



**NOTICE OF A REGULAR MEETING OF THE TOWN COUNCIL
OF THE TOWN OF CLARKDALE
TUESDAY, MAY 28, 2024 AT 3:00 PM**

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

OR

Join Zoom Meeting

<https://us02web.zoom.us/j/85821770397>

Meeting ID: 858 2177 0397

Unless otherwise stated, the public will have physical access to the meeting place 15 minutes prior to the meeting start time.

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, May 28, 2024, 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, Wastewater and CAT Report
- Police Department Report
- Verde Valley Humane Society
- 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.

A. Approval of Minutes of the Common Council

Consider and act upon the draft minutes from the regular meeting held on May 14, 2024.

6. NEW BUSINESS

A. 2024 - 2026 Clarkdale Council Strategic Plan

Discuss, consider and act upon the 2024 - 2026 Clarkdale Council Strategic Plan.

B. Financial Operations Guide (FOG) Revisions

Discuss, consider and act upon revisions to the Financial Operations Guide (FOG).

C. Adoption of a Tentative Budget for the Fiscal Year Ending June 30, 2025.

Discuss, consider and act upon the adoption of the Town of Clarkdale's tentative budget for the fiscal year ending June 30, 2025, in the amount of \$42,695,019, of which \$21,130,947 is grant funding.

7. FUTURE AGENDA ITEMS

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

8. 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.

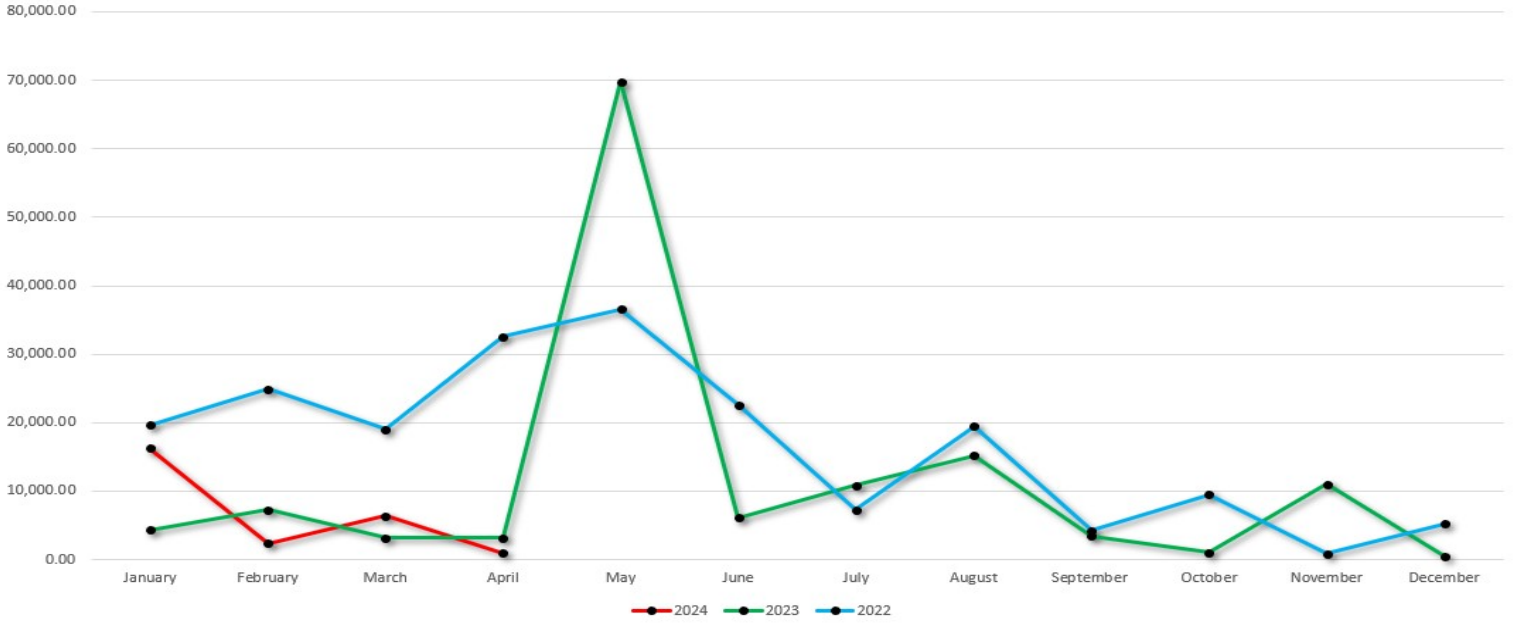
Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

Building Permit Report April 2024

MONTHLY FEES

Year	January	February	March	April	May	June	July	August	September	October	November	December
2024	16,233.49	2,330.00	6,382.00	987.50								
2023	4,346.55	7,289.10	3,147.88	3,180.45	69,827.87	6,072.10	10,868.05	15,230.37	3,472.00	1,025.00	11,050.00	500.00
2022	19,659.60	24,863.95	18,982.95	32,577.95	36,552.30	22,574.25	7,292.30	19,503.00	4,234.00	9,476.20	855.00	5,264.15

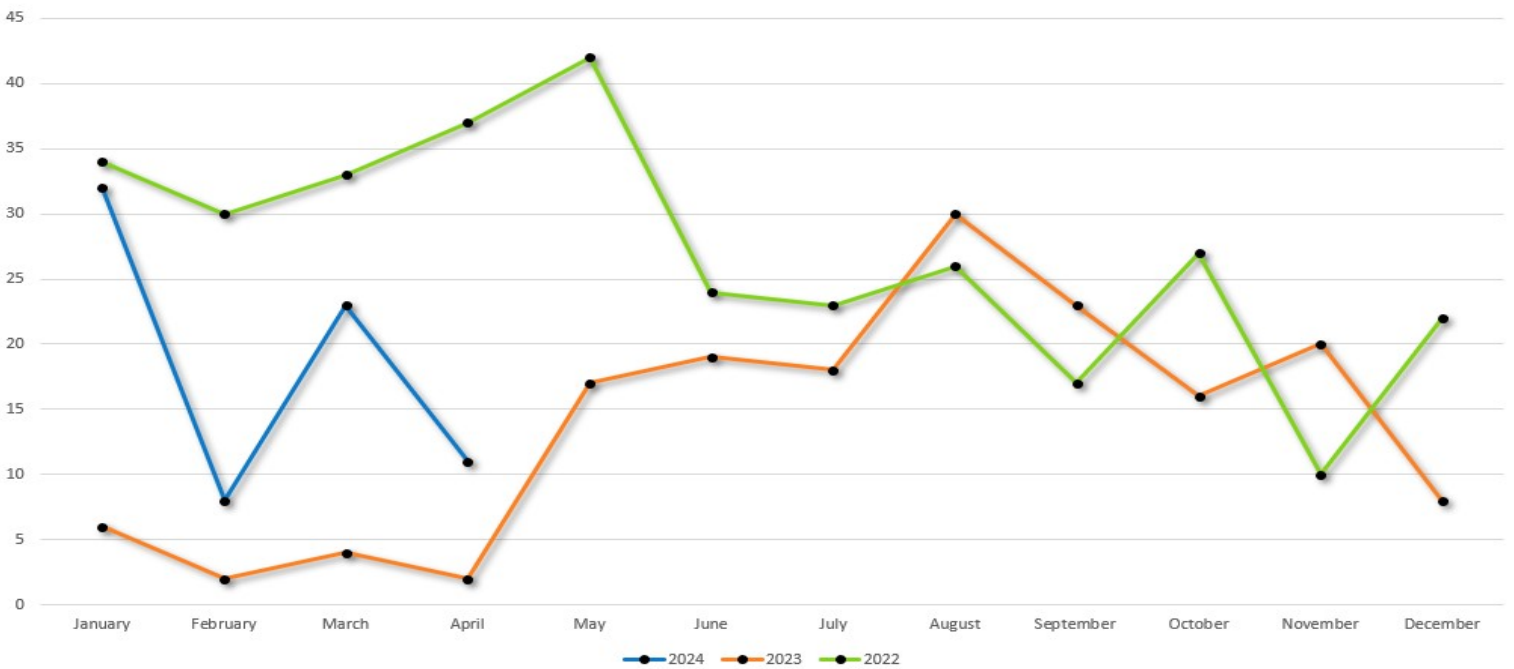
Monthly Permit Fees



Number of Permits

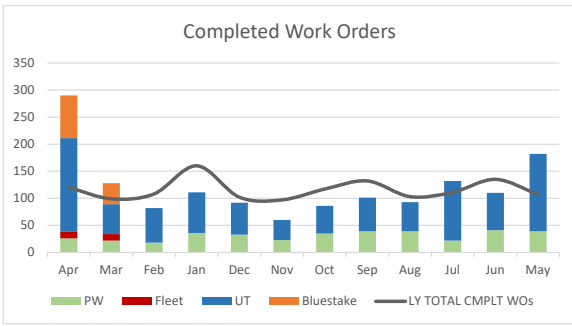
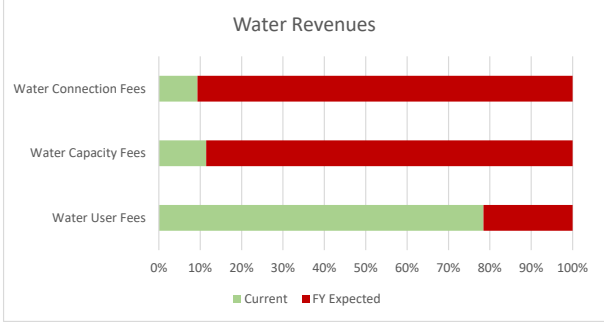
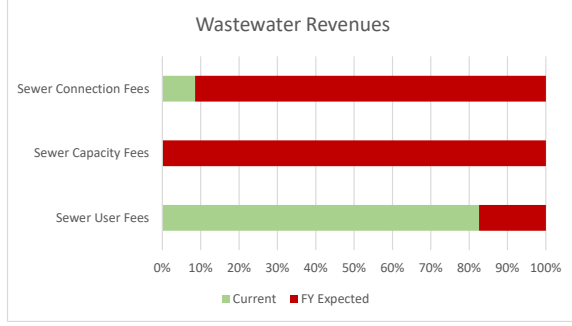
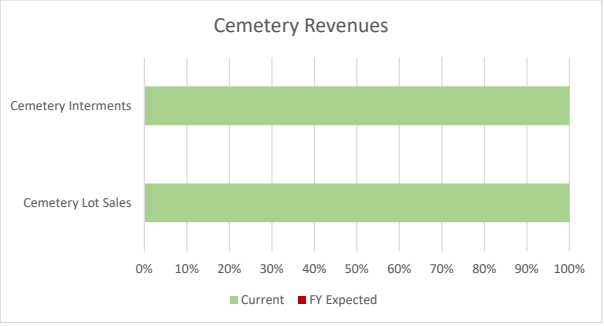
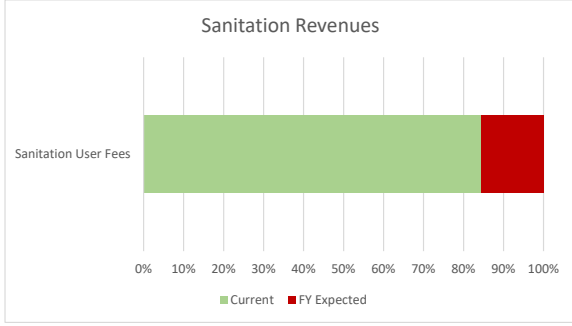
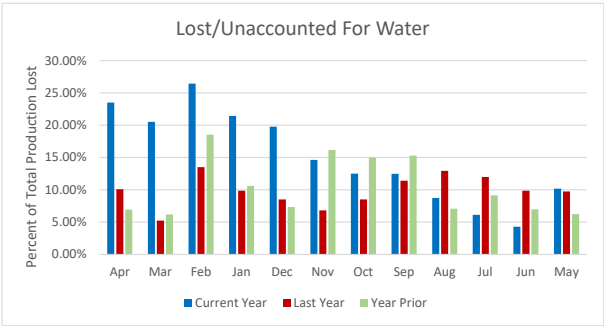
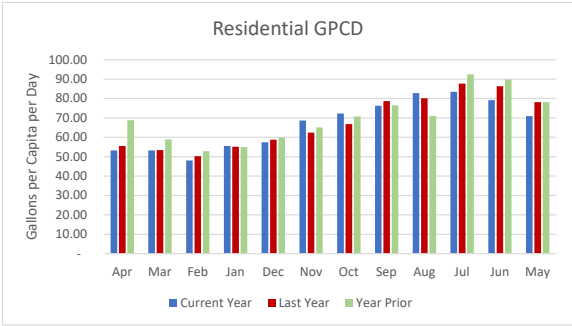
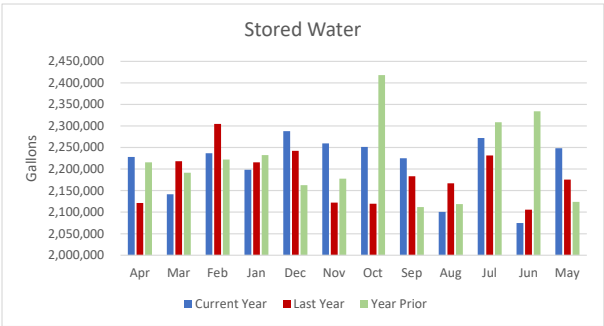
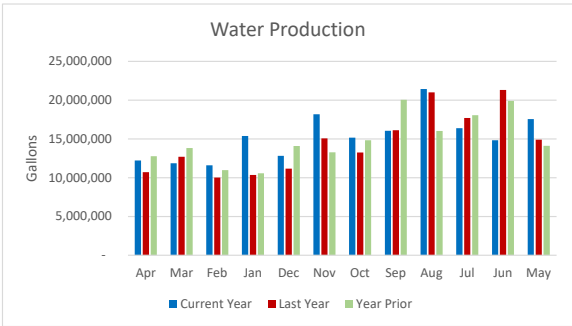
Year	January	February	March	April	May	June	July	August	September	October	November	December
2024	32	8	23	11								
2023	6	2	4	2	17	19	18	30	23	16	20	8
2022	34	30	33	37	42	24	23	26	17	27	10	22

Number of Permits



Clarkdale Magistrate Court
April 2023-2024 Comparative Stats

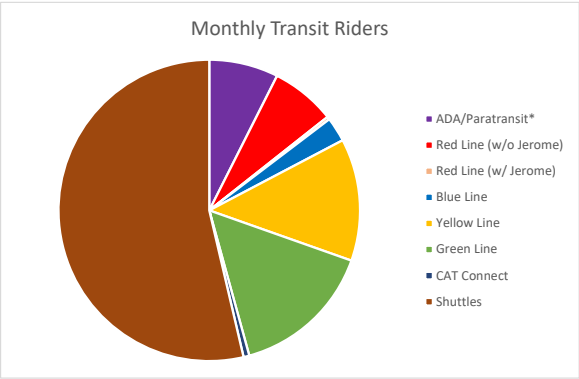
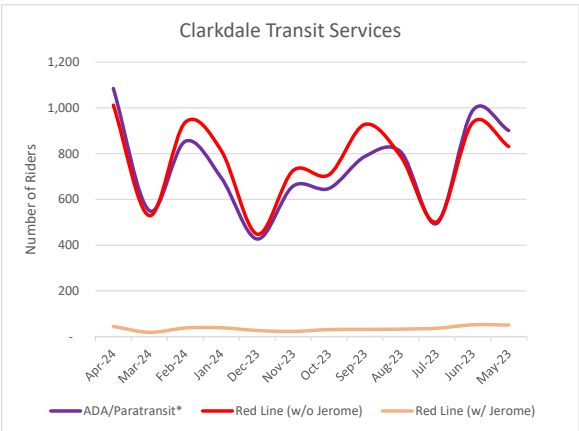
	April 2023	April 2024
Criminal Cases	2	3
Civil Traffic Cases	33	37
Total Cases	35	40
Revenue to Town	\$3,913	\$4,187



83% of FY completed as of 4/30/2024

107 OF 173 TOTAL UTILITIES WORK ORDERS WERE FOR INSTALLATION OF CELLULAR ENDPOINTS AND METER SWAPS

April-24



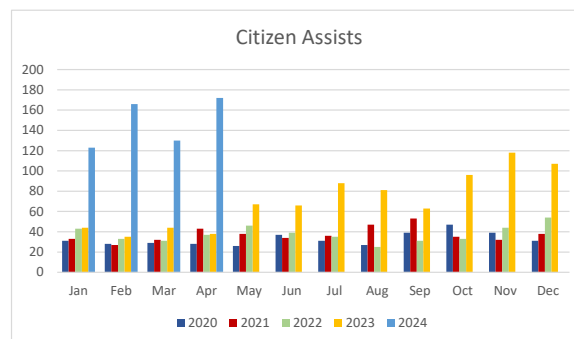
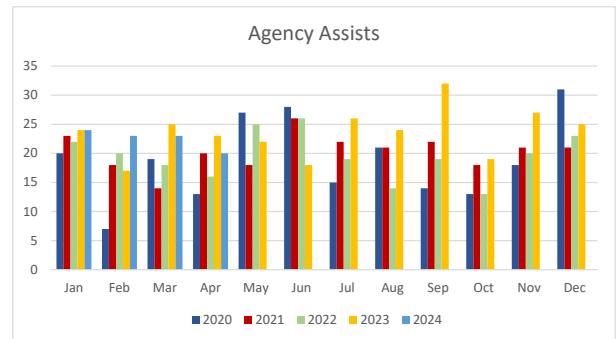
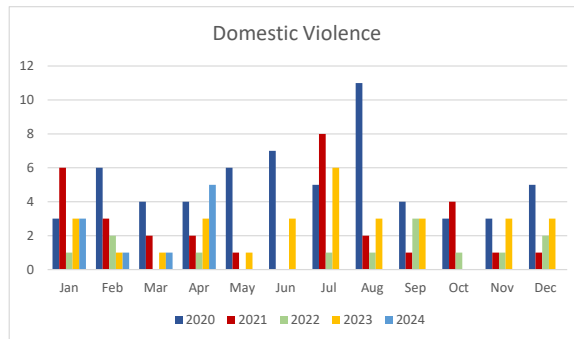
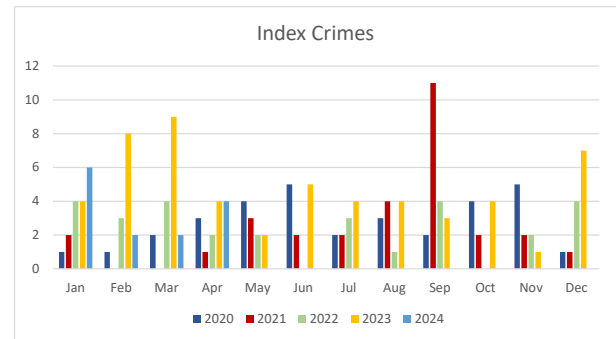
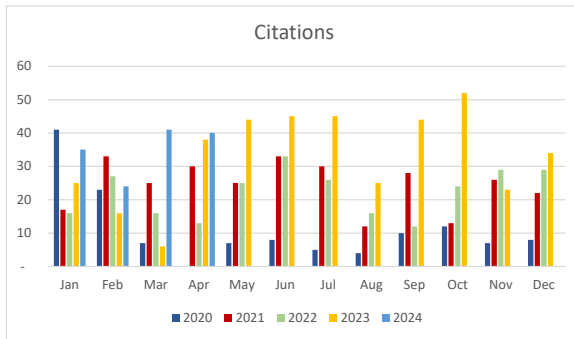
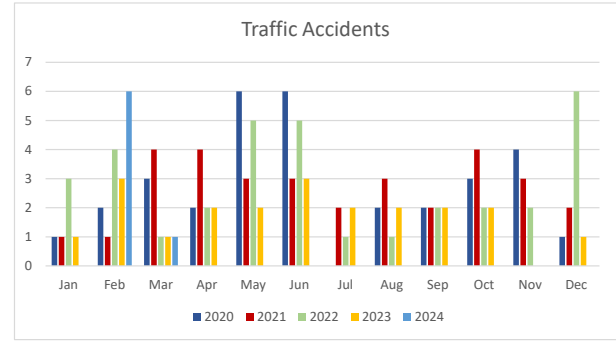
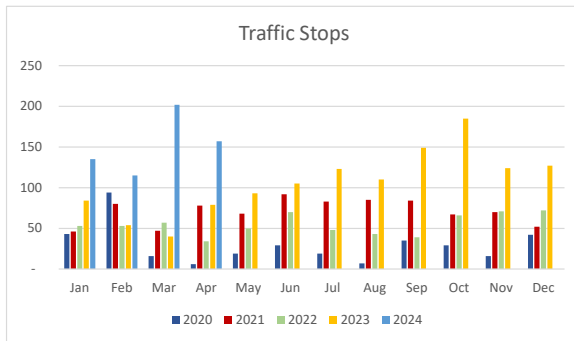
RED ROUTE Monday – Friday 6:45 AM – 6:31 PM												
Bus Stop												
COTTONWOOD TO CLARKDALE												
1	Depart – Cottonwood Library	6:45	7:30	8:15	9:00	9:45	10:30	11:15	12:00	12:45	1:30	2:15
2	Cottonwood St. & 6th St.	6:47	7:32	8:17	9:02	9:47	10:32	11:17	12:02	12:47	1:32	2:17
3	E. Cottonwood St. / S. Willard St. (Spectrum Healthcare)	6:48	7:33	8:18	9:03	9:48	10:33	11:18	12:03	12:48	1:33	2:18
4	Black Hills Dr. / Gale Ave.	6:53	7:38	8:23	9:08	9:53	10:38	11:23	12:08	12:53	1:38	2:23
5	Yavapai College (Front Only)	6:55	7:40	8:25	9:10	9:55	10:40	11:25	12:10	12:55	1:40	2:25
6	Pine Shadows Dr. / SR 89A (Pine Shadows)	7:00	7:45	8:30	9:15	10:00	10:45	11:30	12:15	1:00	1:45	2:30
10	Main St. / Clarkdale – Jerome School	7:07	7:52	8:37	9:22	10:07	10:52	11:37	12:22	1:07	1:52	2:37
11	Main St. / S. 9th St. (Clarkdale Post Office)	7:09	7:54	8:39	9:24	10:09	10:54	11:39	12:24	1:09	1:54	2:39
CLARKDALE TO COTTONWOOD												
12	S. Broadway / Bent River Ranch Rd.	7:11	7:56	8:41	9:26	10:11	10:56	11:41	12:26	1:11	1:56	2:41
13	N. Main St. / Old Town	7:13	7:58	8:43	9:28	10:13	10:58	11:43	12:28	1:13	1:58	2:43
1	Arrive – Cottonwood Library	7:16	8:01	8:46	9:31	10:16	11:01	11:46	12:31	1:16	2:01	2:46
*On Thursday only, these trips continue to Jerome. See Jerome schedule for correct times.												

JEROME					Thursdays Only 8:15 AM – 6:54 PM	
Bus Stop						
COTTONWOOD TO CLARKDALE						
1	Depart – Cottonwood Library	8:15	11:15			
2	Cottonwood St. & 6th St.	8:17	11:17			6:02
3	E. Cottonwood St./S. Willard St. (Spectrum Healthcare)	8:18	11:18			6:03
4	Black Hills Dr./Gale Ave.	8:23	11:23			6:08
5	Yavapai College (Front Only)	8:25	11:25			6:10
6	Lisa St/SR 89A (Pine Shadows)	8:30	11:30			6:15
JEROME						
7	Jerome/Scenic Lookout Hampshire Ave/Douglas Rd	8:42	11:42			6:27
8	Jerome/Fire Station (Back Parking Lot)	8:46	11:46			6:31
9	Jerome/Central Steps	8:48	11:48			6:33
CLARKDALE TO COTTONWOOD						
10	Main St/Clarkdale Jerome School	9:00	12:00			6:45
11	Main St/ S. 9th St. (Clarkdale Post Office)	9:02	12:02			6:47
12	S. Broadway/Bent River Ranch Rd	9:04	12:04			6:49
13	N. Main St./City HR/Finance Bldg.	9:06	12:06			6:51
1	Arrive – Cottonwood Library	9:09	12:09			6:54

8/21/2022 All routes reinstated.
10/1/2022 Jerome route started.

*ADA/Paratransit numbers are for all services, regardless of origin or destination.

Missing data for the following date ranges:
06/05/2023-06/10/2023
06/25/2023-07/01/2023
08/05/2023-08/12/2023
09/03/2023-09/09/2023
10/22/2023-11/11/2023
11/19/2023-11/25/2023
12/03/2023-12/09/2023
12/31/2023-01/06/2024
02/04/2024-02/17/2024
04/15/2024-04/27/2024

**Comments:**

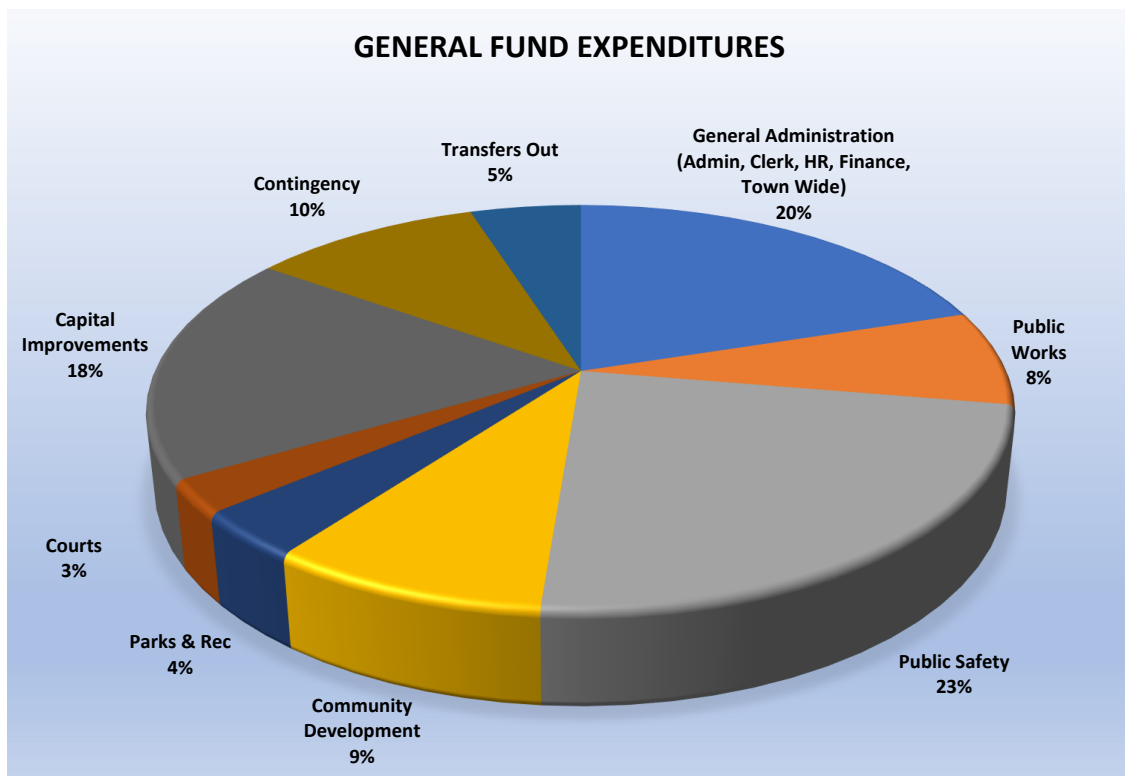
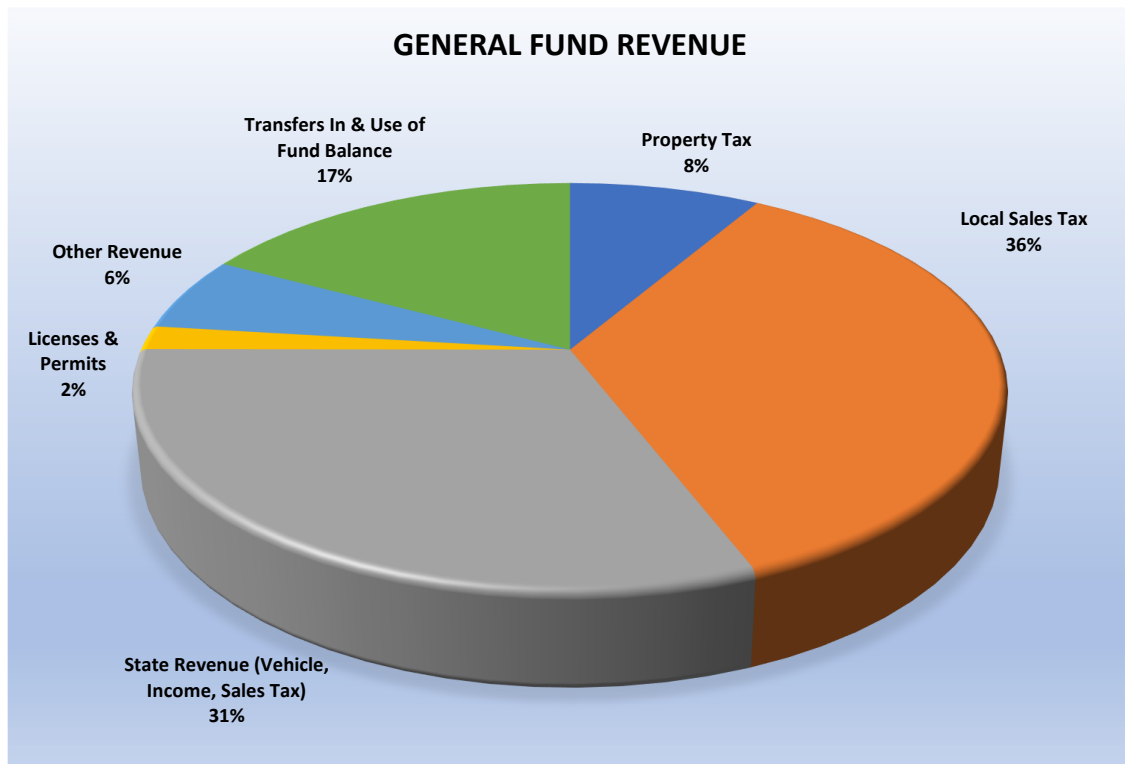
There were four thefts in Clarkdale in April 2024. Three were delayed reports of thefts from unlocked vehicles with no evidence when or where the crime occurred. The other theft was of items from a carport sale; following investigation, there are no leads. There were no traffic accidents in Clarkdale in April.

ACO Intake Report - CLKD (By Animal Jurisdiction)
Enter from date: 04/01/2024 Enter to date: 04/30/2024

Date of Entry	Shelter ID	Description Canine/ Feline	Brought in By	DR Number	Reason	Outcome
04/11/2024	D50851-0424	Male - Dog Red - Pomeranian/Mix	Derek Johnston Clarkdale PD Badge #747 - JO014074	D24001199	Stray-ACO	Reclaimed [REDACTED] 04/11/2024
04/26/2024 (Dog)DogJ [REDACTED]	D50919-0424 Lorenzo	Canine Brindle and white Pit Bull Mix	Officer J Montyo	D24001339	Stray-ACO	Reclaimed [REDACTED] 4/30/2024

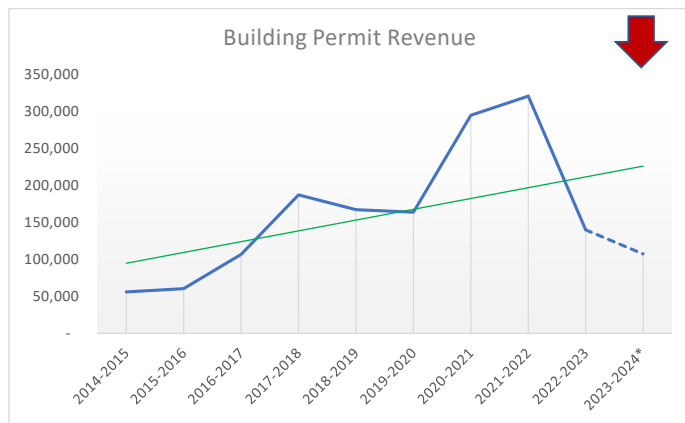
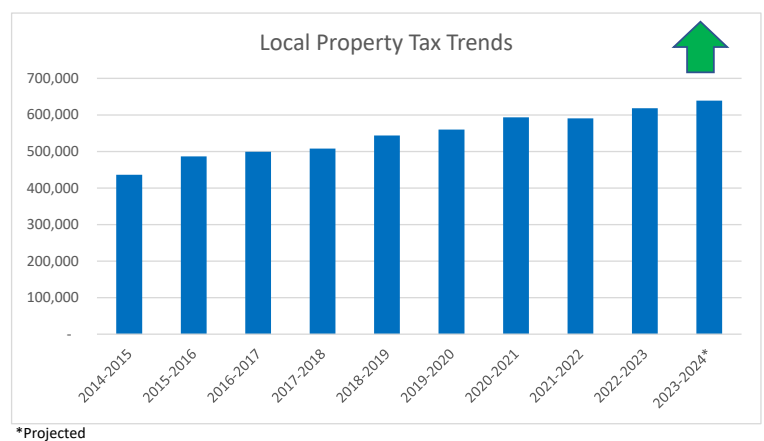
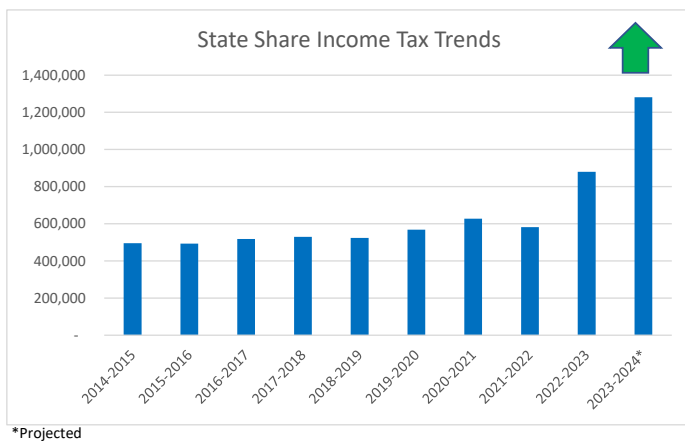
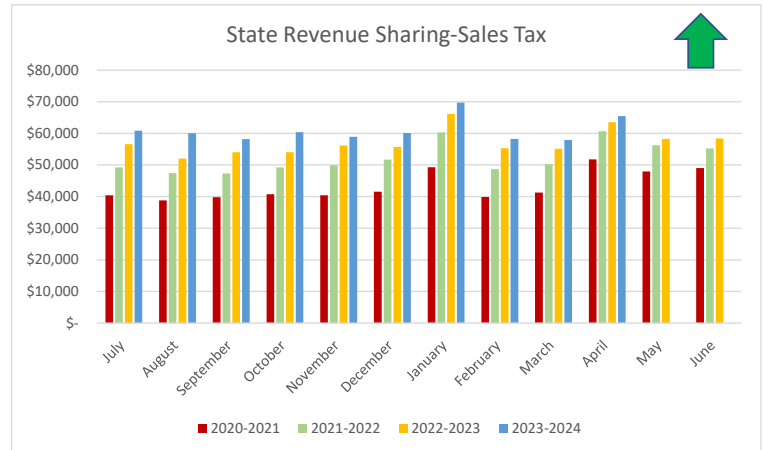
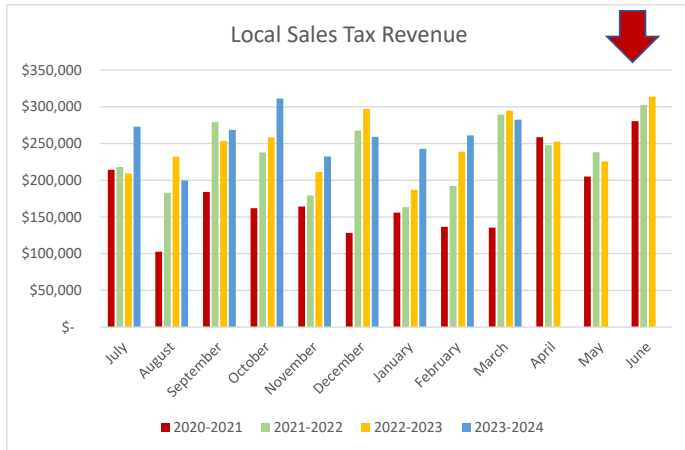
Finance Department Monthly Report

FY2023-2024 Budgeted Revenue and Expenditures by Category



Finance Department Monthly Report April 2024

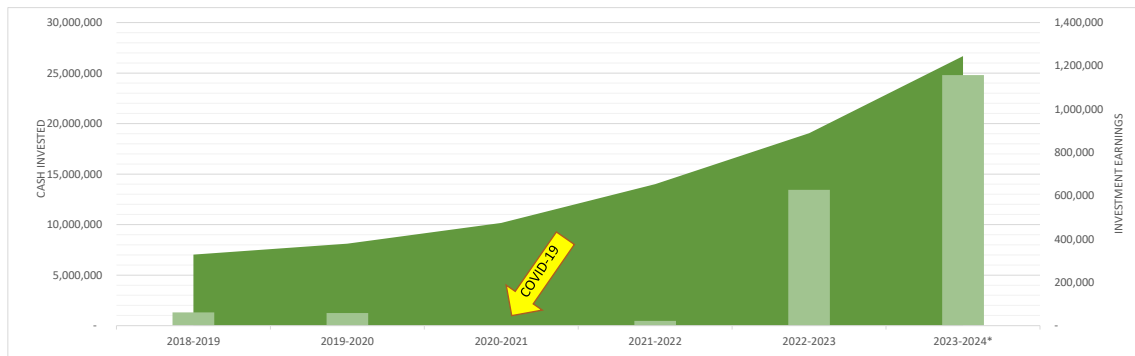
5/17/2024



Comments
→Local Sales Tax receipts for March 2024 fell slightly behind March 2023 (-\$12,534).
→State Revenue Sharing in FY2024 continues to exceed FY2023 receipts.
→Cumulative Building Permit revenues through April 30 total \$99,139. August receipts make up approximately \$35K of this amount and are primarily a result of Crossroads "catch up" permit issuances. The Town budgeted \$125K for FY2024. Projections are shown at 90% of straightline.
→Interest earnings continue to exceed expectations with FYTD earnings totaling \$1,134,643. \$6.3million of funding was received and invested for the Bitter Creek Bridge project in July.
→Council work sessions have been held, preliminary budget has been presented, and the notice of public hearing and adoption of tentative budget will be held May 28, 2024.

