefts were closed without leads following investigation. The final theft was a shoplifting; the offender was not prosecuted as requested by the manager, but banned from the store. Officers increased the amount of traffic enforcement in June.

Cottonwood Area Transit
Weekly Ridership Reports

		7/2/2023	7/3/2023	7/4/2023	7/5/2023	7/6/2023	7/7/2023	7/8/2023	Weekly
Service for week ending 7/8/2023	Daily Average 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Weekdays									
ADA/Paratransit	34.4		39	16	30	53	34		172
Blue Line	15.2		10	13	12	19	22		76
Yellow Line	66.4		70	42	76	69	75		332
Red Line - Without Jerome	33.2		50	37	19	30	30		166
Red Line - Jerome	1.2		0	0	0	6	0		6
Green Line	96.4		118	74	107	99	84		482
CAT Connect	4.4	0	5	6	3	5	3	0	22
Shuttle 1	48.0	47	33	33	52	77	53	41	336
Shuttle 2	81.4	64	44	44	62	79	65	49	407
Shuttle 3	74.8	43	69	51	47	53	62	49	374
Shuttle 4	74.8	40	58	31	49	37	58	47	320
	Totals	194	496	347	457	527	486	186	2693

Cottonwood Area Transit
Weekly Ridership Reports

		7/9/2023	7/10/2023	7/11/2023	7/12/2023	7/13/2023	7/14/2023	7/15/2023	Weekly
Service for week ending 7/15/2023	Daily Average 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Weekdays									
ADA/Paratransit	44.4		36	40	53	51	42		222
Blue Line	17.8		18	12	20	16	23		89
Yellow Line	67		59	61	81	66	68		335
Red Line - Without Jerome	34.8		40	32	41	26	35		174
Red Line - Jerome	2		0	0	0	10	0		10
Green Line	89.8		80	96	87	91	95		449
CAT Connect	4.6	0	4	3	5	5	6	0	23
Shuttle 1	52.9	48	49	48	57	57	59	52	370
Shuttle 2	76.8	56	53	56	64	47	53	55	384
Shuttle 3	81.4	60	71	47	50	52	58	69	407
Shuttle 4	81.4	55	51	44	47	47	59	38	341
Totals		219	461	439	505	468	498	214	2804

Verde Valley Humane Society					
1520 W. Mingus Avenue					
Cottonwood, AZ. 86326					
928-634-7387					
					7/1/2023
Clarkdale FY Monthly Intake Reports 6/20		June 2023			
Date	Type	Species	ID #	Disposition Type	Date
6/2/2023	ACO-Stray	Canine	D50086		
6/24/2023	ACO-Stray	Canine	D50147	Reclaimed	6/25/2023
	Total Intake: 2				



Staff Report

Item Number: 5.A.

<u>Agenda Item:</u>	Approval of Minutes of the Common Council Consider and act upon the draft minutes from the regular meeting held on July 11, 2023.
<u>Staff Contact:</u>	Charity Brooks, Town Clerk
<u>Meeting Date:</u>	July 25, 2023
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Review of the draft minutes from the regular meeting held on July 11, 2023.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends approval of the draft minutes from the regular meeting held on July 11, 2023.



**SUMMARIZED MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
OF THE TOWN OF CLARKDALE
TUESDAY, JULY 11, 2023, AT 6:00 PM**

(To watch the full video of the meeting, please visit www.clarkdale.az.gov – agendas & minutes)

Members Present: Mayor Prud'homme-Bauer, Vice Mayor Debbie Hunseder, and Council Members, Lisa O'Neill, Marney Babbitt-Pierce, and Laura Jones (via Zoom)

Other Municipal Officials Present: Susan Guthrie, Town Manager; Charity Brooks, Town Clerk; Ruth Mayday, Assistant Town Manager; Joe Candelaria, Lieutenant; Virginia Smith, Public Works Administrative Supervisor; Randi Stephens, Human Resources Director

Zoom: No members of the public were present.

Audience: Approximately four members of the public were present.

1. CALL TO ORDER - *Mayor Prud'homme-Bauer called the meeting to order at 6 p.m.*

2. ROLL CALL – *All members present.*

3. PUBLIC COMMENT –

Diane Schneider – Clarkdale resident. Commends staff for the quick and efficient clean-up after the last rainstorm. Concerned that the next major rainstorm will cause more dirt and mud runoff if the issue isn't corrected.

4. REPORTS

A. Current Events – *(submitted electronically)*

A brief summary of current events. The Council will not propose, discuss, deliberate, or take legal action on any matter in the summary. Reports submitted electronically:

- Mayor's Report
- Vice-Mayor's Report
- Councilmembers' Reports

B. Organizational Reports – *(submitted electronically)*

Reports regarding regional organizations submitted electronically:

- CAT – Cottonwood Area Transit – *No meeting.*
- VTPO – Verde Valley Transportation Planning Organization – *Meeting in two weeks.*

- NACOG - Northern Arizona Council of Governments – *Meeting held, minutes have been shared.*
- NAMWUA - Northern Arizona Municipal Water Users Association – *No meeting.*
- TPAC – Transportation Policy Advisory Council – *Meeting cancelled.*
- VFLC – Verde Front Leadership Council – *Meeting on July 19.*
- Greater AZ Mayor’s Organizational Report – *No meeting.*
- Sustaining Flows Committee – *Meeting held. Notes not available at this time.*
- Yavapai Communities for Young Children – *Moving to quarterly meetings. No meeting scheduled at this time.*

C. Finance Report *(submitted with Council packet)*

List of specific budget to actual revenue and expenditures for all departments and a monthly finance report.

5. CONSENT AGENDA

Items on the consent agenda are of a routine nature or have been previously studied by the Town Council at a work session or during a New Business discussion. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately. ****Item B pulled by Mayor Prud’homme-Bauer to be discussed/voted on separately.**

A. Approval of Minutes

Discuss, consider and act upon the approval of draft minutes from the regular meetings held on June 13 and June 27, 2023.

Action: Approve consent agenda items A as written:

Motion: Council Member Babbitt-Pierce

Second: Council Member O’Neill

Vote: Approved 5-0

Voting Member	Aye/Nay
Mayor Robyn Prud’homme-Bauer	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O’Neill	Aye
Council Member Marney Babbitt-Pierce	Aye
Council Member Laura Jones	Aye

B. Made in Clarkdale, LLC 2023/2024 Facility Use Agreement

Consider and act upon the 2023-2024 Reimbursement Agreement for the use of Town Facilities by Made in Clarkdale, LLC.

Mayor Prud’homme-Bauer and Council Member Jones recused themselves from this item and did not vote.

Action: Approve consent agenda items B as written:

Motion: Council Member Babbitt-Pierce

Second: Council Member O'Neill

Vote: Approved 3-0

Voting Member	Aye/Nay
Mayor Robyn Prud'homme-Bauer	Recused
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Council Member Marney Babbitt-Pierce	Aye
Council Member Laura Jones	Recused

6. NEW BUSINESS

A. Highway User Revenue Fund Exchange Project - Broadway Phase II (CIP T-01)

Assistant Town Manager Ruth Mayday provided a presentation to Council regarding the status of the Highway User Revenue Fund Exchange Project - Broadway Phase II (CIP T-01).

B. EPA Lead and Copper Rule Revision Bid Consideration

Discussed, considered and approved to award the EPA Lead and Copper Rule Revision Compliance bid to Hazen & Sawyer.

Action: Award the EPA Lead and Copper Rule Revision Compliance bid from Hazen & Sawyer:

Motion: Vice Mayor Hunseder

Second: Council Member Babbitt-Pierce

Vote: Approved 5-0

Voting Member	Aye/Nay
Mayor Robyn Prud'homme-Bauer	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Council Member Marney Babbitt-Pierce	Aye
Council Member Laura Jones	Aye

C. Infrastructure Improvement Plan and Development Fee Study Bid Consideration

Discussed, considered and rejected all bids for the Infrastructure Improvement Plan and Development Fee Study bid consideration.

Action: Reject all submitted bids for the Infrastructure Improvement Plan and Development Fee Study, allowing a Request for Qualifications to be reissued with possible revisions:

Motion: Council Member Babbitt-Pierce

Second: Vice Mayor Hunseder

Vote: Approved 5-0

Voting Member	Aye/Nay
Mayor Robyn Prud'homme-Bauer	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Council Member Marney Babbitt-Pierce	Aye
Council Member Laura Jones	Aye

7. FUTURE AGENDA ITEMS

Town Council would like a discussion and presentation regarding code enforcement on a future agenda.

8. ADJOURNMENT – Mayor Prud'homme-Bauer asked for a motion to adjourn the meeting.

Action: Motion to adjourn the meeting:

Motion: Vice Mayor Hunseder

Second: Council Member Babbitt-Pierce

Vote: Approved 5-0

Voting Member	Aye/Nay
Mayor Robyn Prud'homme-Bauer	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Council Member Marney Babbitt-Pierce	Aye
Council Member Laura Jones	Aye

Mayor Prud'homme-Bauer adjourned the meeting without objection at 6:35 p.m.

APPROVED:

ATTESTED/SUBMITTED:

Robyn Prud'homme-Bauer, Mayor

Charity Brooks, Town Clerk

CERTIFICATION AND ATTESTATION

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 11th day of July 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Date approved by Town Council: July 25, 2023

Charity Brooks, Town Clerk



Staff Report

Item Number: 5.B.

<u>Agenda Item:</u>	New Liquor License Application: Hermosillo Hot Dog's (Series 12 - Restaurant) Consider and act upon a request to recommend approval to the Arizona Department of Liquor License and Control of an application for a Series 12 (Restaurant) License submitted by Nereida Ruby Reyes-Gil for the sale of all alcohol at Hermosillo Hot Dog's, located at 1000 Main Street in Clarkdale.
<u>Staff Contact:</u>	Charity Brooks, Town Clerk
<u>Meeting Date:</u>	July 25, 2023
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Hermosillo Hot Dog's is located at 1000 Main Street in Clarkdale. Issuance of a new Series 12 (Restaurant) liquor license is required to allow alcohol sales on the premises. Series 12 (Restaurant) liquor licenses are exempt from the state-mandated 300-foot separation requirement from churches, schools, or fenced school recreational areas. As required by state law, the application was posted for public inspection for the required period of time at 1000 Main Street, Clarkdale, beginning on June 26, 2023. The Arizona Department of Liquor License and Control has accepted the submitted application as complete. The Police, Fire, Community Development and Public Works Departments have reviewed the application and are recommending approval. Their comments are attached.
<u>Budget Impact:</u>	Application fee of \$100 has been paid in full.
<u>Recommendation:</u>	Staff recommends approval of an application for a Series 12 (Restaurant) Liquor License submitted by Nereida Ruby Reyes-Gil for the sale of all alcohol at Hermosillo Hot Dog's, located at 1000 Main Street in Clarkdale.

State of Arizona
Department of Liquor Licenses and Control

Created 06/16/2023 @ 03:19:44 PM

Local Governing Body Report

LICENSE

Number:		Type:	012 RESTAURANT
Name:	HERMOSILLO HOT DOGS		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	1000 MAIN STREET CLARKDALE, AZ 86324 USA		
Mailing Address:	PO BOX 424 CLARKDALE, AZ 86324 USA		
Phone:	(928)821-1109		
Alt. Phone:	(928)821-8516		
Email:			

AGENT

Name:	NEREIDA RUBY REYES-GIL
Gender:	Female
Correspondence Address:	PO BOX 424 CLARKDALE, AZ 86324 USA
Phone:	(928)821-8516
Alt. Phone:	
Email:	

OWNER

Name:	HERMOSILLO HOT DOGS LLC		
Contact Name:	NEREIDA RUBY REYES-GIL		
Type:	LIMITED LIABILITY COMPANY		
AZ CC File Number:	23273931	State of Incorporation:	AZ
Incorporation Date:	09/20/2021		
Correspondence Address:	PO BOX 424 CLARKDALE, AZ 86324 USA		
Phone:	(928)821-8516		
Alt. Phone:			
Email:			

Officers / Stockholders

Name:
NEREIDA RUBY REYES GIL

Title:
Manager MBR

% Interest:
100.00

HERMOSILLO HOT DOGS LLC - Manager MBR

Name: NEREIDA RUBY REYES GIL
Gender: Female
Correspondence Address: PO BOX 424
CLARKDALE, AZ 86324
USA
Phone: (928)821-8516
Alt. Phone:
Email:

MANAGERS

Name: NEREIDA RUBY REYES GIL
Gender: Female
Correspondence Address: PO BOX 424
CLARKDALE, AZ 86324
USA
Phone: (928)821-8516
Alt. Phone:
Email:

APPLICATION INFORMATION

Application Number: 246343
Application Type: New Application
Created Date: 05/16/2023 *Chayh*

QUESTIONS & ANSWERS

012 Restaurant

- 1) Are you applying for an Interim Permit (INP)?
No
- 2) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
Property Tenant
- 3) Is there a penalty if lease is not fulfilled?
No
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?
Yes
- 5) What is the total money borrowed for the business not including the lease?
Please list each amount owed to lenders/individuals.
There is only a 10,000 lease, not other money is borrowed for the business.

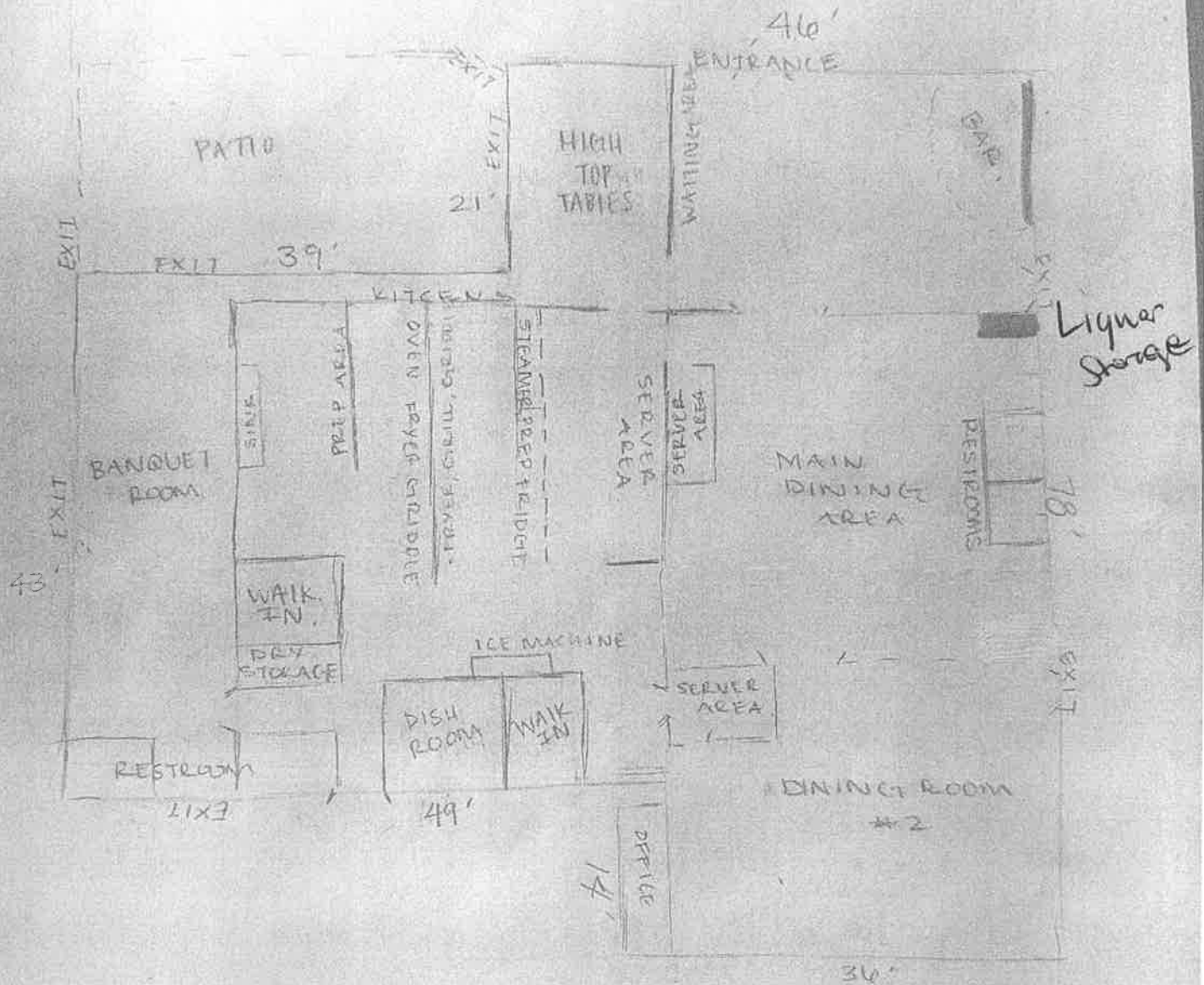
- 6) Are there walk-up or drive-through windows on the premises?
No
- 7) Does the establishment have a patio?
Yes
Is the patio contiguous or non-contiguous (within 30 feet)?
The patio is contiguous, within 30 feet.
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
No
- 9) What type of business will this license be used for?
The license will be used for a restaurant .

DOCUMENTS

DOCUMENT TYPE	FILE NAME	UPLOADED DATE
MENU	7F8B5AA6-B97A-47D6-8C5D-BAC84BA840D3.jpeg	05/16/2023
MENU	E5D0BE68-44D1-4B2E-A6D2-9E738C74E5D0.jpeg	05/16/2023
QUESTIONNAIRE	lic_questionnaire_Manager.pdf	05/29/2023
DIAGRAM/FLOOR PLAN	IMG_9499.jpg	05/29/2023
RESTAURANT OPERATION PLAN	lic_restaurantoperationplan_access.pdf	05/29/2023
QUESTIONNAIRE	lic_questionnaire_Agent.pdf	05/29/2023
ORGANIZATIONAL DOCUMENTS	IMG_9500.jpg	05/29/2023
ORGANIZATIONAL DOCUMENTS	lic_alienstat_access.pdf	05/29/2023
ORGANIZATIONAL DOCUMENTS	Series_12.pdf	05/29/2023
RECORDS REQUIRED FOR AUDIT	aud_requiredrecords_notary.pdf	05/29/2023
	Restaurant Diagram .pdf	06/11/2023
	lic_alienstat_access.pdf	06/11/2023
	lic_questionnaire_Manager.pdf	06/11/2023
	lic_questionnaire_Agent.pdf	06/11/2023
	lic_restaurantoperationplan_access_230611_105325.pdf	06/11/2023

23 JUN 1 11:41 AM 11:25

Total Square Footage 5125



■ alcohol/liquor storage

■ where it will be sold & consumed, served



23 JUN 15 Lic. Lic. PM 4:56

RESTAURANT/HOTEL/MOTEL OPERATION PLAN

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with Black Ink

1. Name of restaurant (Please print): Hermosillo Hot Dogs

2. Must indicate the equipment below by Make, Model, and Capacity:

LIST ONLY THE FOLLOWING - NO ATTACHMENTS

Grill	Royal CAG-24-RC 24V , 60,000 BTU
Oven	Vulcan VC55GD 50,000 BTU
Freezer	Frigidaire,ND40LBCM, 20 cu ft.
Refrigerator	Americooler QC060672, 258 Cu. Ft.
Sink	Noble I-E #495NOWF1Ex
Dish Washing Facilities	Profeeshaw B086ZFYEJ4
Food Preparation Counter (Dimensions)	Dkeli 60x24x35
Other	

3. Attach a copy of your FULL menu with pricing INCLUDING NON-ALCOHOLIC BEVERAGES

4. What percentage of your public premises is used primarily for restaurant dining?

(Do not include kitchen, bar, hi-top tables, or game area.) 35 %

5. Does your restaurant have a bar area that is distinct and separate from the dining area? ☐ YES ☒ No

(If yes, what percentage of the public floor space does this area cover?) 5 %

6. List the seating capacity for:

a) Restaurant dining area of your premises: [35]

(DO NOT INCLUDE PATIO SEATING)

b) Bar area [+ 5]

TOTAL [= 40]

7. What type of dinnerware is primarily used in your restaurant? ☐ Reusable ☐ Disposable ☒ Both

8. Does your restaurant contain any **games, televisions, or any other entertainment**? ☒ YES ☐ No

If yes, specify what types and how many (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.)

1-Smart TV

9. Do you have live entertainment or dancing? ☐ YES ☒ No

If yes, what type and how often (example: DJ-2 x a week, Karaoke-2 x a month, Live Band-1 x a month, etc.)