Finance Department Monthly Report Investment Earnings

Fund	FY2023-2024													
	Budgeted (Annual)	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	Fiscal Year- to-Date
General Fund	\$ 140,000	\$ 41,234	\$ 50,995	\$ 49,613	\$ 51,467	\$ 51,917	\$ 53,407	\$ 52,673	\$ 50,960	\$ 54,925	\$ 51,033	\$ -	\$ -	\$ 508,225
Grants Fund (Bitter Creek Bridge)	\$ -	\$ 23,313	\$ 27,985	\$ 27,353	\$ 28,618	\$ 27,655	\$ 29,056	\$ 28,967	\$ 27,132	\$ 29,323	\$ 28,309	\$ -	\$ -	\$ 277,710
Streets Fund	\$ 11,000	\$ 3,251	\$ 3,365	\$ 3,291	\$ 3,432	\$ 3,342	\$ 3,479	\$ 3,480	\$ 3,263	\$ 3,495	\$ 3,408	\$ -	\$ -	\$ 33,805
HURF Fund	\$ 26,000	\$ 8,988	\$ 9,495	\$ 9,449	\$ 10,008	\$ 9,911	\$ 10,501	\$ 10,679	\$ 10,173	\$ 11,054	\$ 10,944	\$ -	\$ -	\$ 101,203
Wastewater Fund	\$ 26,000	\$ 7,531	\$ 7,793	\$ 7,622	\$ 7,949	\$ 7,741	\$ 8,058	\$ 8,060	\$ 7,558	\$ 8,095	\$ 7,894	\$ -	\$ -	\$ 78,300
Cemetery Fund	\$ 3,275	\$ 962	\$ 996	\$ 974	\$ 1,016	\$ 989	\$ 1,030	\$ 1,030	\$ 966	\$ 1,035	\$ 1,009	\$ -	\$ -	\$ 10,006
Sanitation Fund	\$ -	\$ -	\$ 135	\$ 132	\$ 137	\$ 134	\$ 139	\$ 139	\$ 130	\$ 140	\$ 136	\$ -	\$ -	\$ 1,222
Water Fund	\$ 41,000	\$ 11,943	\$ 12,359	\$ 12,087	\$ 12,606	\$ 12,275	\$ 12,778	\$ 12,782	\$ 11,985	\$ 12,838	\$ 12,518	\$ -	\$ -	\$ 124,170
	\$ 247,275	\$ 97,224	\$ 113,122	\$ 110,518	\$ 115,234	\$ 113,964	\$ 118,447	\$ 117,811	\$ 112,167	\$ 120,905	\$ 115,251	\$ -	\$ -	\$ 1,134,642
Percent of Year Passed		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Percent Collected vs. Budgeted		39%	85%	130%	176%	222%	270%	318%	363%	412%	459%	459%	459%	



*Projected-Straight-line projection yields investment income of \$1,361,571 the amount shown above is estimated at 85% of that. Future market conditions are difficult to predict, but it is projected that we will continue to be in a rising environment for the near term.

Town funds are currently held in the State of Arizona Local Government Investment Pool, LGIP. The funds are invested in US Government Backed Securities with the following historical investment performance as of April 30, 2024:

1 Month	QTD	3 Months	YTD	1 Year	3 Years	5 Years
5.32%	5.32%	5.31%	5.29%	5.24%	2.75%	2.03%

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

01 -GENERAL FUND

FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LOCAL REVENUE	5,226,640.00	453,441.53	3,668,475.03	70.19	1,558,164.97
STATE REVENUE	<u>2,338,628.00</u>	<u>185,326.81</u>	<u>1,931,109.21</u>	<u>82.57</u>	<u>407,518.79</u>
TOTAL REVENUES	7,565,268.00	638,768.34	5,599,584.24	74.02	1,965,683.76
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CONTINGENCY & TRANSFERS	2,532,400.00	0.00	67,153.28	2.65	2,465,246.72
ADMINISTRATION	216,636.00	16,141.82	178,182.87	82.25	38,453.13
TOWN CLERK	165,092.00	15,592.71	132,505.35	80.26	32,586.65
HUMAN RESOURCES	165,666.00	10,437.76	162,911.70	98.34	2,754.30
FINANCE	312,866.00	25,389.25	256,493.74	81.98	56,372.26
TOWN WIDE	657,885.00	31,173.11	464,684.25	70.63	193,200.75
COMMUNITY DEVELOPMENT	675,765.00	34,912.50	387,157.91	57.29	288,607.09
PARKS & RECREATION	280,198.00	20,668.27	204,120.13	72.85	76,077.87
COURT	199,634.00	5,056.28	100,496.88	50.34	99,137.12
POLICE	1,716,139.00	120,142.57	1,423,536.40	82.95	292,602.60
VERDE RIVER RAPS	68,240.00	5,226.04	35,661.03	52.26	32,578.97
PUBLIC WORKS	<u>574,747.00</u>	<u>35,821.67</u>	<u>455,854.51</u>	<u>79.31</u>	<u>118,892.49</u>
TOTAL EXPENDITURES	7,565,268.00	320,561.98	3,868,758.05	51.14	3,696,509.95
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	318,206.36	1,730,826.19		(1,730,826.19)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

01 -GENERAL FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>LOCAL REVENUE</u>					
01-4-4000-4001 FRANCHISE ROYALTIES	100,000.00	8,293.08	74,073.98	74.07	25,926.02
01-4-4000-4002 BUSINESS & HOME OCC LICENSES	8,500.00	100.00	8,805.00	103.59 (	305.00)
01-4-4000-4003 BUILDING PERMITS	125,000.00	6,122.00	99,139.23	79.31	25,860.77
01-4-4000-4004 FACILITIES RENTALS	16,000.00	3,127.50	13,939.63	87.12	2,060.37
01-4-4000-4005 COURT FINES	50,000.00	3,161.50	31,341.43	62.68	18,658.57
01-4-4000-4006 LOCAL SALES TAX	2,700,000.00	356,974.51	2,282,415.08	84.53	417,584.92
01-4-4000-4007 ANIMAL CONTROL	1,800.00	60.00	1,645.00	91.39	155.00
01-4-4000-4008 PROPERTY TAX	639,000.00	14,069.89	454,880.41	71.19	184,119.59
01-4-4000-4009 FORFEITURES, AUCTION, REPOSS	2,500.00	0.00	0.00	0.00	2,500.00
01-4-4000-4010 REIMB FOR COURT APPOINTED ATTY	1,000.00	0.00	0.00	0.00	1,000.00
01-4-4000-4012 RESTITUTION TOC AS VICTIM	1,500.00	120.00	960.00	64.00	540.00
01-4-4000-4013 POLICE RECORD COPIES	400.00	20.00	335.00	83.75	65.00
01-4-4000-4018 INSURANCE REIMBURSEMENTS	50,000.00	0.00	30,408.00	60.82	19,592.00
01-4-4000-4019 GENERAL P&Z	3,000.00	0.00	1,025.00	34.17	1,975.00
01-4-4000-4030 PD POST STORAGE IMPOUND	1,000.00	0.00	0.00	0.00	1,000.00
01-4-4000-4033 LIQUOR LICENSE FEES	400.00	0.00	330.00	82.50	70.00
01-4-4000-4034 SPECIAL EVENT PERMIT-TOWN	600.00	315.00	913.00	152.17 (	313.00)
01-4-4000-4035 REIMBURSE PW STAFF TIME	200.00	0.00	252.00	126.00 (	52.00)
01-4-4000-4036 VERDE RIVER RAP OUTFITTER FEES	35,000.00	1,544.00	37,697.50	107.71 (	2,697.50)
01-4-4000-4037 VR RAP DAY USE FEES&MAINT REIM	9,000.00	5,719.77	10,935.32	121.50 (	1,935.32)
01-4-4000-4038 RIVER SPECIAL EVENT PERMIT	100.00	0.00	0.00	0.00	100.00
01-4-4000-4041 SOIL REMEDIATION PERMITS	5,000.00	1,653.00	10,648.00	212.96 (	5,648.00)
01-4-4000-4043 SCHOOL RESOURCE OFFICER REVENUE	10,000.00	0.00	10,000.00	100.00	0.00
01-4-4000-4044 CONTGNT CONTRACT INSPECTOR	2,000.00	0.00	0.00	0.00	2,000.00
01-4-4000-4047 ENGINEERING INSPECTION FEES	2,000.00	0.00	0.00	0.00	2,000.00
01-4-4000-4051 CONCERT AMBASSADOR REVENUE	300.00	0.00	290.25	96.75	9.75
01-4-4000-4060 PD OFFICER SAFETY EQUIPMENT	0.00	0.00	584.42	0.00 (	584.42)
01-4-4000-4200 LEASE PROCEEDS	6,755.00	0.00	0.00	0.00	6,755.00
01-4-4000-4240 V RIVER MEMBERSHIP FEE REVENUE	700.00	40.00	690.00	98.57	10.00
01-4-4000-4350 SMART & SAFE FUNDS	12,000.00	0.00	13,222.73	110.19 (	1,222.73)
01-4-4000-4500 MISCELLANEOUS INCOME	350.00	0.00	4,274.28	1,221.22 (	3,924.28)
01-4-4000-4503 FINGER PRINTING REVENUE	1,500.00	700.00	4,885.00	325.67 (	3,385.00)
01-4-4000-4504 PD VEHICLE USAGE RATE REV	500.00	180.00	6,058.75	1,211.75 (	5,558.75)
01-4-4000-4505 RECORDS REQ, COPIES & FAXES	100.00	0.00	0.00	0.00	100.00
01-4-4000-4507 CC SURCHARGE REVENUE	3,700.00	207.97	2,180.11	58.92	1,519.89
01-4-4000-4700 INTEREST INCOME - LGIP 92147	140,000.00	51,033.31	508,225.70	363.02 (	368,225.70)
01-4-4000-4902 NSF FEES COLLECTED	35.00	0.00	0.00	0.00	35.00
01-4-4000-6007 ADMIN FEE TRAN IN FROM HURF	48,093.00	0.00	0.00	0.00	48,093.00
01-4-4000-6011 ADMIN FEE TRAN IN FROM SEWER	68,441.00	0.00	0.00	0.00	68,441.00
01-4-4000-6012 ADMIN FEE TRAN IN FROM SANITAT	33,528.00	0.00	0.00	0.00	33,528.00
01-4-4000-6013 ADMIN FEE TRAN IN FROM WATER	83,825.00	0.00	0.00	0.00	83,825.00
01-4-4000-6019 ADMIN FEE TRAN IN FROM CEMETER	4,110.00	0.00	0.00	0.00	4,110.00
01-4-4000-6030 TRANSFERS IN FROM OTHER FUNDS	58,703.00	0.00	58,320.21	99.35	382.79
01-4-4000-6050 OFS-FUND BALANCE APPROPRIATION	<u>1,000,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000,000.00</u>
TOTAL LOCAL REVENUE	5,226,640.00	453,441.53	3,668,475.03	70.19	1,558,164.97

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

01 -GENERAL FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
COUNTY REVENUE					
STATE REVENUE					
01-4-4200-4030 STATE SALES TAX	697,749.00	48,357.17	569,828.42	81.67	127,920.58
01-4-4200-4031 STATE REV SHARE (INCOME TAX)	1,242,950.00	106,791.59	1,067,915.90	85.92	175,034.10
01-4-4200-4035 STATE VEHICLE LIC TAX	<u>397,929.00</u>	<u>30,178.05</u>	<u>293,364.89</u>	<u>73.72</u>	<u>104,564.11</u>
TOTAL STATE REVENUE	2,338,628.00	185,326.81	1,931,109.21	82.57	407,518.79
FIXED ASSET CONTRIBUTION					
DONATIONS REVENUE					
PARKS & REC DONATIONS					
POLICE DONATIONS					
TOTAL REVENUE	7,565,268.00	638,768.34	5,599,584.24	74.02	1,965,683.76
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

01 -GENERAL FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL IMPROVEMENT PLAN</u>					
<u>CONTINGENCY & TRANSFERS</u>					
01-5-2000-9250 DF ECO DEV/MARKET & SEED MONEY	5,000.00	0.00	0.00	0.00	5,000.00
01-5-2000-9400 CONTINGENCY	767,619.00	0.00	55,000.00	7.17	712,619.00
01-5-2000-9801 TRANS OUT DES FUNDS STREETS	360,713.00	0.00	0.00	0.00	360,713.00
01-5-2000-9851 TRANSFER OUT TO CIP	1,386,915.00	0.00	0.00	0.00	1,386,915.00
01-5-2000-9852 TRANSFER TO GRANTS FUND	<u>12,153.00</u>	<u>0.00</u>	<u>12,153.28</u>	<u>100.00</u> (	<u>0.28)</u>
TOTAL CONTINGENCY & TRANSFERS	2,532,400.00	0.00	67,153.28	2.65	2,465,246.72
<u>ADMINISTRATION</u>					
01-5-2100-6000 SALARIES-ADMINISTRATION	154,850.00	12,642.30	128,513.33	82.99	26,336.67
01-5-2100-6020 SOCIAL SECURITY	12,612.00	966.58	10,493.22	83.20	2,118.78
01-5-2100-6022 HEALTH INSURANCE	11,390.00	949.20	9,492.00	83.34	1,898.00
01-5-2100-6023 WORKERS COMP INSURANCE	424.00	0.00	340.20	80.24	83.80
01-5-2100-6024 STATE RETIREMENT	20,260.00	1,553.74	15,794.19	77.96	4,465.81
01-5-2100-6030 TRAVEL & EDUCATION	3,600.00	30.00	1,774.56	49.29	1,825.44
01-5-2100-6035 TRANS & COMM ALLOWANCE	10,000.00	0.00	9,230.82	92.31	769.18
01-5-2100-7015 BUSINESS MEETINGS & MEALS	500.00	0.00	0.00	0.00	500.00
01-5-2100-7020 OFFICE SUPPLIES	500.00	0.00	596.33	119.27 (	96.33)
01-5-2100-7022 DUES & ASSOCIATIONS	1,800.00	0.00	1,542.62	85.70	257.38
01-5-2100-7050 TELEPHONE & INTERNET	400.00	0.00	405.60	101.40 (	5.60)
01-5-2100-8000 EQUIPMENT PURCHASE	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
TOTAL ADMINISTRATION	216,636.00	16,141.82	178,182.87	82.25	38,453.13
<u>TOWN CLERK</u>					
01-5-2101-6000 SALARIES-TOWN CLERK	81,354.00	6,258.00	65,709.00	80.77	15,645.00
01-5-2101-6001 SALARIES TOWN COUNCIL	14,400.00	1,200.00	12,000.00	83.33	2,400.00
01-5-2101-6020 SOCIAL SECURITY	7,325.00	557.04	5,914.90	80.75	1,410.10
01-5-2101-6022 HEALTH INSURANCE	15,902.00	1,325.20	13,252.00	83.34	2,650.00
01-5-2101-6023 WORKERS COMP INSURANCE	246.00	0.00	196.70	79.96	49.30
01-5-2101-6024 STATE RETIREMENT	9,998.00	772.18	8,106.35	81.08	1,891.65
01-5-2101-6026 HSA EMPLOYER PORTION	2,724.00	227.00	2,270.00	83.33	454.00
01-5-2101-6030 TRAVEL & EDUCATION	2,930.00	225.00	1,834.62	62.62	1,095.38
01-5-2101-6031 COUNCIL TRAVEL & EDUCATION	10,000.00	4,032.85	8,890.72	88.91	1,109.28
01-5-2101-7002 GASOLINE	300.00	0.00	0.00	0.00	300.00
01-5-2101-7004 SOFTWARE AND RENEWALS	7,100.00	109.99	4,442.14	62.57	2,657.86
01-5-2101-7015 BUSINESS MEETINGS & MEALS	2,000.00	563.47	1,042.65	52.13	957.35
01-5-2101-7020 OFFICE SUPPLIES	700.00	53.04	774.95	110.71 (	74.95)
01-5-2101-7021 PUBLICATIONS & ADVERTISING	1,800.00	0.00	1,421.79	78.99	378.21
01-5-2101-7022 DUES & ASSOCIATIONS	500.00	175.00	405.00	81.00	95.00
01-5-2101-7050 TELEPHONE & INTERNET	325.00	0.00	166.05	51.09	158.95
01-5-2101-7055 TOWN CODE MAINTENANCE	2,500.00	0.00	1,460.50	58.42	1,039.50
01-5-2101-7300 RECORDS MANAGEMENT	<u>4,988.00</u>	<u>93.94</u>	<u>4,617.98</u>	<u>92.58</u>	<u>370.02</u>
TOTAL TOWN CLERK	165,092.00	15,592.71	132,505.35	80.26	32,586.65

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

01 -GENERAL FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>HUMAN RESOURCES</u>					
01-5-2102-6000 SALARIES- HUMAN RESOURCES	97,535.00	5,960.00	74,442.45	76.32	23,092.55
01-5-2102-6020 SOCIAL SECURITY	7,461.00	437.69	5,808.24	77.85	1,652.76
01-5-2102-6022 HEALTH INSURANCE	10,905.00	1,650.20	15,228.35	139.65 (	4,323.35)
01-5-2102-6023 WORKERS COMP INSURANCE	251.00	0.00	182.73	72.80	68.27
01-5-2102-6024 STATE RETIREMENT	11,987.00	732.48	7,836.41	65.37	4,150.59
01-5-2102-6026 HSA EMPLOYER PORTION	4,502.00	227.00	2,935.22	65.20	1,566.78
01-5-2102-6030 TRAVEL & EDUCATION	2,500.00	0.00	500.05	20.00	1,999.95
01-5-2102-6032 EMPLOYEE RETENTION	4,000.00	107.33	4,751.74	118.79 (	751.74)
01-5-2102-7020 OFFICE SUPPLIES	300.00	0.00	185.30	61.77	114.70
01-5-2102-7021 PUBLICATIONS & ADVERTISING	1,000.00	0.00	1,257.70	125.77 (	257.70)
01-5-2102-7022 DUES & ASSOCIATIONS	800.00	0.00	484.00	60.50	316.00
01-5-2102-7023 HEALTH MANAGEMENT	500.00	143.94	272.69	54.54	227.31
01-5-2102-7024 EMPLOYEE TRAINING	15,000.00	475.00	2,009.62	13.40	12,990.38
01-5-2102-7030 NEW HIRE EXPENSE	3,000.00	704.12	3,085.13	102.84 (	85.13)
01-5-2102-7050 TELEPHONE & INTERNET	425.00	0.00	148.02	34.83	276.98
01-5-2102-8000 EQUIPMENT PURCHASE	500.00	0.00	0.00	0.00	500.00
01-5-2102-9009 UNEMPLOYMENT	5,000.00	0.00	172.90	3.46	4,827.10
01-5-2102-9010 PROFESSIONAL SERVICES	<u>0.00</u>	<u>0.00</u>	<u>43,611.15</u>	<u>0.00 (</u>	<u>43,611.15)</u>
TOTAL HUMAN RESOURCES	165,666.00	10,437.76	162,911.70	98.34	2,754.30

FINANCE

01-5-2103-6000 SALARIES FINANCE	219,045.00	19,423.74	180,976.36	82.62	38,068.64
01-5-2103-6020 SOCIAL SECURITY	16,757.00	1,448.77	14,380.39	85.82	2,376.61
01-5-2103-6022 HEALTH INSURANCE	30,516.00	1,758.40	24,645.25	80.76	5,870.75
01-5-2103-6023 WORKERS COMP INSURANCE	563.00	0.00	435.94	77.43	127.06
01-5-2103-6024 STATE RETIREMENT	26,921.00	1,891.38	21,983.53	81.66	4,937.47
01-5-2103-6026 HSA EMPLOYER PORTION	8,663.00	517.00	7,013.78	80.96	1,649.22
01-5-2103-6030 TRAVEL & EDUCATION	4,985.00	349.96	2,686.54	53.89	2,298.46
01-5-2103-7020 OFFICE SUPPLIES	1,200.00	0.00	1,010.03	84.17	189.97
01-5-2103-7021 PUBLICATIONS & ADVERTISING	1,000.00	0.00	1,000.00	100.00	0.00
01-5-2103-7022 DUES & ASSOCIATIONS	616.00	0.00	459.00	74.51	157.00
01-5-2103-7023 TRANSPARENCY POSTINGS	1,000.00	0.00	1,000.00	100.00	0.00
01-5-2103-7024 PHOENIX BUSINESS INT	275.00	0.00	275.00	100.00	0.00
01-5-2103-7025 POSTAGE	750.00	0.00	520.56	69.41	229.44
01-5-2103-7050 TELEPHONE & INTERNET	575.00	0.00	268.17	46.64	306.83
01-5-2103-7999 MISCELLANEOUS	<u>0.00</u>	<u>0.00</u>	<u>(160.81)</u>	<u>0.00</u>	<u>160.81</u>
TOTAL FINANCE	312,866.00	25,389.25	256,493.74	81.98	56,372.26

TOWN WIDE

01-5-2300-6000 SALARIES - TOWN WIDE	125,262.00	5,816.30	53,372.21	42.61	71,889.79
01-5-2300-6020 SOCIAL SECURITY	9,583.00	444.06	4,042.21	42.18	5,540.79
01-5-2300-6022 HEALTH INSURANCE	20,114.00	1,583.20	7,916.00	39.36	12,198.00
01-5-2300-6023 WORKERS COMP INSURANCE	235.00	0.00	74.09	31.53	160.91
01-5-2300-6024 STATE RETIREMENT	11,339.00	714.82	4,271.05	37.67	7,067.95
01-5-2300-6026 HSA EMPLOYER PORTION	0.00	290.00	1,450.00	0.00 (	1,450.00)
01-5-2300-6045 CELL PHONE STIPEND	1,800.00	300.00	1,793.75	99.65	6.25
01-5-2300-7001 EQUIPMENT REPAIR & MAINTANCE	10,000.00	1,284.07	3,364.73	33.65	6,635.27
01-5-2300-7002 INCODE MAINTANCE	22,400.00	0.00	17,582.26	78.49	4,817.74

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

01 -GENERAL FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-5-2300-7004 SOFTWARE AND RENEWALS	41,000.00	311.14	32,522.18	79.32	8,477.82
01-5-2300-7005 IT HARDWARE SERVICE CONTRACTS	5,000.00	0.00	465.00	9.30	4,535.00
01-5-2300-7007 ARC GIS LICENSE & SOFTWARE	3,400.00	0.00	3,661.31	107.69 (	261.31)
01-5-2300-7008 PLOTTER MAINT A&E REPROGRAPH	1,800.00	0.00	0.00	0.00	1,800.00
01-5-2300-7015 BUSINESS MEETINGS & MEALS	1,500.00	0.00	799.33	53.29	700.67
01-5-2300-7020 OFFICE SUPPLIES	1,100.00	75.04	1,013.10	92.10	86.90
01-5-2300-7022 DUES AND ASSOCIATION FEES	13,000.00	0.00	10,275.69	79.04	2,724.31
01-5-2300-7025 POSTAGE	1,025.00	0.00	1,073.27	104.71 (	48.27)
01-5-2300-7910 BANK CHARGES/CREDIT CARD FEES	8,000.00	0.00	483.97	6.05	7,516.03
01-5-2300-8001 ITC EQUIPMENT	30,000.00	3,809.03	38,024.00	126.75 (	8,024.00)
01-5-2300-9002 IT CONTRACT SERVICES	105,000.00	3,605.00	59,852.50	57.00	45,147.50
01-5-2300-9003 MFFC PAYMENT	12,500.00	0.00	12,297.55	98.38	202.45
01-5-2300-9004 LEGAL MUNICIPAL	75,000.00	3,746.73	46,274.42	61.70	28,725.58
01-5-2300-9007 AUDIT COSTS	29,750.00	0.00	29,750.00	100.00	0.00
01-5-2300-9008 LIABILITY & PROPERTY INSURANCE	77,829.00	4,443.72	94,591.99	121.54 (	16,762.99)
01-5-2300-9010 EMERGENCY MANAGEMENT SUPPLIES	2,000.00	0.00	0.00	0.00	2,000.00
01-5-2300-9015 TOWN WEB SITE	8,448.00	0.00	5,283.04	62.54	3,164.96
01-5-2300-9018 INSURANCE CLAIMS	800.00	0.00	900.00	112.50 (	100.00)
01-5-2300-9250 TOURISM/MARKETING	<u>40,000.00</u>	<u>4,750.00</u>	<u>33,550.60</u>	<u>83.88</u>	<u>6,449.40</u>
TOTAL TOWN WIDE	657,885.00	31,173.11	464,684.25	70.63	193,200.75

LIBRARY

COMMUNITY DEVELOPMENT

01-5-2500-6000 SALARIES- PLANNING & ZONING	382,570.00	18,857.48	245,006.63	64.04	137,563.37
01-5-2500-6020 SOCIAL SECURITY	29,267.00	1,420.06	19,120.21	65.33	10,146.79
01-5-2500-6022 HEALTH INSURANCE	69,765.00	2,676.60	41,140.09	58.97	28,624.91
01-5-2500-6023 WORKERS COMP INSURANCE	3,476.00	0.00	1,470.22	42.30	2,005.78
01-5-2500-6024 STATE RETIREMENT	46,994.00	2,317.58	29,658.15	63.11	17,335.85
01-5-2500-6026 HSA EMPLOYER PORTION	12,093.00	744.00	7,387.52	61.09	4,705.48
01-5-2500-6030 TRAVEL & EDUCATION	3,500.00	0.00	3,143.38	89.81	356.62
01-5-2500-6031 COMM & BOARD TRAVEL & ED	2,000.00	0.00	0.00	0.00	2,000.00
01-5-2500-7001 EQUIPMENT REPAIRS & MAINT	2,000.00	0.00	1,762.14	88.11	237.86
01-5-2500-7002 GASOLINE	1,500.00	0.00	908.40	60.56	591.60
01-5-2500-7012 SOFTWARE MAINTENANCE	11,000.00	0.00	7,260.00	66.00	3,740.00
01-5-2500-7015 BUSINESS MEETINGS & MEALS	500.00	0.00	0.00	0.00	500.00
01-5-2500-7020 OFFICE SUPPLIES	2,000.00	119.37	5,292.18	264.61 (	3,292.18)
01-5-2500-7021 PUBLICATIONS & ADVERSTISING	1,500.00	135.85	467.30	31.15	1,032.70
01-5-2500-7022 DUES & ASSOCIATIONS	2,000.00	0.00	1,192.13	59.61	807.87
01-5-2500-7025 POSTAGE	600.00	11.56	371.04	61.84	228.96
01-5-2500-7026 PRINTING FEE	1,500.00	0.00	0.00	0.00	1,500.00
01-5-2500-7050 TELEPHONE & INTERNET	2,500.00	0.00	1,629.02	65.16	870.98
01-5-2500-8000 EQUIPMENT PURCHASE	1,000.00	0.00	0.00	0.00	1,000.00
01-5-2500-9005 CONTRACT SERVICES	<u>100,000.00</u>	<u>8,630.00</u>	<u>21,349.50</u>	<u>21.35</u>	<u>78,650.50</u>
TOTAL COMMUNITY DEVELOPMENT	675,765.00	34,912.50	387,157.91	57.29	288,607.09

CODE DEPT

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

01 -GENERAL FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>P&R</u>					
<u>P&R - POOL</u>					
<u>PARKS & RECREATION</u>					
01-5-2602-6000 SALARIES - PARKS & RECREATION	174,167.00	13,661.59	132,599.97	76.13	41,567.03
01-5-2602-6002 AMBASSADOR SALARIES	4,918.00	0.00	1,386.16	28.19	3,531.84
01-5-2602-6020 SOCIAL SECURITY	13,698.00	1,009.34	10,437.05	76.19	3,260.95
01-5-2602-6022 HEALTH INSURANCE	48,187.00	3,582.60	30,158.40	62.59	18,028.60
01-5-2602-6023 WORKERS COMP INSURANCE	643.00	0.00	320.09	49.78	322.91
01-5-2602-6024 STATE RETIREMENT	21,175.00	1,621.82	16,068.44	75.88	5,106.56
01-5-2602-6026 HSA EMPLOYER PORTION	3,480.00	580.00	5,800.00	166.67 (	2,320.00)
01-5-2602-6030 TRAVEL & EDUCATION	2,200.00	0.00	1,067.70	48.53	1,132.30
01-5-2602-6033 VOLUNTEER APPRECIATION EXP	1,000.00	173.48	173.48	17.35	826.52
01-5-2602-7020 OFFICE SUPPLIES	300.00	39.44	288.58	96.19	11.42
01-5-2602-7022 DUES AND ASSOCIATIONS	380.00	0.00	480.00	126.32 (	100.00)
01-5-2602-7050 TELEPHONE & INTERNET	700.00	0.00	286.20	40.89	413.80
01-5-2602-7300 PROGRAMMING	2,500.00	0.00	763.90	30.56	1,736.10
01-5-2602-7700 FOURTH OF JULY	1,000.00	0.00	829.50	82.95	170.50
01-5-2602-7800 HALLOWEEN	1,000.00	0.00	832.85	83.29	167.15
01-5-2602-7801 CHRISTMAS	1,000.00	0.00	0.00	0.00	1,000.00
01-5-2602-7900 PARK LEASES & MAINTENANCE	850.00	0.00	828.06	97.42	21.94
01-5-2602-8000 EQUIPMENT PURCHASE	<u>3,000.00</u>	<u>0.00</u>	<u>1,799.75</u>	<u>59.99</u>	<u>1,200.25</u>
TOTAL PARKS & RECREATION	280,198.00	20,668.27	204,120.13	72.85	76,077.87
<u>CLUBHOUSE</u>					
<u>COURT</u>					
01-5-2800-6000 SALARIES- COURT	28,000.00	2,374.62	25,687.41	91.74	2,312.59
01-5-2800-6020 SOCIAL SECURITY	2,142.00	181.66	2,047.42	95.58	94.58
01-5-2800-6023 WORKERS COMP INSURANCE	72.00	0.00	62.05	86.18	9.95
01-5-2800-8020 PUBLIC DEFENDER/DEFENSE ATTY	14,000.00	0.00	0.00	0.00	14,000.00
01-5-2800-8030 PROSECUTING ATTORNEY	30,000.00	2,500.00	22,500.00	75.00	7,500.00
01-5-2800-9005 CONTRACT SERVICES	105,420.00	0.00	50,200.00	47.62	55,220.00
01-5-2800-9400 CONTINGENCY	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>
TOTAL COURT	199,634.00	5,056.28	100,496.88	50.34	99,137.12
<u>POLICE</u>					
01-5-2900-6000 SALARIES- POLICE	894,208.00	69,991.63	759,398.92	84.92	134,809.08
01-5-2900-6001 OVERTIME- POLICE	43,440.00	1,894.41	36,982.38	85.13	6,457.62
01-5-2900-6020 SOCIAL SECURITY	72,832.00	5,303.38	62,990.54	86.49	9,841.46
01-5-2900-6021 PSPRS RETIREMENT	217,749.00	14,496.75	152,181.28	69.89	65,567.72
01-5-2900-6022 HEALTH INSURANCE	167,441.00	16,491.58	150,204.61	89.71	17,236.39
01-5-2900-6023 WORKERS COMP INSURANCE	44,681.00	0.00	35,434.20	79.30	9,246.80
01-5-2900-6024 STATE RETIREMENT	12,248.00	804.91	10,153.23	82.90	2,094.77
01-5-2900-6026 HSA EMPLOYER PORTION	27,465.00	2,749.00	24,463.68	89.07	3,001.32
01-5-2900-6030 TRAVEL & EDUCATION	6,500.00	561.92	3,221.63	49.56	3,278.37
01-5-2900-6040 UNIFORM ALLOWANCE	14,400.00	0.00	16,560.19	115.00 (	2,160.19)
01-5-2900-7001 EQUIPMENT REPAIRS & MAINT	12,000.00	1,471.55	9,508.95	79.24	2,491.05

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

01 -GENERAL FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-5-2900-7002 GASOLINE & CAR WASHES	20,000.00	165.00	20,312.77	101.56 (	312.77)
01-5-2900-7009 AMMUNITION & RANGE	2,000.00	0.00	1,999.97	100.00	0.03
01-5-2900-7015 BUSINESS MEETINGS & MEALS	3,500.00	251.73	937.49	26.79	2,562.51
01-5-2900-7020 OFFICE SUPPLIES	3,839.00	386.71	2,818.46	73.42	1,020.54
01-5-2900-7021 PUBLICATIONS & ADVERTISING	500.00	0.00	0.00	0.00	500.00
01-5-2900-7022 DUES & ASSOCIATIONS	1,000.00	0.00	1,243.00	124.30 (	243.00)
01-5-2900-7023 COMMUNITY PROGRAMS	2,000.00	359.52	1,728.71	86.44	271.29
01-5-2900-7025 POSTAGE	250.00	0.00	170.35	68.14	79.65
01-5-2900-7050 TELEPHONE & INTERNET	14,480.00	336.40	9,064.27	62.60	5,415.73
01-5-2900-7500 POLICE SUPPLIES	4,200.00	4.12	4,103.20	97.70	96.80
01-5-2900-7501 TOWING	200.00	0.00	262.15	131.08 (	62.15)
01-5-2900-7502 ANIMAL CONTROL	125.00	0.00	114.35	91.48	10.65
01-5-2900-7504 SILENT WITNESS	100.00	0.00	0.00	0.00	100.00
01-5-2900-7505 ANIMAL SHELTER	9,500.00	1,583.34	7,916.70	83.33	1,583.30
01-5-2900-7550 BUILDING & EMPLOYEE SAFETY	500.00	0.00	0.00	0.00	500.00
01-5-2900-8000 EQUIPMENT PURCHASE	20,000.00	3,290.62	16,990.44	84.95	3,009.56
01-5-2900-8003 RECORDS SOFTWARE SUPPORT	11,822.00	0.00	11,002.36	93.07	819.64
01-5-2900-8005 CLOUD STORAGE/CAMERA SUPPORT	12,859.00	0.00	11,192.81	87.04	1,666.19
01-5-2900-9007 DISPATCHING CONTRACT	94,500.00	0.00	70,817.76	74.94	23,682.24
01-5-2900-9010 EMERGENCY MANAGEMENT	<u>1,800.00</u>	<u>0.00</u>	<u>1,762.00</u>	<u>97.89</u> (	<u>38.00</u>
TOTAL POLICE	1,716,139.00	120,142.57	1,423,536.40	82.95	292,602.60