10. List number of employees for each position:

Position	How many
Cooks	1
Bartenders	0
Hostesses	0
Managers	1
Servers	2
Other (Dishwasher)	1
Other ()	
Other ()	

I, (Print Full Name) Ruby Reyes, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: _____



23 JUN 1 11:41 AM 1126

RECORDS REQUIRED FOR AUDIT RESTAURANT/HOTEL/MOTEL

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with Black Ink

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine Compliance with A.R.S. §4-205.02(G). Such documents requested may include however, are not limited to:

1. Name of restaurant (Please print): Hermosillo Hot Dogs
2. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
3. A list of **all** food and liquor vendors
4. The restaurant menu used during the audit period
5. A price list for alcoholic beverages during the audit period
6. Mark-up figures on food and alcoholic products during the audit period
7. A recent, **accurate** inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
8. Monthly Inventory Figures - beginning and ending figures for food and liquor
9. Chart of accounts (copy)
10. Financial Statements-Income Statements-Balance Sheets
11. General Ledger
 - A. Sales Journals/Monthly Sales Schedules
 - 1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
 - 2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
 - 3) Dated Guest Checks
 - 4) Coupons/Specials/Discounts
 - 5) Any other evidence to support income from food and liquor sales
 - B. Cash Receipts/Disbursement Journals
 - 1) Daily Bank Deposit Slips
 - 2) Bank Statements and canceled checks
12. Tax Records
 - A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
 - B. Income Tax Return - city, state and federal (copies)
 - C. Any supporting books, records, schedules or documents used in preparation of tax returns

13. Payroll Records

- A. Copies of all reports required by the State and Federal Government
- B. Employee Log (A.R.S. §4-119)
- C. Employee time cards (actual document used to sign in and out each work day)
- D. Payroll records for all employees showing hours worked each week and hourly wages

14. Off-site Catering Records (must be complete and separate from restaurant records)

- A. All documents which support the income derived from the sale of food off the license premises.
- B. All documents which support purchases made for food to be sold off the licensed premises.
- C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented.

**REVOCATION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH
A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).**

A.R.S. §4-210(A)7

The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

A.R.S. §4-205.02(G)

For the purpose of this section:

1. "Restaurant" means an establishment which derives **at least forty percent (40%)** of its gross revenue from the sale of food
2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

I, (Print Full Name) Ruby Reyes, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: _____

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH RECORDS REQUIRED BY THE STATE

HERMOSILLO HOTDOGS

HOTDOG ★ \$3.99
(Sonoran Style Hotdog)

TACO DE ASADA \$2.99
(Steak Taco)

TORTA DE ASADA \$11.99
(Steak Mexican Sandwich)

BURRO DE ASADA \$11.99
(Steak Burrito)

QUESADILLA DE ASADA \$11.99
(Steak) (Cheese 8.49\$)

TACO DE BARBACOA \$2.99
(Shredded Beef Taco)

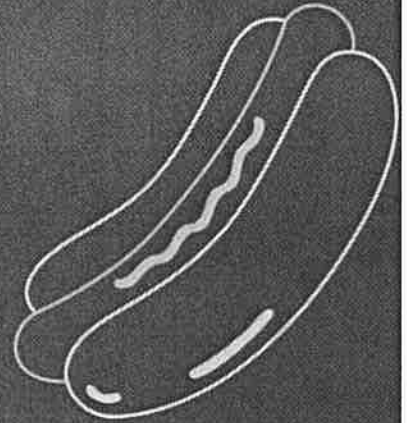
TOSTADA DE CEVICHE \$4.99
(Shrimp Tostada)

COCTEL DE CAMARÓN \$13.99
(Shrimp Cocktail)

COPA DE CEVICHE \$13.99
(Ceviche Cocktail)

PAPITA BLANCA \$1.99
(Potato Chips)

QUESA BIRRIA TACO (RES-BEEF) \$3.49
(Birria tacos with Cheese)



MENUDO BLANCO \$11.99

(White Menudo) Saturday and Sunday Only

TOSTADA DE FRIJOLE \$4.49

(Bean Tostada)

PAPAS FRITAS \$2.75R \$3.49L

(French Fries)

BIRRIA PLATE \$13.49

(Shredded Beef with Rice and Beans)

ENCHILADAS \$13.49

(Beef/Cheese Served With Beans and Rice)

CARNE ASADA FRIES \$12.99

(Steak Cheese Lettuce Pico de Gallo Guacamole and Salsa)

MEXICAN COKE \$3.49

HORCHATA R \$3.49 L \$3.99

BOTTLED SODA \$2.99

(Water Bottle) 1.99\$

(Sparkling Water) 2.99\$

FOUNTAIN DRINKS \$2.99

(Pepsi, Diet Pepsi, Starry, Crush, Rootbeer, Lemonade, Dr Pepper)

Coffee \$2.79

CONSUMER ADVISORY CONSUMING RAW AND UNCOOKED MEAT, POULTRY, SEAFOOD, SHELLFISH OR EGGS MAY INCREASE RISK OF HEALTH BORNE ILLNESS ESPECIALLY IF HAVE CERTAIN MEDICAL CONDITIONS. THE ITEMS LISTED WITH *.



LC:

Amount:

23 JUN 1 11:41 AM 1126



AGENT/CONTROLLING PERSON QUESTIONNAIRE

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

DLIC USE ONLY

Job #:	246343
Date:	5-29-2023
CSR:	Chap

Type or Print with Black Ink

805-385

License Number:

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

Attention local governments: Social security and birth date information is confidential. This information will be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED ACCORDINGLY AND SUBMITTED TO THE DEPARTMENT WITH A BLUE OR BLACK LINED FINGERPRINT CARD AND \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE.

1. Check the
Appropriate
Box →

☒ Agent

☒ Controlling Person

2. Name: Reyes Gil Nereida Ruby Birth Date: [REDACTED]
Last First Middle (NOT a public record)

3. Social Security #: [REDACTED] Drivers License #: [REDACTED] State Issued: AZ

4. Place of birth: Cottonwood AZ USA Height: 5'1 Weight: 125 Eyes: BRO Hair: BRO
City State COUNTRY

5. Name of current/most recent spouse: _____ Birth Date: ____/____/____
Last First Middle (NOT a public record)

6. Are you a bonafide resident of Arizona? Yes ☒ No ☐ If yes, what is your date of residency? 2002

7. Daytime telephone number: 928-821-8516 Email address: [REDACTED]

8. Premises Name: Hermosillo Hot Dogs Business Phone: 928 821/1109

9. Premises Address: 1000 Main Street Clarkdale AZ Yavapai 86324
Street (do not use PO Box) City State County Zip

10. List your employment or type of business during the past five (5) years, if unemployed, retired, or student, list place of residence address. (ATTACH ADDITIONAL SHEET IF NECESSARY)

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
Sep 2021	CURRENT	Business Owner	Self Employed Hermosillo Hot Dogs 1000 Main Street Clarkdale, AZ 86324
Jan / 2018	Sept 2021	unemployed	1420 S Thompson Rd Cottonwood, AZ 86326

11. Provide your residence address information for the last five (5) years A.R.S. §4-202(D) (ATTACH ADDITIONAL SHEET IF NECESSARY)

FROM Month/Year	To Month/Year	Street	City	State	Zip
May 2002	CURRENT				

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As an Agent or Controlling Person, will you be managing the day to day operation of the licensed premises? If you answered YES, then answer #13 below. If NO, skip to #14 Yes ☒ No ☐
13. Have you attended a DLLC approved Basic and Management Liquor Law Training Course within the past 3 years? **MUST** attach copies of both training certificates. Yes ☐ No ☒
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes ☐ No ☒
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summons pending against you? (Do not include civil traffic tickets) A.R.S. §4-202, 4-210 Yes ☐ No ☒
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☒
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes ☐ No ☒
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes ☐ No ☒

If you answered "YES" to any Question 14 through 18 **YOU MUST** attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

I, (Print Full Name) Ruby Reyes hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature [Redacted] Date: 05/17/2023



ALIEN STATUS

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with Black Ink

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrant, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) Ruby Reyes

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States? ☒ Yes ☐ No - If **yes**, indicate place of birth:

City Cottonwood State AZ COUNTRY USA

If you answered **Yes, 1)** Attach a legible copy of a document from the list below.

2) Name of document: Driver's License

If you answered **No**, you must complete Sections III.

SECTION III – QUALIFIED ALIEN DECLARATION

Applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from the attached list or other document as evidence of your status.

Drivers License

Name of document provided

Qualified Alien Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- ☐ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- ☐ 2. An alien who is granted asylum under Section 208 of the INA.
- ☐ 3. A refugee admitted to the United States under Section 207 of the INA.
- ☐ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- ☐ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- ☐ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- ☐ 7. An alien who is a Cuban/Haitian entrant.
- ☐ 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a)(15).

Alien Paroled into the United States for Less Than One Year (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C. § 1621(c)(2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 et seq.];
- 13. A foreign national not physically present in the United States.
- 14. **Otherwise Lawfully Present**
- 15. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(c)(2)(B).

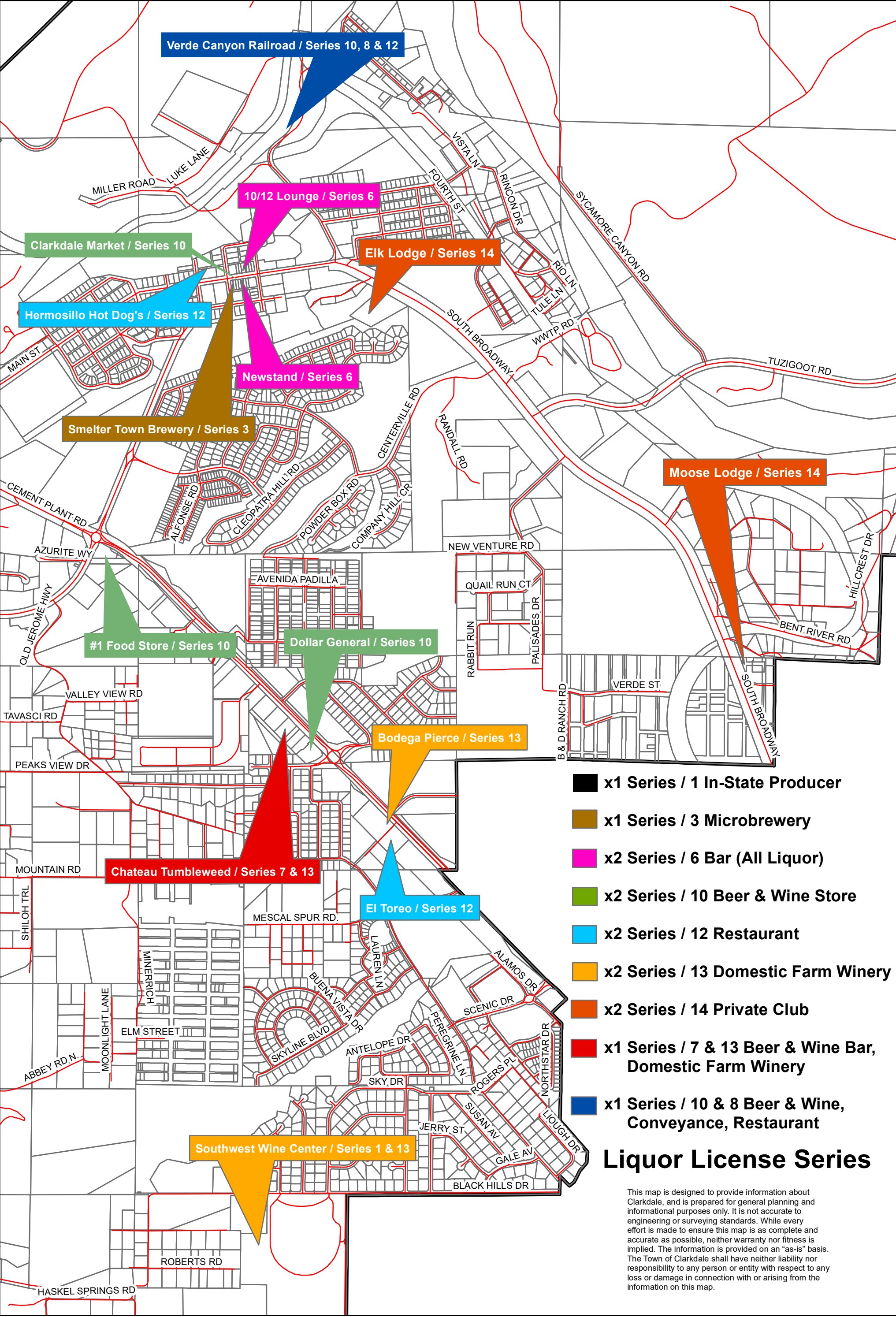
Ruby Reyes

Print Name

Signature

05/29/2023

Date





Town of Clarkdale
Liquor License Review Form
Fire Department

Type of License	Series 12 - Restaurant
Applicant's Name	Nereida Ruby Reyes-Gil
Business Name	Hermosillo Hot Dog's
Business Address	1000 Main St.

A.R.S 4-203 states that "A spiritous liquor license shall be issued only after **satisfactory showing** of the **capability, qualifications and reliability** of the applicant and, with the exception of wholesaler, producer, government or club licensees, **that the public convenience requires that the best interest of the community will be substantially served** by the issuance."

Please review the application based on the above criteria and answer the questions below:

1. Evidence that all necessary use fees, licenses and permits for which the applicant is eligible at the time of application have been paid, obtained and are in compliance from the state and all other governing bodies:

Nothing is owed to Verde Valley Fire District.

2. Effect on vehicular traffic within one mile of the proposed premises:

I do not foresee any traffic issues that would be related to this business. The previous restaurant in this location served alcohol with no noticeable issues.

3. Fire Safety /Compliance with International Fire Code as adopted by the Town of Clarkdale and enforced by Verde Valley Fire District:

This occupancy passed inspection for fire code compliance prior to opening earlier this year.



Town of Clarkdale
Liquor License Review Form
Fire Department

4. Calls and Activities regarding property and/or person(s) in application:

There are no records of incidents involving the persons or property involved in this application.

5. Any additional concerns/comments?

I have no comments or concerns with this application.



Approved



Denied

Daniel Hinds

Digitally signed by Daniel Hinds
Date: 2023.06.21 17:17:50
-07'00'

E-Signature

Fire Inspector

Title

Danny Hinds

Name

06/21/2023

Date

This license is scheduled for the Town Council Meeting on: _____

Return to Town Clerk by: _____



Town of Clarkdale
Liquor License Review Form
Utilities/Public Works

Type of License	Series 12 - Restaurant
Applicant's Name	Nereida Ruby Reyes-Gil
Business Name	Hermosillo Hot Dog's
Business Address	1000 Main St.

A.R.S 4-203 states that "A spiritous liquor license shall be issued only after **satisfactory showing** of the **capability, qualifications and reliability** of the applicant and, with the exception of wholesaler, producer, government or club licensees, **that the public convenience requires that the best interest of the community will be substantially served** by the issuance."

Please review the application based on the above criteria and answer the questions below:

1. Evidence that all necessary use fees, licenses and permits for which the applicant is eligible at the time of application have been paid, obtained and are in compliance from the state and all other governing bodies:

Applicant is current on utility user fees.

2. Effect on vehicular traffic within one mile of the proposed premises:

No impact on vehicular traffic is expected.

3. Calls and Activities regarding property and/or person(s) in application:

None.



Town of Clarkdale
Liquor License Review Form
Utilities/Public Works

4. Any additional concerns or comments?

None.



Approved



Denied

Virginia Smith

Digitally signed by Virginia Smith
Date: 2023.06.21 17:02:55 -07'00'

E-Signature

PW Admin Manager

Title

Virginia Smith

Name

06/21/2023

Date

This license is scheduled for the Town Council Meeting on: _____

Return to Town Clerk by: _____



Town of Clarkdale
Liquor License Review Form
Police Department

Type of License	Series 12 - Restaurant
Applicant's Name	Nereida Ruby Reyes-Gil
Business Name	Hermosillo Hot Dog's
Business Address	1000 Main St.

A.R.S 4-203 states that "A spiritous liquor license shall be issued only after **satisfactory showing** of the **capability, qualifications and reliability** of the applicant and, with the exception of wholesaler, producer, government or club licensees, **that the public convenience requires that the best interest of the community will be substantially served** by the issuance."

Please review the application based on the above criteria and answer the questions below:

1. Evidence that all necessary use fees, licenses and permits for which the applicant is eligible at the time of application have been paid, obtained and are in compliance from the state and all other governing bodies:

--

2. Effect on vehicular traffic within one mile of the proposed premises:

There is no evidence that vehicular traffic would be affected within the one mile radius.

3. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by Granting a license at the proposed premises:

There is no evidence that this business would have any negative affect or impact on activities of businesses or the residential neighborhood.



Town of Clarkdale
Liquor License Review Form
Police Department

4. Spillman Background/History review

One contact with Ruby Reyes on 10/12/22 following accidental alarm at the property. Ms. Reyes is a keyholder along with the building owner. No other police contacts in Clarkdale, Jerome, or Cottonwood. No cases involving Ms. Reyes were found in a search of Arizona courts via public access search.

5. Calls and Activities regarding property and/or person(s) in application:

There have been zero police calls at the address of 1000 Main Street in 2023. In 2022, there were three false alarms. In 2021, there were also three false alarms. In 2020, there was one false alarm. Other calls at this address occurred on the street or in the park and were unrelated to this business location.

6. Any additional concerns/comments?

N/A

☒ **Approved**

☐ **Denied**



E-Signature

Lieutenant

Title

Joe Candelaria

Name

07/12/23

Date

This license is scheduled for the Town Council Meeting on: _____

Return to Town Clerk by: _____



Town of Clarkdale
Liquor License Review Form
Community Development

Type of License	Series 12 - Restaurant
Applicant's Name	Nereida Ruby Reyes-Gil
Business Name	Hermosillo Hot Dog's
Business Address	1000 Main St.

A.R.S 4-203 states that "A spiritous liquor license shall be issued only after **satisfactory showing** of the **capability, qualifications and reliability** of the applicant and, with the exception of wholesaler, producer, government or club licensees, **that the public convenience requires that the best interest of the community will be substantially served** by the issuance."

Please review the application based on the above criteria and answer the questions below:

1. Number and types of licenses within one mile of the proposed premises:

10-12 Lounge, x2Series / 6 Bar (All Liquor)
Smelter Town Brewery x1Series / 3 Microbrewery
Newstand, x2Series / 6 Bar (All Liquor)
Elks Lodge, x2Series /14 Private Club

2. Evidence that all necessary use fees, licenses and permits for which the applicant is eligible at the time of application have been paid, obtained and are in compliance from the state and all other governing bodies:

Business License is current. No outstanding code violations.

3. Any concerns of the nature of the proposed business, its potential market and its likely customers and zoning:

The existng business (Hermissillo's Hot Dogs) is a Mexican Food Restaurant. Customers from the surrounding community. The property is zoned "C" Commercial, with restuarants as a permitted use.



Town of Clarkdale
Liquor License Review Form
Community Development

4. Compatibility of the proposed business with other activity within one mile of proposed premises:

The restaurant is already open, there are no other restaurants with in one mile of the premises.

5. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises:

This is the only restaurant in town and the previous restaurant (Su Casa) had a liquor license.

6. Residential and commercial population density within one mile of the proposed premises:

Approximately 2,000

7. Any additional concerns/comments?

None



Approved



Denied

E-Signature

Senior Planner

Title

Tom Blanchard

Name

7-17-2023

Date

This license is scheduled for the Town Council Meeting on: _____

Return to Town Clerk by: _____



Staff Report

Item Number: 6.A.

<u>Agenda Item:</u>	PUBLIC HEARING - Fiscal Year 2023-2024 Final Budget Council will hold a public hearing to receive public input regarding the Town of Clarkdale's annual budget for the fiscal year ending June 30, 2024.
<u>Staff Contact:</u>	Julie Goucher, Finance Director
<u>Meeting Date:</u>	July 25, 2023
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	On June 27, 2023, the Town Council adopted the Tentative Budget for the Town of Clarkdale, which set the maximum limits the Town could spend for the fiscal year ending June 30, 2024. The Tentative Budget identified revenue and expenditure estimates discussed during the budget process, inclusive of the Capital Improvement Program expenditures. State statutes require a public hearing be held to allow the public a chance to speak in favor, or against, the proposed (tentative) budget and property tax levy prior to final adoption. The budget has been published in the newspaper for two consecutive weeks and was available at Town Hall, the Clark Memorial Library and the Town's website for inspection, per State statutes. There have been no changes in the Final Budget from the Tentative Budget.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	No recommendation. Public hearing only.

TOWN OF CLARKDALE ANNUAL BUDGET

BUDGETING THROUGH THE LENS OF THE STRATEGIC PLAN

FISCAL YEAR ENDING JUNE 30, 2024



Clarkdale Town Council

Mayor: Robyn Prud'homme-Bauer

Vice Mayor: Debbie Hunseder

Council Member: Marney Babbitt-Pierce

Council Member: Lisa O'Neill

Council Member: Laura Jones

Clarkdale Town Manager

Susan Guthrie

THE BUDGET PROCESS



Departments Prepare Budgets:
Start from Zero and Identify
Strategic Planning Goal Area

Supplemental Requests Submitted
for Any New Initiatives

Capital
Projects
Identified

Revenue Projections
& Funding Strategies
Established

Contingency & Fund Balance
Levels Reviewed

Presentation to Town Council for
Review and/or Modification

Public Input Received

Final Town Council Review and
Adoption

Budget vs. Actual
Performance Monitored
Monthly

OPPORTUNITIES FOR PARTICIPATION

- April 26 - Work session to review details of a draft budget
- May 9 - Work session to review updated budget
- June 13 - Draft budget update to Council before tentative budget
- June 27 – Notice of public hearing and Council adoption of tentative budget adoption (sets upper spending limits)
-  • July 25 - Public hearing for budget and property tax levy, and final budget adoption
- August 8 - Ordinance to adopt tax levy and set property valuations

VISION

The Town of Clarkdale connects our unique history, proximity to the Verde River, and small-town charm to a future with a vibrant economy.