POLICE- SRO
VERDE RIVER RAPS

01-5-2905-6000 SALARIES-VERDE RIVER RAPS	46,483.00	3,116.25	22,213.76	47.79	24,269.24
01-5-2905-6020 SOCIAL SECURITY	3,602.00	238.39	1,814.05	50.36	1,787.95
01-5-2905-6023 WORKERS COMP INSURANCE	1,297.00	0.00	810.23	62.47	486.77
01-5-2905-6024 STATE RETIREMENT	558.00	6.29	255.65	45.82	302.35
01-5-2905-6030 UNIFORM ALLOWANCE	300.00	0.00	151.30	50.43	148.70
01-5-2905-7001 EQUIPMENT REPAIR & MAINTENANC	2,000.00	1,440.89	2,121.54	106.08 (	121.54)
01-5-2905-7002 GASOLINE	2,600.00	0.00	2,281.29	87.74	318.71
01-5-2905-7050 TELEPHONE & INTERNET	600.00	0.00	326.51	54.42	273.49
01-5-2905-7060 RAP RESTROOMS	9,600.00	374.00	4,378.00	45.60	5,222.00
01-5-2905-7500 SUPPLIES	<u>1,200.00</u>	<u>50.22</u>	<u>1,308.70</u>	<u>109.06</u> (	<u>108.70</u>
TOTAL VERDE RIVER RAPS	68,240.00	5,226.04	35,661.03	52.26	32,578.97

PUBLIC WORKS

01-5-3101-6000 SALARIES- PUBLIC WORKS	233,441.00	18,044.86	188,976.97	80.95	44,464.03
01-5-3101-6001 OVERTIME- PUBLIC WORKS	0.00	0.00	132.21	0.00 (	132.21)
01-5-3101-6020 SOCIAL SECURITY	17,954.00	1,343.52	14,807.48	82.47	3,146.52
01-5-3101-6022 HEALTH INSURANCE	51,588.00	3,832.32	38,047.13	73.75	13,540.87
01-5-3101-6023 WORKERS COMP INSURANCE	8,868.00	0.00	6,841.15	77.14	2,026.85
01-5-3101-6024 STATE RETIREMENT	28,842.00	2,206.67	22,117.34	76.68	6,724.66
01-5-3101-6026 HSA EMPLOYER PORTION	10,354.00	864.26	8,605.30	83.11	1,748.70
01-5-3101-6030 TRAVEL & EDUCATION	3,000.00	151.25	151.25	5.04	2,848.75
01-5-3101-6040 UNIFORMS	2,000.00	0.00	1,528.60	76.43	471.40
01-5-3101-7001 EQUIPMENT REPAIRS & MAINTANCE	10,000.00	674.88	10,373.34	103.73 (	373.34)
01-5-3101-7002 GASOLINE	5,000.00	0.00	5,596.69	111.93 (	596.69)
01-5-3101-7004 PARK EQUIPT REPAIRS & MAINT	8,000.00	0.00	5,051.50	63.14	2,948.50

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

01 -GENERAL FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-5-3101-7006 LANDSCAPING	750.00	0.00	45.64	6.09	704.36
01-5-3101-7008 EQUIPMENT RENTAL	1,000.00	0.00	107.40	10.74	892.60
01-5-3101-7012 SOFTWARE MAINTENANCE	2,000.00	616.26	2,486.26	124.31 (	486.26)
01-5-3101-7015 BUSINESS MEETINGS & MEALS	200.00	6.97	105.13	52.57	94.87
01-5-3101-7020 OFFICE SUPPLIES	425.00	42.04	338.51	79.65	86.49
01-5-3101-7021 PUBLICATIONS & ADVERTISING	100.00	0.00	0.00	0.00	100.00
01-5-3101-7022 DUES & ASSOCIATIONS	725.00	0.00	129.00	17.79	596.00
01-5-3101-7050 TELEPHONE & INTERNET	2,750.00	0.00	2,181.00	79.31	569.00
01-5-3101-7060 HEATING	7,000.00	0.00	4,944.21	70.63	2,055.79
01-5-3101-7061 WATER USE	37,000.00	0.00	21,546.04	58.23	15,453.96
01-5-3101-7062 ELECTRICAL	59,000.00	0.00	38,179.88	64.71	20,820.12
01-5-3101-7500 BUILDING SUPPLIES	3,750.00	0.00	3,741.74	99.78	8.26
01-5-3101-7501 PEST CONTROL	2,900.00	55.00	1,462.84	50.44	1,437.16
01-5-3101-7503 BUILDING MAINTENANCE	7,500.00	1,670.54	6,475.04	86.33	1,024.96
01-5-3101-7504 CLEANING SUPPLIES	750.00	0.00	922.39	122.99 (	172.39)
01-5-3101-7505 BLDGS & GROUNDS TOOLS	2,100.00	5,014.62	6,275.93	298.85 (	4,175.93)
01-5-3101-7550 EMPLOYEE SAFETY	750.00	90.00	912.96	121.73 (	162.96)
01-5-3101-9010 PROFESSIONAL SERVICES	10,000.00	1,208.48	6,771.58	67.72	3,228.42
01-5-3101-9012 TRANSIT CONTRACT	<u>57,000.00</u>	<u>0.00</u>	<u>57,000.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL PUBLIC WORKS	574,747.00	35,821.67	455,854.51	79.31	118,892.49
<u>DONATIONS</u>					
<u>PARKS & REC DONATION EXP</u>					
<u>POLICE DONATION EXPENSE</u>					
<u>HERITAGE CONSERVANCY</u>					
TOTAL EXPENDITURES	7,565,268.00	320,561.98	3,868,758.05	51.14	3,696,509.95
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	318,206.36	1,730,826.19		(1,730,826.19)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

03 -HURF (STREETS)

FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LOCAL REVENUE	690,780.00	409,812.17	699,505.09	101.26 (	8,725.09)
STATE REVENUE	<u>480,930.00</u>	<u>39,028.83</u>	<u>338,257.13</u>	<u>70.33</u>	<u>142,672.87</u>
TOTAL REVENUES	1,171,710.00	448,841.00	1,037,762.22	88.57	133,947.78
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
HURF (STREETS)	176,930.00	0.00	3,006.91	1.70	173,923.09
HURF CIP	<u>994,780.00</u>	<u>550,454.59</u>	<u>583,642.09</u>	<u>58.67</u>	<u>411,137.91</u>
TOTAL EXPENDITURES	1,171,710.00	550,454.59	586,649.00	50.07	585,061.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	101,613.59)	451,113.22	(	451,113.22)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

03 -HURF (STREETS)

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>LOCAL REVENUE</u>					
03-4-4000-4030 HB 2748 HURF ALLOCATION	664,780.00	398,868.00	598,302.00	90.00	66,478.00
03-4-4000-4700 INTEREST LGIP 92148	<u>26,000.00</u>	<u>10,944.17</u>	<u>101,203.09</u>	<u>389.24</u>	(<u>75,203.09</u>)
TOTAL LOCAL REVENUE	690,780.00	409,812.17	699,505.09	101.26	(8,725.09)
 <u>STATE REVENUE</u>					
03-4-4200-4032 HIGHWAY USER (HURF)	<u>480,930.00</u>	<u>39,028.83</u>	<u>338,257.13</u>	<u>70.33</u>	<u>142,672.87</u>
TOTAL STATE REVENUE	480,930.00	39,028.83	338,257.13	70.33	142,672.87
 <u>STREET DONATIONS</u>					
TOTAL REVENUE	1,171,710.00	448,841.00	1,037,762.22	88.57	133,947.78
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

03 -HURF (STREETS)

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>HURF (STREETS)</u>					
03-5-0100-6003 REIMBURSEMENT TO GF	48,093.00	0.00	0.00	0.00	48,093.00
03-5-0100-8006 STREET SIGNS & STRIPING	5,000.00	0.00	3,006.91	60.14	1,993.09
03-5-0100-9400 CONTINGENCY	<u>123,837.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>123,837.00</u>
TOTAL HURF (STREETS)	176,930.00	0.00	3,006.91	1.70	173,923.09
 <u>HURF CIP</u>					
03-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>994,780.00</u>	<u>550,454.59</u>	<u>583,642.09</u>	<u>58.67</u>	<u>411,137.91</u>
TOTAL HURF CIP	994,780.00	550,454.59	583,642.09	58.67	411,137.91
 <u>CLARKDALE R&M</u>					
 <u>COTTONWOOD R&M</u>					
 <u>FIRE DISTRICT</u>					
 <u>OFU-FUND BALANCE APPROP.</u>					
TOTAL EXPENDITURES	1,171,710.00	550,454.59	586,649.00	50.07	585,061.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	101,613.59)	451,113.22	(	451,113.22)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

06 -STREET FUND UNRESTRICTED
FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LOCAL REVENUE	<u>840,360.00</u>	<u>3,407.92</u>	<u>76,249.92</u>	<u>9.07</u>	<u>764,110.08</u>
TOTAL REVENUES	840,360.00	3,407.92	76,249.92	9.07	764,110.08
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
STREETS UNRESTRICTED	387,110.00	19,663.71	295,529.80	76.34	91,580.20
CAPITAL IMPROVEMENT PLAN	<u>453,250.00</u>	<u>3,086.96</u>	<u>285,256.42</u>	<u>62.94</u>	<u>167,993.58</u>
TOTAL EXPENDITURES	840,360.00	22,750.67	580,786.22	69.11	259,573.78
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	19,342.75) (	504,536.30)		504,536.30

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

06 -STREET FUND UNRESTRICTED

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>LOCAL REVENUE</u>					
06-4-4000-4500 MISC REVENUE	0.00	0.00	18,245.00	0.00 (	18,245.00)
06-4-4000-4600 UVSP AGREEMENT REVENUE	50,000.00	0.00	24,200.00	48.40	25,800.00
06-4-4000-4709 LGIP INTEREST 93924	11,000.00	3,407.92	33,804.92	307.32 (	22,804.92)
06-4-4000-4802 TRANS IN FR SANITATION FD	235,000.00	0.00	0.00	0.00	235,000.00
06-4-4000-4992 DES FD GEN STREET PROJECTS	360,713.00	0.00	0.00	0.00	360,713.00
06-4-4000-6050 FUND BALANCE APPROPRIATION	<u>183,647.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>183,647.00</u>
TOTAL LOCAL REVENUE	840,360.00	3,407.92	76,249.92	9.07	764,110.08
<u>STATE REVENUE</u>					
TOTAL REVENUE	840,360.00	3,407.92	76,249.92	9.07	764,110.08
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

06 -STREET FUND UNRESTRICTED

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>STREETS UNRESTRICTED</u>					
06-5-0100-6000 SALARIES O & M	159,609.00	13,499.19	135,074.91	84.63	24,534.09
06-5-0100-6001 OVERTIME- STREETS	0.00	0.00	2.17	0.00 (	2.17)
06-5-0100-6020 SOCIAL SECURITY	12,257.00	1,019.07	10,274.59	83.83	1,982.41
06-5-0100-6022 HEALTH INSURANCE	32,349.00	1,784.83	17,698.05	54.71	14,650.95
06-5-0100-6023 WORKERS COMPENSATION	8,360.00	0.00	6,744.07	80.67	1,615.93
06-5-0100-6024 STATE RETIREMENT	19,693.00	1,581.89	16,404.22	83.30	3,288.78
06-5-0100-6026 HSA EMPLOYER PORTION	4,112.00	341.24	3,390.48	82.45	721.52
06-5-0100-6030 TRAVEL & EDUCATION	3,000.00	66.25	920.11	30.67	2,079.89
06-5-0100-6040 UNIFORM ALLOWANCE	1,000.00	0.00	913.59	91.36	86.41
06-5-0100-7001 EQUIPMENT REPAIRS & MAINT	5,000.00	0.87	5,063.05	101.26 (	63.05)
06-5-0100-7002 GASOLINE	3,500.00	0.00	4,541.33	129.75 (	1,041.33)
06-5-0100-7004 SOFTWARE PROGRAMS/MAINT	3,750.00	0.00	1,870.00	49.87	1,880.00
06-5-0100-7015 BUSINESS MEETINGS & MEALS	100.00	28.54	126.71	126.71 (	26.71)
06-5-0100-7020 OFFICE SUPPLIES	275.00	31.42	199.77	72.64	75.23
06-5-0100-7021 PUBLICATIONS & ADVERTISING	100.00	0.00	0.00	0.00	100.00
06-5-0100-7022 DUES & ASSOCIATIONS	150.00	0.00	129.00	86.00	21.00
06-5-0100-7050 TELEPHONE	1,500.00	0.00	1,306.73	87.12	193.27
06-5-0100-7062 ELECTRICAL	24,000.00	0.00	18,516.05	77.15	5,483.95
06-5-0100-7063 SIDEWALKS	36,000.00	0.00	33,808.94	93.91	2,191.06
06-5-0100-7500 STREET SUPPLIES	12,500.00	101.93	7,781.64	62.25	4,718.36
06-5-0100-7505 TOOLS	1,100.00	0.00	768.33	69.85	331.67
06-5-0100-7550 EMPLOYEE SAFETY EQUIPMENT	500.00	0.00	658.40	131.68 (	158.40)
06-5-0100-9008 LIABILITY & PROPERTY INSURANCE	19,671.00	0.00	21,274.05	108.15 (	1,603.05)
06-5-0100-9010 PROFESSIONAL SERVICES	10,000.00	1,208.48	8,063.61	80.64	1,936.39
06-5-0100-9400 CONTINGENCY	24,098.00	0.00	0.00	0.00	24,098.00
06-5-0100-9803 BENT RIVER MAINT/ DES FDS	<u>4,486.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,486.00</u>
TOTAL STREETS UNRESTRICTED	387,110.00	19,663.71	295,529.80	76.34	91,580.20
<u>CAPITAL IMPROVEMENT PLAN</u>					
06-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>453,250.00</u>	<u>3,086.96</u>	<u>285,256.42</u>	<u>62.94</u>	<u>167,993.58</u>
TOTAL CAPITAL IMPROVEMENT PLAN	453,250.00	3,086.96	285,256.42	62.94	167,993.58
<u>OTHER FINANCING USES</u>					
<u>MISC</u>					
TOTAL EXPENDITURES	840,360.00	22,750.67	580,786.22	69.11	259,573.78
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	19,342.75) (	504,536.30)		504,536.30

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

11 -WASTEWATER FUND

FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
WASTEWATER P & E IMPROVMT	650,000.00	0.00	0.00	0.00	650,000.00
WASTERWATER REVENUE	<u>2,173,512.00</u>	<u>95,593.38</u>	<u>923,826.47</u>	<u>42.50</u>	<u>1,249,685.53</u>
TOTAL REVENUES	2,823,512.00	95,593.38	923,826.47	32.72	1,899,685.53
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WASTE WATER O & M	1,703,064.00	38,888.48	545,326.13	32.02	1,157,737.87
WASTEWATER P & E IMPROVMT	215,448.00	0.00	218,517.57	101.42 (	3,069.57)
CAPITAL IMPROVEMENT PLAN	<u>905,000.00</u>	<u>124,163.18</u>	<u>173,242.44</u>	<u>19.14</u>	<u>731,757.56</u>
TOTAL EXPENDITURES	2,823,512.00	163,051.66	937,086.14	33.19	1,886,425.86
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	67,458.28) (	13,259.67)		13,259.67

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

11 -WASTEWATER FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTEWATER P & E IMPROVMT</u>					
11-4-0703-9803 CAPITAL TRANSFER IN	<u>650,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>650,000.00</u>
TOTAL WASTEWATER P & E IMPROVMT	650,000.00	0.00	0.00	0.00	650,000.00
 <u>WASTERWATER REVENUE</u>					
11-4-4000-4014 SEWER USE FEES	963,376.00	83,370.32	795,812.74	82.61	167,563.26
11-4-4000-4116 SEWER LINE REPLACEMENT REVENUE	36,338.00	2,965.00	29,699.05	81.73	6,638.95
11-4-4000-4120 SEWER CAPACITY FEES	288,198.00	0.00	0.00	0.00	288,198.00
11-4-4000-4125 SEWER CONNECTION FEES	41,000.00	0.00	3,500.00	8.54	37,500.00
11-4-4000-4201 EFFLUENT/ RECLAIMED WATER SALE	6,000.00	141.45	4,511.36	75.19	1,488.64
11-4-4000-4203 SBA TOWER LEASE REVENUE	0.00	392.06	3,885.55	0.00 (	3,885.55)
11-4-4000-4500 MISCELLANEOUS REVENUE	0.00	0.00	63.85	0.00 (	63.85)
11-4-4000-4507 CC SURCHARGE REVENUE	600.00	0.00	0.00	0.00	600.00
11-4-4000-4700 INTEREST INCOME-MISC. WW	7,000.00	0.00	0.00	0.00	7,000.00
11-4-4000-4705 LGIP WASTEWATER 93947	19,000.00	5,763.06	57,166.75	300.88 (	38,166.75)
11-4-4000-4709 LGIP WW BOND RESERVE 93925	0.00	2,130.51	21,133.61	0.00 (	21,133.61)
11-4-4000-4800 TRANSFERS IN	800,000.00	0.00	0.00	0.00	800,000.00
11-4-4000-4900 SEWER LATE FEES	12,000.00	827.66	8,050.24	67.09	3,949.76
11-4-4000-7600 RECOVERY OF BAD DEBTS	<u>0.00</u>	<u>3.32</u>	<u>3.32</u>	<u>0.00 (</u>	<u>3.32)</u>
TOTAL WASTERWATER REVENUE	2,173,512.00	95,593.38	923,826.47	42.50	1,249,685.53
TOTAL REVENUE	2,823,512.00	95,593.38	923,826.47	32.72	1,899,685.53
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

11 -WASTEWATER FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTE WATER O & M</u>					
11-5-0700-6000 SALARIES-WASTEWATER O&M	181,832.00	12,745.68	136,457.53	75.05	45,374.47
11-5-0700-6001 OVERTIME	0.00	624.40	2,046.00	0.00 (	2,046.00)
11-5-0700-6003 REIMBURSEMENT FEE TO GF	68,441.00	0.00	0.00	0.00	68,441.00
11-5-0700-6020 SOCIAL SECURITY	13,959.00	1,014.70	10,560.80	75.66	3,398.20
11-5-0700-6022 HEALTH INSURANCE	31,018.00	1,981.75	18,597.69	59.96	12,420.31
11-5-0700-6023 WORKERS COMPENSATION	7,956.00	0.00	3,752.28	47.16	4,203.72
11-5-0700-6024 STATE RETIREMENT	22,424.00	1,599.08	16,029.34	71.48	6,394.66
11-5-0700-6026 HSA EMPLOYER PORTION	7,687.00	596.91	5,451.11	70.91	2,235.89
11-5-0700-6030 TRAVEL & EDUCATION	2,500.00	229.29	721.13	28.85	1,778.87
11-5-0700-6031 CERTIFICATIONS	2,700.00	0.00	724.82	26.85	1,975.18
11-5-0700-6040 UNIFORM ALLOWANCE	1,000.00	0.00	695.66	69.57	304.34
11-5-0700-7000 LIFT STATION O&M	7,000.00	0.00	7,234.39	103.35 (	234.39)
11-5-0700-7001 FLEET MAINT.& REPAIR	4,000.00	178.00	3,399.98	85.00	600.02
11-5-0700-7002 GASOLINE	3,500.00	0.00	4,266.63	121.90 (	766.63)
11-5-0700-7003 CHEMICALS	36,000.00	2,548.07	27,681.07	76.89	8,318.93
11-5-0700-7004 RECLAIM WATER	2,500.00	11.23	2,400.19	96.01	99.81
11-5-0700-7005 LINE REPAIRS/REPLACEMENT	10,000.00	229.27	1,664.98	16.65	8,335.02
11-5-0700-7010 WWTP O&M	30,600.00	78.24	23,987.91	78.39	6,612.09
11-5-0700-7011 SEWER TAPS (CONNECTION)	500.00	0.00	0.00	0.00	500.00
11-5-0700-7013 SOFTWARE MAINTENANCE/RENEWAL	2,000.00	0.00	1,870.00	93.50	130.00
11-5-0700-7014 UNIFORM CLEANING SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
11-5-0700-7015 BUSINESS MEETINGS & MEALS	100.00	6.98	283.31	283.31 (	183.31)
11-5-0700-7020 OFFICE SUPPLIES	500.00	31.42	460.13	92.03	39.87
11-5-0700-7022 DUES & ASSOCIATIONS	1,500.00	0.00	262.50	17.50	1,237.50
11-5-0700-7025 POSTAGE	100.00	0.00	20.79	20.79	79.21
11-5-0700-7050 TELEPHONE & INTERNET	1,750.00	0.00	1,042.62	59.58	707.38
11-5-0700-7061 WATER	2,800.00	0.00	1,841.26	65.76	958.74
11-5-0700-7062 ELECTRICAL	75,000.00	0.00	65,463.38	87.28	9,536.62
11-5-0700-7505 TOOLS	4,000.00	323.18	2,646.29	66.16	1,353.71
11-5-0700-7550 EMPLOYEE SAFETY	750.00	93.27	675.96	90.13	74.04
11-5-0700-7600 BAD DEBTS	1,350.00	0.00	0.00	0.00	1,350.00
11-5-0700-7910 BANKING/CREDIT CARD EXPENSE	7,000.00	0.00	4,712.10	67.32	2,287.90
11-5-0700-7911 INCODE MAINTENANCE	1,400.00	0.00	1,428.36	102.03 (	28.36)
11-5-0700-7920 FISHER HOUSE MAINTENANCE	2,000.00	20.00	2,779.60	138.98 (	779.60)
11-5-0700-7950 BILL PRINTING&PMT PORTAL (L&R)	5,000.00	856.75	4,302.04	86.04	697.96
11-5-0700-8000 EQUIPMENT PURCHASE	26,000.00	0.00	14.27	0.05	25,985.73
11-5-0700-8900 GAIN/LOSS ON ASSET DISPOSAL	0.00	0.00 (	602.00)	0.00	602.00
11-5-0700-9008 LIABILITY & PROPERTY INSURANCE	26,342.00	0.00	28,469.23	108.08 (	2,127.23)
11-5-0700-9009 CONTRACTED OPERATORS	115,000.00	9,940.00	89,460.00	77.79	25,540.00
11-5-0700-9010 PROFESSIONAL SERVICES	38,500.00	2,999.35	27,902.44	72.47	10,597.56
11-5-0700-9012 REGULATORY FEES ADEQ	6,750.00	0.00	3,568.00	52.86	3,182.00
11-5-0700-9015 CHEMICAL TESTING	27,000.00	1,450.00	20,127.00	74.54	6,873.00
11-5-0700-9018 SLUDGE REMOVAL	20,000.00	1,330.91	22,927.34	114.64 (	2,927.34)
11-5-0700-9025 WW CONTINGENCY	<u>903,605.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>903,605.00</u>
TOTAL WASTE WATER O & M	1,703,064.00	38,888.48	545,326.13	32.02	1,157,737.87

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

11 -WASTEWATER FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTEWATER LINE REPLACEMT</u>	_____	_____	_____	_____	_____
<u>WASTEWATER CAP FEE DEV P</u>	_____	_____	_____	_____	_____
<u>WASTEWATER P & E IMPROVMT</u>					
11-5-0703-9050 WIFA LOAN PRINCIPAL	<u>215,448.00</u>	<u>0.00</u>	<u>218,517.57</u>	<u>101.42</u>	(<u>3,069.57</u>)
TOTAL WASTEWATER P & E IMPROVMT	215,448.00	0.00	218,517.57	101.42	(3,069.57)
<u>WASTEWATER LIFT STATION R</u>	_____	_____	_____	_____	_____
<u>CAPITAL IMPROVEMENT PLAN</u>					
11-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>905,000.00</u>	<u>124,163.18</u>	<u>173,242.44</u>	<u>19.14</u>	<u>731,757.56</u>
TOTAL CAPITAL IMPROVEMENT PLAN	905,000.00	124,163.18	173,242.44	19.14	731,757.56
<u>OTHER FINANCING USES</u>	_____	_____	_____	_____	_____
TOTAL EXPENDITURES	2,823,512.00	163,051.66	937,086.14	33.19	1,886,425.86
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(67,458.28)	(13,259.67)		13,259.67

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

12 -SANITATION FUND
FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
SANITATION REVENUE	<u>662,692.00</u>	<u>38,986.37</u>	<u>390,766.01</u>	<u>58.97</u>	<u>271,925.99</u>
TOTAL REVENUES	662,692.00 =====	38,986.37 =====	390,766.01 =====	58.97 =====	271,925.99 =====
 <u>EXPENDITURE SUMMARY</u>					
SANITATION O & M	<u>662,692.00</u>	<u>49,870.30</u>	<u>257,196.71</u>	<u>38.81</u>	<u>405,495.29</u>
TOTAL EXPENDITURES	662,692.00 =====	49,870.30 =====	257,196.71 =====	38.81 =====	405,495.29 =====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	10,883.93)	133,569.30	(	133,569.30)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

12 -SANITATION FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SANITATION REVENUE</u>					
12-4-4000-4013 TRASH USER FEES	456,642.00	38,745.93	385,387.51	84.40	71,254.49
12-4-4000-4507 CC SURCHARGE REVENUE	750.00	0.00	55.86	7.45	694.14
12-4-4000-4700 LGIP SANITATION SERVICE #94022	300.00	136.29	1,351.89	450.63 (	1,051.89)
12-4-4000-4900 TRASH LATE FEES	5,000.00	99.51	3,966.11	79.32	1,033.89
12-4-4000-6050 FUND BALANCE APPROPRIATION	200,000.00	0.00	0.00	0.00	200,000.00
12-4-4000-7600 RECOVERY OF BAD DEBTS	<u>0.00</u>	<u>4.64</u>	<u>4.64</u>	<u>0.00</u> (	<u>4.64</u>)
TOTAL SANITATION REVENUE	662,692.00	38,986.37	390,766.01	58.97	271,925.99
TOTAL REVENUE	662,692.00	38,986.37	390,766.01	58.97	271,925.99
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

12 -SANITATION FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SANITATION INACTIVE</u>					
<u>SANITATION</u>					
<u>SANITATION O & M</u>					
12-5-0700-6000 SALARIES- SANITATION O&M	40,527.00	3,888.06	32,840.22	81.03	7,686.78
12-5-0700-6001 OVERTIME- SANITATION	0.00	0.00	3.63	0.00 (	3.63)
12-5-0700-6003 REIMBURSEMENT TO GF	33,528.00	0.00	0.00	0.00	33,528.00
12-5-0700-6020 SOCIAL SECURITY	3,101.00	297.24	2,511.01	80.97	589.99
12-5-0700-6022 HEALTH INSURANCE	6,797.00	363.74	3,634.38	53.47	3,162.62
12-5-0700-6023 WORKERS COMPENSATION	257.00	0.00	207.59	80.77	49.41
12-5-0700-6024 STATE RETIREMENT	4,981.00	455.79	3,913.95	78.58	1,067.05
12-5-0700-6026 HSA EMPLOYER PORTION	696.00	58.00	579.60	83.28	116.40
12-5-0700-7008 EQUIPMENT RENTAL	1,200.00	250.00	1,500.00	125.00 (	300.00)
12-5-0700-7013 SOFTWARE MAINTENANCE/RENEWAL	1,950.00	0.00	1,870.00	95.90	80.00
12-5-0700-7020 OFFICE SUPPLIES	1,900.00	31.42	1,684.10	88.64	215.90
12-5-0700-7022 DUES AND ASSOCIATIONS	125.00	0.00	0.00	0.00	125.00
12-5-0700-7025 POSTAGE	25.00	0.00	5.19	20.76	19.81
12-5-0700-7050 TELEPHONE	200.00	0.00	157.03	78.52	42.97
12-5-0700-7600 BAD DEBT	1,900.00	0.00	0.00	0.00	1,900.00
12-5-0700-7910 BANKING/CREDIT CARD EXPENSE	10,000.00	0.00	6,596.94	65.97	3,403.06
12-5-0700-7911 INCODE MAINTENANCE	1,925.00	0.00	1,999.71	103.88 (	74.71)
12-5-0700-7950 BILL PRINTING&PMT PORTAL (L&R)	6,000.00	1,198.05	6,021.46	100.36 (	21.46)
12-5-0700-9002 COMM HAZ WASTE CLEAN UP	5,500.00	0.00	0.00	0.00	5,500.00
12-5-0700-9004 NEIGHBORHOOD CLEAN-UP	4,000.00	0.00	124.90	3.12	3,875.10
12-5-0700-9005 CONTRACT SERVICES	251,000.00	43,328.00	193,547.00	77.11	57,453.00
12-5-0700-9015 TRANSFER TO STREET FUND (NR)	235,000.00	0.00	0.00	0.00	235,000.00
12-5-0700-9400 CONTINGENCY	<u>52,080.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>52,080.00</u>
TOTAL SANITATION O & M	662,692.00	49,870.30	257,196.71	38.81	405,495.29
<u>CAPITAL IMPROVEMENT PLAN</u>					
<u>OFU-FUND BALANCE APPROP.</u>					
TOTAL EXPENDITURES	662,692.00	49,870.30	257,196.71	38.81	405,495.29
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	10,883.93)	133,569.30	(	133,569.30)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

13 -WATER FUND

FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
WATER GENERAL REVENUE	7,156,126.00	197,814.51	1,659,861.56	23.19	5,496,264.44
WATER COUNTY REVENUE	500.00	0.00	685.92	137.18 (	185.92)
WATER	<u>117,479.00</u>	<u>9,797.08</u>	<u>97,884.22</u>	<u>83.32</u>	<u>19,594.78</u>
TOTAL REVENUES	7,274,105.00	207,611.59	1,758,431.70	24.17	5,515,673.30
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER O & M	1,727,922.45	47,307.81	640,303.13	37.06	1,087,619.32
WATER CAPITAL IMPROVEMEN	1,601,182.55	1,533.00	577,021.05	36.04	1,024,161.50
CAPITAL IMPROVEMENT PLAN	3,920,000.00	19,837.82	647,334.09	16.51	3,272,665.91
WATER CAPACITY	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>
TOTAL EXPENDITURES	7,274,105.00	68,678.63	1,864,658.27	25.63	5,409,446.73
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	138,932.96 (	106,226.57)		106,226.57

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

13 -WATER FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WATER O & M</u>					
<u>WATER CAPITAL IMPROVEMEN</u>					
<u>WATER GENERAL REVENUE</u>					
13-4-4000-4009 SYSTEM REPLACEMENT SURCHARGE	52,614.00	4,409.01	43,923.26	83.48	8,690.74
13-4-4000-4010 WATER BASE/USAGE FEE	1,768,183.00	122,918.20	1,387,269.79	78.46	380,913.21
13-4-4000-4101 METER REREAD/TEST	0.00 (	25.00) (	25.00)	0.00	25.00
13-4-4000-4102 ESTABLISHMENT FEES	14,000.00	950.00	9,300.00	66.43	4,700.00
13-4-4000-4120 WATER CAPACITY FEES	192,729.00	0.00	22,060.00	11.45	170,669.00
13-4-4000-4201 CONNECTION FEE - TYPE A	39,850.00	0.00	3,725.00	9.35	36,125.00
13-4-4000-4507 CREDIT CARD SURCHARGE REVENUE	1,000.00	0.00	0.00	0.00	1,000.00
13-4-4000-4709 LGIP INT WATER UTILITY 93927	41,000.00	12,517.77	124,170.28	302.85 (	83,170.28)
13-4-4000-4900 WATER LATE FEES	18,500.00	1,112.41	11,520.99	62.28	6,979.01
13-4-4000-4901 NSF FEES	750.00	0.00	665.00	88.67	85.00
13-4-4000-4999 MISC. REVENUE	0.00	55,926.81	57,246.93	0.00 (	57,246.93)
13-4-4000-6050 FUND BALANCE APPROPRIATION	5,027,500.00	0.00	0.00	0.00	5,027,500.00
13-4-4000-7600 RECOVERY OF BAD DEBT	<u>0.00</u>	<u>5.31</u>	<u>5.31</u>	<u>0.00</u> (	<u>5.31</u>)
TOTAL WATER GENERAL REVENUE	7,156,126.00	197,814.51	1,659,861.56	23.19	5,496,264.44
<u>WATER COUNTY REVENUE</u>					
13-4-4100-4025 TPT ACCOUNTING CREDIT	<u>500.00</u>	<u>0.00</u>	<u>685.92</u>	<u>137.18</u> (	<u>185.92</u>)
TOTAL WATER COUNTY REVENUE	500.00	0.00	685.92	137.18 (	185.92)
<u>ADUITORS GRANT REVENUE</u>					
<u>WATER</u>					
13-4-4003-4570 WATER RESOURCE DEVELOPMENT FEE	94,350.00	7,869.14	78,620.75	83.33	15,729.25
13-4-4003-4571 WATER CONSERVATION	5,900.50	491.82	4,914.48	83.29	986.02
13-4-4003-4572 ADJUDICATION & SETTLEMENTS	9,676.50	806.59	8,058.48	83.28	1,618.02
13-4-4003-4580 REGIONAL WATER PROJECTS	<u>7,552.00</u>	<u>629.53</u>	<u>6,290.51</u>	<u>83.30</u>	<u>1,261.49</u>
TOTAL WATER	117,479.00	9,797.08	97,884.22	83.32	19,594.78
TOTAL REVENUE	7,274,105.00	207,611.59	1,758,431.70	24.17	5,515,673.30
	=====	=====	=====	=====	=====