We cultivate an environment where residents and businesses can thrive; providing services and jobs for our residents and capitalizing upon tourism.

We sustainably enhance our infrastructure, support the arts and education, and develop recreational opportunities to create a bright future for our entire community.

MISSION

The Town of Clarkdale serves the community by providing amenities, infrastructure, services and public safety to enhance quality of life. We are stewards of our history while we sustainably and resiliently plan for the future with an emphasis on community engagement and transparency.



VALUES

Values are the guiding principles that provide an organization with purpose and direction. The Town of Clarkdale's organizational values are:

COPPER

Customer focused

Open, transparent and equitable

Preserving our history, charm, and environment

Planning for a sustainable future

Economic and social resiliency

Resourceful and innovative

GOALS

The Town of Clarkdale has selected the following goals for Fiscal Years 2022-2023 and 2023-2024, based upon the SWOT analysis, vision, mission and input from stakeholders and staff.



Goal Area 1

Preserve and celebrate Clarkdale's unique, complex history.



Goal Area 2

Enhance the quality of life for residents, businesses and visitors to Clarkdale.



Goal Area 3

Enhance the quality and availability of parks, recreation and cultural opportunities.

GOALS



Goal Area 4

Strengthen and diversify our economy through cultivating a business-friendly climate for business attraction and strategically capitalizing upon tourism.



Goal Area 5

Plan for the maintenance and growth of quality infrastructure that is sustainable and resilient.



Goal Area 6

Strategically invest in organizational development to enhance efficiency and service delivery and to attract and retain an exemplary workforce.

FY2024 BUDGET ASSUMPTIONS & HIGHLIGHTS

Revenues:

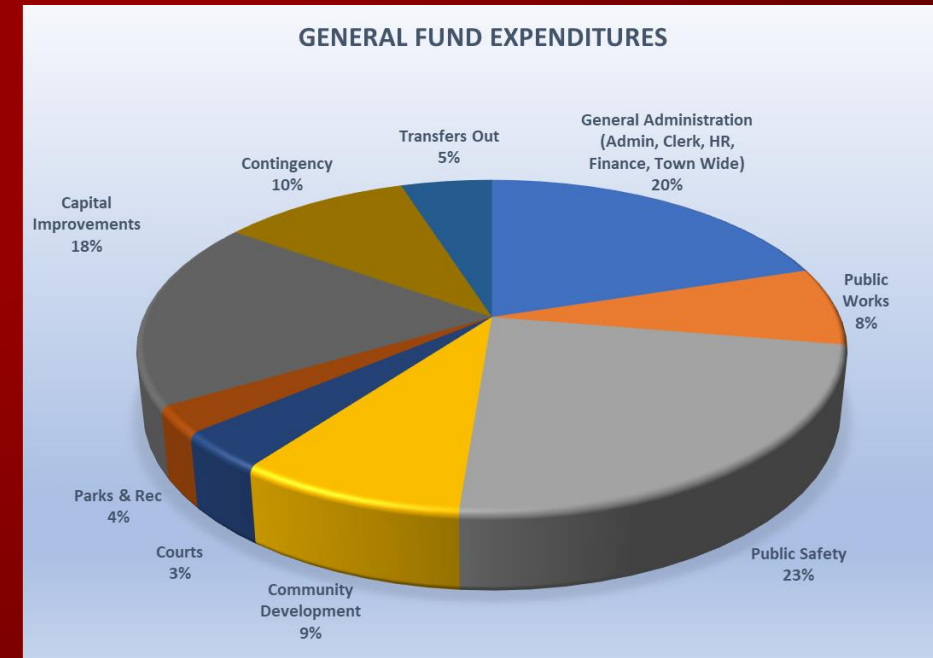
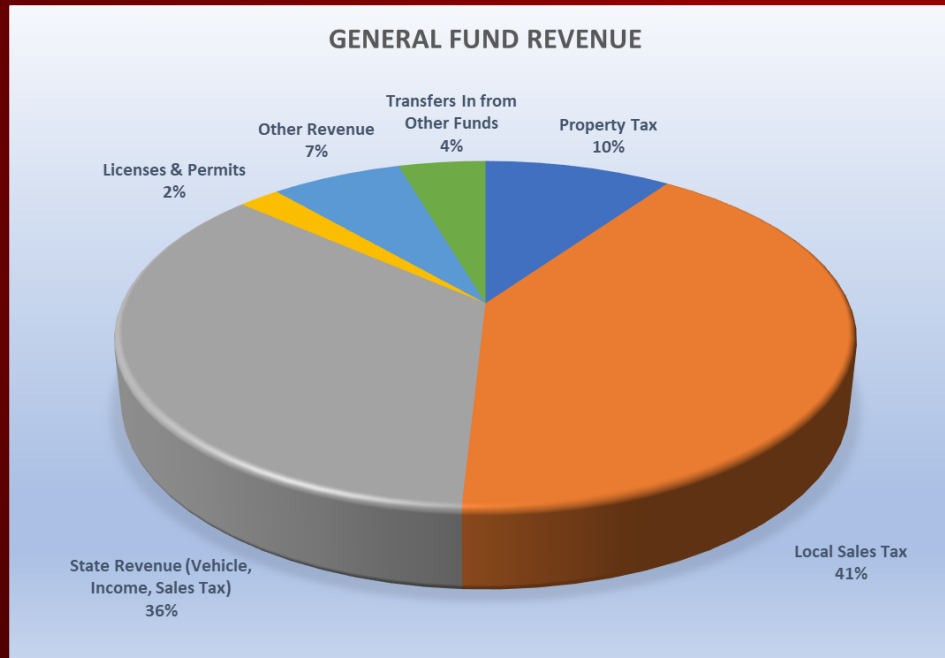
- Slight decrease in property tax rate (\$1.4765 in FY2023, \$1.415 proposed for FY2024).
- State Shared Income Tax increase for FY2024 and FY2025 only, \$207K in FY2024- used for capital projects (one-time expenditures).
- Water & Wastewater Funds revenue increase due to new developments.
- Building permit revenue estimated at \$125K (vs. \$280K in FY2023 budget).
- Interest income budgeted at 50% of current year projected revenue.
- Rental tax revenue placed in contingency pending legislative action (\$125K).

Expenditures:

- Pension Contributions:
 - ASRS: 12.27% (up from 12.17% in FY2023).
 - PSPRS: Tiers 1-3 Range: 22.52%-26.28% (down from 25.19%-28.68% in FY2023).
- Health and dental increase of 5% and 3% respectively.
- Property & Liability Insurance increase of 5%.
- 5% COLA for Town employees.
- \$1.4 million transfer budgeted in the General Fund for capital improvements (\$1 million from fund balance).
- \$19.2 million budgeted in Town Wide capital improvements (\$6.6 million from existing fund balance, \$9.7 million from grants).

GENERAL FUND BUDGET

- General Fund revenues provide for Police, Parks, Public Works, Administration, Community Development, Capital Improvements, etc.
- Property Taxes represent 10% of the total General Fund revenue (less than half of the Police Department budget).
- 87% of General Fund revenue is derived from State and Local Taxes.



GENERAL FUND BUDGET

GENERAL FUND OPERATING BUDGET

	FY2022 Actual	FY2023 Budget	FY2024 Budget Recommendation	\$ Change	% Change
Revenue					
Local Revenue	4,449,841	4,143,077	5,226,640	1,083,563	26.2%
State Revenue	1,568,534	1,853,827	2,338,628	484,801	26.2%
Total Revenue	6,018,375	5,996,904	7,565,268	1,568,364	26.2%
				-	
Expenditures					
Administration	249,109	217,020	216,636	(384)	-0.2%
Town Clerk	137,142	155,735	165,092	9,357	6.0%
Human Resources	144,859	144,063	165,666	21,603	15.0%
Finance	222,308	293,262	312,866	19,604	6.7%
Town Wide	540,341	627,181	657,885	30,704	4.9%
Community Development	387,028	679,993	675,765	(4,228)	-0.6%
Parks & Recreation	147,180	201,180	280,198	79,018	39.3%
Court	203,800	185,542	199,634	14,092	7.6%
Police	1,361,967	1,660,041	1,716,139	56,098	3.4%
Verde River RAPS	45,072	53,213	68,240	15,027	28.2%
Public Works	470,630	513,540	574,747	61,207	11.9%
Contingency & Transfers	770,957	1,028,370	2,532,400	1,504,030	146.3%
Capital Improvement Plan*	342,284	237,764	-	(237,764)	-100.0%
Total Expenditures	5,022,677	5,996,904	7,565,268	1,568,364	26.2%

*Funds for Capital shown in Transfers Out to CIP and Streets in FY2024 (\$1,747,628)

- Increase in Local Revenue primarily due to \$1 million fund balance contribution for capital projects.
- Increase in State Revenue primarily due to State Shared Income Tax (18% instead of 15% for next two fiscal years).
- Increase in Human Resources due to personnel adjustments, addition of unemployment and employee retention.
- Town Wide budget decrease primarily due to elimination of PSPRS contribution (we are continuing to fund 100% of actuarially determined contribution) as well as moving line items to other Department operations.
- Increase in Parks & Recreation budget primarily due to personnel adjustments and addition of one staff member.
- Police budget does not currently include an additional full-time officer. This is held in contingency and may be moved by the tentative budget presentation.** Increase in Verde River RAPS due to personnel adjustments.
- Public Works increase due to personnel adjustments, electricity increases for auditorium A/C and vehicle charging station as well as engineering services addition.
- Contingency & Transfers increased primarily due to capital project transfers and increased contingency for additional risk exposure in FY2024.

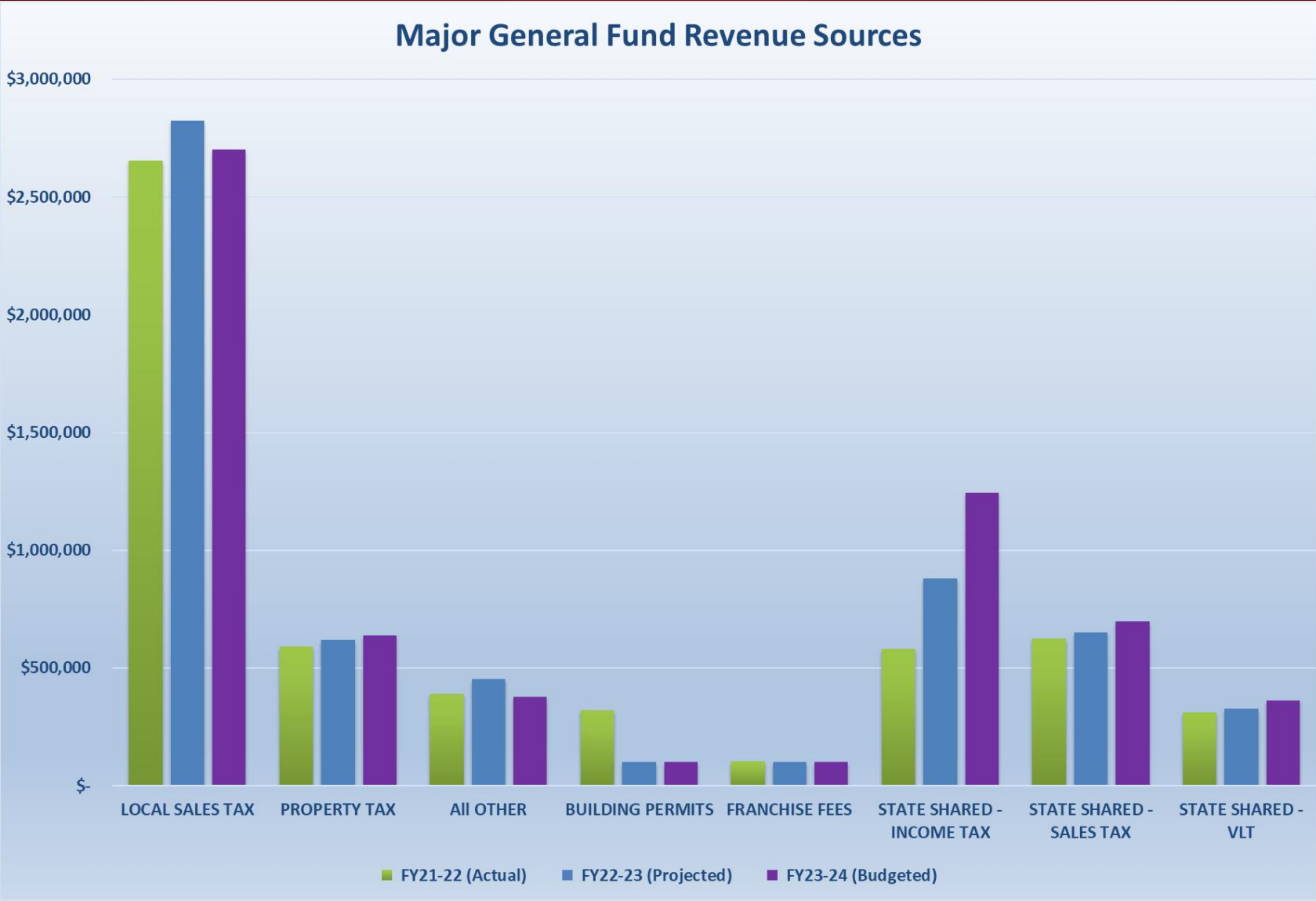
CALCULATING THE PRIMARY PROPERTY TAX LEVY AND RATE

FY2024 Net Assessed Value (NAV) of Town	\$ 45,160,072
Reduced by Value of New Construction	1,368,580
Revised FY2024 NAV	\$ 43,791,492
FY2023 Property Tax Levy	\$ 620,127
Revised FY2024 NAV/100	437,915
Max Tax Rate that May be Imposed without a Truth in Taxation Hearing [Levy/(NAV/100)]	\$ 1.4161
FY2023 Property Tax Levy	\$ 620,127
Value of Growth (\$1.4161*[\$1,368,580/100])	19,380
Max Primary Property Tax Levy that May be Imposed without a Truth in Taxation Hearing	\$ 639,507
Proposed FY2024 Property Tax Levy	\$ 639,000
FY2024 Net Assessed Value (NAV)/100	451,601
Proposed Property Tax Rate [Levy/(NAV/100)]	\$ 1.4150

PROPERTY TAX REVENUE

- Represents 10% of the overall General Fund budget.
- Prior year property tax levy was \$620,127, a property tax rate of \$1.4765.
- Value of new construction was \$1,368,580, equating to \$19,380 of allowable increase to levy without a Truth in Taxation Hearing.
- Proposed FY2024 property tax levy is \$639,000, a property tax rate of \$1.415. An owner of a home valued at \$300,000 would pay \$4,245/year, or [(\$300,000/100)*1.415].