13 -WATER FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WATER O & M</u>					
13-5-0700-6000 WATER O & M SALARIES	301,986.00	23,868.52	239,516.07	79.31	62,469.93
13-5-0700-6001 OVERTIME	0.00	1,563.40	27,608.48	0.00 (	27,608.48)
13-5-0700-6003 REIMBURSEMENT FEES TO GF	83,825.00	0.00	0.00	0.00	83,825.00
13-5-0700-6020 SOCIAL SECURITY	23,156.00	1,925.79	20,376.11	87.99	2,779.89
13-5-0700-6022 HEALTH INSURANCE	61,400.00	4,162.25	38,813.70	63.21	22,586.30
13-5-0700-6023 WORKERS COMPENSATION	12,867.00	0.00	6,122.98	47.59	6,744.02
13-5-0700-6024 STATE RETIREMENT	37,202.00	3,059.49	33,076.63	88.91	4,125.37
13-5-0700-6026 HSA EMPLOYER PORTION	12,737.00	1,014.59	9,909.18	77.80	2,827.82
13-5-0700-6030 TRAVEL & EDUCATION	2,500.00	325.69	699.21	27.97	1,800.79
13-5-0700-6031 CERTIFICATIONS	2,700.00	376.88	1,305.64	48.36	1,394.36
13-5-0700-6040 UNIFORMS/BOOTS	1,000.00	0.00	1,280.00	128.00 (	280.00)
13-5-0700-7001 FLEET MAINT. & REPAIR	4,000.00	269.50	4,768.64	119.22 (	768.64)
13-5-0700-7002 GASOLINE	3,500.00	0.00	5,566.62	159.05 (	2,066.62)
13-5-0700-7005 LINE REPAIRS	21,000.00	979.58	17,048.08	81.18	3,951.92
13-5-0700-7006 WELLS O&M	18,000.00	2,878.35	7,926.52	44.04	10,073.48
13-5-0700-7007 STORAGE O&M	7,000.00	0.00	508.89	7.27	6,491.11
13-5-0700-7012 BOOSTER STATION O&M	1,000.00	10.40	139.40	13.94	860.60
13-5-0700-7013 SOFTWARE MAINTENANCE/RENEWAL	5,750.00	0.00	1,870.00	32.52	3,880.00
13-5-0700-7014 UNIFORM CLEANING SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
13-5-0700-7015 BUSINESS MEETINGS & MEALS	300.00	6.98	351.24	117.08 (	51.24)
13-5-0700-7020 OFFICE SUPPLIES & EXPENSE	400.00	97.16	884.69	221.17 (	484.69)
13-5-0700-7021 PUBLICATIONS & ADVERTISING	100.00	0.00	56.60	56.60	43.40
13-5-0700-7022 DUES & ASSOCIATIONS	1,025.00	0.00	600.50	58.59	424.50
13-5-0700-7025 POSTAGE	300.00	0.00	305.74	101.91 (	5.74)
13-5-0700-7049 ANSWERING SERVICE	2,175.00	209.66	2,307.81	106.11 (	132.81)
13-5-0700-7050 TELEPHONE & INTERNET	4,000.00	0.00	3,301.02	82.53	698.98
13-5-0700-7062 ELECTRICAL	64,000.00	0.00	53,947.30	84.29	10,052.70
13-5-0700-7065 HYDRANTS & VALVES	35,000.00	18.61	2,894.83	8.27	32,105.17
13-5-0700-7070 WATER CONSERVATION	5,100.00	0.00	4,600.00	90.20	500.00
13-5-0700-7080 REGIONAL WATER PROJECT EXP	43,000.00	0.00	1,968.45	4.58	41,031.55
13-5-0700-7101 CUSTOMER SUPPORT PROGRAM	1,000.00	0.00	0.00	0.00	1,000.00
13-5-0700-7200 CONNECTION FEES (TYPE A)	38,000.00	0.00	11,387.12	29.97	26,612.88
13-5-0700-7500 WATER TESTING	4,815.00	51.00	6,165.72	128.05 (	1,350.72)
13-5-0700-7502 TOOLS	5,500.00	214.53	3,501.53	63.66	1,998.47
13-5-0700-7505 CHEMICALS	85,000.00	281.47	40,782.12	47.98	44,217.88
13-5-0700-7550 EMPLOYEE SAFETY	750.00	93.29	675.01	90.00	74.99
13-5-0700-7600 BAD DEBTS	2,160.00	0.00	0.00	0.00	2,160.00
13-5-0700-7910 BANKING/CREDIT CARD EXPENSE	11,500.00	0.00	7,539.37	65.56	3,960.63
13-5-0700-7911 INCODE MAINTENANCE	2,500.00	0.00	2,285.38	91.42	214.62
13-5-0700-7920 FISHER HOUSE MAINTENANCE	2,000.00	20.00	2,849.28	142.46 (	849.28)
13-5-0700-7950 BILL PRINTING&PMT PORTAL (L&R)	8,000.00	1,368.20	6,880.65	86.01	1,119.35
13-5-0700-8001 EQUIPMENT PURCHASE	14,000.00	0.00	0.00	0.00	14,000.00
13-5-0700-8002 METER REPAIRS/REPLACEMENT	50,000.00	1,339.00	9,306.92	18.61	40,693.08
13-5-0700-9005 INCODE BADGER METER MAINT	3,000.00	636.16	7,703.42	256.78 (	4,703.42)
13-5-0700-9008 LIABILITY & PROPERTY INSURANCE	17,292.80	0.00	18,702.27	108.15 (	1,409.47)
13-5-0700-9010 PROFESSIONAL SERVICES	35,000.00	2,334.36	25,018.54	71.48	9,981.46
13-5-0700-9015 ARSENIC O & M	4,000.00	202.95	4,032.51	100.81 (	32.51)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

13 -WATER FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
13-5-0700-9020 ADEQ FEES	5,750.00	0.00	5,718.96	99.46	31.04
13-5-0700-9760 CONTINGENCY	<u>681,631.65</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>681,631.65</u>
TOTAL WATER O & M	1,727,922.45	47,307.81	640,303.13	37.06	1,087,619.32
<u>WATER CAPITAL IMPROVEMEN</u>					
13-5-0703-8570 WATER RESOURCE DEVELOPMENT PROJ	1,000,000.00	0.00	0.00	0.00	1,000,000.00
13-5-0703-9004 ADJUDICATION WATER RIGHTS	100,000.00	1,533.00	75,838.50	75.84	24,161.50
13-5-0703-9050 TWIN 5 WIFA LOAN DEBT SERVICE	46,850.72	0.00	46,850.72	100.00	0.00
13-5-0703-9060 UPPER TOWN WIFA DEBT SERVICE	<u>454,331.83</u>	<u>0.00</u>	<u>454,331.83</u>	<u>100.00</u>	<u>0.00</u>
TOTAL WATER CAPITAL IMPROVEMEN	1,601,182.55	1,533.00	577,021.05	36.04	1,024,161.50
<u>CAPITAL IMPROVEMENT PLAN</u>					
13-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>3,920,000.00</u>	<u>19,837.82</u>	<u>647,334.09</u>	<u>16.51</u>	<u>3,272,665.91</u>
TOTAL CAPITAL IMPROVEMENT PLAN	3,920,000.00	19,837.82	647,334.09	16.51	3,272,665.91
<u>WATER CAPACITY</u>					
13-5-1300-7999 WATER CAPACITY FEE	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>
TOTAL WATER CAPACITY	25,000.00	0.00	0.00	0.00	25,000.00
<u>OTHER FINANCING USES</u>					
TOTAL EXPENDITURES	7,274,105.00	68,678.63	1,864,658.27	25.63	5,409,446.73
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	138,932.96 (	106,226.57)		106,226.57

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

15 -ARPA FUNDS
FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LOCAL REVENUE	<u>1,006,746.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,006,746.00</u>
TOTAL REVENUES	1,006,746.00	0.00	0.00	0.00	1,006,746.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ARPA	<u>1,006,746.00</u>	<u>0.00</u>	<u>1,006,746.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	1,006,746.00	0.00	1,006,746.00	100.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	(1,006,746.00)		1,006,746.00

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

15 -ARPA FUNDS

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
<u>LOCAL REVENUE</u>					
15-4-4000-6050 FUND BALANCE APPROPRIATION	<u>1,006,746.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,006,746.00</u>
TOTAL LOCAL REVENUE	1,006,746.00	0.00	0.00	0.00	1,006,746.00
TOTAL REVENUE	1,006,746.00	0.00	0.00	0.00	1,006,746.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

15 -ARPA FUNDS

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
<u>ARPA</u>					
15-5-0045-9850 TRANSFERS OUT	<u>1,006,746.00</u>	<u>0.00</u>	<u>1,006,746.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL ARPA	1,006,746.00	0.00	1,006,746.00	100.00	0.00
<u>CONTINGENCY</u>					
<u>ADMINISTRATION</u>					
TOTAL EXPENDITURES	1,006,746.00	0.00	1,006,746.00	100.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	(1,006,746.00)		1,006,746.00

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

16 -GRANTS FUND
FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
MISC GRANTS	10,000,000.00	0.00	6,396,982.80	63.97	3,603,017.20
YAVAPAI COUNTY FLOOD CON	50,000.00	0.00	0.00	0.00	50,000.00
RICO	30,000.00	0.00	631.09	2.10	29,368.91
VEST	5,000.00	0.00	0.00	0.00	5,000.00
AZ DOHS RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
FRIENDS OF THE VERDE RIVE	5,000.00	0.00	0.00	0.00	5,000.00
HERITAGE GRANT	50,000.00	0.00	0.00	0.00	50,000.00
RAIN-DESIGN	1,500,000.00	0.00	0.00	0.00	1,500,000.00
FED APPROPRIATION USDA	1,451,610.00	0.00	0.00	0.00	1,451,610.00
RAISE GRANT	807,500.00	0.00	0.00	0.00	807,500.00
SOLAR TABLES GRANT	18,788.00	0.00	0.00	0.00	18,788.00
OTHER SOURCES	<u>0.00</u>	<u>28,308.93</u>	<u>277,710.01</u>	<u>0.00</u>	<u>(277,710.01)</u>
TOTAL REVENUES	13,927,898.00	28,308.93	6,675,323.90	47.93	7,252,574.10
	=====	=====	=====	=====	=====

EXPENDITURE SUMMARY

MISC GRANTS	2,580,100.00	0.00	502.00	0.02	2,579,598.00
YAVAPAI COUNTY FLOOD CON	50,000.00	0.00	9,912.50	19.83	40,087.50
RICO	30,000.00	0.00	631.09	2.10	29,368.91
VEST	5,000.00	0.00	1,095.18	21.90	3,904.82
AZ DOHS RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
FRIENDS OF THE VERDE RIVE	5,000.00	0.00	0.00	0.00	5,000.00
HERITAGE GRANT	50,000.00	0.00	0.00	0.00	50,000.00
AZ COMM FOUNDATION	1,500,000.00	0.00	44,572.50	2.97	1,455,427.50
FED APPROPRIATION USDA	1,451,610.00	0.00	0.00	0.00	1,451,610.00
OPIOID FUNDS	0.00	0.00	7,015.58	0.00	(7,015.58)
SOLAR TABLES GRANT	18,788.00	0.00	0.00	0.00	18,788.00
CAPITAL IMPROVEMENTS	<u>8,227,400.00</u>	<u>0.00</u>	<u>50,548.78</u>	<u>0.61</u>	<u>8,176,851.22</u>
TOTAL EXPENDITURES	13,927,898.00	0.00	114,277.63	0.82	13,813,620.37
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	28,308.93	6,561,046.27		(6,561,046.27)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

16 -GRANTS FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISC GRANTS</u>					
16-4-0000-4500 MISC GRANT REV	<u>10,000,000.00</u>	<u>0.00</u>	<u>6,396,982.80</u>	<u>63.97</u>	<u>3,603,017.20</u>
TOTAL MISC GRANTS	10,000,000.00	0.00	6,396,982.80	63.97	3,603,017.20
<u>LIBRARY SGIA GRANT</u>					
<u>LIBRARY AHRAB GRANT</u>					
<u>RURAL TOURISM GRANT</u>					
<u>YAVAPAI COUNTY FLOOD CON</u>					
16-4-0004-4500 YAVAPAI COUNTY FLOOD CONTROL	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
TOTAL YAVAPAI COUNTY FLOOD CON	50,000.00	0.00	0.00	0.00	50,000.00
<u>SAFE ROUTES TO SCHOOL</u>					
<u>TEA GRANT</u>					
<u>RICO</u>					
16-4-0007-4500 RICO REVENUE	<u>30,000.00</u>	<u>0.00</u>	<u>631.09</u>	<u>2.10</u>	<u>29,368.91</u>
TOTAL RICO	30,000.00	0.00	631.09	2.10	29,368.91
<u>VEST</u>					
16-4-0008-4001 POLICE BULLET PROOF VEST	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>
TOTAL VEST	5,000.00	0.00	0.00	0.00	5,000.00
<u>FEMA</u>					
<u>PARA</u>					
<u>LIBRARY LSTA</u>					
<u>CSP</u>					
<u>BROADWAY BUS STOP</u>					
<u>EECDBG</u>					
<u>HELEN LYNN (CEMETERY)</u>					
<u>GOER-POLICE CAR</u>					
<u>GOHS-DUI TASK FORCE</u>					
<u>LSTA</u>					

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

16 -GRANTS FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>ARRA</u>					
<u>LIBRARY MISC</u>					
<u>BROADWAY AND MAIN</u>					
<u>CLARKDALE PARKWAY</u>					
<u>AZ DOHS RADIO GRANT</u>					
16-4-0023-4500 AZDOHS PORTABLE RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL AZ DOHS RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
<u>VERDE RIVER @ CLARKDALE</u>					
<u>AMERICAN RIVERS</u>					
<u>V V OPEN AIR CINEMA</u>					
<u>FRIENDS OF THE VERDE RIVE</u>					
16-4-0027-4500 FRIENDS OF THE VERDE GRANT	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL FRIENDS OF THE VERDE RIVE	5,000.00	0.00	0.00	0.00	5,000.00
<u>STEP ENFORCEMENT/GOHS</u>					
<u>RURAL BUSI DEV GRANT</u>					
<u>SUSTAINABLE CLARKDALE GR</u>					
<u>HSIP STREET SIGN GRANT</u>					
<u>COURT SECURITY GRANT</u>					
<u>PICKLEBALL GRANT</u>					
<u>BROADWAY/BITTERCREEK EXT</u>					
<u>ART IN PUBLIC PLACES</u>					
<u>PD ANTENNA GRANT</u>					
<u>PEDESTRIAN & BIKE SAFETY</u>					
<u>MAIN/BROAD OVERLAY DESIGN</u>					
<u>MAIN/BROAD OVERLAY CONST</u>					
<u>AZ AG PD SAFETY EQUIP GRA</u>					

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

16 -GRANTS FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>HERITAGE GRANT</u>					
16-4-0043-4500 HERITAGE GRANT-SIGNAGE	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
TOTAL HERITAGE GRANT	50,000.00	0.00	0.00	0.00	50,000.00
<u>AZ COMM FOUNDATION</u>					
<u>AMERICAN RESCUE PLAN ACT</u>					
<u>RAIN-DESIGN</u>					
16-4-0046-4500 SELNA MOGNINI FEDERAL & STATE	<u>1,500,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500,000.00</u>
TOTAL RAIN-DESIGN	1,500,000.00	0.00	0.00	0.00	1,500,000.00
<u>STATE PARKS</u>					
<u>HURF EXCHANGE</u>					
<u>FED APPROPRIATION USDA</u>					
16-4-0050-4500 FEDERAL APPROPRIATION/USDA	<u>1,451,610.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,451,610.00</u>
TOTAL FED APPROPRIATION USDA	1,451,610.00	0.00	0.00	0.00	1,451,610.00
<u>RAISE GRANT</u>					
16-4-0051-4500 SMART FUND GRANT	<u>807,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>807,500.00</u>
TOTAL RAISE GRANT	807,500.00	0.00	0.00	0.00	807,500.00
<u>OPIOID FUNDS</u>					
<u>SOLAR TABLES GRANT</u>					
16-4-0055-4500 SOLAR TABLES GRANT	<u>18,788.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,788.00</u>
TOTAL SOLAR TABLES GRANT	18,788.00	0.00	0.00	0.00	18,788.00
<u>E TICKET GRANT</u>					
<u>OTHER SOURCES</u>					
16-4-4000-4700 INTEREST INC-BITTER CRK BRIDGE	<u>0.00</u>	<u>28,308.93</u>	<u>277,710.01</u>	<u>0.00</u>	<u>(277,710.01)</u>
TOTAL OTHER SOURCES	0.00	28,308.93	277,710.01	0.00	(277,710.01)
TOTAL REVENUE	13,927,898.00	28,308.93	6,675,323.90	47.93	7,252,574.10
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

16 -GRANTS FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISC GRANTS</u>					
16-5-0000-7999 MISC GRANT EXP	<u>2,580,100.00</u>	<u>0.00</u>	<u>502.00</u>	<u>0.02</u>	<u>2,579,598.00</u>
TOTAL MISC GRANTS	2,580,100.00	0.00	502.00	0.02	2,579,598.00
<u>LIBRARY SGIA GRANT</u>					
<u>LIBRARY AHRAB GRANT</u>					
<u>RURAL TOURISM GRANT</u>					
<u>YAVAPAI COUNTY FLOOD CON</u>					
16-5-0004-7000 YC FLOOD CONTROL PROJECT EXP	50,000.00	0.00	950.00	1.90	49,050.00
16-5-0004-7999 MISCELLANEOUS EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>8,962.50</u>	<u>0.00</u>	<u>(8,962.50)</u>
TOTAL YAVAPAI COUNTY FLOOD CON	50,000.00	0.00	9,912.50	19.83	40,087.50
<u>SAFE ROUTES TO SCHOOL</u>					
<u>TEA GRANT</u>					
<u>RICO</u>					
16-5-0007-7999 RICO- MISC EXPENSE	<u>30,000.00</u>	<u>0.00</u>	<u>631.09</u>	<u>2.10</u>	<u>29,368.91</u>
TOTAL RICO	30,000.00	0.00	631.09	2.10	29,368.91
<u>VEST</u>					
16-5-0008-7001 POLICE BULLET PROOF VEST	<u>5,000.00</u>	<u>0.00</u>	<u>1,095.18</u>	<u>21.90</u>	<u>3,904.82</u>
TOTAL VEST	5,000.00	0.00	1,095.18	21.90	3,904.82
<u>FEMA</u>					
<u>PARA</u>					
<u>LIBRARY LSTA</u>					
<u>CSP</u>					
<u>BROADWAY BUS STOP</u>					
<u>EECDBG</u>					
<u>HELEN LYNN (CEMETERY)</u>					
<u>GOER-POLICE CAR</u>					
<u>GOHS-DUI TASK FORCE</u>					
<u>LSTA</u>					

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

16 -GRANTS FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>ARRA</u>					
<u>LIBRARY MISC</u>					
<u>BROADWAY AND MAIN</u>					
<u>CLARKDALE PARKWAY</u>					
<u>AZ DOHS RADIO GRANT</u>					
16-5-0023-7000 AZDOHS RADIO GRANT EXPENSES	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL AZ DOHS RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
<u>VERDE RIVER @ CLARKDALE</u>					
<u>AMERICAN RIVERS</u>					
<u>V V OPEN AIR CINEMA</u>					
<u>FRIENDS OF THE VERDE RIVE</u>					
16-5-0027-7000 FRIENDS OF THE VERDE GRANT EXP	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL FRIENDS OF THE VERDE RIVE	5,000.00	0.00	0.00	0.00	5,000.00
<u>STEP ENFORCEMENT/GOHS</u>					
<u>RURAL BUSI DEV GRANT</u>					
<u>SUSTAINABLE CLARKDALE GR</u>					
<u>HSIP STREET SIGN GRANT</u>					
<u>COURT SECURITY GRANT</u>					
<u>PICKLEBALL GRANT</u>					
<u>BROADWAY/BITTERCREEK EXT</u>					
<u>ART IN PUBLIC PLACES</u>					
<u>PD ANTENNA GRANT</u>					
<u>PEDESTRIAN & BIKE SAFETY</u>					
<u>MAIN/BROAD OVERLAY DESIGN</u>					
<u>MAIN/BROAD OVERLAY CONST</u>					
<u>AZ AG PD SAFETY EQUIP GRA</u>					

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

16 -GRANTS FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>HERITAGE GRANT</u>					
16-5-0043-7001 HERITAGE GRANT-SIGNAGE	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
TOTAL HERITAGE GRANT	50,000.00	0.00	0.00	0.00	50,000.00
<u>AZ COMM FOUNDATION</u>					
16-5-0044-7000 SELNA-MONGINI	<u>1,500,000.00</u>	<u>0.00</u>	<u>44,572.50</u>	<u>2.97</u>	<u>1,455,427.50</u>
TOTAL AZ COMM FOUNDATION	1,500,000.00	0.00	44,572.50	2.97	1,455,427.50
<u>AMERICAN RESCUE PLAN ACT</u>					
<u>RAIN-DESIGN</u>					
<u>STATE PARKS</u>					
<u>HURF EXCHANGE</u>					
<u>FED APPROPRIATION USDA</u>					
16-5-0050-7000 FEDERAL APPROPRIATION GRANT	<u>1,451,610.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,451,610.00</u>
TOTAL FED APPROPRIATION USDA	1,451,610.00	0.00	0.00	0.00	1,451,610.00
<u>RAISE GRANT</u>					
<u>OPIOID FUNDS</u>					
16-5-0052-7000 OPIOID FUNDS	<u>0.00</u>	<u>0.00</u>	<u>7,015.58</u>	<u>0.00</u>	<u>(7,015.58)</u>
TOTAL OPIOID FUNDS	0.00	0.00	7,015.58	0.00	(7,015.58)
<u>SOLAR TABLES GRANT</u>					
16-5-0055-8000 SOLAR TABLES GRANT	<u>18,788.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,788.00</u>
TOTAL SOLAR TABLES GRANT	18,788.00	0.00	0.00	0.00	18,788.00
<u>CAPITAL IMPROVEMENTS</u>					
16-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>8,227,400.00</u>	<u>0.00</u>	<u>50,548.78</u>	<u>0.61</u>	<u>8,176,851.22</u>
TOTAL CAPITAL IMPROVEMENTS	8,227,400.00	0.00	50,548.78	0.61	8,176,851.22
<u>E TICKET GRANT</u>					
<u>TRANSFERS OUT</u>					
TOTAL EXPENDITURES	13,927,898.00	0.00	114,277.63	0.82	13,813,620.37
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	28,308.93	6,561,046.27		(6,561,046.27)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

18 -COURT FUND POLICE SAFETY
FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
COURT FD PD SAFETY	<u>8,276.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,276.00</u>
TOTAL REVENUES	8,276.00	0.00	0.00	0.00	8,276.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
COURT FD PD SAFETY	<u>8,276.00</u>	<u>0.00</u>	<u>7,670.10</u>	<u>92.68</u>	<u>605.90</u>
TOTAL EXPENDITURES	8,276.00	0.00	7,670.10	92.68	605.90
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	(7,670.10)		7,670.10

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

18 -COURT FUND POLICE SAFETY

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COURT FD PD SAFETY</u>					
18-4-4000-6050 FUND BALANCE APPROPRIATION	<u>8,276.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,276.00</u>
TOTAL COURT FD PD SAFETY	8,276.00	0.00	0.00	0.00	8,276.00
TOTAL REVENUE	8,276.00	0.00	0.00	0.00	8,276.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

18 -COURT FUND POLICE SAFETY

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COURT FD PD SAFETY</u>					
18-5-0000-9850 TRANSFERS OUT	<u>8,276.00</u>	<u>0.00</u>	<u>7,670.10</u>	<u>92.68</u>	<u>605.90</u>
TOTAL COURT FD PD SAFETY	8,276.00	0.00	7,670.10	92.68	605.90
TOTAL EXPENDITURES	8,276.00	0.00	7,670.10	92.68	605.90
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	(7,670.10)		7,670.10

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

19 -CEMETERY

FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
CEMETERY REVENUE	<u>259,599.00</u>	<u>6,478.57</u>	<u>39,741.11</u>	<u>15.31</u>	<u>219,857.89</u>
TOTAL REVENUES	259,599.00	6,478.57	39,741.11	15.31	219,857.89
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CEMETERY O & M	46,597.00	2,054.02	37,214.36	79.86	9,382.64
CAPITAL IMPROVEMENT PLAN	193,500.00	438.07	11,948.47	6.17	181,551.53
CEMETERY CONTINGENCY	<u>19,502.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>19,502.00</u>
TOTAL EXPENDITURES	259,599.00	2,492.09	49,162.83	18.94	210,436.17
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	3,986.48 (	9,421.72)		9,421.72

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

19 -CEMETERY

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CEMETERY REVENUE</u>					
19-4-4000-4015 CEMETERY LOT SALES	15,000.00	3,400.00	15,300.00	102.00 (	300.00)
19-4-4000-4016 INTERMENTS	12,000.00	2,000.00	12,887.50	107.40 (	887.50)
19-4-4000-4026 GRAVE LINER SALES	3,000.00	0.00	1,477.50	49.25	1,522.50
19-4-4000-4100 TRANSFER FROM PERPETUAL CARE	25,324.00	0.00	0.00	0.00	25,324.00
19-4-4000-4500 INTEREST HELEN LYNN BEQUEST	3,000.00	924.01	8,320.55	277.35 (	5,320.55)
19-4-4000-4700 LGIP INTEREST 93946	275.00	84.74	1,685.74	613.00 (	1,410.74)
19-4-4000-4850 TRANSFERS IN	25,000.00	0.00	0.00	0.00	25,000.00
19-4-4000-6050 FUND BALANCE APPROPRIATION	176,000.00	0.00	0.00	0.00	176,000.00
19-4-4000-7999 CEMETERY MISC REVENUE	<u>0.00</u>	<u>69.82</u>	<u>69.82</u>	<u>0.00</u> (	<u>69.82</u>)
TOTAL CEMETERY REVENUE	259,599.00	6,478.57	39,741.11	15.31	219,857.89
TOTAL REVENUE	259,599.00	6,478.57	39,741.11	15.31	219,857.89
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

19 -CEMETERY

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CEMETERY O & M</u>					
19-5-0700-6000 SALARIES - CEMETERY O&M	17,386.00	1,312.37	15,724.06	90.44	1,661.94
19-5-0700-6003 REIMBURSEMENT TO GF	4,110.00	0.00	0.00	0.00	4,110.00
19-5-0700-6020 SOCIAL SECURITY	1,336.00	93.46	1,153.15	86.31	182.85
19-5-0700-6022 HEALTH INSURANCE	5,681.00	471.51	5,016.24	88.30	664.76
19-5-0700-6023 WORKERS COMPENSATION	0.00	0.00	367.87	0.00 (	367.87)
19-5-0700-6024 STATE RETIREMENT	2,146.00	161.31	1,941.71	90.48	204.29
19-5-0700-6040 UNIFORM ALLOWANCE	75.00	0.00	75.00	100.00	0.00
19-5-0700-6100 CONTRACT CANCELLED-BUY BACK	1,500.00	0.00	1,550.00	103.33 (	50.00)
19-5-0700-7001 EQUIPMENT REPAIRS & MAINT	1,500.00	15.37	1,308.38	87.23	191.62
19-5-0700-7002 GASOLINE	325.00	0.00	561.05	172.63 (	236.05)
19-5-0700-7008 EQUIPMENT RENTAL	1,320.00	0.00	1,100.00	83.33	220.00
19-5-0700-7013 SOFTWARE PURCH & MAINT	1,675.00	0.00	1,749.17	104.43 (	74.17)
19-5-0700-7062 ELECTRICAL SERVICES	850.00	0.00	473.78	55.74	376.22
19-5-0700-7500 CEMETERY SUPPLIES	750.00	0.00	563.33	75.11	186.67
19-5-0700-7502 TOOLS	750.00	0.00	284.71	37.96	465.29
19-5-0700-7506 GRAVE LINERS	4,100.00	0.00	2,109.00	51.44	1,991.00
19-5-0700-7550 EMPLOYEE SAFETY	100.00	0.00	0.00	0.00	100.00
19-5-0700-9008 LIABILITY & PROPERTY INSURANCE	<u>2,993.00</u>	<u>0.00</u>	<u>3,236.91</u>	<u>108.15 (</u>	<u>243.91)</u>
TOTAL CEMETERY O & M	46,597.00	2,054.02	37,214.36	79.86	9,382.64
<u>CEMETERY DEPRECIATION</u>					
<u>CAPITAL IMPROVEMENT PLAN</u>					
19-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>193,500.00</u>	<u>438.07</u>	<u>11,948.47</u>	<u>6.17</u>	<u>181,551.53</u>
TOTAL CAPITAL IMPROVEMENT PLAN	193,500.00	438.07	11,948.47	6.17	181,551.53
<u>CEMETERY CONTINGENCY</u>					
19-5-2000-9400 CONTINGENCY	<u>19,502.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>19,502.00</u>
TOTAL CEMETERY CONTINGENCY	19,502.00	0.00	0.00	0.00	19,502.00
TOTAL EXPENDITURES	259,599.00	2,492.09	49,162.83	18.94	210,436.17
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	3,986.48 (	9,421.72)		9,421.72

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

20 -PERPETUAL CARE
FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
PERPETUAL CARE REVENUE	<u>50,324.00</u>	<u>2,430.00</u>	<u>9,750.00</u>	<u>19.37</u>	<u>40,574.00</u>
TOTAL REVENUES	50,324.00	2,430.00	9,750.00	19.37	40,574.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
PERPETUAL CARE	<u>50,324.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,324.00</u>
TOTAL EXPENDITURES	50,324.00	0.00	0.00	0.00	50,324.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	2,430.00	9,750.00	(	9,750.00)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

20 -PERPETUAL CARE

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERPETUAL CARE REVENUE</u>					
20-4-4000-4018 PERPETUAL CARE PAYMENTS	6,400.00	2,430.00	9,750.00	152.34 (	3,350.00)
20-4-4000-6050 FUND BALANCE APPROPRIATION	<u>43,924.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>43,924.00</u>
TOTAL PERPETUAL CARE REVENUE	50,324.00	2,430.00	9,750.00	19.37	40,574.00
TOTAL REVENUE	50,324.00	2,430.00	9,750.00	19.37	40,574.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

20 -PERPETUAL CARE

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERPETUAL CARE</u>					
20-5-0700-9014 TRANSFER TO CEMETERY FUND	<u>50,324.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,324.00</u>
TOTAL PERPETUAL CARE	50,324.00	0.00	0.00	0.00	50,324.00
TOTAL EXPENDITURES	50,324.00	0.00	0.00	0.00	50,324.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	2,430.00	9,750.00	(	9,750.00)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

24 -CAPITAL IMPROVEMENT
FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
CAPITAL IMPROVEMENT REV	<u>3,795,267.00</u>	<u>0.00</u>	<u>1,006,746.00</u>	<u>26.53</u>	<u>2,788,521.00</u>
TOTAL REVENUES	3,795,267.00	0.00	1,006,746.00	26.53	2,788,521.00
	=====	=====	=====	=====	=====
 <u>EXPENDITURE SUMMARY</u>					
CAPITAL IMPROVEMENTS	1,450,000.00	0.00	0.00	0.00	1,450,000.00
CAPITAL IMPROVEMENT PLAN	<u>2,345,267.00</u>	<u>13,723.93</u>	<u>311,397.70</u>	<u>13.28</u>	<u>2,033,869.30</u>
TOTAL EXPENDITURES	3,795,267.00	13,723.93	311,397.70	8.20	3,483,869.30
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	13,723.93)	695,348.30	(	695,348.30)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

24 -CAPITAL IMPROVEMENT

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL IMPROVEMENT REV</u>					
24-4-4000-4801 CAPITAL TRANSFER FROM GF	1,386,915.00	0.00	0.00	0.00	1,386,915.00
24-4-4000-4802 CAPITAL TRANSFER IN FROM ARPA	1,006,746.00	0.00	1,006,746.00	100.00	0.00
24-4-4000-6050 FUND BALANCE APPROPRIATION	<u>1,401,606.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,401,606.00</u>
TOTAL CAPITAL IMPROVEMENT REV	3,795,267.00	0.00	1,006,746.00	26.53	2,788,521.00
TOTAL REVENUE	3,795,267.00	0.00	1,006,746.00	26.53	2,788,521.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

24 -CAPITAL IMPROVEMENT

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL IMPROVEMENTS</u>					
24-5-2100-9801 CIP DESIGNATED FUNDS TRF	800,000.00	0.00	0.00	0.00	800,000.00
24-5-2100-9850 TRANSFERS OUT	<u>650,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>650,000.00</u>
TOTAL CAPITAL IMPROVEMENTS	1,450,000.00	0.00	0.00	0.00	1,450,000.00
<u>CAPITAL IMPROVEMENT PLAN</u>					
<u>CAPITAL IMPROVEMENT PLAN</u>					
24-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>2,345,267.00</u>	<u>13,723.93</u>	<u>311,397.70</u>	<u>13.28</u>	<u>2,033,869.30</u>
TOTAL CAPITAL IMPROVEMENT PLAN	2,345,267.00	13,723.93	311,397.70	13.28	2,033,869.30
<u>OFU-FUND BALANCE APPROP.</u>					
TOTAL EXPENDITURES	3,795,267.00	13,723.93	311,397.70	8.20	3,483,869.30
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	13,723.93)	695,348.30	(	695,348.30)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

25 -CDBG GRANT

FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
CDBG REV	<u>405,669.00</u>	<u>41,485.66</u>	<u>376,532.27</u>	<u>92.82</u>	<u>29,136.73</u>
TOTAL REVENUES	405,669.00	41,485.66	376,532.27	92.82	29,136.73
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CDBG	54,653.00	20,900.00	45,900.00	83.98	8,753.00
CAPITAL	<u>351,016.00</u>	<u>0.00</u>	<u>339,378.99</u>	<u>96.68</u>	<u>11,637.01</u>
TOTAL EXPENDITURES	405,669.00	20,900.00	385,278.99	94.97	20,390.01
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	20,585.66 (	8,746.72)		8,746.72

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

25 -CDBG GRANT

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CDBG REV</u>					
25-4-4000-4500 CDBG GRANT REVENUE	393,516.00	41,485.66	364,378.99	92.60	29,137.01
25-4-4000-4800 TRANSFERS IN	<u>12,153.00</u>	<u>0.00</u>	<u>12,153.28</u>	<u>100.00</u>	(<u>0.28</u>)
TOTAL CDBG REV	405,669.00	41,485.66	376,532.27	92.82	29,136.73
TOTAL REVENUE	405,669.00	41,485.66	376,532.27	92.82	29,136.73
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

25 -CDBG GRANT

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CDBG</u>					
25-5-0000-7999 CDBG MISCELLANEOUS	<u>54,653.00</u>	<u>20,900.00</u>	<u>45,900.00</u>	<u>83.98</u>	<u>8,753.00</u>
TOTAL CDBG	54,653.00	20,900.00	45,900.00	83.98	8,753.00
<u>CAPITAL</u>					
25-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>351,016.00</u>	<u>0.00</u>	<u>339,378.99</u>	<u>96.68</u>	<u>11,637.01</u>
TOTAL CAPITAL	351,016.00	0.00	339,378.99	96.68	11,637.01
<u>CDBG ADMIN</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL EXPENDITURES	405,669.00	20,900.00	385,278.99	94.97	20,390.01
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	20,585.66 (	8,746.72)		8,746.72

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

28 -COURT RESTRICTED
FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
GENERAL	5,000.00	454.76	4,639.48	92.79	360.52
FTG REV	0.00	0.00	228.38	0.00 (	228.38)
JCEF REV	<u>500.00</u>	<u>49.00</u>	<u>444.03</u>	<u>88.81</u>	<u>55.97</u>
TOTAL REVENUES	5,500.00	503.76	5,311.89	96.58	188.11
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
GENERAL	<u>5,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,500.00</u>
TOTAL EXPENDITURES	5,500.00	0.00	0.00	0.00	5,500.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	503.76	5,311.89	(	5,311.89)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

28 -COURT RESTRICTED

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
28-4-0000-4500 COURT ENHANCEMENT REVENUE	<u>5,000.00</u>	<u>454.76</u>	<u>4,639.48</u>	<u>92.79</u>	<u>360.52</u>
TOTAL GENERAL	5,000.00	454.76	4,639.48	92.79	360.52
 <u>FTG REV</u>					
28-4-0002-4500 COURT FTG REVENUE	<u>0.00</u>	<u>0.00</u>	<u>228.38</u>	<u>0.00</u>	<u>(228.38)</u>
TOTAL FTG REV	0.00	0.00	228.38	0.00	(228.38)
 <u>JCEF REV</u>					
28-4-0003-4500 COURT JCEF REVENUE	<u>500.00</u>	<u>49.00</u>	<u>444.03</u>	<u>88.81</u>	<u>55.97</u>
TOTAL JCEF REV	500.00	49.00	444.03	88.81	55.97
 <u>FUND BALANCE</u>					
TOTAL REVENUE	5,500.00	503.76	5,311.89	96.58	188.11
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

28 -COURT RESTRICTED

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
28-5-0000-7999 COURT ENHANCEMENT MISC	<u>5,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,500.00</u>
TOTAL GENERAL	5,500.00	0.00	0.00	0.00	5,500.00
<u>FARE FUND</u>					
<u>CAPITAL IMPROVEMENT PLAN</u>					
<u>OTHER FINANCING USES</u>					
<u>MISC EXP</u>					
TOTAL EXPENDITURES	5,500.00	0.00	0.00	0.00	5,500.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	503.76	5,311.89	(	5,311.89)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

29 -POLICE GRANTS
FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
GIITEM REVENUE	<u>95,843.00</u>	<u>10,439.18</u>	<u>52,033.51</u>	<u>54.29</u>	<u>43,809.49</u>
TOTAL REVENUES	95,843.00 =====	10,439.18 =====	52,033.51 =====	54.29 =====	43,809.49 =====
<u>EXPENDITURE SUMMARY</u>					
GIITEM FUND	<u>95,843.00</u>	<u>0.00</u>	<u>52,033.51</u>	<u>54.29</u>	<u>43,809.49</u>
TOTAL EXPENDITURES	95,843.00 =====	0.00 =====	52,033.51 =====	54.29 =====	43,809.49 =====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	10,439.18	0.00		0.00

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

29 -POLICE GRANTS

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GIITEM REVENUE</u>					
29-4-4000-4500 GIITEM TASK FORCE REVENUE	<u>95,843.00</u>	<u>10,439.18</u>	<u>52,033.51</u>	<u>54.29</u>	<u>43,809.49</u>
TOTAL GIITEM REVENUE	95,843.00	10,439.18	52,033.51	54.29	43,809.49
TOTAL REVENUE	95,843.00	10,439.18	52,033.51	54.29	43,809.49
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