REVENUE SOURCES: TRENDS IN STATE & LOCAL TAX REVENUE



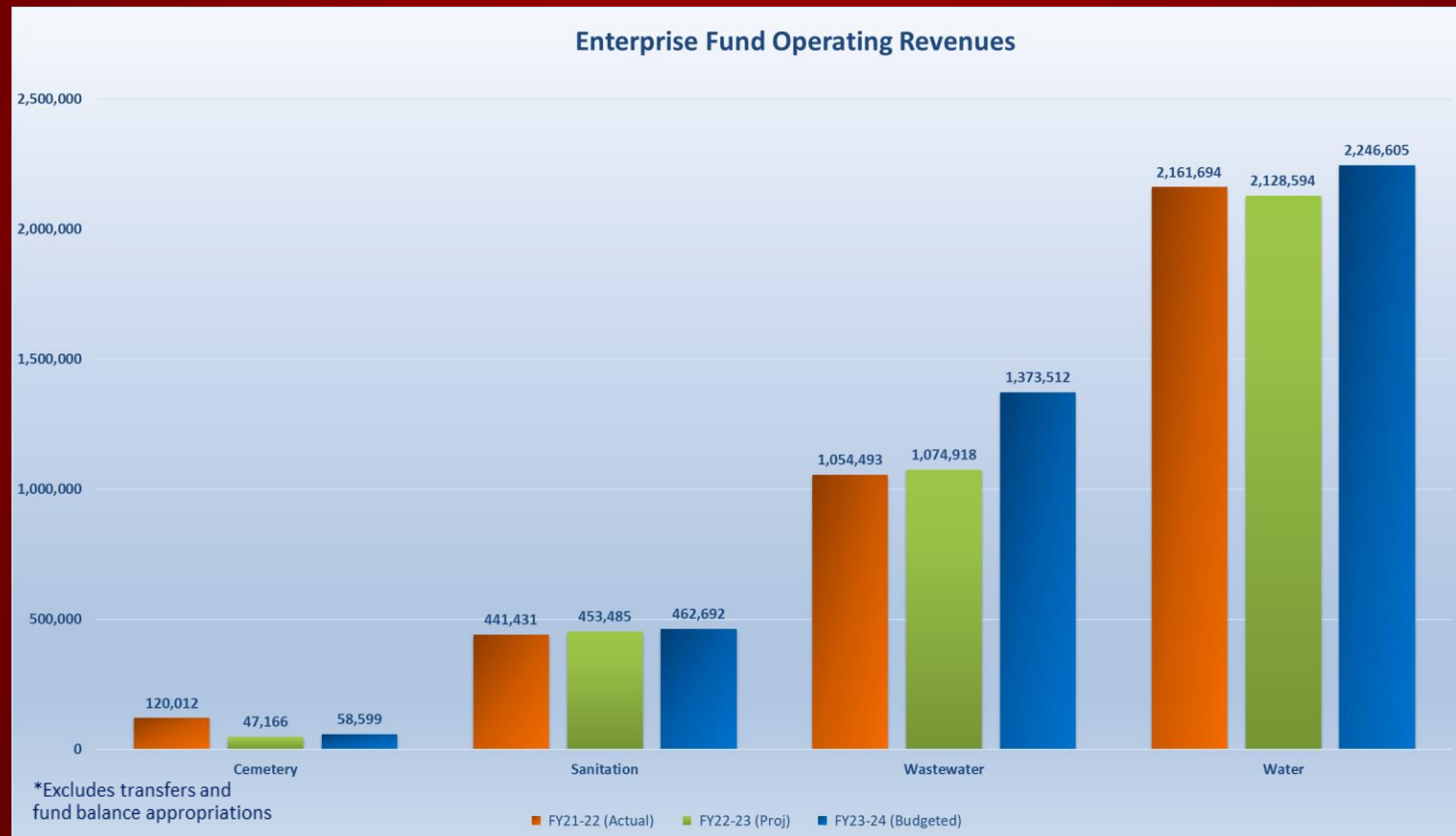
REVENUE SOURCES: GENERAL FUND

LOCAL SALES TAX

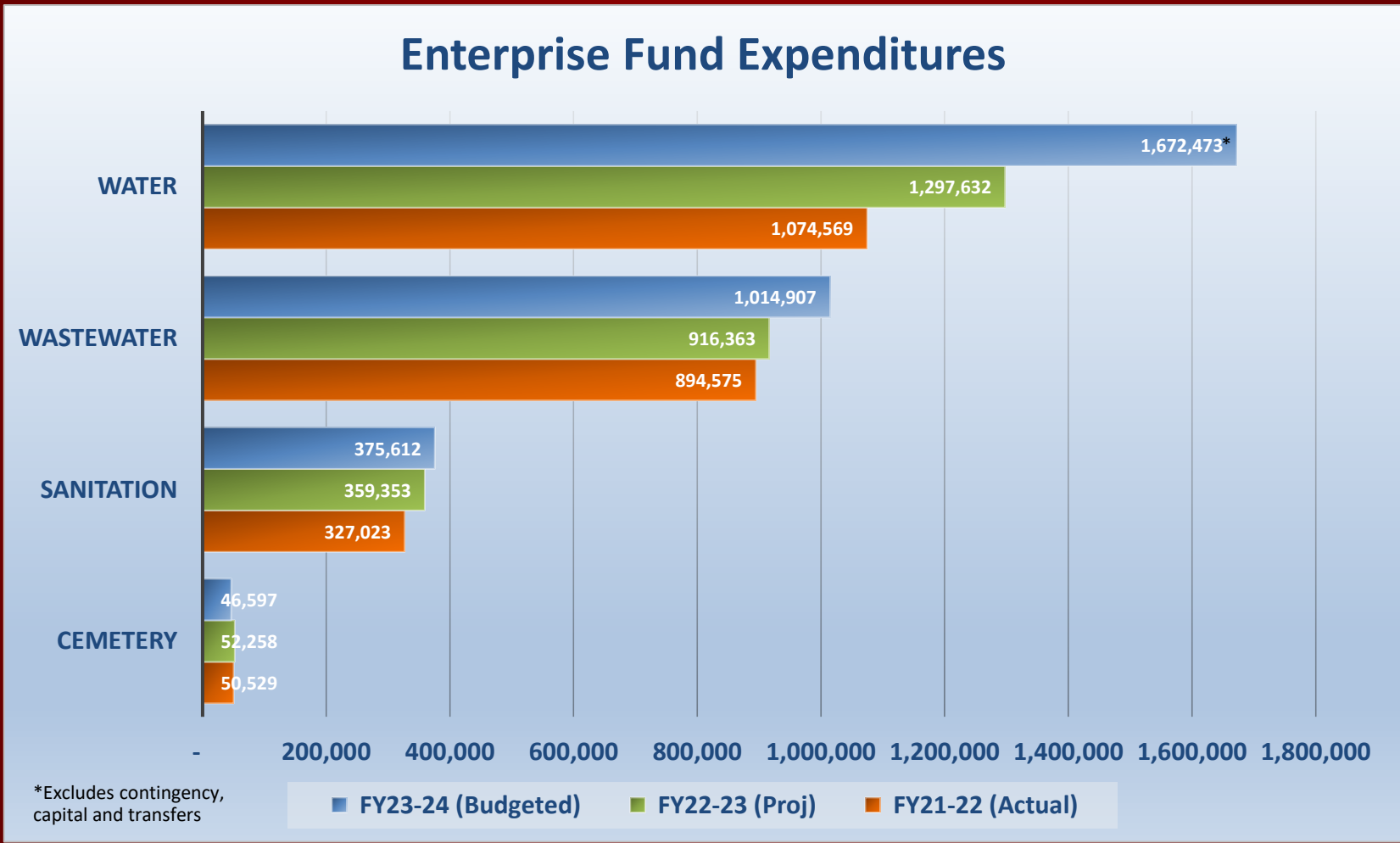


REVENUE SOURCES: ENTERPRISE FUNDS

- Water, Wastewater, Sanitation & Cemetery operations are funded primarily through user fees.



OPERATING EXPENDITURES: ENTERPRISE FUNDS



*Increase in Water Fund over prior year was primarily due to position vacancies.

FY2024 PROPOSED BUDGET: ALL FUNDS

Town Fund	FY2024 Proposed Budget*
Court Enhancement	5,500
Court Officer Safety	8,276
Opioid Fund	30,000
Cemetery Perpetual Care	50,324
Smart & Safe Arizona	50,427
Police Grants-Gang & Immigration Intelligence Team Enforcemnt Mission (GIITEM)	95,843
Cemetery	259,599
Community Development Block Grant (CDBG)	405,669
Donations	550,300
Sanitation	662,692
Streets	840,360
ARPA	1,006,746
Highway User Revenue Fund (HURF)	1,171,710
Wastewater	2,823,512
CIP Fund 24	3,795,267
Water	7,274,105
General Fund	7,565,268
Grants	13,927,898
Total	40,523,496

*Totals include internal transfers (State Report Grand Total is \$35,724,945, which excludes transfers of \$4,798,551)

FY2024 CAPITAL IMPROVEMENT PLAN

	24	06	13	11	03	19	16	25	80	FY2023-2024
Project Description	CIP	Streets	Water	Wastewater	HURF	Cemetery	Grants	CDBG	Donation	CIP Total
Administrative Building Rehab and Improvements	\$ 35,000									\$ 35,000
Community Broadband Initiative	\$ 225,000									\$ 225,000
PD Building Rehab and Improvements	\$ 106,075									\$ 106,075
Clark Building North Soffit Rebuild	\$ 45,000									\$ 45,000
Public Works Building Windows & Roof	\$ 200,000									\$ 200,000
Auditorium Floor Refinishing	\$ 35,000									\$ 35,000
Historic Building Assessment	\$ 30,000									\$ 30,000
Emergency Operations Center Generator							\$ 100,000			\$ 100,000
Clarkdale Clubhouse Window replacement							\$ 436,000			\$ 436,000
Historic Preservation Ordinance	\$ 20,000									\$ 20,000
Selna-Mongini Park Improvements	\$ 996,858						\$ 1,500,000		\$ 52,000	\$ 2,548,858
Town Park Gazebo Improvements	\$ 223,919									\$ 223,919
Park Playground Safety Replacement Program	\$ 25,000									\$ 25,000
Trails Planning and Development	\$ 72,000									\$ 72,000
Caballero Park	\$ 61,665						\$ 18,788	\$ 351,016		\$ 431,469
Centennial Plaza Irrigation	\$ 15,000									\$ 15,000
Broadway Overlay - Phase 2					\$ 984,780					\$ 984,780
Pavement Management		\$ 10,000			\$ 10,000					\$ 20,000
Bitter Creek Bridge							\$ 7,128,900		\$ 10,000	\$ 7,138,900
Clarkdale Parkway Sidewalk									\$ 50,000	\$ 50,000
Centerville Road Extension	\$ 125,000								\$ 300,000	\$ 425,000
Brush Hog Attachment for Skid Steer		\$ 10,000								\$ 10,000
Alleyway Improvements		\$ 35,000								\$ 35,000
Twelfth & Main Low Water Crossing		\$ 7,000								\$ 7,000
Broadway Overlay - Phase I Repairs		\$ 125,000								\$ 125,000
Old Jerome/Minerich Retaining Wall		\$ 10,000								\$ 10,000
Cemetery System Wide Upgrade						\$ 193,500				\$ 193,500

FY2024 CAPITAL IMPROVEMENT PLAN

	24	06	13	11	03	19	16	25	80	FY2023-2024
Project Description	CIP	Streets	Water	Wastewater	HURF	Cemetery	Grants	CDBG	Donation	CIP Total
Enterprise Operations Vehicle Replacement			\$ 60,000							\$ 60,000
Public Works/General Govt Vehicle Replacement	\$ 129,750	\$ 256,250								\$ 386,000
Treatment - SCADA Upgrades				\$ 50,000						\$ 50,000
Reclaim Feasibility Study				\$ 45,000						\$ 45,000
First South Sewer Main				\$ 500,000						\$ 500,000
3rd North Sewer Realignment				\$ 50,000						\$ 50,000
Sludge Drying Beds				\$ 110,000						\$ 110,000
VRIC Property Rehab				\$ 150,000						\$ 150,000
Distribution - Mid Zone PRV			\$ 375,000							\$ 375,000
Treatment - Mescal Well			\$ 1,660,000							\$ 1,660,000
Distribution - 89A Water and Sewer Improvements			\$ 60,000							\$ 60,000
Distribution - EPA Lead and Copper Rule Compliance			\$ 300,000							\$ 300,000
Infrastructure - Water Line Research			\$ 10,000							\$ 10,000
Distribution - Panorama Booster Station Rehab			\$ 330,000							\$ 330,000
Production - Well 3 Reactivation			\$ 15,000							\$ 15,000
Rate Study and IIP (Infrastructure Plan)			\$ 150,000							\$ 150,000
Production: 89A Reservoir Rehab			\$ 225,000							\$ 225,000
Haskell Springs Tank Coating			\$ 200,000							\$ 200,000
Treatment: ATP Backwash Tank & Lift Station			\$ 285,000							\$ 285,000
ATP Vessel Maintenance, Diagnostics, & Repair			\$ 250,000							\$ 250,000
Cellular Meter Program							\$ 562,500			\$ 562,500
Total Capital Improvement Plan	\$2,345,267	\$453,250	\$3,920,000	\$ 905,000	\$994,780	\$ 193,500	\$9,746,188	\$351,016	\$ 412,000	\$ 19,321,001

REVENUE SOURCES: IDENTIFYING FUNDING TO REACH OUR GOALS

- Grant opportunities are sought to fund capital projects and supplement operating budgets



REVENUE SOURCES: GRANT FUNDING

Grant Application/Project	Amount	Approved
AZ State Parks Heritage Fund Grant for Selna-Mongini Park	\$500,000	
National Parks Service Land and Water Conservation Fund Grant for Selna-Mongini Park	\$1,000,000	
AZ DOT SMART Grant for Bitter Creek Bridge Design	\$807,500	
ARPA Funding (Revenue Replacement Used for Capital Projects)	\$1,466,507	
Legislative Funding for Bitter Creek Bridge Construction	\$6,321,400	

REVENUE SOURCES: GRANT FUNDING

Grant Application/Project	Amount	Approved
CDBG Patio Park Neighborhood Revitalization Plan & Caballero Park Renovation	\$406,016	
Office of Tourism VAI Lower Tapco Parking Lot Renovation	\$66,568	
HURF Exchange Funds: Broadway Overlay Phase 2 Design	\$664,780	
Water Conservation Grant Fund	\$562,500	Applied, Pending
Bulletproof Vest Partnership PD Equip	\$3,275	Applied, Pending

REVENUE SOURCES: GRANT FUNDING

Grant Application/Project	Amount	Approved
Opioid Litigation Funding	Est. \$10-\$30K/year	Approx. \$9K Approved, Future Funds Pending
T Mobile Grant for Caballero Park Solar Tables	\$18,788	Applied, Declined
AZ Congressionally Directed Spending Grants: Mescal Well Design, Misc. PD	\$1,451,610	Applied, Pending
WIFA and/or USDA-RD Grants for Mescal Well or Other Water Source	20-50% of Project Cost	To be Applied for with Loan Application

Grants and awards approved total \$11,241,771. If all approvals are received, the total (excluding WIFA/USDA) would be \$13,277,544!

EXPENDITURES: OPERATING & CAPITAL FUNDS NEEDED TO REACH OUR GOALS



Goal Area 1

**Preserve and celebrate
Clarkdale's unique,
complex history.**



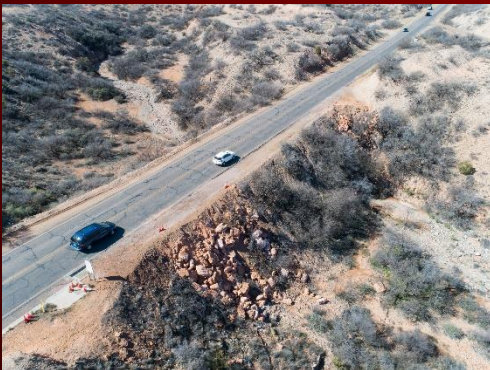
- Facilities Rental Management
- Facilities Maintenance
- Planning/Historic Preservation Staff
- Code Compliance
- Addition of Grant Administrator
- Historic Preservation Ordinance
- Historic Building Assessment & Renovations
- Town Park Gazebo
- Improvements to Town Historic Facilities (auditorium floor, public works windows/roof)

EXPENDITURES: OPERATING & CAPITAL FUNDS NEEDED TO REACH OUR GOALS



Goal Area 2

**Enhance the quality of
life for residents,
businesses and visitors
to Clarkdale.**



- Police Protection (contingent addition of 1 officer in FY2024)
- Opioid Education Program for Schools
- Streets and Parks Care & Maintenance (Public Works)
 - Addition of Copper Penny Park
- Recreation Programming/Events
- Transit Services
- Planning & Community Development
- Trails Planning & Development
- Centerville Road Extension
- Clarkdale Parkway Sidewalk
- Pavement Management