29 -POLICE GRANTS

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
GIITEM FUND					
29-5-0000-6000 GIITEM TASK FORCE WAGES	56,245.00	0.00	28,822.04	51.24	27,422.96
29-5-0000-6020 GIITEM SOCIAL SECURITY	4,303.00	0.00	2,204.92	51.24	2,098.08
29-5-0000-6021 GIITEM PSPRS EMP PORTION	15,540.00	0.00	7,621.36	49.04	7,918.64
29-5-0000-6022 GIITEM HEALTH INSURANCE	14,852.00	0.00	10,520.17	70.83	4,331.83
29-5-0000-6023 GIITEM WORKERS COMPENSATION	2,860.00	0.00	1,417.89	49.58	1,442.11
29-5-0000-6026 GIITEM HSA EMPLOYER PORTION	<u>2,043.00</u>	<u>0.00</u>	<u>1,447.13</u>	<u>70.83</u>	<u>595.87</u>
TOTAL GIITEM FUND	95,843.00	0.00	52,033.51	54.29	43,809.49
TOTAL EXPENDITURES	95,843.00	0.00	52,033.51	54.29	43,809.49
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	10,439.18	0.00		0.00

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

30 -POLICE SMART & SAFE AZ
FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
FUND BALANCE APPROP.	<u>50,427.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,427.00</u>
TOTAL REVENUES	50,427.00	0.00	0.00	0.00	50,427.00
	=====	=====	=====	=====	=====
 <u>EXPENDITURE SUMMARY</u>					
TRANSFERS OUT	<u>50,427.00</u>	<u>0.00</u>	<u>50,650.11</u>	<u>100.44</u>	(<u>223.11</u>)
TOTAL EXPENDITURES	50,427.00	0.00	50,650.11	100.44	(223.11)
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	(50,650.11)		50,650.11

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

30 -POLICE SMART & SAFE AZ

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
GENERAL					
FUND BALANCE APPROP.					
30-4-4000-6050 FUND BALANCE APPROPRIATION	<u>50,427.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,427.00</u>
TOTAL FUND BALANCE APPROP.	50,427.00	0.00	0.00	0.00	50,427.00
TOTAL REVENUE	50,427.00	0.00	0.00	0.00	50,427.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

30 -POLICE SMART & SAFE AZ

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
<u>TRANSFERS OUT</u>					
30-5-2000-9850 TRANSFERS OUT	<u>50,427.00</u>	<u>0.00</u>	<u>50,650.11</u>	<u>100.44</u> (	<u>223.11)</u>
TOTAL TRANSFERS OUT	50,427.00	0.00	50,650.11	100.44 (	223.11)
TOTAL EXPENDITURES	50,427.00	0.00	50,650.11	100.44 (	223.11)
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00 (	50,650.11)		50,650.11

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

31 -OPIOID FUND
FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
MISC.	<u>30,000.00</u>	<u>15,110.39</u>	<u>20,066.58</u>	<u>66.89</u>	<u>9,933.42</u>
TOTAL REVENUES	30,000.00	15,110.39	20,066.58	66.89	9,933.42
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
GENERAL	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>
TOTAL EXPENDITURES	30,000.00	0.00	0.00	0.00	30,000.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	15,110.39	20,066.58	(	20,066.58)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

31 -OPIOID FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
MISC.					
31-4-4000-4500 OPIOID FUND REVENUE	<u>30,000.00</u>	<u>15,110.39</u>	<u>20,066.58</u>	<u>66.89</u>	<u>9,933.42</u>
TOTAL MISC.	30,000.00	15,110.39	20,066.58	66.89	9,933.42
TOTAL REVENUE	30,000.00	15,110.39	20,066.58	66.89	9,933.42
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

31 -OPIOID FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
31-5-0000-7999 OPIOID FUND EXPENDITURES	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>
TOTAL GENERAL	30,000.00	0.00	0.00	0.00	30,000.00
TOTAL EXPENDITURES	30,000.00	0.00	0.00	0.00	30,000.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	15,110.39	20,066.58	(	20,066.58)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

80 -DONATION FUND

FINANCIAL SUMMARY

83.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
YAVAPAI APACHE TRIBE	20,000.00	0.00	8,481.29	42.41	11,518.71
TOWN WIDE	472,000.00	0.00	599.00	0.13	471,401.00
COMM DEV	300.00	0.00	200.00	66.67	100.00
PARK & RECREATION	22,000.00	8,000.00	20,345.23	92.48	1,654.77
POLICE	8,500.00	0.00	5,695.20	67.00	2,804.80
FUND BALANCE APPROPRIATIO	<u>27,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>27,500.00</u>
TOTAL REVENUES	550,300.00	8,000.00	35,320.72	6.42	514,979.28
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CAPITAL IMPROVEMENT PLAN	412,000.00	0.00	21,476.72	5.21	390,523.28
YAVAPAI APACHE TRIBE	30,000.00	7,730.90	7,730.90	25.77	22,269.10
TOWN WIDE	50,000.00	150,400.00	294,945.81	589.89 (	244,945.81)
COMM DEV	300.00	0.00	40.00	13.33	260.00
PARK & RECREATION	49,500.00	2,600.00	23,304.80	47.08	26,195.20
POLICE	<u>8,500.00</u>	<u>0.00</u>	<u>6,321.23</u>	<u>74.37</u>	<u>2,178.77</u>
TOTAL EXPENDITURES	550,300.00	160,730.90	353,819.46	64.30	196,480.54
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	152,730.90) (	318,498.74)		318,498.74

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

80 -DONATION FUND

83.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>STREETS</u>					
<u>YAVAPAI APACHE TRIBE</u>					
80-4-2100-4001 GENERAL - YAN	20,000.00	0.00	8,481.29	42.41	11,518.71
TOTAL YAVAPAI APACHE TRIBE	20,000.00	0.00	8,481.29	42.41	11,518.71
<u>TOWN WIDE</u>					
80-4-2300-4004 TOWN WIDE GENERAL DONATION	50,000.00	0.00	599.00	1.20	49,401.00
80-4-2300-4005 VERDE RIVER @ CLARKDALE DON	10,000.00	0.00	0.00	0.00	10,000.00
80-4-2300-4006 GENERAL - DEVELOPER	412,000.00	0.00	0.00	0.00	412,000.00
TOTAL TOWN WIDE	472,000.00	0.00	599.00	0.13	471,401.00
<u>LIBRARY</u>					
<u>COMM DEV</u>					
80-4-2500-4001 CENTENNIAL PLAZA DONATIONS	300.00	0.00	200.00	66.67	100.00
TOTAL COMM DEV	300.00	0.00	200.00	66.67	100.00
<u>PARK & RECREATION</u>					
80-4-2600-4001 GENERAL - PARKS & RECREATION	5,000.00	3,000.00	5,064.48	101.29 (	64.48)
80-4-2600-4002 CONCERTS	10,000.00	5,000.00	12,400.75	124.01 (	2,400.75)
80-4-2600-4003 HALLOWEEN	4,500.00	0.00	2,880.00	64.00	1,620.00
80-4-2600-4010 FOURTH OF JULY	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL PARK & RECREATION	22,000.00	8,000.00	20,345.23	92.48	1,654.77
<u>POLICE</u>					
80-4-2900-4001 GENERAL - POLICE	5,000.00	0.00	3,840.20	76.80	1,159.80
80-4-2900-4006 POLICE NATIONAL NIGHT OUT	3,500.00	0.00	1,855.00	53.00	1,645.00
TOTAL POLICE	8,500.00	0.00	5,695.20	67.00	2,804.80
<u>FUND BALANCE APPROPRIATIO</u>					
80-4-4000-6050 FUND BALANCE APPROPRIATION	27,500.00	0.00	0.00	0.00	27,500.00
TOTAL FUND BALANCE APPROPRIATIO	27,500.00	0.00	0.00	0.00	27,500.00
<u>HERITAGE CONSERV</u>					
TOTAL REVENUE	550,300.00	8,000.00	35,320.72	6.42	514,979.28
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

80 -DONATION FUND

83.33% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL IMPROVEMENT PLAN</u>					
80-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>412,000.00</u>	<u>0.00</u>	<u>21,476.72</u>	<u>5.21</u>	<u>390,523.28</u>
TOTAL CAPITAL IMPROVEMENT PLAN	412,000.00	0.00	21,476.72	5.21	390,523.28
<u>STREETS</u>					
<u>YAVAPAI APACHE TRIBE</u>					
80-5-2100-8801 GENERAL - YAN	20,000.00	7,730.90	7,730.90	38.65	12,269.10
80-5-2100-9256 VERDE RIVER @ CLARKDALE	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL YAVAPAI APACHE TRIBE	30,000.00	7,730.90	7,730.90	25.77	22,269.10
<u>TOWN WIDE</u>					
80-5-2300-7000 GENERAL - DEVELOPER EXP	0.00	150,400.00	294,037.87	0.00 (	294,037.87)
80-5-2300-8002 FLAG PURCHASE EXPENSE	0.00	0.00	308.94	0.00 (	308.94)
80-5-2300-8004 TOWN WIDE GEN DON EXPENSES	<u>50,000.00</u>	<u>0.00</u>	<u>599.00</u>	<u>1.20</u>	<u>49,401.00</u>
TOTAL TOWN WIDE	50,000.00	150,400.00	294,945.81	589.89 (	244,945.81)
<u>LIBRARY</u>					
<u>COMM DEV</u>					
80-5-2500-8001 CENTENNIAL PLAZA DON BRICK EXP	<u>300.00</u>	<u>0.00</u>	<u>40.00</u>	<u>13.33</u>	<u>260.00</u>
TOTAL COMM DEV	300.00	0.00	40.00	13.33	260.00
<u>PARK & RECREATION</u>					
80-5-2600-8001 GENERAL - PARKS & RECREATION	5,000.00	525.00	2,019.40	40.39	2,980.60
80-5-2600-8002 CONCERTS	10,000.00	2,075.00	16,128.95	161.29 (	6,128.95)
80-5-2600-8003 HALLOWEEN	4,500.00	0.00	2,906.50	64.59	1,593.50
80-5-2600-8005 POOL FUNDRAISING EXPENSES	27,500.00	0.00	0.00	0.00	27,500.00
80-5-2600-8010 FOURTH OF JULY	<u>2,500.00</u>	<u>0.00</u>	<u>2,249.95</u>	<u>90.00</u>	<u>250.05</u>
TOTAL PARK & RECREATION	49,500.00	2,600.00	23,304.80	47.08	26,195.20
<u>POLICE</u>					
80-5-2900-8001 GENERAL - POLICE	5,000.00	0.00	3,633.58	72.67	1,366.42
80-5-2900-8006 POLICE NATIONAL NIGHT OUT	<u>3,500.00</u>	<u>0.00</u>	<u>2,687.65</u>	<u>76.79</u>	<u>812.35</u>
TOTAL POLICE	8,500.00	0.00	6,321.23	74.37	2,178.77
<u>HERITAGE CONSERV</u>					
TOTAL EXPENDITURES	550,300.00	160,730.90	353,819.46	64.30	196,480.54
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	152,730.90) (	318,498.74)		318,498.74

*** END OF REPORT ***



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 May 14, 2024.
<u>Staff Contact:</u>	Charity Brooks, Town Clerk
<u>Meeting Date:</u>	May 28, 2024
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Review of the draft minutes from the regular meeting held on May 14, 2024.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends that the Council approve the draft minutes from the regular meeting held on May 14, 2024.



**SUMMARIZED MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
OF THE TOWN OF CLARKDALE**

TUESDAY, MAY 14, 2024, AT 6:00 PM

(To listen to the full audio 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

Other Municipal Officials Present: Susan Guthrie, Town Manager; Charity Brooks, Town Clerk; Joni Westcott, Parks and Recreation Director; Lou Andersen, Public Works Director; Julie Goucher, Finance Director; D.K. Green, Grants Manager; Chief Taylor, Police Chief

Zoom: Two members of the public were present.

Audience: Approximately nine members of the public were present.

1. CALL TO ORDER - *Mayor Prud'homme-Bauer called the meeting to order at 6:00 p.m.*

2. ROLL CALL - *All members present.*

3. PUBLIC COMMENT

No public comment.

4. PROCLAMATIONS

A. 2024 Bike Month

Discuss, consider and act upon a proclamation declaring May 2024 as Bike Month.
Greg Miranda (Verde Valley Bicycle Company) and Jen Mabery (Yavapai County Community Health/BAC) were present to accept the proclamation.

Action: Approve the proclamation declaring May 2024 as Bike Month:

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

5. RECOGNITION OF APPRECIATION

A. Recognition of appreciation to Town of Clarkdale Stakeholders

Presentation of appreciation by Greg Miranda - Verde Valley Bicycle Company and Jen Mabery - Yavapai County Community Health/BAC, to key Town of Clarkdale stakeholders for their pivotal role in the inaugural Historic Clarkdale Crit Community Festival.

6. REPORTS

A. Current Events

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:

- VVTPO – Verde Valley Transportation Planning Organization – *Met last week. Discussed Smart Fund.*
- NACOG - Northern Arizona Council of Governments – *Met on April 25. Materials included with this packet.*
- NAMWUA - Northern Arizona Municipal Water Users Association – *Met April 17. Discussed water utilities leadership forum.*
- TPAC – Transportation Policy Advisory Council – *Met two weeks ago. Discussed safe routes to school grant.*
- VFLC – Verde Front Leadership Council – *Met May 1. Discussed strategic plan.*
- Greater AZ Mayor's Organizational Report – *Asked to remove from Organizational Reports since group is not meeting anymore.*
- Sustaining Flows Committee – *Nothing to report.*
- Yavapai Communities for Young Children – *Currently organizing a working group.*
- Cottonwood Airport Noise Working Group – *Met late April. Council Member Jones elected as Chair.*

7. 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

Consider and act upon the draft minutes from the regular meeting held on April 23, 2024.

B. Intergovernmental Agreement (IGA) with the City of Cottonwood for Regional Transportation Service

Consider and act upon an Intergovernmental Agreement (IGA) with the City of Cottonwood for Regional Transportation Service.

Action: Approve consent agenda items A and B as written:

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

8. NEW BUSINESS

A. APS Fire Mitigation Presentation

Representatives with APS provided a presentation to Council regarding Wildfire Safety and Fire Mitigation.

B. Budget Proposal Presentation for the Fiscal Year Ending June 30, 2025

Staff provided a presentation to Council regarding the Town Manager's budget proposal for fiscal year ending June 30, 2025.

C. Ratification of Expenditures for Panorama Booster Pump Station

Discussed, considered and approved the ratification of emergency expenditures in the amount of \$168,416.94 for emergency repairs to Panorama Booster Pump Station.

Action: Approve to ratify the emergency expenditures in the amount of \$168,416.94 for emergency repairs to the Panorama Booster Pump Station:

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

D. Town Hall Interior Finishes

Discussed, considered and approved a proposal from Haley Construction for interior finishes in Town Hall.

Action: Approve the proposal from Haley Construction for interior finishes in Town Hall and authorize the Town Manager to sign all documents to execute the proposal, not to exceed \$85,000:

Motion: Vice Mayor Hunseder

Second: Council Member Jones

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

- 9. POSSIBLE VOTE TO ENTER EXECUTIVE SESSION - The Council voted to discuss the following matters in executive session pursuant to A.R.S. § 38-431.03(A)(3) Legal advice from Town Attorney and § 38-431.03(A)(4) discussion or consultation for legal advice with the attorney or attorney's of the Town and/or A.R.S. § 38-431.03(A)(7) discussions or consultations with designated representatives of the public body in order to consider its position and instruct is representatives regarding negotiations for the purchase, sale or lease of real property.**

A. Exchange of Real Property

B. Water Settlements

Action: Motion to enter executive session pursuant to A.R.S. § 38-431.03(A)(3) Legal advice from Town Attorney and § 38-431.03(A)(4) discussion or consultation for legal advice with the attorney or attorney's of the Town and/or A.R.S. § 38-431.03(A)(7) discussions or consultations with designated representatives of the public body in order to consider its position and instruct is representatives regarding negotiations for the purchase, sale or lease of real property.

Motion: Council Member O'Neill

Second: Council Member Jones

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

10. RESUMPTION OF REGULAR MEETING - *Immediately following the executive session, the Council resumed public session at 8:22 p.m.*

A. Ordinance #426 - Authorizing the Exchange of Real Property

Discussed, considered and approved Ordinance #426, authorizing the exchange of real property owned by the Town of Clarkdale and Clarkdale Arizona Central Railroad pursuant to A.R.S. § 9-407 and a finding by Council that the parcels are of substantially equal value and setting forth terms and conditions of the exchange.

Action: Approve Ordinance #426, authorizing the exchange of real property owned by the Town of Clarkdale and Clarkdale Arizona Central Railroad pursuant to A.R.S. § 9-407 and a finding by Council that the parcels are of substantially equal value and setting forth terms and conditions of the exchange:

Motion: Council Member Babbitt-Pierce

Second: Council Member Jones

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. Water Settlements

No action taken by Council.

11. FUTURE AGENDA ITEMS

Town Council did not propose items to be placed on a future agenda.

12. ADJOURNMENT

Action: **Motion to Adjourn:**

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 8:40 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 14th day of May 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Date approved by Town Council: May 28, 2024

Charity Brooks, Town Clerk



Staff Report

Item Number: 6.A.

Agenda Item: **2024 - 2026 Clarkdale Council Strategic Plan**
Discuss, consider and act upon the 2024 - 2026 Clarkdale Council Strategic Plan.

Staff Contact: Susan Guthrie, Town Manager

Meeting Date: May 28, 2024

Strategic Goal: This agenda item supports the following Clarkdale Strategic Goal Area:

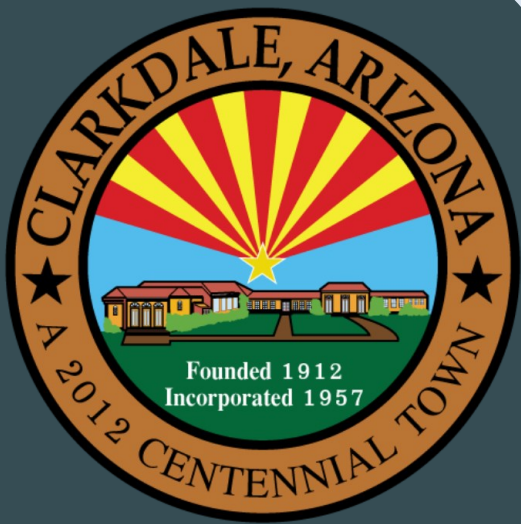
- Goal Area 1 - Preserve and celebrate Clarkdale's unique, complex history.
- Goal Area 2 - Enhance the quality of life for residents, businesses, and visitors to Clarkdale.
- Goal Area 3 - Enhance the quality and availability of parks, recreation and cultural opportunities.
- Goal Area 4 - Strengthen 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.

Background: At their public work sessions held on Jan. 31 and May 14, the Town Council discussed the upcoming year and developed their strategic plan. As part of the process, they evaluated the organization's strengths, weaknesses, opportunities, and threats with input from staff. They also updated the Town's Vision, Mission, and Values. Based upon this work and additional data, they ultimately decided upon six organizational goals along with corresponding strategies. Key performance indicators were identified that will be used to track success.

Budget Impact: No budget impact.

Recommendation: Staff recommends that the Council approve the 2024 - 2026 Strategic Plan.

Strategic Plan 2024-2026



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



The History of Clarkdale

Established in 1912 and built by Senator William Andrews Clark, Clarkdale was founded as a modern copper-smelting company town for the employees of the smelter and their families. Clarkdale is renowned as the first master planned community in Arizona. The Town of Clarkdale was incorporated in mid-1957.

Prior to the arrival of the mining industry, the Clarkdale area was long inhabited by indigenous people, including the ancestors of the Yavapai and Apache peoples. The Yavapai-Apache Nation remains an integral part of the broader Clarkdale community.

Organizational Structure

Clarkdale is operated under a Council Manager form of government. The Town Council and Mayor are elected at large and serve four year terms. They are responsible for adopting the annual budget, making policy decisions, adopting ordinances, and with hiring and supervising the Town Manager and the Magistrate Judge.

The Town Manager’s responsibilities include proposing the annual budget and overseeing daily operations, the budget, and the workforce.

Vision

The Town of Clarkdale capitalizes upon our unique history, proximity to the Verde River, and small-town charm. We cultivate a safe environment where residents and businesses can thrive. 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

Strategic Planning
at a glance...



Strategic Planning Process

- Annually, the Town Council, in coordination with Staff revisit the Vision, Mission and Values.
- The Council, Leadership Team, and Staff Members collaboratively identify organizational strengths, weaknesses, opportunities and threats (SWOT). These items come from a variety of sources, including: feedback from citizens, community surveys, key performance indicators (metrics), regulatory requirements, changing legislation, studies & assessments of existing infrastructure, feedback from employees, new technology, economic conditions, budget outcomes and more.
- The SWOT, Vision, Mission and Values are then used to identify key organizational goals and metrics to determine success.
- Once goals are set, the organization looks for strategies and tactics to achieve the goals.
- Council meets in work sessions to evaluate the strategic plan and ultimately adopts the annual plan.
- All strategies are placed on a project matrix that is updated by the Leadership Team quarterly and provided to the Town Council.
- This is an annual process so projects are continually assessed to determine relevancy. It is a living document so the organization can pivot to take advantage of emerging opportunities.

Goals

The Town of Clarkdale has selected the following goals for Fiscal Years 2024-2026, 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.



GOAL AREA 4

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

Goals

The Town of Clarkdale has selected the following goals for Fiscal Years 2024-2026, based upon the SWOT analysis, vision, mission and input from stakeholders and staff.



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.

Strategies and Tactics



GOAL AREA 1

Preserve and celebrate Clarkdale’s unique, complex history.

MEASUREMENT

- ◆ Retain national historic status.
- ◆ Growing opportunities to share and highlight our history.
- ◆ Condition indexes of facilities.

1. Completion of a voluntary Historic Preservation Ordinance that seeks to preserve the historic downtown buildings. (2024)
2. Preserve historic integrity of Town Complex to maintain the historic nature of the structures, as identified in the CIP and by completing an assessment of the Town campus to determine all deferred maintenance needs. (Ongoing)
 - a). Apply for grants and seek funding to make needed repairs identified in the assessment. (Ongoing)
 - b). Implement short term repairs to Clark complex identified in the CIP for 2024/2025.
3. Support community partners and their historic preservation efforts. (Ongoing)
4. Create and maintain inventories of historic properties, sites, landscapes, signage, and other historic features. (HPC Strat Plan: Ongoing)
5. Develop a public education program regarding historic preservation and its importance to Clarkdale. (HPC Strat Plan: Ongoing)
 - a). Collaborate with the Historic Preservation Commission and Historic Society and Museum.
6. Develop an education program in cooperation with Tuzigoot National Monument and the Yavapai-Apache Nation regarding the Verde River and its historic importance to Clarkdale (trading route, home to Sinaguas, Yavapais and Apaches). (2024/2025)
7. Establish a list of resources to assist residents with planning and execution of the preservation of historic properties. (Ongoing)
8. Complete a facilities master plan. (2025/2026)
9. Assess the benefits of pursuing Certified Local Government status. (2025)

Strategies and Tactics



GOAL AREA 2

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

MEASUREMENT

- ♦ Crime stats.
- ♦ Citizen satisfaction.
- ♦ Affordable housing options.

1. Plan for adequate staffing, training and equipment for Police Department to prevent a single officer on duty and to ensure connectivity. (Ongoing)
2. Implement a Town emergency evacuation program that works with our reverse 911 system. (2024/2025)
3. Conduct exercises to prepare for emergencies; establish an EOC. (2025)
4. Use a variety of strategies to ensure transparency and a robust community dialogue. (Ongoing)
 - a). Continue E-Newsletter, Small Talk, social media platforms, open house events, public forums, focus groups, brochures, work sessions, and web site.
 - b). Conduct a community wide survey every two years. (2025)
5. Build upon the current robust process of promoting diverse board participation and volunteerism. (Ongoing)
6. Work to keep the heart of the community, downtown, vibrant. (Ongoing)
7. Complete the grant-funded Housing Study to Identify the type(s) of new housing needed to achieve a vibrant economy. (2024/2025)
 - a). Identify parcels appropriate for the diversity of housing needed.
 - b). By 2026 have 50 new workforce units available.
8. Sustain the activities and events that promote the Town’s small town charm.
 - a). Host annual Concerts in the Park series. (2024/2025)
 - b). Host or support at least nine community events annually. (Ongoing)
9. Engage with Yavapai College to enhance community involvement. (Ongoing)
10. Educate new residents about water/fire and its impact on sustainability.
 - a). Consider becoming an official Fire Wise Community. (2025)
 - b). Create a water report card and water education feature at Selna-Mongini Park as proposed at the ASU Water forum. (2025)
11. Host a Citizen Police Academy and a National Night Out event. (2024)
12. Continue Neighborhood clean up events. (Ongoing)
13. Review and Update Town Codes. (Ongoing)
14. Participate in the study for a regional dispatch center. (2024/2025)
15. Re-establish MOU with YAN for PD coverage. (2025)
16. Explore becoming an official dark sky community. (2025/2026)
17. Seek resources to assist residents with home repair and maintenance. For example: grants, tool lending, paint reuse, volunteers, etc. (2025)
18. Investigate potential of fee waivers for workforce housing. (2025/2026)
19. Begin implementation of aspects of the Patio Park revitalization plan. (2025/2026)

Strategies and Tactics



GOAL AREA 3

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

MEASUREMENT

- ♦ Park space per capita.
- ♦ Trail miles.
- ♦ Satisfaction surveys.
- ♦ Quantity, quality and attendance at events and programming.

1. Continue implementation of the Trails Master Plan. (2024-2026)
2. Complete Selna Mongini park project. (2024/2025)
3. Add bike lanes for new/reconstruction of roadways. (Ongoing)
4. Complete the restoration of the bandstand/gazebo. (2024/2025)
5. Implement a park maintenance schedule. (2024)
6. Continue working with developers to add open space and amenities to new developments. (Ongoing)
7. Annually update or replace aging park infrastructure. Work toward establishing a replacement plan. (Ongoing)
8. Partner with other entities for events and programming; specifically those that support the environment, sustainability, and the arts. (Ongoing)
9. Continue to enhance services and amenities related to the Verde River. (Bathrooms, RAPS, dust control and parking) (Ongoing)
10. Leverage contract with State Parks to recover expenses for Tuzigoot RAP and improve the park. (2024/2025)
11. Consider alternative locations for parks programming using the events calendar. (Ongoing)
12. Ensure all park amenities are promoted on the website. (Ongoing)
13. Investigate establishing fees and a rental process for river ramadas and other amenities. (2025)
14. Complete Key Performance Indicators for Parks program. (2024/2025)
15. Work on succession planning for the Parks Department. (2024/2025)
16. Continue seeking grants to add parks amenities, trails and programming as requested by the community and identified in the Trails Master Plan. (Ongoing)
17. Explore becoming a bike-friendly community. (2025/2026)
18. Increase youth participation with parks and recreation. (Ongoing)
19. Increase ADA opportunities in public spaces. (Ongoing)
20. Continue promoting community events such as those hosted by the Library. (Ongoing)
21. Continue efforts to have volunteer groups assist with trail maintenance. (Ongoing)

Strategies and Tactics



GOAL AREA 4

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

MEASUREMENT

- ♦ Sales tax.
- ♦ Business sustainability.
- ♦ Stability of population.
- ♦ Jobs/employment.

1. Continue partnering with businesses in Clarkdale to enhance business development. (Ongoing)
2. Continue operations of Verde River RAPs. (Ongoing)
3. Apply for a BEAD grant to expand broadband in Clarkdale. (2024/2025)
4. Continue to work toward water/wastewater infrastructure along 89A for future residential and commercial growth through grants and development agreements. (2024/2025)
5. Strategically assist with economic development opportunities in the downtown area, on the 89A Bypass and Broadway. (Ongoing)
 - a). Establish an economic development working group.
 - b). Continue contracting with Retail Strategies for national retail recruitment.
6. Continue the Tourism Marketing Working Group. (Ongoing)
7. Capitalize upon existing tourism (retail development). (Ongoing)
 - a). Recruit one new business each year through direct recruitment or work with Retail Strategies.
8. Partner with the college as an asset for workforce training as well as business services and lifelong learning opportunities. (Ongoing)
9. Support entrepreneurship and attract “locate anywhere” businesses, using VVREO, SBDC, ACA & Local First. (Ongoing)
10. Partner with the library and Made in Clarkdale to develop an arts incubator and/or pop up shops in downtown. (2024-2026)
11. Implement local “shop online” educational campaign. (Ongoing)
12. Modify and update our economic development web page with tools and referrals to business start up assistance. Add local businesses to the page as a resource. (2024/2025)
13. Develop a strategic plan for the Bitter Creek Area:
 - a). Include the understanding of being located next to a Class 1 Airshed.
 - b). Include residential, commercial and light manufacturing areas and the promotion of light industrial freight as a regional asset.
 - c). Apply for a grant to pave Luke Lane.
14. Update the wayfinding signage program. (2025/2026)
15. Look for innovative strategies for business retention and attraction.
 - a). Continue research on potential business development incentives for business development in Clarkdale. (2025/2026)
16. Evaluate cost/benefits of purchasing a downtown property. (2025/2026)

Strategies and Tactics



GOAL AREA 5

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

MEASUREMENT

- ◆ Annual investment in capital projects.
- ◆ Condition of roadways (condition indexing).
- ◆ Line breaks.
- ◆ Customers on water and sewer.

1. Complete Broadway Overlay Phase II. (2024)
2. Seek grants for 89A Water and Sewer Improvements. (2025/2026)
3. Continue annual CIP planning process and post on website. (Ongoing)
4. Continue getting projects shovel ready so we may seek grants for major capital projects. (Ongoing)
5. Complete the IIP (Infrastructure Improvement Plan) to be able to implement impact fees. (2025/2026)
6. Complete and begin implementation of the water and wastewater master plan. (2024/2025)
7. Implement 2024/2025 CIP projects. (See CIP Plan)
8. Ensure adequate funding is budgeted for maintenance of water and wastewater plants. (Ongoing)
9. Implement street maintenance/pavement management action plan. (2024/2025)
10. Begin design of new well, storage and redundant arsenic treatment. (2024/2025)
11. Complete design and construction of Bitter Creek Bridge II. (2024/2025)
12. Work on preparing for road connectivity—particularly Broadway, Black Hills Drive, Luke Lane, Centerville Road.
 - a). Begin ROW acquisition discussions on collectors, such as Old Jerome highway. (2024-2026)
13. Expand wastewater capture and add more re-use of effluent (purple pipe or recharge). (2024-2026)
14. Continue researching the potential of direct reuse of water. (Ongoing)
15. Begin planning for a septic to sewer initiative. (2025/2026)
16. Complete a facilities master plan. (2025/2026)
17. Develop a fleet replacement plan. (2025/2026)
18. Design Cement Plant Road improvements and apply for a RAISE grant for construction. (2025/2026)
19. Enhance awareness of recapture of rain water and other water conservation efforts. (Ongoing)
20. Attend the Water Wise training put on by the Sonoran Institute. (2025)
21. Work with ASU to implement outcomes of ASU Water Forum. (2024/2025)

Strategies and Tactics



GOAL AREA 6

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

MEASUREMENT

- ♦ Turnover of staff metrics.
- ♦ Time with vacancies.
- ♦ Employees per capita.
- ♦ Citizen satisfaction survey.
- ♦ Employee satisfaction survey.
- ♦ Process improvement events and outcomes (Kaizen).
- ♦ Completion of DMAIC projects.

1. Continue employee newsletter. (Ongoing)
2. Continue adding low cost/high impact benefits. Determine which benefits are most highly valued by staff. (2024/2025)
3. Host employee appreciation and team building events quarterly. (Ongoing)
4. Ensure quarterly 1 on 1s with supervisors and direct reports are occurring and are documented. (Ongoing)
5. Continue early steps of launching a Six Sigma program; balance with creative hot-washes (lessons learned). (Ongoing)
6. Continue and expand key performance indicators (metrics) maintained monthly. (Ongoing)
7. Continue to expand succession planning process and look for additional opportunities to create career ladders. (2024/2025)
8. Improve organizational onboarding process. (2024/2025)
9. Seek technological and process improvement through process mapping events (Kaizen). (Ongoing)
10. Conduct annual benchmarking for pay and benefits. (Ongoing)
11. Continually review policies to update employee manual. (2024/2025)
12. Maintain use of project matrix to establish priorities. (Ongoing)
13. Continue implementation of new performance review process. (2024/2025)
14. Continue to assess possible Incode improvements or new ERP system. (2025/2026)
15. Roll out the Q12 employee survey every two years. (Ongoing)
16. Look for innovative solutions to staffing needs. (Ongoing)
17. Investigate development of housing for employees. (2024-2026)
18. Research an employee wellness program. (2025/2026)
19. Encourage employee development through programs such as Verde Valley Leadership. (Ongoing)
20. Roll out additional leadership and communication training (DISC). (2024/2025)
21. Continue efforts to plan for long-term financial security for the Town of Clarkdale, including making changes to the FOG to increase fund balance and contingencies. (Ongoing)



Town of Clarkdale

PO Box 308
Clarkdale, Arizona 86324

928-639-2400 ph
www.Clarkdale.AZ.Gov

TOWN OF CLARKDALE STRATEGIC PLAN 2024-2026



Clarkdale Town Council

Mayor Robyn Prud'homme-Bauer

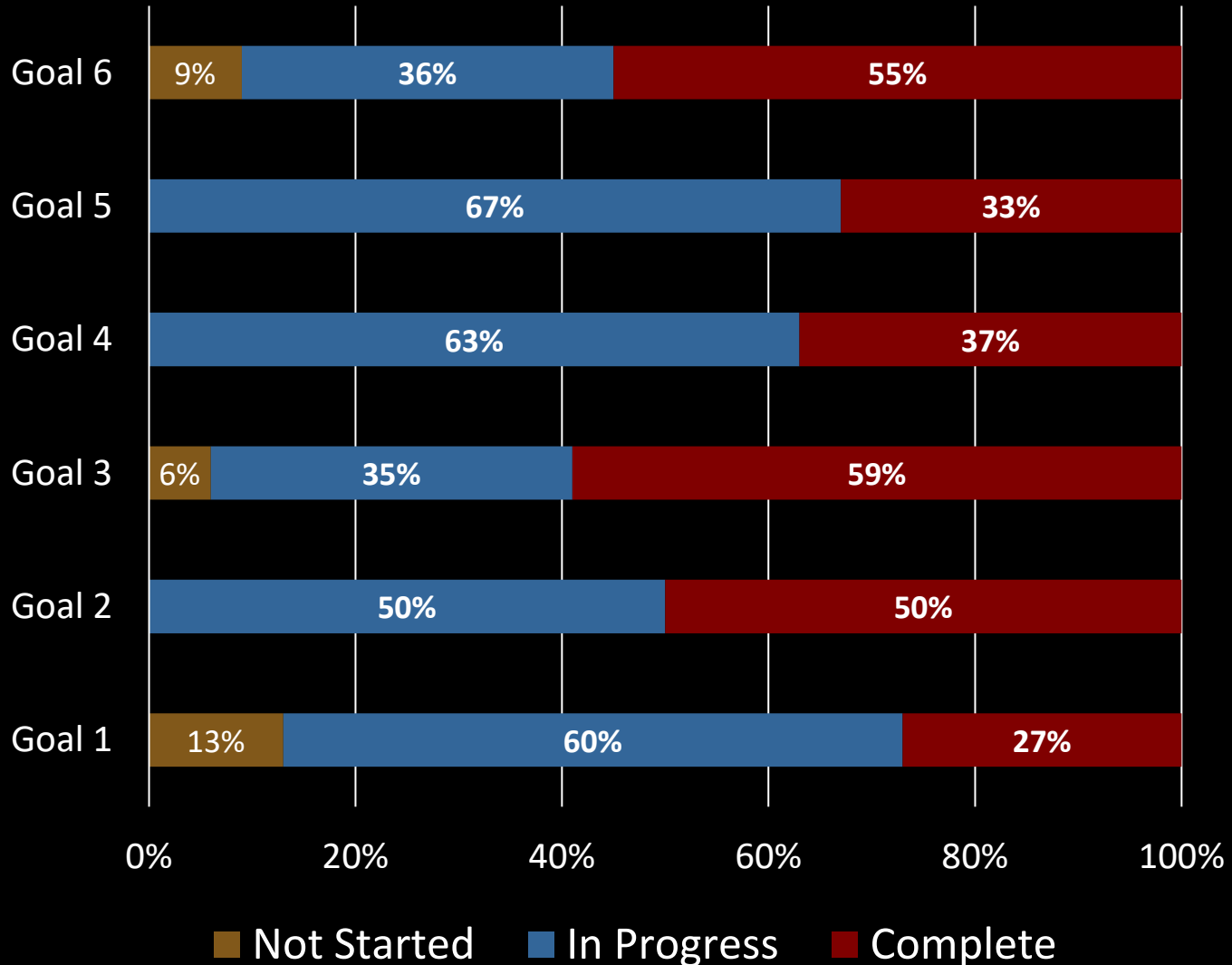
Vice Mayor Debbie Hunseder

Council Member Marney Babbitt-Pierce

Council Member Lisa O'Neill

Council Member Laura Jones

2023/2024 Strategic Plan Status



STATUS OF 2023/2024 PLAN

Goal 1: Historic Preservation

Goal 2: Quality of Life

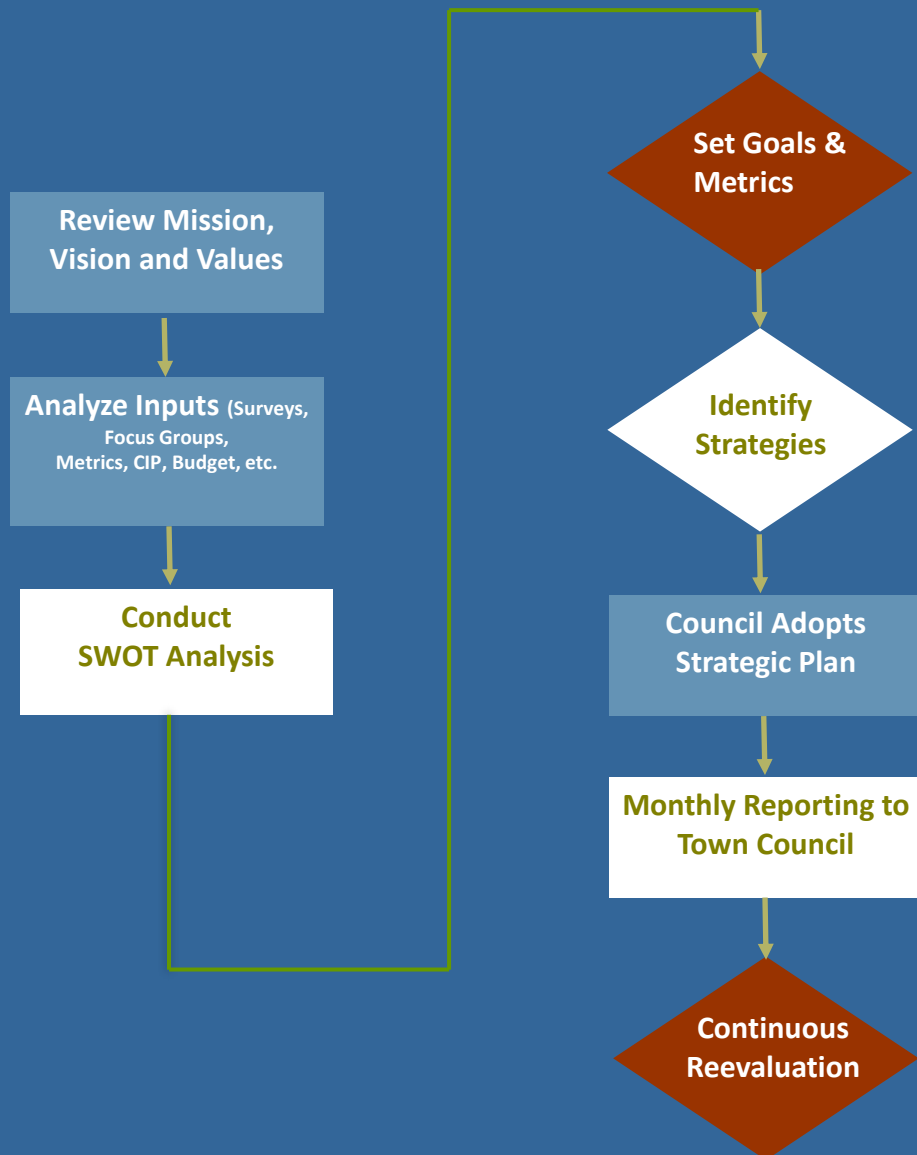
Goal 3: Parks and Recreation

Goal 4: Strengthen Economy

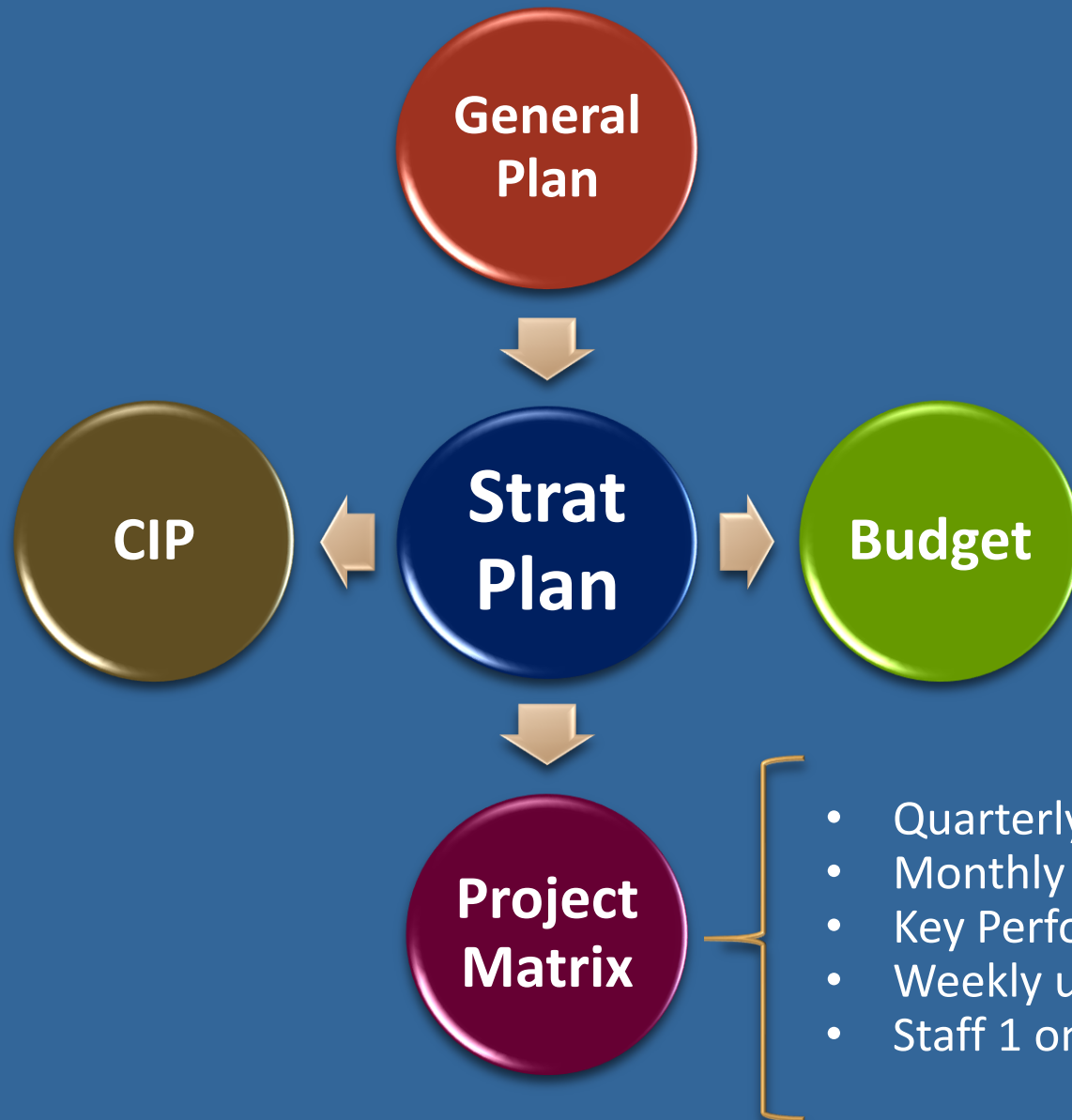
Goal 5: Quality Infrastructure

Goal 6: Org. Development

STRATEGIC PLANNING PROCESS



THE PLAN IS FULLY INTEGRATED INTO THE ORGANIZATION



- Quarterly update of project matrix, which sets priority level
- Monthly reports to Council
- Key Performance Indicators
- Weekly updates
- Staff 1 on 1s and staff meetings

PRIORITIZATION AND TRACKING

- All strategies are placed on a project matrix and prioritized.
- Progress is tracked quarterly.
- Weekly updates, 1 on 1s, and monthly reports track incremental progress.

Town of Clarkdale Master Project List 9/6/2022							
	A	B	C	D	E	F	G
23	5. Seek ways to grow inclusiveness in the Town through workgroups, public forums, focus groups, surveys and relationship building. (Ongoing)	TM/All	C	No	TBD	Ongoing	Established two working groups; working on community wide survey.
24	6. Conduct outreach to promote diverse board/commission participation and volunteerism and build upon the robust process currently in place. (Ongoing)	TC/PIO	B	Yes	\$0	Ongoing	Ongoing
25	7. Actively work to keep the heart of the community, downtown, vibrant through economic development activities, code enforcement, public infrastructure investment and maintenance. (Ongoing)	TM/CD/PW	B	TBD	TBD	5%	Working with Conlins and Main Street Café; PW did restriping to assist Brewery; Staff attending DBA meetings; CD working with Newstand and other businesses.
26	8. Identify the type(s) of new housing needed to achieve a vibrant economy. (2022-2023)	CD and Council	B	TBD	TBD	5%	Mayor and Ruth sitting on Regional Housing Group exploring CHDO.
27	9. Identify parcels appropriate for the diversity of housing needed for a vibrant economy. (2022-2023)	CD	C	TBD	TBD		
28	10. Identify those aspects of the Town that give it the "small town charm" and retain them. (Ongoing)	All	C	TBD	TBD	30%	Work on the Gazebo has been given the go ahead to continue. Parks is gearing up planning for Halloween and Christmas events. Turnout for the Summer Concert Series has been great!
29	11. Advocate for equitable funding for Yavapai College in the Verde Valley. (Ongoing)	Council and TM	D	TBD	TBD	5%	Council attended a meeting with the YC Board where they expressed issues. They have also participated in the recent survey to help recruit at the Clarkdale Campus.
30	12. Educate new residents about water and fire and its impact on sustainability in Clarkdale. (Ongoing)	TM and PIO	C	No	\$0	10%	Have included in each issue of the Clarkdale Update and also in Small Talk.
31	13. Launch a Citizen Police Academy. (2023)	PD	D	No	TBD	1%	
32	14. Host a National Night Out Event. (2022)	PD	B	No	TBD	100%	Event held for 2022. Very successful event.
33	15. Continue Neighborhood Clean Ups. (Ongoing)	CD/PW	C	No	TBD	5%	Planning RINCON Cleanup.
34	16. Review Codes. (Ongoing)	CD and All	C	Yes	\$0		Ongoing.
35	GOAL 3: Enhance the quality and availability of parks, recreation and cultural opportunities.						
36	1. Produce a map showing trails and future connectivity. (2023-2024)	Parks	C	No	TBD	5%	Significant planning has taken place to identify trails. Working on a land swap to grow this system. Planning meeting scheduled with TM.
37	-Put trails map on Town website and kiosks.	Parks	B	No	\$0	50%	Trails up on website through partnership with Cottonwood.
38	-Promote trails connectivity via work with Verde Front.	Parks	C	Yes	TBD	10%	Verde Front Circle Trail concept - ongoing work with partners.
39	2. Complete Selma Mongini park project. (2022-2024)	Parks/PW	B	Yes	\$2.8 million	25%	Heritage grant received, pending federal grant notification.
40	3. Evaluate bike lanes for new/reconstruction of roadways. (Ongoing)	PW	C	Yes	TBD		
41	4. Update the gazebo. (2022)	PW/CD	A	Yes	\$150,000	25%	Approval from historic architect received. Construction will commence. See line 127.
42	5. Utilize CDBG funds to revitalize Caballero Park. (2022-2023)	Parks	A-	Yes	\$355,000	10%	Prelimin design complete, neighborhood meeting held; application to NACOG/CDBG. See line 130.
43	6. Implement a park maintenance schedule. (2023)	Parks/PW	D	No	\$0		
44	7. Add a public works staff member to ensure park maintenance goals are met. (2022-2023)	TM	A	Yes	\$60,000	95%	Position created and is currently posted.
45	8. Continue working with developers to add parks and amenities to new developments. (Ongoing)	Parks/CD	B	Yes	\$0	Ongoing	Discussions ongoing
46	9. Annually update or replace aging park infrastructure. Work toward establishing a five-year replacement plan. (Ongoing)	Parks/PW	C	Yes	\$25,000	50%	Completed replacement of Town Park equipment. Will be updating Cabellero Park this year as well as Selma Mongini. Assessing what other needs we have for this year.
47	10. Partner with other entities for events and programming; specifically those that support the environment and sustainability as well as the arts. (Ongoing)	Parks	D	No	\$0	Ongoing	YCCHS (Health and Wellness), CML (Tai Chi in Park),



VISION

The Town of Clarkdale capitalizes upon our unique history, proximity to the Verde River, and small-town charm. We cultivate a safe environment where residents and businesses can thrive. 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.

STRATEGIES & MEASUREMENT

- Strategies have been identified for each goal area.
- This is a living document, so will change during the year to react to current conditions.
- Each goal area has key performance indicators to measure success.

Strategies and Tactics



GOAL AREA 3

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

MEASUREMENT

- ♦ Park space per capita.
- ♦ Trail miles.
- ♦ Satisfaction surveys.
- ♦ Quantity, quality and attendance at events and programming.

1. Continue implementation of the Trails Master Plan. (2024-2026)
2. Complete Selma Mongini park project. (2024/2025)
3. Add bike lanes for new/reconstruction of roadways. (Ongoing)
4. Complete the restoration of the bandstand/gazebo. (2024/2025)
5. Implement a park maintenance schedule. (2024)
6. Continue working with developers to add open space and amenities to new developments. (Ongoing)
7. Annually update or replace aging park infrastructure. Work toward establishing a replacement plan. (Ongoing)
8. Partner with other entities for events and programming; specifically those that support the environment, sustainability, and the arts. (Ongoing)
9. Continue to enhance services and amenities related to the Verde River. (Bathrooms, RAPS, dust control and parking) (Ongoing)
10. Leverage contract with State Parks to recover expenses for Tuzigoot RAP and improve the park. (2024/2025)
11. Consider alternative locations for parks programming using the events calendar. (Ongoing)
12. Ensure all park amenities are promoted on the website. (Ongoing)
13. Investigate establishing fees and a rental process for river ramadas and other amenities. (2025)
14. Complete Key Performance Indicators for Parks program. (2024/2025)
15. Work on succession planning for the Parks Department. (2024/2025)
16. Continue seeking grants to add parks amenities, trails and programming as requested by the community and identified in the Trails Master Plan. (Ongoing)
17. Explore becoming a bike-friendly community. (2025/2026)
18. Increase youth participation with parks and recreation. (Ongoing)
19. Increase ADA opportunities in public spaces. (Ongoing)
20. Continue promoting community events such as those hosted by the Library. (Ongoing)
21. Continue efforts to have volunteer groups assist with trail maintenance. (Ongoing)

QUESTIONS?



Staff Report

Item Number: 6.B.

Agenda Item: **Financial Operations Guide (FOG) Revisions**
Discuss, consider and act upon revisions to the Financial Operations Guide (FOG).

Staff Contact: Julie Goucher, Finance Director

Meeting Date: May 28, 2024

Strategic Goal: This agenda item supports the following Clarkdale Strategic Goal Area:

- Goal Area 6 - Strategically invest in organizational development to enhance efficiency and service delivery and to attract and retain an exemplary workforce.

Background: The FOG is reviewed periodically, and at a minimum annually, for any updates resulting from changes in processes and procedures. This document guides many of the practices impacting all Town Departments. The following sections of the document have been updated:

- Section III. Travel and Training Policy
 - Update for safety (seatbelts and texting).
- Section IV. Cash Management – Cash Receipts Policy
 - Update for deposit procedures due to new credit card processor.
- Section V. Procurement Policy
 - Update to increase minimum bidding requirements from \$75,000 to \$100,000.
 - Update to include ordinance on disposal of Town assets.
- Section XII. Budget Policy
 - Update to target a contingency equal to six months of expenditures for General Fund, Wastewater Fund and Water

Fund (with consideration of impact to upper expenditure limit).

- Exhibit A. Travel Request Form
 - Update to remove mileage rate from form (due to periodic increases by IRS).

- Exhibit D. Credit Card/Credit Account User Agreement
 - Update to acknowledge provision of personally identifiable information in application of new account.

Budget Impact: No budget impact.

Recommendation: Staff recommends that the Council approve the revisions to the Financial Operations Guide (FOG).

TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE

PREPARED BY TOWN STAFF

APPROVED

~~10/10/2023~~5/28/2024

TABLE OF CONTENTS

Section	Page
I. INTRODUCTION	4
II. PAYROLL POLICY.....	6
III. TRAVEL AND TRAINING POLICY	9
IV. CASH MANAGEMENT - CASH RECEIPTS POLICY	13
V. CASH MANAGEMENT - CASH DISBURSEMENTS POLICY.....	16
VI. PROCUREMENT POLICY	18
VII. RECEIVING POLICY.....	26 <u>7</u>
VIII. CREDIT CARD POLICY.....	27 <u>8</u>
IX. INVESTMENT POLICY.....	30 <u>1</u>
X. FRAUD POLICY.....	39 <u>40</u>
XI. GRANTS POLICY.....	47 <u>48</u>
XII. BUDGET POLICY	51 <u>2</u>
XIII. FISCAL POLICY	57 <u>8</u>

LIST OF EXHIBITS

Exhibit	Page
A. TRAVEL REQUEST FORM.....	624
B. PROCUREMENT FORM.....	646
C. REQUEST FOR CREDIT CARD/CREDIT ACCOUNT	657
D. CREDIT CARD/CREDIT ACCOUNT USER AGREEMENT	668
E. STATEMENT OF MISSING DOCUMENTATION	679

	TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE	
	SECTION I. INTRODUCTION	
	ORIGINATION DATE: 8/31/2010	REVISION DATE(S): 6/30/18, 4/5/19, 10/10/23

PURPOSE: The purpose of this manual is to provide a working guide for those policies and procedures established to govern and to implement fiscal policy and financial management which sets the standards, structures, and processes that provide the foundation for performing internal control within the Town of Clarkdale.

The Town of Clarkdale specifically prohibits financial transactions based solely on email communication. The Town of Clarkdale will not authorize financial transactions based solely on an email request. Any email that requests a purchase, change in direct deposit account, or make any other financial transaction, should be suspect that the email is fraud. No one in our organization should ask someone to make a transaction over email, and no one should authorize a financial transaction over email.

I. RESPONSIBILITIES

Clarkdale's Town Code charges the Town Treasurer, on behalf of the Town Clerk and the Town Manager with implementing the financial policies of the Town Council. All matters discussed in this operations guide shall be carried out within applicable laws and regulations, and with generally recognized principles of good financial management and accounting.

Town employees not following the policies and procedures set forth in this manual may be subject to discipline, as outlined in the Personnel Policies and Procedure Manual.

II. AMENDMENTS

This guide is written in sections, by subject, allowing flexibility for revision. The effective date of the revision/update will be noted at the top of each page.

III. COMMENTS/CLARIFICATION OF POLICY

All comments and requests for clarification of this guide should be addressed to the Finance Department.

IV. OTHER TOWN POLICIES & GUIDANCE DOCUMENTS

Additional information which pertains to policies and procedures established to govern and implement fiscal policy and financial management is also included in the Town's separate policies and guidance documents as follows:

1. Town Code
2. Records Retention Plan
3. Personnel Policy and Procedures
4. Public Service Handbook
5. Arizona State Library, Archives and Public Records General Retention Schedule
6. Arizona Revised Statutes Title 34, Public Buildings and Improvements
7. Arizona Revised Statutes Title 41, State Government-Chapter 23, Arizona Procurement Code
8. Arizona State Procurement Manual
9. Arizona League of Cities and Towns Municipal Budget and Finance Manual
10. Government Finance Officers Association (GFOA) Best Practices, Materials and Publications



TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE

SECTION II. PAYROLL

ORIGINATION DATE: 8/31/2010

**REVISION DATE(S): 1/11/11,
6/30/18, 1/30/20, 5/10/22, 10/10/23**

PURPOSE: To establish standard procedures for the disbursement of funds to employees of the Town of Clarkdale for work performed for the Town, to ensure that all financial accounting practices are authorized and accounted for properly.

PROCEDURES:

I. INITIATION, STATUS CHANGES AND PAYROLL WITHHOLDINGS

Original authority for placing an employee on the payroll, authority to execute any change of employee status, or authority to remove an employee from the payroll will be recorded on a properly executed "Personnel Action Form" (PAF). Authority for initial federal and state income tax withholdings and subsequent changes will be recorded on a properly executed, current IRS "Employee Withholding Allowance Certificate W-4" form and current Arizona Department of Revenue "Employee's Arizona Withholding Percentage Election A-4" form. The original authority for court ordered withholdings shall be by copy of the court order. Human Resources shall enter personnel status and wage change data and Human Resources and/or Finance shall enter the initial or change in status withholding information into the computer payroll program.

II. RECORDS

A. Employee Personnel File (Human Resources)

The following forms are kept in the Employee's Personnel File:

- Personnel Action Forms
- Arizona Retirement Enrollment Forms
- Court Orders
- Health Insurance Enrollment
- Miscellaneous other Financial Documents

Medical records and Employment Verification Form (I-9) shall be kept separate from other personnel files.

B. Employee Payroll File (Finance Department)

The Finance Department maintains a payroll file for each employee kept by fiscal year. The following documents will be in the payroll file:

- Federal Withholding Form (W-4)
- Arizona Withholding Form (A-4)
- Copy of Personnel Action Form (PAF)

Miscellaneous other Financial Documents

III. PAY PERIODS

All Town of Clarkdale employees have a bi-weekly pay period from 12:01 a.m. Sunday of one week through 12:00 a.m. Saturday of the following week shall be used for all employees.

IV. TIMECARDS

An electronic timecard shall be completed and approved by each hourly employee for review and approval on a bi-weekly basis. If a correction needs to be made to the timecard after submission, the correction must be done by the Supervisor prior to final approval. All changes made by the Finance Manager shall be communicated to the employee's supervisor and the employee.

Grant Wages

Charges to grant awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated as confirmed by the Department Supervisor.
2. Be incorporated into the official records.
3. Reasonably reflect the total activity for which the employee is compensated, not exceeding 100% of compensated activities.
4. Encompass both federally assisted, and all other activities compensated by the Town on an integrated basis.
5. Comply with the established accounting policies and practices of the Town.

The timecards shall be reviewed and approved by the person so designated in each department by 10 a.m. on the first Monday after the end of the pay period, unless notified in advance by the Finance Department of a date change.

V. PERSONAL TIME OFF, ILLNESS BANK OR COMP TIME

For policies regarding calculations for Hours of Work, Attendance, Holidays and Supervision, Paid Time Off (PTO), Sick Leave, Illness Bank (IB), Absent Without Leave, Jury Duty, Military Duty and Maternity Leave, and Overtime, refer to the Town of Clarkdale Personnel Policies and Procedure Manual.

Any employee requesting time off shall complete a Time Off Request in the payroll system for approval by their supervisor. If the employee is eligible and needs to use Illness Bank (IB) hours, and is unable to complete a timecard due to a valid reason, the authorizing supervisor shall fill in the appropriate hours to be paid.

VI. ON CALL PAY

'On Call' pay is a specific class of automatic overtime pay for non-exempt employees (and authorized temporary employees) who may be assigned On Call duty to respond to critical situations that might arise outside of scheduled work hours. This class is intended to address the need to provide 24/7 readiness including emergency response capabilities to the citizens of Clarkdale. On Call assignments will be made at the discretion of the Town Manager, Department

Head, or his/her designee. These provisions and guidelines do not apply to exempt classifications.

On Call hours will be assessed and paid according to the Town of Clarkdale Personnel Policies and Procedure Manual.

On Call pay is a separate compensation class and, as such, is to be designated on a separate line of the employee's timecard. On Call time cannot be converted to regular work time or compensatory time. On Call time will be calculated and paid on a separate line of the employee's regular pay stub.

VII. DATA ENTRY AND PAYROLL REGISTER

Upon approval of timecards and time off requests by the designated supervisors, the Finance Manager will review the payroll data for any irregularities and/or obvious errors and will process payroll. Net payroll and all deductions are calculated, and a Preliminary Payroll Register is generated. The register is then checked for accuracy by the Finance Manager and provided to the Finance Director for review and approval. The payroll is then approved, processed, and posted to the general ledger.

VIII. PAYROLL DISBURSEMENT

All payroll is processed via direct deposit to the employee's designated banking institution. In the event of a change in institution, the first payroll following the change will be pre-noted to verify account authenticity. Once verified, the direct deposit change will take place on the subsequent payroll following the pre-note. Paystubs are located on the electronic payroll system and accessed through the employee's individual account.

IX. FISCAL YEAR END PROCEDURES

When the final fiscal year end payroll crosses both fiscal years, the expenditures are allocated to each fiscal year based on number of days in each period.

X. QUARTERLY REPORTS AND YEAR END W-2 PROCEDURES

Quarterly reports are prepared and processed by the Town's contracted payroll service. The Finance Manager reviews and approves the W-2s prior to distribution to employees and the IRS.

XI. PAYROLL LIABILITY ACCOUNTS

The Finance Manager or Finance/HR Specialist reconciles the payroll liability accounts and prepares any necessary adjustments at least quarterly. The Finance Director reviews these reconciliations and approves any required adjustments.



TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE

SECTION III. TRAVEL & TRAINING

ORIGINATION DATE: 9/24/2002

REVISION DATE(S): 6/23/15,
6/30/18, 1/30/20, 5/10/22,
10/10/23, 5/14/24

PURPOSE: The policy of the Town of Clarkdale is to encourage training opportunities for employees so their services rendered to the Town shall be made more effective, and that employees may become, at the same time, qualified for promotion to higher level positions. The Department Head, consistent with the budget and this policy, shall authorize attendance at conferences, seminars, meetings, and conventions that directly benefit the Town of Clarkdale. The Town Manager shall authorize attendance for multi-day conferences, seminars, meetings, and conventions that directly benefit the Town of Clarkdale.

I. ELIGIBLE INDIVIDUALS

- A. Town employees (classified, part-time classified, and non-classified employees)
- B. Others - Members of boards, commissions, authorities, council members and committees who are not employees of the Town, yet serve the Town as members on these boards, commissions, authorities, councils, and committees.

II. GENERAL TRAVEL PRINCIPLES

The Town shall authorize employee travel in accordance with the following principles:

- A. All Town travel arrangements should reflect an understanding of the Town of Clarkdale Travel Policy.
- B. Travel is usually warranted when personal contact is the most beneficial method of conducting official Town business.
- C. Employees may attend educational or training seminars if funds for that purpose are available and such training is authorized by applicable Department Head and Town Manager.
- D. Employee travel is conducted according to the Town Travel Policy **regardless of funding source** (i.e., grant requirements do not supersede the Town requirements).

III. PROCEDURES

The Travel Request Form: Pre-Authorization and Post-Travel, Exhibit A (S:\Shared(Read-Write)\Travel Request Forms), must be accompanied with documentation of all anticipated expenditures. Quotes for lodging, maps indicating mileage, and registration forms shall be attached to the Travel Request Form. No training outside the local area for which compensation is requested shall be authorized, nor will compensation be made, unless the travel request form has been completed and authorized by the Department Head and Town Manager prior to departure as

provided herein, except one-day (not overnight) out-of-town travel.

Subsistence expenses, such as lodging for official trips, shall be compensated on the basis of the actual expenses incurred. Meals shall be based on the per-diem schedules outlined herein.

IV. TRAVEL COMPENSATION GUIDELINES

- A. Tips and other gratuities for all meals are included in the Per Diem.
- B. The Town shall compensate expenses only when the expenses are incurred during the performance of official duties of the Town employee and for the Town's benefit.
- C. Only those costs requested on the travel request form authorized by the Department Head and Town Manager will be approved for compensation.
- D. An employee on Town travel status who extends the travel for his own convenience or enjoyment when such is not required by the Town, will not be entitled to the allowance for that meal or if applicable, lodging, or compensation.
- E. The Department Head and Town Manager shall approve or deny the travel expense request.
- F. Upon approval, the employee requesting travel funds shall submit the "Travel Request Form" to the Finance Department for reimbursement.

V. LODGING & MEAL PER-DIEM

- A. Lodging - the following policy is to be utilized by eligible individuals who are contemplating traveling for Town business or training related purposes.
 - 1. Eligibility
 - a. Employee must be on authorized travel status.
 - b. Travel must be outside the Verde Valley and a multi-day event.
 - c. Single-day training events may warrant a pre-training overnight lodging stay if travel and training will exceed a 10-hour workday.
 - d. Lodging must be at a commercial establishment.
 - e. Employee is required to request the lowest available rate, traditionally being governmental, except for block rates at a conference hotel with consideration to the most reasonable and economical lodging and travel needs.
 - 1. Grant funded lodging and subsistence shall not exceed charges normally allowed by the Town.
 - 2. If charged directly to the grant, documentation must justify that the participation of the individual is necessary to the grant award and the costs are reasonable and consistent with the Town's established travel policy.
 - 2. Documentation
 - a. The commercial establishment's itemized receipt is required.

B. Meals - Per Diem (In and Out of State)

1. Eligibility
 - a. Employee must be on authorized travel status.
 - b. Travel must be outside the corporate Town limits.
2. Documentation - Compensation is based on the schedule listed and no receipts are required.
3. Meal allowances
 - a. Breakfast - Reimbursable when travel commences on or before 6 a.m.
 - b. Lunch - Reimbursable if travel commences on or before 11 a.m. and ends at or after 2 p.m.
 - c. Dinner - Reimbursable when travel extends to 7 p.m. or beyond or when the traveler leaves for overnight travel on or before 6 p.m.
4. Meals Provided
 - a. The traveler is not entitled to a meal allowance for meals provided at the conference or seminar.
5. Meal Per Diem Rates (based upon annual GSA rates)

Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00
Incidentals	\$5.00

VI. TRANSPORTATION

When more than one employee uses the same motor vehicle, only one claim for mileage compensation will be allowed. Seat belts are required to be worn at all times while operating a Town-owned, rented, or personally owned vehicle. Text messaging is strictly prohibited while operating a vehicle. Receipts are required for reimbursement for all necessary local transportation, tolls, and parking.

A. Requirement for using Town owned vehicle:

- 1 Driver's license - a valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit on Town business.
- 2 Vehicle reservation - reserve a pool vehicle using Microsoft Outlook Calendar.
- 3 Returning of pool vehicle - fuel level must be full upon return from an out-of-town trip and any problems or incidents with the vehicle must be reported to the Public Works. The vehicle shall be returned in a clean state (all soda cans, paper & trash shall be removed).
- 4 NO SMOKING in Town vehicles.
- 5 All occupants must wear a seatbelt.
- 6 Text messaging is prohibited.

B. Requirement for using rental vehicle:

- 1 Authorization - by the Department Head prior to use of rental vehicle.
- 2 Driver's license - a valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit and on Town business.
- 3 Vehicle reservation - reservations must be placed with a vehicle rental

establishment, according to their reservation requirements.

- a. Vehicle to be used for Town travel must be a compact vehicle (or of equal cost or reimbursed).
- b. Reservation of any other rental vehicle must be pre-approved by the Department Head prior to the reservation of the vehicle.
- c. All occupants must wear a seatbelt.
- d. Text messaging is strictly prohibited.

4 Reporting

- a. The commercial establishment's itemized receipt is required.

C. Requirement for using personal vehicle:

- 1 Driver's license - a valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit and on Town business.
- 2 Current Vehicle Insurance - liability insurance coverage with a minimum coverage of \$15,000 per person and \$30,000 per accident.
 - a. If a traveler using a privately owned vehicle is involved in an accident and found to be at fault, his/her liability insurance carrier is responsible to the limits of the policy. If the amount exceeds that coverage, the Town's insurance will, at the time, cover the amount over the policy limits if the traveler was acting within the course and scope of their employment.
 - b. If a traveler driving a privately owned vehicle on Town business is involved in an accident, regardless of fault, the Town will not reimburse for any physical damage to the motor vehicle.
- 3 Compensation Basis
 - a. Compensation is based on mileage maps.
 - b. Beginning address and ending location address must be shown on map for compensation eligibility.
 - c. Compensation will be calculated based on the shortest distance from either the location of departure to the location of the meeting, or the location where the employee regularly reports for duty to the location of the meeting. The same methodology applies to the return trip.
 - d. Mileage compensation shall be at the Federal rate per map mile. These rates include all travel and maintenance expenses of the vehicle. Employees are encouraged to utilize the Town vehicle whenever possible.
 - e. Mileage reimbursement is not available for local travel, including travel to Sedona, Camp Verde, Cottonwood, and Jerome, unless the pool vehicle is not available.
 - f. If employee has a vehicle allowance, no mileage reimbursement shall be paid for travel less than 50 miles from Town facilities.

4 Seatbelts – All occupants must wear a seatbelt.

4.5 Text Messaging – Text messaging is strictly prohibited.



TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE

SECTION IV. CASH MANAGEMENT – RECEIPTS

ORIGINATION DATE: 8/31/2010

**REVISION DATE(S): 6/30/18,
1/30/20, 5/10/22, 10/10/23, 5/14/24**

PURPOSE: To describe the procedure for obtaining and receipting all revenues received by the Town of Clarkdale.

I. PROCEDURE

- A. The Finance Department will disperse all revenue received by mail either in-person, or into Department mailboxes located in the Administration Building.
- B. Cash payments accepted at events shall be received in the presence of two Town employees and/or official Town volunteers. At the end of the event cash shall be placed in tamper-proof, sealed envelope or locked cash box, and the amount shall be verified and signed/witnessed by two parties. Cash shall be stored overnight in a Town building, and secured in a locked area (i.e., safe, drawer, or cabinet). Cash will then be re-counted by a Town official and deposited as directed below.
- C. Cash payments accepted at river access points are collected by Verde River Ambassadors and delivered to the Police Department. The collections are kept in a secure, locked location until counted and processed as indicated below.
- D. All Town revenues will be receipted through the department responsible for collecting the various payments. All receipts should be recorded through the INCODE software system.
 1. Water, Trash, Cemetery and Sewer payments will be recorded in the Utility Billing, Cemetery and Cash Collection module of the INCODE software system and balanced at ~~12:30 p.m. and~~ at the end of each business day. The revenue and all reporting documents will be sent to the Finance Department ~~by 1:30 p.m.~~ the morning of the next business day. The Public Works Department cash drawers will open daily with a \$150.00 change fund.
 2. Community Development related revenue will be recorded in the Business License, Building Project and Cash Collection module using the INCODE software system. The reports will be balanced daily; revenue and all reporting documents will be sent to the Finance Department ~~by 1:30 p.m.~~ the morning of the next business day. The Community Development cash drawer will open weekly with a \$100.00 change fund. INCODE credit card receipts will be provided to Public Works immediately.
 3. Police Department related revenue will be recorded in the Cash Collection

module using the INCODE software system. The reports will be balanced daily whenever possible, and weekly at a minimum; revenue and all reporting documents will be sent to the Finance Department ~~by 1:30 p.m.~~ the morning of the next business day. INCODE credit card receipts will be provided to Public Works. The Police Department cash drawer will open weekly with a \$50.00 change fund.