EXPENDITURES: OPERATING & CAPITAL FUNDS NEEDED TO REACH OUR GOALS



Goal Area 3

**Enhance the quality
and availability of
parks, recreation and
cultural opportunities.**



- Parks & Recreation Programming & Holiday Events (additional staff member in FY2024 budget)
- Verde River RAPS (staffing, maintenance and management)
- Facilities for Museum and Library
- Selna-Mongini Park Improvements
- Park Playground Safety Replacement Program
- Caballero Park Renovation
- Trails Master Plan

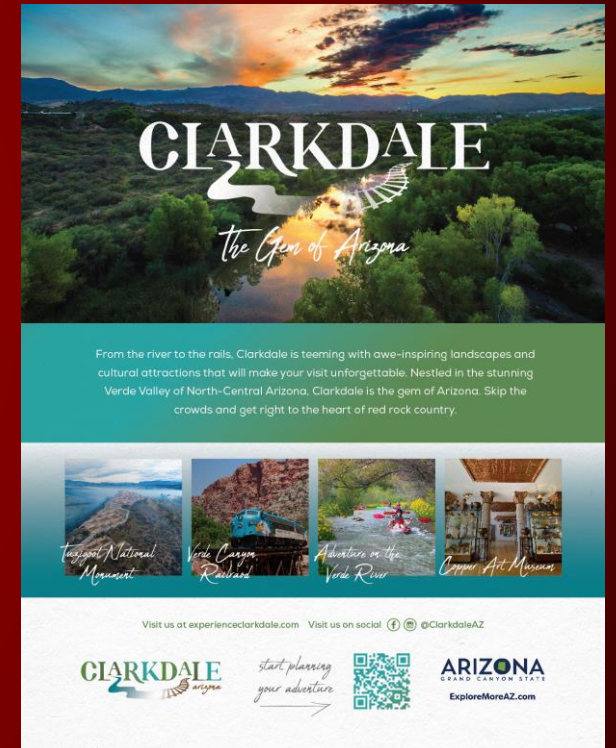
EXPENDITURES: OPERATING & CAPITAL FUNDS NEEDED TO REACH OUR GOALS



Goal Area 4

**Strengthen and diversify
our economy through
cultivating a business-
friendly climate for
business attraction and
strategically capitalizing
upon tourism.**

- Tourism Marketing
- Economic Development & Planning
- 89A Water/Sewer Infrastructure Expansion
- Broadband Grants
- Bitter Creek Industrial Area Planning and Bridge
- PRV for Hotel Project



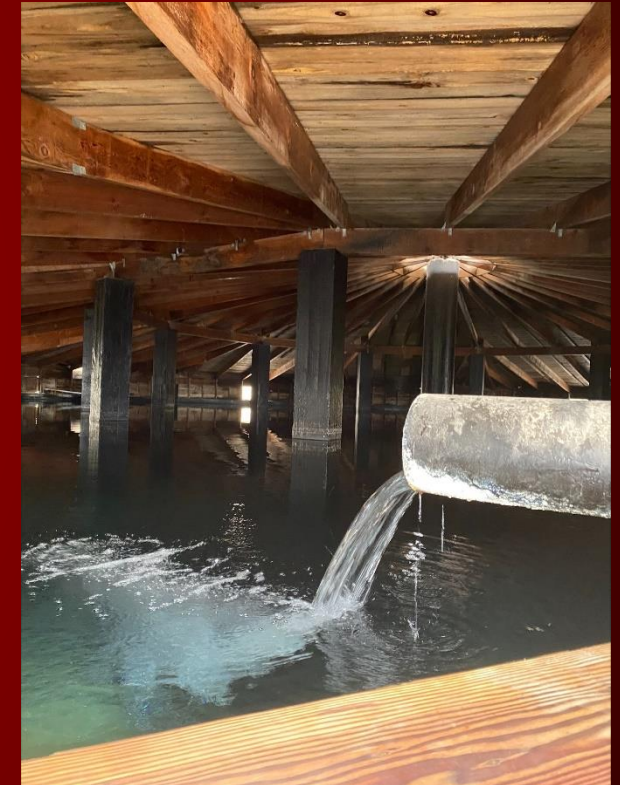
EXPENDITURES: OPERATING & CAPITAL FUNDS NEEDED TO REACH OUR GOALS



Goal Area 5

**Plan for the
maintenance and
growth of quality
infrastructure that is
sustainable and
resilient.**

- Engineering Funding
- Building & Grounds Maintenance
- Street & Sidewalk Repair
- Bitter Creek Bridge
- Arsenic Plant Backwash Tank, Lift Station, and Reservoir Improvement
- Well 3 Reactivation
- Mescal Well Design/Assessment
- Broadway Overlay Phase 2
- Centerville Road
- Emergency Line Breaks
- Design of Third North Sewer Lines
- Infrastructure Improvement Plan



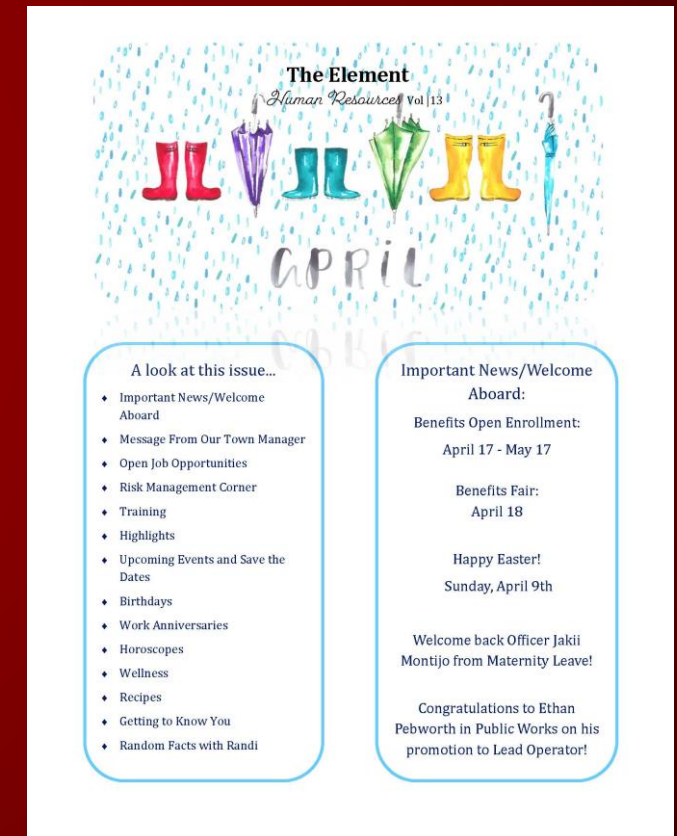
EXPENDITURES: OPERATING & CAPITAL FUNDS NEEDED TO REACH OUR GOALS



Goal Area 6

Strategically invest in organizational development to enhance efficiency and service delivery and to attract and retain an exemplary workforce.

- Personnel (Salary Benchmarking)
- Succession Planning
- Continuing Education, Certifications & Training
- Employee Retention
- Personal Protective Equipment
- IT Maintenance & Upgrades
- Technology Enhancements
- Vehicle Replacement Program
- Equipment Replacement: Dump Truck & Backhoe



NEXT ACTIONS SCHEDULED:

**AUGUST 8 –ORDINANCE TO ADOPT TAX LEVY & SET
PROPERTY VALUATIONS**

Thank you!



Staff Report

Item Number: 7.A.

<u>Agenda Item:</u>	Resolution #1698 - Adoption of the Final Budget for Fiscal Year 2023-2024 Discuss, consider and act upon Resolution #1698, adopting the fiscal year 2023-2024 Final Budget per A.R.S. 42-17105 (A) as published.
<u>Staff Contact:</u>	Julie Goucher, Finance Director
<u>Meeting Date:</u>	July 25, 2023
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	On June 27, 2023, the Common Council adopted the Tentative Budget for the Town of Clarkdale, which set the maximum limits the Town could spend for fiscal year 2023-2024. The Tentative Budget identified revenue and expenditure estimates discussed during the Council's April 26, 2023, Budget Workshop, inclusive of the fiscal year 2023-2024 Capital Improvement Program expenditures. State statutes require cities and towns to publish the tentative budget for two consecutive weeks in a newspaper of general circulation prior to holding a public hearing and then ultimately considering the jurisdiction's Final Budget. Additionally, jurisdictions must make a copy available on their website, at Town Hall and a city/town/county library. Town staff confirmed publications occurred on July 2, 2023, and July 9, 2023. Per State Statutes, the Council may approve a final budget equal to or less than the tentative budget, but not greater. The Town's final budget totals \$35,724,945, inclusive of all funds per the attached State schedules and of which \$13,927,898 is from grant funding. There have been no changes to the final budget since the Council adopted the tentative budget. Once the budget is adopted, it will be posted on the Town's website per state statute.
<u>Budget Impact:</u>	Adoption of fiscal year 2023-2024 budget.
<u>Recommendation:</u>	Staff recommends approval of Resolution #1698, adopting the final budget in the amount of \$35,724,945 of which \$13,927,898 is from grant funding, for fiscal year 2023-2024 for the Town of Clarkdale.

RESOLUTION # 1698

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, YAVAPAI COUNTY, ARIZONA, ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR 2023-2024.

WHEREAS, in accordance with the provisions of Arizona Revised Statutes (A.R.S.), Title 42, Chapter 17, Articles 1-5, the Common Council did, on the 27th day of June, 2023, make an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year, as well as an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property within the Town of Clarkdale, Arizona; and

WHEREAS, in accordance with said chapter of said title, and following due public notice, the Council met in a Regular Meeting on the 25th of July 2023, at which any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses or tax levies; and

WHEREAS, it appears that publication was duly made as required by law, of said estimates together with a notice that the Common Council would meet on the 25th of July, 2023, at the office of the Council for the purpose of hearing taxpayers and adopting the budget for the Town of Clarkdale, Arizona, and that the Council will meet on the 8th day of August, 2023 for the purpose of making tax levies as set forth in said estimates; and

WHEREAS it appears that the sums to be raised by taxation, as specified therein, do not in the aggregate exceed that amount as computed in A.R.S. §42-17051(A),

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the Town of Clarkdale, Arizona, that the said estimates of revenues and expenditures/expenses shown on the accompanying State Schedules A-G, as now increased, reduced, or changed, are hereby adopted as the budget of the Town of Clarkdale for the Fiscal Year 2023-2024.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Clarkdale, Arizona, this 25th day of July 2023.

APPROVED:

ATTEST:

Robyn Prud'homme-Bauer, Mayor

Charity Brooks, Town Clerk