4. Parks and Recreation Department related revenue will be recorded in the Cash Collection module using the INCODE software system. The reports will be balanced daily ~~by 12:30 p.m.~~ whenever possible, and weekly at a minimum; revenue and all reporting documents will be sent to the Finance Department ~~by 1:30 p.m.~~ the morning of the next business day. INCODE credit card receipts will be provided to Public Works immediately.
5. Payments received by third party applications in any Department shall be imported into INCODE or recorded in INCODE cash collections as separate batches from the cash drawer batches each morning day. The revenue and all reporting documents will be sent to the Finance Department ~~by 1:30 p.m.~~ the morning of the next business day.
6. Court related revenue will be recorded in the Arizona Judicial Automated Case System (AJACS) program provided by the Arizona State Court System. All revenue will be balanced as needed depending on the volume and deposited in the Court designated checking by Court Administration. At the end of every month the Court will prepare monthly reconciliation statements, including bank statements, per current IGA. the Summary Allocation by Agency Report (SABA) will be provided and the Court will remit all fees required to all agencies as allocated by the SABA. The Finance Department will post monthly journal entries to adjust the cash balances as reflected in the bank reconciliations received.
7. Funds deposited directly to Town bank accounts will be recorded into the Cash Collections module of the INCODE software system when the confirming deposit facsimile arrives, or as shown in the daily receipts in the online banking system. These will be balanced at least weekly by the Finance Department.
8. Grants/Loans – When payments are received from the United States Treasury or the pass-through entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means, the Finance Department will notify the recipient department to insure minimizing the time elapsing between the transfer and the disbursement of those funds by the Town.
9. All other payments received will be receipted through the Finance Department. All general receipts will be entered using the Cash Collection module of the INCODE software system. Receipts that do not have an assigned account will be entered in the "Miscellaneous Revenue" account. The general receipts will be balanced at least weekly. All supporting documents will be stored in a secure, locked location in the Finance Department.
10. A deposit slip will be completed by the Finance/HR Specialist. Checks will be

deposited utilizing the remote check reader. Receipts will be deposited into the Town's bank account at least once per week. Deposits will be taken to the bank on the last day of each month. The deposit receipt will be attached to the INCODE report and verified by the Finance Manager.

- E. All bank accounts will be reconciled monthly by the Finance Manager, approved by the Finance Director, and filed in a permanent file.

	TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE	
	SECTION V. CASH MANAGEMENT - DISBURSEMENTS	
	ORIGINATION DATE: 8/31/2009	REVISION DATE(S): 6/30/18, 1/30/20, 5/2/22, 10/10/23, <u>5/14/24</u>

PURPOSE: To establish standard procedures for the disbursement of funds to vendors for items or services purchased by the Town of Clarkdale in accordance with the approved fiscal year budget, to ensure that all services and items delivered were authorized and accounted for properly, and to maintain accurate vendor files.

I. PROCEDURES

- A. All invoices shall be reviewed by the Department Head to ensure compliance with the approved department budget. Invoices shall be signed by the Department Head and coded based upon the account numbers in the respective budget.
- B. All invoices more than \$10,000 should be authorized and signed by the Town Manager.
- C. Procurement forms are required for all purchases more than \$10,000 (Exhibit B, S:\Shared(Read-Write)\Procurement).
- D. Prior to expending funds for special projects or grant projects, the Department Head shall meet with the Finance Department to arrange for project accounting and issuance of account numbers for coding invoices.
- E. All approved and coded invoices shall be forwarded to the Finance/HR Specialist in a timely fashion along with applicable receiving documents and purchase orders. The Finance/HR Specialist batches invoices for payment based on due date and date of invoice receipt. Invoices received at the Finance Department by Tuesday at 12 p.m. will be included in the weekly batch run on Wednesday for distribution on Thursday. If an emergency check is required, the Finance Director may approve processing a check outside the normal batch timelines.
- F. All vendors must have a "Request for Taxpayer Identification Number and Certification" Form W-9 on file with the Finance Department prior to payment of an invoice. If there is no W-9 form on file, a request along with a copy of the W-9 form is sent to the vendor for completion. Upon receipt of the completed W-9 form, the vendor is added to the vendor files and the payment process for the invoice is completed.
- G. The Finance/HR Specialist shall enter all invoice information into the Accounts Payable module of the INCODE software system as invoices come in. On Wednesday morning the open items register shall be closed and sent to the payment processing packet. Invoices to be paid will be selected based on the due date.
- H. The Finance/HR Specialist shall then run a "Preliminary Check Register" and review for accuracy. If a correction is necessary, the Finance/HR Specialist shall reenter the corrected data and rerun the "Preliminary Check Register". Upon completing an acceptable "Preliminary Check Register" the Finance/HR Specialist shall print the checks and run a "Check Register". Check

registers are approved by Finance Director.

- I. The Finance/HR Specialist shall forward the approved checks, with the check register, to the Town Manager.
- J. The Town Manager shall review the checks and check register, note any exceptions, and approve the checks for distribution.
- K. The Finance/HR Specialist shall separate the signed checks and mail the original to the payee. The Finance/HR Specialist shall attach the invoices and any supporting documentation to the check stub.
- L. The Finance/HR Specialist shall file the documents in a vendor file and any voided checks in a reconciliation file.
- M. Any checks that need to be voided shall be entered into the INCODE system using the "Check Un-post Process". The Audit report will be attached to the check and stamped "VOID". This documentation will be placed in the VOID file.
- N. Grants/Loans
 - 1. No expenditures should be made for any grant until the Finance Department has a Notice of Award letter on file. All grant documents shall be stored on the Town Shared Read-Write Drive, S:\Shared(Read-Write)\Grants.
 - 2. When a grant or reimbursement loan is authorized by the Council, the recipient department shall meet with the Finance Department to set up the "Project" to ensure the specific grant requirements are met as follows:

Grant name, contract number, Council approval date, grant source, award date, expiration date, grant amount, allowable expenses, matching funds requirement, in-kind requirement, set up of wages if covered, implementation department, project coordinator, administrative coordinator, reporting requirements, person that will be completing reports, if grant requires copies of invoices or checks for reporting requirements, and if it is a pass-through grant.
 - 3. When payments are received from the United States Treasury or the pass-through entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means, the Finance Department will notify the recipient department to insure minimizing the time elapsing between the transfer and the disbursement of those funds by the Town.

	TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE	
	SECTION VI. PROCUREMENT	
	ORIGINATION DATE: 10/27/09	REVISION DATE(S): 6/17/20, 5/2/22, 7/12/22, 10/10/23, <u>5/14/24</u>

PURPOSE: To establish standard procedures for the procurement of supplies, materials, equipment, and services and to ensure that all expenditures, no matter the revenue source relating thereto, which are authorized in the Town's budget, are properly encumbered and accounted for, and that a complete history of each expenditure transaction is established. The Town Manager, or his/her designee shall be the Purchasing Agent for the Town. No purchase or contract for services of any kind or description, payment for which is to be made from funds of the Town, including grant funded expenditures shall be made by the Purchasing Agent, employee, or agent of the Town, except in the manner set forth in this section, and unless said purchase is in accordance with the adopted Town budget. The Town Code supersedes if there is conflicting information.

I. DEFINITIONS

- A. Bid or Proposal Documents - The documents, including their attachments and addenda, which set forth instructions to bidders or proponents, and are disseminated for the purpose of soliciting bids or proposals.
- B. Town Employee - An individual who performs services for the Town in the capacity of an elected or appointed official, or as a compensated employee of the Town or of a temporary services agency retained by the Town.
- C. Town Manager - The person appointed by the Town Council to be the chief administrative officer for the Town, or his/her designee.
- D. Contracts and Agreements - Legally binding document between the Town and one or more other parties for the procurement or disposition of goods.
- E. Contractor - The person who has entered into an agreement with the Town to provide services.
- F. Financial Interest - Includes any of the following:
 - 1. Ownership of any interest or involvement in any relationship from which, or as a result of which, a person has received compensation within the past year, or is entitled to, or is currently receiving compensation;
 - 2. Ownership, whether wholly or in part, of any property or business; or
 - 3. Status as an officer, director, trustee, partner, employee, or manager of a business.
- G. Goods - Articles moveable at the time of sale, including but not limited to equipment, supplies, and materials.
- H. Gratuity - A gift, payment, loan, advance, deposit of money, or service, presented or promised in return for or in anticipation of favorable consideration

in the procurement process. “Gratuity” does not include the compensation paid by or due from the Town or from a temporary service agency under contract with the Town to an employee in connection with the employee’s services for the Town.

- I. Person - Any individual, partnership, limited partnership, association, corporation, labor union, committee, club, or governmental entity.
- J. Procurement - The acquisition of supplies, goods, and services by the Town, including but not limited to purchasing or leasing, and all functions and procedures pertaining to such acquisitions, no matter the revenue source.
- K. Professional or Specialized Services - Services which involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience. Such services include but are not limited to, engineers, architects, geologists, hydrologists, land surveyors, landscape architects and assayers, real estate, computer, accounting, personnel and insurance consultants, psychologists, medical doctors and attorneys-at-law, regardless of the revenue source.
- L. Responsible Bidder - A bidder as determined by the Department Head, Purchasing Agent, Town Manager, Council, or professional services:
 - 1. To have the ability, capacity, experience, and skill to provide the goods and/or services in accordance with bid specifications.
 - 2. To have the ability to provide the goods and/or services promptly, or within the time specified, without delay.
 - 3. To have equipment, facilities and resources of such capacity and location to enable the bidder to provide the goods and/or services.
 - 4. To be able to provide future maintenance, repair, parts, and service for the use of the goods purchased, when applicable.
 - 5. To have a record of satisfactory or better performance under prior contracts with the city or other purchasers where such bidder has previously been awarded such contracts.
 - 6. To have complied with laws, regulations, guidelines, and orders governing prior or existing contracts performed by the bidder.
- M. Responsive Bidder - A bidder determined by the Department Head, Purchasing Agent, Town Manager, Council, or professional services to have submitted a bid or proposal that conforms in all material respects to the requirements of the bid or proposal documents.
- N. Services - Work performed or labor, time and effort expended by an independent contractor.

- O. Sole Source - Contracts for which the Department Head, Purchasing Agent, Town Manager, Council, or professional services as determined, after conducting a good faith review of available products and sources, that the Town's requirements can be met solely by a single patented, copyrighted, or proprietary article or process available from a single source. Examples of acceptable sole source purchases are equipment for which there is no comparable competitive product, a component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer or an item where compatibility with items in use by the Town is the overriding consideration.
- P. Specifications - A description of the physical or functional characteristics of the supplies or goods, or of the nature of the services.
- Q. Transaction - The process of ordering goods or services through traditional purchasing methods, e.g., issuance of a purchase order.
- R. Vendor - A supplier of goods or services.

II. PROCEDURE

- A. Purchasing - The Town of Clarkdale shall procure all supplies, materials, equipment, and services deemed necessary for the delivery of quality services to its citizens, using competitive bids, vendor quotations or direct purchase. Every effort will be made to obtain all supplies, materials, equipment, and services at the most economical prices available, utilizing local vendors whenever possible.
- B. Purchasing Standards - All Town employees authorized to ~~incur a debt for the Town of Clarkdale through the purchase of goods~~procure items, such as supplies, materials, equipment, or services, shall comply with the following purchasing standards:
 - 1. The authority to incur a debt on behalf of the Town of Clarkdale is a public trust and each purchase shall be treated in a manner that will not in any way be adverse to the interest of the Town.
 - 2. Each purchase shall be made impartially, fairly and without benefit, hint of benefit, or financial interest to the Town representative who is making the purchase.
 - 3. No employee of the Town shall demand or accept a gratuity of any kind in return for making a purchase for the Town.
 - 4. All vendors shall be dealt with in a fair, courteous, and honest manner.
 - 5. Under no circumstance will the acquisition of supplies, materials, equipment, or services be knowingly divided to circumvent the purchasing procedures.
- C. Purchasing Procedure (dollar amounts include all applicable taxes) -
 - 1. Purchases of less than \$100 may be made with petty cash upon approval from the Purchasing Agent or a Department Head.

2. Purchases of less than \$10,000 may be made from vendors upon approval from the Purchasing Agent or a Department Head. To the extent practicable, purchases within this dollar range shall be distributed equitably among equally suitable suppliers.

3. Purchases or contracts for services \$10,000 to ~~\$7499~~,999 shall require solicitation of three written quotes or bids, unless procurement is otherwise allowed by state law as described in A.R.S. §34 and §41, Chapter 23, in addition to all regulations required by state law. The ~~Department Head~~Town may award the purchase or contract for service to the lowest responsible quote or bidder. Procurement form completion is required (Exhibit B, S:\Shared(Read-Write)\Procurement).

4. Purchases or contracts for services contemplated to be ~~\$75~~100,000 or more shall be awarded by Council. All contracts must be signed and executed by the Mayor or Town Manager (or designee) upon Council approval. Procurement form completion is required (Exhibit B, S:\Shared(Read-Write)\Procurement). These purchases and/or contracts shall follow the formal bid procedure below, unless procurement is otherwise allowed by state law for as described in A.R.S. §34 and §41, Chapter 23, in addition to all regulations required by state law:

Formal Bid Process:

- a. The Department Head or their representative shall advertise in at least two consecutive publications if it is a weekly newspaper or for two publications that are at least six but not more than ten days apart if it is a daily newspaper (of general circulation in the Town), a notice inviting bids for the purchase or contract at least 10 days prior to the date set for the receipt of the bids.
- b. The Department Head or their representative shall make the notice inviting bids for the purchase or contract available for inspection at Town Hall and on the Town website if possible.
- c. Both of the above notices shall include a general description of the item or services to be performed and the time and place for opening bids which:
 1. Incorporates a clear and accurate description of the technical requirements for the material, project, or service to be procured.
 2. Descriptions must not, in competitive procurements, contain features that unduly restrict competition.
 3. The description may include a statement of the qualitative nature of the material, product, or service to be procured, and when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
- d. When it is impractical or uneconomical to make a clear and

accurate description of the technical requirements, a “brand name or equivalent” description may be used to define the performance or other salient requirements of the procurement.

- e. The specific features of the named brand which must be met by offers must be clearly stated and identify all requirements that the offerors must fulfill and all other factors to be used in evaluating bids or proposals. A notice inviting bids may also be provided to all perspective suppliers that have requested such notice.
- f. All notices and solicitations for bids shall state the time and place for opening the bids.
- g. Bids shall be submitted in a sealed envelope and identified as bids on the envelope. All bids shall be opened in public at the time and place stated in the public notice.
- h. The Department Head or representative shall present the bids/proposals to the Council for approval and advise the Council of the advantages or disadvantages of the purchase or contract bids.
- i. A tabulation of all bids received shall be retained on file for public inspection during regular business hours following the bid opening.
- j. Contracts shall be awarded by the Town Council to the lowest responsible and responsive bidder in the best interest of the Town, except as otherwise provided herein, and allowed by state law (A.R.S. §34).
- k. If two or more bids received are for the same total amount or unit price, quality and service being equal and if the public interest will not permit the delay of re-advertising for bids, the Council shall determine the successful bidder by lot.
- l. The Department Head, Purchasing Agent, or Town Manager shall have the authority to reject all bids or part of bids and re-solicit bids for purchases or contracts of under \$~~75~~100,000. The Council, for purchases or contracts for services of \$~~75~~100,000 or more, shall have the authority to reject any and all bids or parts of bids and re-solicit bids.

D. Exceptions

- 1. State Contract - The Town is a member of the State's purchasing system. When purchases are made from State Contract, include the contract number on the purchase order or staff report. Purchases, which exceed \$~~74~~99,999, must have Council approval.

2. Cooperative Purchasing Agreements - the Town may:
 - a. Enter into cooperative purchasing agreements with any public procurement unit or units as outlined under A.R.S. §41-2632, for the procurement of any materials, services, or construction as may be deemed advantageous to the Town by the Council.
 - b. Accept a bid for materials, or services let by another public entity provided the public entity procured the equipment, materials, or services in substantially the same manner as outlined above and under the following conditions:
 1. The procedures outlined above are followed.
 2. The Town shall obtain written permission from the public entity authorizing the Town to use such bid.
 3. The Town shall obtain a copy of the bid documentation from which the procurement is being based.
3. Non-Professional Services - For the purchase or procurement of non-professional services, upon concurrence of the Town Manager, when it is clearly to the advantage of the Town to negotiate on a sole-source basis with a specific person or firm. Circumstances which would support such negotiations include, but are not limited to:
 - a. A proposed contract for additional work on the same project or relating professionally to work completed by the person or firm under another contract.
 - b. Other special unique qualifications of the person or firm.
 - c. Contract costs to be shared with another agency that had pre-selected the person or firm under their procedures.
 - d. When rapid response is required due to circumstances beyond the control of the Town.
 - e. Familiarity with Town operations which results in lower cost. The purchasing office shall keep a record of such supporting circumstances. All sole-source contracts for non-professional services of estimated value over \$7499,999 shall be submitted to the Council for review prior to final award and the supporting circumstances made part of the public record; and they shall be awarded by the Council and executed by the Town Manager.
4. Normal purchasing procedures will be dispensed only upon the declaration of an emergency by the Mayor or, in his/her absence, the Vice-Mayor, or in a quorum of the Council in regular or special session. In some extreme cases affecting the life or property within the community or a segment of the community, the Town Manager may authorize dispensing with normal purchasing procedures. All such actions including documentation to the effect that the expenditures and emergency procedures were justified to save life or property will be reported to the Council and made a matter of public record at the next public council meeting unless

otherwise exempted from public disclosure by state statute. Such exempted actions will be brought instead to the Council in executive session prior to the next public council meeting.

5. Unless required by the Council, the above procedures shall not apply to professional services rendered on an open account on an as needed basis includes but not limited to the following: physicians, attorneys, architects, engineers, and similar professions. Questions whether a service is a professional service shall be referred to the purchasing officer and be in compliance with state law where applicable.
6. Used equipment. The Council may elect to waive the bid procedures with respect to the purchase of used equipment.
7. Public Works. All Public works contracts shall be bid in accordance with those Arizona statutory provisions currently codified in A.R.S. §34 et seq. as may be amended from time to time.
8. Lease Purchase Agreements. This article shall not apply to acquisitions made through lease purchase agreements that have been approved by the Council.

E. Change Orders

1. This policy is applicable to contracts requiring Council approval (over ~~\$75~~\$100,000).
 - a. Change orders to the original contract cumulative totaling up to 10% of the original price and not to exceed \$ \$82,500 may be approved by the Town Manager.
 - b. Additional authority may be granted by the Council as they feel warranted depending on the project.

F. Conflict of Interest

The conflict-of-interest provisions of State law, as per A.R.S. § 38-501, and Federal law, as per 2 CFR § 200.318 and as applicable, shall be adhered to in all instances.

1. All officers, employees, agents, contractors, and other representatives of the Town shall make every effort to assure the public that measures are in place to identify and prevent conflicts of interest in the implementation, acquisition, and award of contracts or in the sale or purchase of property or services to, or for, the Town.
2. All officers, employees, agents, contractors, and other representatives of the Town shall avoid the appearance of impropriety in any transaction regarding the Town, including the awarding of contracts or the purchase or sale of any real or personal property or services.
3. The Administration Department shall be responsible for ensuring that the applicable provisions of the conflicts of interest laws are made known to all

officers, employees, agents, contractors, representatives, and all persons or companies who may have an interest or submit a proposal or bid on any contract, sale, purchase, or service with the Town of Clarkdale.

4. No officer, employee, agent, contractor, or other representative of the Town shall solicit or accept gratuities, favors, benefits, offer of employment, or anything of monetary value from contractors, potential contractors, or any individual or entity with a financial interest or tangible personal benefit with any decision, approval, disapproval, recommendation, or preparation pertaining to any program requirement or a contract or subcontract, or to any solicitation, bid, or proposal by way of the following:
 - a. A program requirement or a purchase request.
 - b. Influencing the content of specifications or procurement standards.
 - c. Advice, investigation, auditing, or any other advisory communication or service.
 - d. Any proceeding or application.
 - e. Request for ruling, determination, claim or controversy, or other particular matter.
5. Any payment, gratuity, favor, benefit, offer of employment, or anything of monetary value made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order is in violation of conflict-of-interest policy.
 - a. Violation of this policy shall constitute grounds for termination of a contract with the Town and debarment of the vendor from doing any further business with the Town.
6. Any officer, employee, agent, contractor, or other representative of the Town may violate this policy by intentionally or knowingly engaging in a conflict-of-interest violation or by recklessly or negligently engaging in a conflict-of-interest violation.

G. Disposal of Town Assets

In accordance with Section 3-3-11 of the Town Ordinance, Town staff shall follow the provisions of State law with regard to the sale, lease, exchange, trade or other disposal of surplus or obsolete Town personal property. The Town may also elect to donate any surplus or obsolete Town personal property to a governmental, nonprofit, or charitable organization, without public notice, as determined by the Town Manager or his or her designee pursuant to State law.

Violation of this policy shall constitute grounds for reprimand or termination of employment or contractual agreement with the Town.

	TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE	
	SECTION VII. RECEIVING	
	ORIGINATION DATE: 9/24/02	REVISION DATE(S): 2/1/11, 5/2/22, 10/10/23

PURPOSE: To establish standard procedures for the accurate receipting of all purchases or services received by the Town of Clarkdale.

I. PROCEDURES

- A. All items purchased by the Town shall require a written receipt of the items at the time of delivery.
- B. A title or deed shall act as the receiving document for the purchase of vehicles, land, or buildings. The sales contract shall act as the invoice.
- C. Items purchased with petty cash shall be documented by the purchaser as being received by the purchaser's signature and by describing the items purchased, on the cash register tape or written receipt. It shall then be placed in the petty cash drawer as proof of the use of funds.
- D. Items purchased and paid for at the time of receipt with a Town check or a Town credit card shall include an itemized receipt that shall be signed by the purchaser and forwarded to the Finance/HR Specialist or Finance Manager.
- E. All other items received shall be documented on a packing slip, bill of lading or a vendor invoice.
 1. Items received will be signed for and dated by the Department Head or their designee upon inspection by that person that all items on the receiving document are indeed delivered to the Town in good condition.
 2. Receiving documents for items purchased with a "Purchase Order" shall include the "Purchase Order" number.
 3. Items received via a parcel shipping company shall be signed for at the time of receipt from the delivery company as receipt of a number of boxes or envelopes. Upon delivery of the parcel(s) to the appropriate department, the Department Head or his/her designate shall inspect the contents of the delivery, sign, and date the accompanying packing slip or invoice and note the amount and the condition (if necessary) of the items received.
 4. All receiving documents shall be forwarded to the Finance/HR Specialist or Finance Manager after completing the above procedure(s).



TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE

SECTION VIII. CREDIT CARD POLICY

ORIGINATION DATE: 9/24/02

**REVISION DATE(S): 2/1/11,
5/2/22, 10/10/23**

PURPOSE: To establish Town policies and procedures for procuring lower dollar value goods and services using a credit card. The credit card is designed to streamline the purchasing and accounts payable process by reducing the time and paperwork generated by small dollar, high volume transactions, eliminating the need for purchase orders and facilitation quick payment to suppliers.

Employees who use the credit card to perform official Town business will use the card in accordance with the procedures outlined in this document. All credit cards shall be governed by this policy and used in a manner that complies with State Law and Town procurement code regulating the procurement of goods and services. Credit card purchases are intended to be small in scope and of a 'non-capital' nature. All purchasing of budgeted capital items must have the proper approval of the Town Manager.

I. CARDHOLDER LIMITS

- A. Town employees and officials may be Cardholders in accordance with this policy. If an individual needs a credit card or credit account, a "Request for Credit Card/Credit Account" (Exhibit C) shall be completed by the Department Head and submitted to the Town Manager for signature and forwarded to the Finance Department for processing.
- B. A maximum dollar amount for each single purchase and a total for all purchases made with the credit card within a given monthly billing cycle has been provided to each cardholder. The Town's standard limits are as follows:
 - 1. Single Purchase Limit - Not to exceed \$5,000 for Directors and \$3,000 for all other cardholders.
 - 2. Billing Cycle Limit - Not to exceed \$5,000.
- C. If the situation arises that a purchase is required over the cardholder's established limit, the cardholder must request approval by the Town Manager for a temporary release on the limit.

II. USE OF CREDIT CARD

- A. The Credit Card is to be used for Town purchases only.
- B. No person other than the Cardholder is authorized to use the card unless prior authorization is obtained from the Cardholder.
- C. Questions regarding Credit Card accounts and procedures should be directed to the Finance Manager and/or Finance Director.
- D. The Credit Card may be used at any business establishment which accepts credit cards for payment.
- E. The Cardholder must be able to justify that the use of the credit card was necessary and

- official Town business purpose.
- F. The Cardholder shall take all necessary precautions to keep the card and card number in secure location.
- G. Cardholder's department is responsible for all charges incurred on the Credit Card including any annual service fees and finance charges.

III. DOCUMENTATION

- A. Documentation must be retained as a proof of purchase any time a purchase is made using the card. These documents are to be used to verify the purchases on the Monthly Statement of Account.
- B. If, for any reason, the Cardholder does not have documentation for a transaction, the Cardholder must attach a Statement of Missing Documentation form (Exhibit E), which provides: a description of the item, Vendor's name, reason for missing documentation, and the action that will be taken to insure proper documentation in the future. In addition, the Cardholder, and the Town Manager's signature are required on the form.
- C. If receipts are related to travel, it is the Cardholder's responsibility to photocopy the receipts to attach to their Travel Request form (Exhibit A). The original must be forwarded to the Finance Department for reconciliation with Monthly Statement.
- D. An original invoice/sales order must accompany the credit card receipt. It should be in detail, to allow clear understanding of the purchased items or service. If the purchaser is unable to provide such documentation, the charges will be the responsibility of the purchaser.
- E. A detailed statement of the business purpose of the purchase must accompany the receipt.

IV. CARD RESTRICTIONS

- A. The following uses of a Credit Card are **prohibited**:
 - 1. Cash Advances.
 - 2. Personal purchases. A Cardholder may not charge any personal items on the Town Credit Card.
 - 3. Vehicle repairs unless outside the service area and/or in an emergency. Documentation describing the situation and type of emergency will be required. When feasible, prior supervisory approval should be obtained.
 - 4. Alcoholic Beverage purchases.
- B. Per Diem. Per Diem requests shall be processed through Accounts Payable prior to travel. Refer to Town of Clarkdale - Financial Operations Guide - Travel and Training Policy.
- C. Cardholders shall also comply with any applicable departmental restrictions on usage.

- D. A Cardholder may not violate any procurement requirements when using the Town Credit Card.

V. RECONCILIATION AND PAYMENT

- A. Departments shall provide receipts and documentation to Finance on a weekly basis and prior to the close of each billing cycle. If any receipts are missing, the Finance Department will request a copy of any missing credit card receipts.
- B. Any department not responding promptly to the request for information from the Finance Department or in any way delaying the timely monthly payment of the Credit Card may be subject to disciplinary action or loss of credit card privileges.

VI. DISPUTES

A disputed item could result from numerous circumstances including defective purchases and unauthorized use. The proceeding steps should be taken when an item is being disputed:

- A. Whenever possible, return item(s) to Vendor for replacement or credit.
- B. If unauthorized charges occur, notify the Card Issuer immediately.
- C. If, after notifying the Card Issuer, the Cardholder is not satisfied with the outcome, the Cardholder may contact the Finance Director for assistance. At this time the Cardholder will need to inform the Finance Director of any prior action taken to resolve this dispute.

VII. LOST OR STOLEN CARDS

Should any Cardholder lose, suspect of having lost or have their Credit Card stolen, it is their responsibility to immediately notify the Card Issuer and the Finance Department of the loss. Card issuers can be reached 24 hours a day, seven day a week. Notify the Finance Department immediately upon discovering that the card is missing.

VIII. TERMINATION/RESIGNING EMPLOYEES

Credit Cards and Credit Accounts shall be cancelled upon termination of employee. All efforts will be made by the Finance Department to obtain the Credit Card, any receipts, records of credit card use, and any other related forms when a Cardholder employee is terminated or resigns, or when a Cardholder official leaves office.

IX. POLICY VIOLATIONS

Failure to follow this policy may result in loss of Cardholder privileges and, for employees, may result in disciplinary action, including termination of employment.



TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE

SECTION IX. INVESTMENT POLICY

ORIGINATION DATE: 6/8/21

REVISION DATE(S): 10/10/23

PURPOSE: The purpose of the Investment Policy (Policy) is to establish and document the Town of Clarkdale's (Town) policies and practices in the investment of Town funds. The Policy is a set of parameters to provide prudent and efficient investment of the Town's idle funds while maintaining the safety of principal, liquidity of funds, and safely generating investment returns.

The Policy replaces all previous policies pertaining to cash management of Clarkdale's investment funds.

Appendix A - Glossary of Terms, contains definitions of terms or phrases used in this Policy.

I. LEGAL AUTHORITY

Arizona Revised Statute (ARS) Title 35, Chapter 2 outlines eligible investments and requirements for the general treasury of the state and its political subdivisions. This Policy shall adhere to all Federal, State, Clarkdale Town Code (CTC), regulatory and contractual requirements. The Policy is subordinate to any federal, state, or local law.

II. SCOPE

The Policy applies to the investment activities of all cash resources of the Town's pooled treasury funds. It is the intent of the Town to combine all funds' cash resources into one pool to increase liquidity, ensure diversification, maximize investment earnings and to increase efficiencies with the investment of funds. Accounting of all investment earnings will be appropriately distributed based upon generally acceptable accounting principles and are subject to review and opinion of the Town's independent auditor.

The Town may be subject to additional legal, regulatory and/or contractual constraints regarding a portion of its cash holdings. Where the Policy and any underlying legal, regulatory and/or contractual requirement(s) conflict, the investment provisions related to the latter shall apply. Examples of potential conflicts include, but are not limited to, the following: Water Infrastructure Finance Authority (WIFA) Debt Reserves; Cemetery Maintenance and Perpetual Care Funds; Racketeer Influenced and Corrupt Organizations (RICO) Act Funds; Bond Proceeds (when applicable).

III. INVESTMENT OBJECTIVES

The Town's investment objectives are, in order of priority:

- Safety – Investments shall be made with the primary goal of preserving principal and avoiding capital losses. This objective can be met by choosing lower risk investment options and diversifying investment holdings among a variety of investment types, issuers, maturity dates and collateralization.
- Liquidity – The investment portfolio shall be sufficiently liquid to enable the Town to meet

its anticipated cash flow requirements. This objective can be met by choosing investment options with staggered maturity dates. Return on Investments – The investment portfolio shall be designed with the objective of attaining a benchmark rate of return given the constraints of the first two, primary objectives.

IV. DELEGATION OF AUTHORITY

CTC §3-2-7 defines the roles and responsibilities of the Town Treasurer, a Town Officer delegated by the Town Manager. Among other duties, the Treasurer is to, "... receive and safely keep all monies that shall come to the Town and pay out the same when authorized...".

This Policy shall delegate to the Town Treasurer (i.e., Finance Director) the responsibility to manage the investment portfolio per the Council-approved Policy. The Town Treasurer may delegate transactional responsibilities (e.g., daily banking, acceptance of investment returns, etc.) to additional staff when reasonable to do so. The Town Treasurer shall be responsible for establishing written procedures for the operation of the Policy.

The Town Manager may recommend for Town Council's consideration the hiring of an external investment manager/investment firm to handle the investments of the Town. Should the Town engage an external entity to manage its investments, the Town Treasurer shall be responsible for:

- Periodic investment portfolio reporting.
- Evaluating the performance of the externally managed portfolio and manager.
- Confirming the investment manager's compliance with the Policy.

V. PRUDENCE

Town personnel shall act as trustees of public funds and shall adhere to the 'prudent person' and/or 'prudent investor' standard in the context of managing the Town's investment portfolio. Investment officials acting in accordance with procedures consistent with this Policy and exercising due diligence, shall not be held personally liable for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

VI. ETHICS AND CONFLICTS OF INTEREST

This section of the Policy is in addition to existing or amended Town ethics and/or conflicts of interest policies. Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the Town Manager, within thirty (30) days, any material financial interests in and/or personal relationships with financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual or firm with which business is conducted on behalf of the Town.

VII. INTERNAL CONTROLS

The Town's Finance Department shall establish internal controls that are designed to prevent losses due to fraud, negligence, third-party misrepresentation and other foreseeable circumstances that may arise out of managing the Town's investments. Such controls include written procedures, separation of duties and monitoring of the investment portfolio. The Town's internal controls and adherence to same shall be annually reviewed by the Town's independent external auditor. The auditor's opinion shall be shared with the Town Council through a direct communication and/or via the Independent Auditors' Report as a part of the Annual Financial Statements.

VIII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Town may only use financial dealers and institutions who meet the following:

- Primary or regional dealers who qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform capital rule).
- Licensed to do business in the State of Arizona and as such are subject to the provisions of the Arizona Revised Statutes.
- Registration/Certification with federal government authorized investment agencies (e.g., Financial Industry Regulatory Authority (FINRA)).
- At least five (5) years of acceptable audited financial statements.
- Acceptance and adherence to the Town's Investment Policy.

IX. COLLATERALIZATION

The Town will require, where necessary by State and/or Federal law, the minimum factor for collateralization of all deposits and investments. ARS §35-323 currently requires collateral of 102% of a deposit in excess of any federally insured amount. Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. The custodian shall provide the Town with a safekeeping receipt which the Town will retain.

X. SAFEKEEPING AND CUSTODY

All security transactions entered into by the Town shall be conducted on a delivery-versus-payment (DVP) basis to mitigate risk in the settlement of the transactions. Securities will be held by a third-party custodian designated by the Town and evidenced by safekeeping receipts in the Town's name.

XI. INVESTMENT PARAMETERS

The Town shall adhere to the following investment parameters to support the overall objectives of the Policy:

- Diversification – The Town will diversify its investments by security type, institution/issuer, and maturity so as to protect the Town's funds from material losses due to overconcentration of assets in any one allowable investment. Specific limits regarding diversification by security type and/or institution/issuer are further described in Section XII and *Appendix B*.

If a limit is not defined in either Section XII or *Appendix B* for an authorized investment identified in Section XII, no more than five percent (5%) of the Town's total investment portfolio will be invested in that specific security. This limitation does not apply to securities issued by the federal government or its agencies (e.g., U.S. Treasury) nor does it apply to funds in authorized local government investment pools (LGIP) managed by the Arizona State Treasurer.

- **Maximum Maturities** – To the extent possible, the Town will match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than five (5) years from the date of purchase, in accordance with ARS §35-323. It is the Town's intent, at time of purchase, to hold all investments until maturity to ensure the return of all invested principal.

XII. AUTHORIZED AND SUITABLE INVESTMENTS

ARS §35-323(A) defines the acceptable securities and deposits available for political subdivisions of the State. Authorized investments are identified as follows:

- a. Certificates of deposit in eligible depositories, in accordance with provisions of ARS §35-323(B) through (G).
- b. Deposits in one or more federally insured banks or savings and loan associations in accordance with the procedures prescribed in ARS §35-323.01.
- c. Interest bearing savings accounts in banks and savings and loan institutions doing business in this state whose accounts are insured by federal deposit insurance for their industry, but only if deposits in excess of the insured amount are secured by the eligible depository to the same extent and in the same manner as required under ARS §35-323.
- d. Repurchase agreements with a maximum maturity of one hundred eighty (180) days.
- e. The pooled investment funds established by the Arizona State Treasurer pursuant to ARS §35-326.
- f. Obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations, or instrumentalities.
- g. Bonds, notes, or other evidence of indebtedness of this state or any of its counties, incorporated cities or towns, school districts or special taxing districts, including registered warrants, substitute checks, and electronic funds transfer vouchers that bear interest pursuant to section ARS §11-635.
- h. Bonds, notes or evidences of indebtedness of any county, municipal district, municipal utility or special taxing district of any state that are payable from revenues, earnings or a special tax specifically pledged for the payment of the principal and interest on the obligations, and for the payment of which a lawful sinking fund or reserve fund has been established and is being maintained, but only if no default in payment on principal or interest on the obligations to be purchased has occurred within five (5) years of the date of investment, or, if such obligations were issued less than five (5) years before the date of investment, no default in payment of principal or interest has occurred on the obligations to be purchased nor any other obligations of the issuer within five (5) years of the investment.

i. Bonds, notes, or evidence of indebtedness issued by any county improvement district or municipal improvement district of any state to finance local improvements authorized by law, if the principal and interest of the obligations are payable from assessments on real property within the improvement district. An investment shall not be made if:

1. The face value of all such obligations, and similar obligations outstanding, exceeds fifty per cent (50%) of the market value of the real property, and if improvements on which the bonds or the assessments for the payment of principal and interest on the bonds are liens inferior only to the liens for general ad valorem taxes.

2. A default in payment of principal or interest on the obligations to be purchased has occurred within five (5) years of the date of investment, or, if the obligations were issued less than five (5) years before the date of investment, a default in the payment of principal or interest has occurred on the obligations to be purchased or on any other obligation of the issuer within five (5) years of the investment.

j. Commercial paper of prime quality that is rated within the top two ratings by a nationally recognized rating agency. All commercial paper must be issued by corporations organized and doing business in the United States.

k. Bonds, debentures, notes, or other evidence of indebtedness that are denominated in United States dollars and that carry at a minimum an "A" or better rating, at the time of purchase, from at least two nationally recognized rating agencies.

l. Negotiable or brokered certificates of deposit issued by a nationally or state-chartered bank or savings and loan association.

m. Securities of or any other interests in any open-end or closed-end management type investment company or investment trust, including exchange traded funds whose underlying investments are invested in securities allowed by state law, registered under the investment company act of 1940 (54 Stat. 789; 15 United States Code sections 80a-1 through 80a-64), as amended.

Appendix B – Summary of Allowable Investments, consolidates most available investment options, maturities, concentrations (diversification) as allowed under the Policy. The Town may desire to be more conservative in its investment portfolio and restrict or prohibit certain allowable investments. Any investment security not listed under this Section is prohibited from consideration for investment unless subsequently allowed for and codified in State Statute.

XIII. PERFORMANCE STANDARDS

While preservation of capital is the highest priority objective, the Town's investment portfolio should be generating an appropriate rate of return compared to similarly situated investment portfolios. The Treasurer shall periodically establish a comparative benchmark(s) to evaluate the investment portfolio's performance. At a minimum, the Town will compare its investment portfolio to the yield of the Arizona State Treasurer Local Government Investment Pool 5.

XIV. REPORTING

The Town Treasurer shall provide the Town Manager and Town Council quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The management report shall include:

- Comments regarding fixed income markets and economic conditions
- Discussions regarding current allocation of the portfolio by investment category
- Current yield of the portfolio and its comparison to applicable benchmarks
- Other information necessary to ensure transparency and compliance to legal or regulatory requirements.

XV. POLICY ADOPTION AND REVISION

The Town of Clarkdale's Investment Policy shall be adopted by the Town Council, with the adopted date affixed to the Policy. The Town Manager and Town Treasurer shall periodically review the Policy and recommend material changes of Policy to the Town Council for their consideration and adoption.

Exemption: Any investment currently held at the time the Policy is adopted which does not conform with the Policy is exempted from the Policy. At maturity or liquidation, such funds shall be reinvested in accordance with the Policy.

XVI. APPENDICES

APPENDIX A – GLOSSARY OF TERMS

Certificate of Deposit (CD) – A time deposit with specific maturity evidenced by a certificate.

Collateral – Securities, evidence of deposit or other property which is pledged to secure deposits of public funds.

Commercial Paper – An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

Delivery Versus Payment – A type of securities transaction in which the purchaser pays for securities when they are delivered either to the purchaser or an authorized custodian.

Diversification – A process of investing assets among a range of security types by sector, maturity, and quality rating.

Duration – A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security.

Government Securities – An obligation of the US government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the US securities market. (See, 'Treasury Bills, Treasury Bonds, Treasury Notes' for further detail)

Internal Controls – A control structure designed to ensure that the assets of an entity are protected from loss, theft, or misuse.

Liquidity – The efficiency or ease with which an asset or security can be rapidly converted into cash without affecting its market price.

Local Government Investment Pool (LGIP) – An investment of local governments' funds

whereby the funds are pooled together and placed with a custodian for investment and reinvestment.

Maturity – The date upon which the principal or stated value of the investment becomes due and payable.

Mortgage-Backed Securities – An investment that is made up of a bundle of home loans bought from mortgage brokers, banks, savings and loan associations and other institutions that issued them.

Portfolio – Collection of securities held by an investor.

Principal – The face value of a debt instrument. Term may also refer to the amount of capital invested in a given security.

Prudent Person – An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

Rate of Return – The yield obtainable on a security based on its purchase price or its current market price. Term may also refer to the net gain or loss of an investment over a specified time period, expressed as a percentage of the investment's initial cost.

Repurchase Agreement – An agreement where the holder of securities sells the securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.

Safekeeping – A service to customers by secure custodians (e.g., bank) whereby securities and valuables of all types and descriptions are held in a safe location (e.g., vault) for protection.

Security(ies) – Refers to a fungible, negotiable financial instrument that holds some type of monetary value. Also, refers to the representation of ownership position.

Treasury Bills – Short-term US government non-interest-bearing debt securities issued at a discount of redemption value, with maturities of no longer than one (1) year.

Treasury Bonds – Long-term US government interest bearing debt securities with maturities of ten (10) years or longer.

Treasury Notes – Intermediate US government interest bearing debt securities with maturities between two (2) and ten (10) years.

Yield – The current rate of return on an investment security generally expressed as a percentage of the security's current price.

APPENDIX B – SUMMARY OF ALLOWABLE INVESTMENTS*

Allowable Security	Maximum Maturity	Minimum Quality	Maximum Holdings (Portfolio)	Further Limitations
Certificates of Deposit	1 Year	Town-approved depository	25%	Per Institution: 10% of the Town's combined portfolio In accordance with ARS §35-323 (e.g., selection and collateralization)
Interest Bearing Savings Accounts	N/A	Town-approved depository	25%	Per Institution: 10% of the Town's combined portfolio In accordance with ARS §35-323 (e.g., selection and collateralization)
Repurchase Agreements	180 Days	Nationally recognized rating of counterparty short term rating of A-1 and long-term debt rating of A or equivalent	50%	Per Counterparty: 10% of the Town's combined portfolio Subject to 102% collateralization
Arizona State Treasurer Local Government Investment Pools (LGIP)	N/A	N/A	100%	None – may be in one, many or all LGIPs In accordance with ARS §35-326
US Treasury Obligations	5 Years	N/A	100%	N/A
Securities Guaranteed, Insured, or Backed by the Full Faith and Credit of the US Government	5 Years	N/A	100%	Per Issuer: 25% of the Town's combined portfolio
US Government Agency Issued Mortgage Securities	5 Years	N/A	25%	Per Issuer: 10% of the Town's combined portfolio
Non-US Government Securities – Any State, County, Municipality, etc.	5 Years	A1, A+ or equivalent	20%	Per Issuer: 5% of the Town's combined portfolio
Prime Commercial Paper	270 Days	A1, P1 or equivalent	20%	Per Issuer: 5% of the Town's combined portfolio; the roll up concentration by Issuer

				is 10% when including corporate bonds
Corporate Bonds	5 Years	AA, Aa2 or equivalent	20%	Per Issuer: 5% of the Town's combined portfolio; the roll up concentration by Issuer is 10% when including commercial paper

*Other options may exist under Section XII



TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE

SECTION X. FRAUD POLICY

ORIGINATION DATE: 4/5/19

REVISION DATE(S): 10/10/23

PURPOSE: To establish policies and procedures to maintain an ethical environment as a top priority for the Town of Clarkdale (Town). The Town's Fraud Policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Clarkdale is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries, or its own employees, to gain by deceit, financial or other benefits. This policy prohibits fraud or misuse of the Town of Clarkdale's assets and sets forth specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

The Town of Clarkdale specifically prohibits financial transactions based solely on email communication. The Town of Clarkdale will not authorize financial transactions based solely on an email request. Any email that requests a purchase, change in direct deposit account, or make any other financial transaction, should be suspect that the email is fraud. No one in our organization should ask someone to make a transaction over email, and no one should authorize a financial transaction over email.

I. POLICIES/PROCEDURES

- A. The Town of Clarkdale recognizes the importance of protecting the organization, its taxpayers, its employees, and its assets against financial risks, operational breaches, and unethical activities. Therefore, the management must clearly communicate the fraud prevention policy to both internal and external customers, vendors, and employees.
- B. The impact of misconduct and dishonesty may include:
 - 1. The actual financial loss incurred.
 - 2. Damage to the reputation of the Town and our employees.
 - 3. Negative publicity.
 - 4. The cost of investigation.
 - 5. Loss of employees.
 - 6. Loss of public confidence.
 - 7. Damaged relationships with our contractors and suppliers.
 - 8. Litigation.
 - 9. Damaged employee morale.
- C. The Town's goal is to establish and maintain an environment of fairness, ethics and honesty for our employees, our citizens, our suppliers and anyone else with whom we have

a relationship. To maintain such an environment requires the active assistance of every employee and manager every day.

- D. The Town is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

E. DEFINITIONS

As used in this policy, the terms listed below shall have the following definitions:

1. Assets – the entire property of the Town of Clarkdale. Assets include, but are not limited to, all Town vehicles, building properties, office equipment, software, cash receivables, wages and benefits, equipment, and tools.
2. Corruption – the offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.
3. Embezzlement – any loss resulting from the misappropriation of the Town’s assets.
4. Employee(s) – all Town employees, independent contractors, consultants, temporary workers, and volunteers.
5. Fraud – the intentional deception, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity.
6. Loss – the Town losing possession or control of any type of asset through fraudulent activities.
7. Misappropriate – to take or make use of any item without authority or right.
8. Misapplication – illegal or improper use of lawfully held funds or property.

F. ZERO TOLERANCE POLICY

1. The Town of Clarkdale has adopted a zero-tolerance policy regarding fraud. No employee of the Town shall remove any Town asset from the property, misuse any Town asset for one’s personal gain, or willfully misappropriate any Town asset. Any evidence supporting fraud, theft, or embezzlement of Town assets and equipment may be subject to the following actions including, but not limited to suspension, termination, restitution, and criminal charges. Any Town employee who is aware of fraud being committed against the Town by anyone shall report such activity to the Town Manager or Human Resource Director.

G. PROHIBITED ACTS

1. Fraud is defined as an intentional deception, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include:
 - a. Falsification of expenses and invoices.
 - b. Authorizing or receiving compensation for goods not received or services not performed.
 - c. Theft of cash or any assets.
 - d. Forgery, unauthorized alteration, or falsification of records.
 - e. Improprieties in the handling or reporting of money transactions.
 - f. Knowingly providing false information on job applications.
 - g. Authorizing or receiving compensation for hours not worked.
 - h. Embezzlement, bribery, or conspiracy.
 - i. Misappropriation, misapplication, destruction, removal, or concealment of Town property.
 - j. Misrepresentation of fact.
 - k. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
 - l. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.

H. DETERRING FRAUD AND CORRUPTION

1. The Town has established internal controls and policies and procedures in an effort to deter, prevent, and detect fraud and corruption. All new full-time employees are subject to background investigations including a criminal background check(s). All temporary, part-time, and seasonal employees may be subject to a criminal background check based on position and possible duration or employment. The Town may also verify all applicants' employment history, education, and personal references prior to making an offer of employment.
2. All vendors, contractors, and suppliers must be in good standing and be authorized to transact business in the Town. Vendors, contractors, and suppliers may be subject to screening, including verification of the individual or company's status as a debarred party.
3. When necessary, contractual agreements with the Town may contain a provision prohibiting fraudulent or corruptive acts and will include information about reporting fraud and corruption.
4. Town employees will receive annual fraud and corruption awareness training (ethics training). New employees will receive this policy as part of their training at orientation. Employees will be required to sign an acknowledgement verifying that they received a copy of the fraud policy and attended the awareness training.

5. Each department is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

I. REPORTING OF FRAUD OR CORRUPTION

1. Allegations and concerns about fraudulent or corrupt activity may come from various sources including employees, vendors, members of the public, results of internal and external audit reviews, or from any other interested parties.
2. All employees and officers have a duty to report concerns they have, or information provided to them about the possible fraudulent or corrupt activity of any officer, employee, vendor, or any other party with any association with the Town. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has a responsibility to report the suspected act immediately.
3. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall:
 - a. Dismiss or threaten to dismiss the employee,
 - b. Discipline, suspend, or threaten to discipline or suspend the employee,
 - c. Impose any penalty upon the employee, or
 - d. Intimidate or coerce the employee.

Violations of the whistle-blower protection will result in discipline up to and including termination.

4. Concerns should be reported to any of the following:
 - a. The employee's immediate supervisor
 - b. Human Resources Director
 - c. Town Manager

5. Reporting Procedures

a. Mayor and Town Council Responsibilities

1. If the Mayor or a Town Councilmember has reason to suspect that a fraud has occurred, he or she shall immediately contact the Town Manager (or contact the Town Attorney or Human Resources Director if the Town Manager is involved).
2. The Mayor or Town Councilmember shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the Town Manager (Town Attorney or Human Resources Director if the Town Manager is involved).

3. The alleged fraud or audit investigation shall not be discussed with the media by any person other than through the Town Manager in consultation with the Town Attorney and the Human Resources Director.

b. Management Responsibilities

1. Management is responsible for being alert to and reporting fraudulent or related dishonest activities in their areas of responsibility.
2. Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is, or was, in existence.
3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
4. If management determines a suspected activity may involve fraud or related dishonest activity, they should contact their immediate supervisor (or contact the Town Manager or Human Resources Director if the supervisor is involved).
5. Department Heads should inform the Town Manager (or contact the Town Attorney or Human Resources Director if the Town Manager is involved).
6. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
7. Management should support the Town's responsibilities and cooperate fully with the Human Resources Department, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
8. Management must give full and unrestricted access to all necessary records and personnel. All Town furniture and contents, including desks and computers, are open to inspection at any time. There is no assumption of privacy.
9. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:
 - a. Incorrect accusations.
 - b. Alerting suspected individuals that an investigation is underway.
 - c. Treating employees unfairly.
 - d. Making statements that could lead to claims of false accusations or other offenses.
10. In handling dishonest or fraudulent activities, management has the responsibility to:
 - a. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
 - b. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the Town Attorney.
 - c. Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the Town Manager, Human Resources Director, Town Attorney, or law enforcement personnel.

- d. Direct all inquiries from the suspected individual, or his or her representative, to the Town Manager or Town Attorney. All inquiries by an attorney of the suspected individual should be directed to the Town Attorney. All inquiries from the media should be directed to the Town Manager.
- e. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Human Resources Director, in conformance with the Town's Personnel Policies and Procedures or the appropriate bargaining document.

c. Employee Responsibilities

- 1. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.
- 2. When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management and/or the Town Manager (or contact the Town Attorney or Human Resources Director if the next higher level of management and/or the Town Manager is involved).
- 3. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Town Manager, Human Resources Director, Town Attorney, or law enforcement personnel.

d. Human Resources Department Responsibilities

- 1. Upon assignment by the Town Manager, the Human Resources Director will promptly investigate the fraud.
- 2. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Human Resources Director, in consultation with the Town Attorney, will contact the Police Department.
- 3. The Human Resources Director shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
- 4. If evidence is uncovered showing possible dishonest or fraudulent activities, the Human Resources Director will proceed as follows:
 - a. Discuss the findings with the appropriate management/supervisor and the department director.
 - b. Advise management, if the case involves staff members, to meet with the Human Resources Director (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Town Personnel Rules and any applicable Memorandums of Understanding.
 - c. Report to the External Auditor such activities in order to assess the effect of the illegal activity on the Town's financial statements.

- d. Coordinate with the Town's Risk Management insurer regarding notifications to insurers and filing of insurance claims.
- e. Take immediate action, in consultation with the Town Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
 - i. Removing the records and placing them in a secure location or limiting access to the location where the records currently exist.
 - ii. Preventing the individual suspected of committing the fraud from having access to the records.
- 5. In consultation with the Town Attorney and the Police Department, the Human Resources Department may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- 6. If the Human Resources Department is contacted by the media regarding an alleged fraud or audit investigation, the Human Resources Department will consult with the Town Manager and the Town Attorney, as appropriate, before responding to a media request for information or interview.
- 7. At the conclusion of the investigation, the Human Resources Department will document the results in a confidential memorandum report to the Town Manager and the Town Attorney. If the report concludes that the allegations are founded, the report will be forwarded to the Police Department for subsequent transfer to the County Attorney for disposition.
- 8. Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Human Resources Department no later than seven calendar days after notice is received.
- 9. The Human Resources Department will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
- 10. Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Human Resources Department to that department.

J. FALSE ALLEGATIONS

- 1. False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

K. CORRECTIVE ACTION AND DISCIPLINE

- 1. Final determination regarding action against an employee, vendor, recipient, or other person found to have committed fraud or corruption will be made by the Town Manager (or Town Council if the Town Manager is involved).
- 2. Offenders at all levels of the Town will be treated equally regardless of their position or years of service with the Town. Determinations will be made based on a finding of facts in

each case, actual or potential damage to the Town, cooperation by the offender and legal requirements.

- a. Appropriate and timely action will be taken against those proven to have committed fraudulent acts. These remedial actions may include, but are not limited to:
 1. Disciplinary action (up to and including immediate termination of employment).
 2. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
 3. Forwarding information to the appropriate authorities for criminal prosecution.
 4. Institution of civil action to recover losses.
 5. Where the Town elects to take corrective or disciplinary action, it will proceed under the procedures in place under policy or under any collective bargaining agreement for the respective employment classification.
 6. The Town may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

L. CONFIDENTIALITY

1. All investigations will be conducted in confidence insofar as reasonably possible. The names of those communicating information about a fraudulent act or the names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action.



TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE

SECTION XI. GRANT POLICY

ORIGINATION DATE: 6/17/20

REVISION DATE(S): 10/10/23

PURPOSE: To establish standard procedures to ensure grants are properly approved and accounted for.

I. PROCEDURES

A. Prior to submitting a grant, the following must take place:

1. The Department Head or grant coordinator will make an appointment with Finance to discuss the proposed grant and any details regarding funding requirements associated with the grant.
2. It is imperative that the Finance Director be notified of any and all grant applications in order to comply with Federal Single Audit Requirements.
3. Grant applications shall include requests for administrative costs whenever practicable.

B. Grant proposals that DO NOT need Council approval:

1. A grant proposal requesting less than \$50,000 in funding AND
2. Does **not** require a cash match or the cash match is available in the current year budget AND
3. Does **not** obligate (continued operation costs) the Town after the grant period is over.
 - a. Town Manager has signature authority to sign this type of grant proposal.

C. Grant proposals that MUST RECEIVE Council approval:

1. Grant proposal requesting \$50,000 or more in funding OR
2. Grant proposal that requires a cash match above budgeted amounts OR
3. Grant proposal that obligates (continued operation costs) the Town after the grant period is over.
 - a. Note: Should time constraints make it impossible to obtain Council approval prior to the grant proposal due date, the Town Manager shall have signature authority. At the earliest feasible time, Council approval must be obtained.

D. After grant is awarded to Town:

1. Department Head or Grant Coordinator shall meet with the Finance Department so grant information can be entered into the Incode System
2. Less than \$10,000 – contact Finance to have the amount included in the budget.

3. \$10,000 - \$49,999 – Council approval (may be on Consent Agenda)
4. \$50,000 or more – Presentation to Council necessary for Council to accept grant funds.

E. Budget Process:

1. It is the Department Head's responsibility to inform Finance of any possible grants during the annual budget process, so the funds are included in the adopted budget for expenditure.

F. Management of Federal Grants

The Town shall abide by all requirements stipulated in 2 C.F.R. § 200. Specific considerations are detailed below.

1. Advance Payments

- a. If feasible, the Town shall incur expenditures under a Federal award prior to requesting reimbursement from the Federal grantor.
- b. If the Town's immediate cash requirements necessitate it, the town shall request advance payment under a Federal award. Requests for advance payment must be approved by the Finance Director before being submitted to the Federal grantor.
- c. The Finance Director shall only approve submission of a request for advance payment if the Town first has exhausted (or will exhaust) its cash available from program income, rebates, refunds, contract settlements, audit recoveries, and interest.
- d. When an advance payment is requested, the town shall minimize to the extent feasible both the amount of funds requested and the time elapsing between the town's receipt and disbursement of those funds.
 1. To minimize the time elapsing between receipt and disbursement of advance payments, the town shall create a schedule of expected disbursements under a federal project. The Town's goal shall be to disburse advance payments within ten business days of receipt.
- e. To remain eligible for advance payments under 2 C.F.R. §200(305), the Town shall comply with all project objectives of Federal awards and avoid delinquency on any debt to the United States.
- f. The Town shall deposit and maintain advance payments in an insured account.
- g. The Town shall maintain advance payments in an interest-bearing account unless any of the following apply:
 1. The Town has received less than \$120,000 in Federal awards in the current fiscal year.

- 2.The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3.The depository would require an average or minimum balance so high that it would not be feasible relative to expected Federal and non-Federal cash resources.
- h. The Town shall retain interest earned under in an amount up to \$500 per fiscal year. Any additional interest earned shall be remitted annually to the Department of Health and Human Services Payment Management System (PMS) using Automated Clearing House (ACH) network.
- 1.Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by Financial Institutions). Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF, or another federal agency payment system.
 - 2.The remittance must be submitted as follows:
 - Routing Number:
 - Account number:
 - Bank Name and Location:

2. Cost Allowability

Clarkdale will maintain cost allowability controls per 2 C.F.R. §§200(400) and 200(401). Clarkdale runs the risk of incurring unallowable costs which must be repaid if the town does not abide by the rules laid out herein.

a. Factors Affecting Allowability of Costs

The Town shall only submit costs for reimbursements under Federal awards if the costs meet the following criteria:

- 1.Be necessary and reasonable¹ for the performance of the Federal award and be allocable² thereto under these principles.
- 2.Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- 3.Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the town.

¹ 2 C.F.R. §200(404) “Reasonable Costs”

² 2 C.F.R. §§200(405) “Allocable Costs”, 200(406) “Applicable Credits”, and 200(407) “Prior Approval”

4.Be accorded consistent treatment³. A cost may not be assigned to a federal award as a direct cost⁴ if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost⁵.

5.Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.

6.Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period. See also 2.C.F.R. §200(306) Cost sharing or matching paragraph (b).

7.Be adequately documented as per 2 C.F.R. §§200(300) through 200(309).

b. Special Considerations (Cost Allocation Plans and Interagency Service)

The cost of services provided by one agency to another within the Town may include allowable direct costs of the service plus a prorated share of indirect costs. A standard indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service. These services do not include centralized services included in central service cost allocation plans as described in Appendix V to Part 200—State/Local Government and Indian Tribe-Wide Central Service Cost Allocation Plans. Clarkdale may charge a higher indirect rate but must refer to the Code of Federal Regulations for instructions regarding an indirect cost rate proposal.

c. General Provisions for Selected Items of Cost

The determination as to allowability in each case should be based on the treatment provided for similar or related items of cost and based on the principles described in 2 C.F.R. §§200(402) through 200(411). Criteria outlined in 2 C.F.R. §200(403), Factors affecting allowability of costs, must be applied in determining allowability. See also 2 C.F.R. §200(102), Exceptions. Specific guidelines for many selected items are provided in 2 C.F.R. §§200(421) through 200(475).

³ See Appendix V to Part 200—State/Local Governmentwide Central Service Cost Allocation Plans & Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, CFR

⁴ 2 C.F.R. §200(413) “Direct Costs”

⁵ 2 C.F.R. §200(414) and Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals



TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE

SECTION XII. BUDGET POLICY

ORIGINATION DATE: 5/11/21

REVISION DATE(S): 5/2/22,
10/10/23, 5/14/24

PURPOSE: This policy provides general guidance for preparing, adopting, implementing, and managing the Town of Clarkdale's (Town) annual budget (both operating and capital). The Budget Policy focuses on the philosophy, framework, structure, and legal requirements regarding the annual budget. This policy is set forth to ensure staff are working in support of Council-approved initiatives, providing transparency to the community, and demonstrating adequate controls in the use of taxpayer funds.

The Town Council, Town Manager and all Department Directors work collaboratively to develop a balanced budget in support of the Town Council's vision and strategic plan. The Town utilizes available information to estimate sources of funds (revenues) and uses of funds (expenditures) for programs and projects aligning with the Council's direction. Arizona Revised Statutes (ARS) govern the timing of the budget cycle and the financial limits of the adopted budget. The Town adheres to all ARS requirements in the development, adoption, implementation, and management of the annual budget.

I. BUDGET PLANNING

ARS requires the Town to prepare and adopt a balanced budget annually for each governmental fund. The Town Council must approve such operating budgets on or before the third Monday in July to allow sufficient time for the legal announcements and hearings required for the adoption of the property tax levy by the third Monday in August.

The Town's fiscal year budget calendar will be developed and made available by January each year in accordance with State Law.

II. BUDGET FRAMEWORK

A. Operating, Capital Improvement and Supplemental

The Town develops a budget to meet ongoing service delivery needs as well as make major improvements, repairs, or additions to Town assets. The Operating Budget identifies the revenues and expenses necessary to keep performing services and programs approved by the Council. This includes funding for our police operations, maintenance of Town parks, treatment and delivery of water, etc. The Capital Improvement Budget identifies major investments in the development, replacement or upgrade of assets costing \$5,000 or more on a per unit basis. This includes major improvements to our streets, wastewater plant, vehicle replacement program, technology improvements, etc. The combination of the Operating and Capital Improvement Budgets creates the Town's total budget subject to State Statute limitations. ARS prohibits expenditures or liabilities in excess of the amounts budgeted.

The Operating Budget will consider what it will take to operate the existing services and

programs of the Town for the next fiscal year. Should Town staff and/or Council desire to extend or add services or programs to the budget, the requests will be considered supplemental requests to the prior year's budget. Careful consideration and estimation are taken to fully define the service offering, its alignment to the Council's strategic plan and the full first year and future years' costs in support of the supplemental request. Most supplemental requests will be recurring in nature (e.g., adding a sworn officer in the Police Department in support of expanded service) while some may be one-time expenditures for a particular outcome (e.g., perform a classification/compensation study of existing positions). Town staff will not recommend the funding of any supplemental requests unless the Town's financial condition allows. The Council approved supplemental requests will be added to the Operating Budget prior to adoption.

The Capital Improvement Budget establishes a five-year plan of recommended capital investments for the Town. The Town Council will only approve and appropriate funds for the upcoming year of the plan. If a Council-approved capital project covers multiple years, staff will consider future years of the project are also approved and committed to ensure the execution of necessary contracts. Future projects in the capital plan may have its funding as, 'unknown' until a funding source is secured, allocated, and appropriated by the Town Council.

B. Fund Accounting/Budgeting

The Town's budget is prepared on a basis consistent with generally accepted accounting principles. Specifically, the Town follows Governmental Accounting Standards Board (GASB) guidance and recommendations. The Town utilizes fund accounting to track revenues and expenditures of related activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives and is treated as separate accounting entity. The Town, like other state and local governments, uses fund accounting to ensure compliance with finance-related legal requirements. All funds within the Town can be divided into two categories, each consisting of multiple funds: Governmental Funds and Proprietary Funds. The governmental and proprietary categories are organized as major funds or non-major funds, with an emphasis placed on major funds, as the GASB standards require.

1. Governmental Funds - Most of the Town's basic services are included in governmental funds which focus on how cash, and other financial assets that can be easily converted to cash, flow in and out, along with the balances left at the end of the year that are available for spending.

- a. General Fund - Accounts for the Town's primary operating activities and is used to account for all financial resources, except those required to be accounted for in another fund. This includes revenues and expenditures necessary to deliver basic governmental services of the Town such as police operations, parks and recreation, building permitting/inspection, administration, etc. Revenues generated in the General Fund include, but are not limited to, local sales taxes, permitting activities, state shared revenue, and departmental revenue.

1. Streets Fund - This unrestricted fund was established to account for the transfer of General Funds for the operation, maintenance, and minor repair of the Town's rights-of-ways.
 2. Capital Improvement Fund - This unrestricted fund was established to account for transfers of general and other funds in support of major capital improvements for general governmental (non-enterprise fund) projects. Historically, a portion of the locally generated construction sales tax was allocated to this fund.
- b. Special Revenue Funds - These funds are separate accounting funds under the Governmental Funds used to track revenues and expenses that are legally restricted for specific purposes. These include:
1. Grants Fund - Accounts for specific revenue sources that are restricted to expenditures for specified purposes as defined by the grantor.
 2. Other Governmental (non-major) Funds:
 - a. Highway User Revenue (HURF) Fund - HURF accounts for specific revenue received from the State of Arizona Highway Revenue fund which is legally restricted to expenditures for street and transportation expenditures.
 - b. Cemetery Perpetual Care Fund – Restricted for cemetery improvements.
 - c. Proprietary Funds are also known as Enterprise Funds and are used to account for separate business-type activities of the Town funded by user fees supporting the services provided. The Town has created the following Proprietary (Enterprise) Funds to account for revenues and expenses in each of these business units:
 1. Water Fund
 2. Sewer Fund
 3. Sanitation Fund
 4. Cemetery Fund

C. GASB Statement No. 54 Classification

Within each Fund, staff are required to classify fund balances in accordance with GASB Statement No. 54 requirements. Fund balances must be reported within one of the fund balance categories:

1. Non-spendable fund balance includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact such as fund balance associated with inventories, prepaid expenditures, long-term loans, and notes receivable (unless the proceeds are restricted, committed, or assigned).

2. Restricted fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution provisions or enabling legislation, or external resource providers.
3. Committed fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the Town Council.
4. Assigned fund balances are intended to be used by the Town for specific purposes but do not meet the criteria to be classified as restricted or committed.
5. Unassigned fund balance is the residual classification for the Town's governmental or proprietary funds and includes all spendable amounts not contained in other classifications.

D. Fund Balance and Net Position Objectives

Fund balance (Governmental Funds) and Net Position (Proprietary Funds) are important indicators of the Town's financial position. Adequate fund balances and net position must be maintained to allow the Town to continue providing services to the community in case of economic downturns and/or unexpected emergencies or requirements. A Budget Stabilization Reserve (BSR), also known as a "Rainy Day Fund," is a good financial practice to provide a defense in stabilizing a budget that has been impacted by a shortfall in revenues and/or an unanticipated emergency expense. The reserve becomes the revenue source of last resort to avoid a budget deficit. The BSR amount should be based on the volatility of the funds' major revenue sources. The BSR is differentiated from a 'contingency' in that a contingency is contemplated for in the upcoming year and is part of the Town's overall budget, subject to the State Statute expenditure limitation. A BSR is unbudgeted and not available to be used until formally appropriated during budget adoption. Additionally, a BSR is in addition to any statutory, regulatory, or contractual reserve required within a fund, representing the "unassigned" portion of the fund balance.

The Town of Clarkdale establishes a minimum BSR of total fund balance or net position for each of the following funds:

- General Fund: BSR equal to 25% of the prior year's expenditures, representing approximately 90 days of expenses.
- Streets, HURF, and Capital Construction Funds: no minimum BSR, however, the Town will grow the necessary fund balance to fund future projects in the Capital Improvement Budget.
- Grant Fund: No BSR as Grantor requirements regarding expenses and timeline of expenses must be met.
- Water and Sewer Funds: BSR equal to 25% of the prior year's expenditures, representing approximately 90 days of expenses; BSR is above any legally/contractually required debt service reserves.
- Sanitation Fund: BSR equal to 10% of the prior year's expenditures, representing approximately 30 days of expenses.
- Cemetery Fund: BSR of 10% of the prior year's expenditures, representing approximately 30 days of expenses.

Should the BSR for any Fund fall below the minimum, the Town Manager will inform the

Town Council of recommended actions to remedy the situation.

E. Fund Allocations and Transfers

The Town's preliminary/draft annual budget will be built using the following Council-approved practices; however, Council may make other budgeting decisions for these funds during the budget process.:

1. Streets Fund: The unrestricted Streets Fund may be allocated in the following manner and shall remain in the Fund if budgeted funds are not spent by fiscal year end, to be appropriated and used for future projects:
 - a. Transfer from the General Fund – 100% of the prior fiscal year's value of state shared vehicle license tax revenue subject to the General Fund attaining and maintaining its BSR, and subject to available funding.
 - b. Transfer from the Sanitation Fund – 100% of the prior fiscal year's fund balance, up to, but not limited to \$10,000 annually, once the BSR target has been attained and maintained, and subject to available funding.
2. Capital Construction Fund: The unrestricted Capital Construction Fund may be allocated in the following manner and shall remain in the fund if budgeted funds are not spent by fiscal year end, to be appropriated and used for future projects:
 - a. Transfer from the General Fund – 25% of the prior fiscal year's value of locally-assessed transaction privilege (sales) tax on all construction contracting activities, subject to the General Fund attaining and maintaining its BSR, and subject to available funding.
3. General Fund: The General Fund may allocate the following intra-fund value(s) for said outcomes/services; any funds not spent by fiscal year end will revert to the General Fund balance:

Directly budget in the Community Development Department, or wherever deemed appropriate by the Town Manager, 100% of the prior fiscal year's value of locally assessed transaction privilege (sales) tax on the hotel/motel activity, for use in economic development, tourism, and marketing strategies for Clarkdale.

F. Budgeting for Contingencies

Budgeting for contingencies at the fund level is prudent financial management. Contingencies allow for the Town to react to unforeseen circumstances during the fiscal year while remaining compliant with State Statutes relative to our expenditure limit for the year. The Town will annually budget for an acceptable level of contingency in each fund and will target a contingency equal to six months of prior year operating expenditures in the General Fund, Wastewater Fund, and Water Fund. The Council will adopt a budget which will include clearly identified values for contingencies. The entire budget, including contingency values, establishes our

upper expenditure limit subject to State Statutes. The use of any contingency will be subject to Council approval.

As an example, the Town budgets for a substantial contingency within the Grants Fund annually. This is done since the timing of grant announcements, applications and awards are not always known when the budget is adopted. Staff will move the contingency appropriation to a specific grant award once accepted and approved by Council. Without adding a contingency value to our budget, we would not be able to spend the grant funding until the next fiscal year when funds would be appropriated.



TOWN OF CLARKDALE FINANCIAL OPERATIONS GUIDE

SECTION XIII. FISCAL POLICY

ORIGINATION DATE: 5/11/21

**REVISION DATE(S): 5/2/22,
10/10/23**

PURPOSE: The Fiscal Policy focuses on the mechanics of accounting for and managing elements of the budget year over year. This policy is set forth to ensure staff are working in support of Council-approved initiatives, providing transparency to the community, and demonstrating adequate controls in the use of taxpayer funds.

Town staff are committed to their role in being good stewards of taxpayer funds. The Fiscal Policy identifies elements of protecting, controlling, reviewing, reporting, and amending the Council-adopted annual budget. Staff will follow all generally acceptable accounting practices and requirements established by professional, regulatory, and legislative agencies in the transaction of the Town's annual budget.

I. FINANCIAL MONITORING AND CONTROL

The Finance Department will make available monthly revenue and expenditure reports for Department Directors and the Town Manager to review, helping to ensure the Departments remain within the adopted budget amount. The Finance Department will monitor the revenues and expenditures of the Town on a monthly basis. Any significant variances will be reported to the Town Manager for action.

The Finance Department will distribute to the Town Council, and the public, a monthly revenue and expenditure report for all active funds. This report shall provide budget to actual results to assist with ongoing monitoring and transparency in financial operations. Transactions will be uploaded monthly on the State of Arizona Financial Transparency Portal, <https://clarkdaleaz.opengov.com>.

A. Budget Amendments

A budget is a plan and sometimes the best developed plan may need to be altered in order to deal with current information or economic changes. State Statutes govern how budget amendments and transfers are approved. Ultimately, it is the Council's decision to approve any amendment to the adopted budget. Throughout the year, there are instances that arise which may be easily handled administratively as directed by Council. Town staff will execute the budget given the Council adopted amendment matrix below. Any instance not defined in the matrix will require Council approval.

Budget Amendment Need	Approval Authority
<i>Operating Budget</i> Intra-Department Amendment: Change within same department, same fund (e.g., General Fund, Streets Fund, Water Fund) and NOT increasing personnel costs, and NOT increasing bottom line appropriation for the department or fund.	Department Head – up to \$5,000 Finance Director – up to \$25,000 Town Manager – up to \$50,000
<i>Operating Budget</i> Inter-Department Amendment: Change between departments within the same fund and NOT increasing personnel costs, and NOT increasing the bottom-line appropriation for the fund.	Finance Director – up to \$25,000 Town Manager – up to \$50,000
<i>Capital Improvement Budget</i> Change within same Program Area, same fund and NOT increasing bottom line appropriation for the Program Area or fund.	Department Head – up to \$5,000 Finance Director – up to \$25,000 Town Manager – up to \$50,000
<i>Capital Improvement Budget</i> Change between Program Areas, same fund and NOT increasing bottom line appropriation for the Program Area or fund.	Finance Director – up to \$25,000 Town Manager – up to \$50,000
<i>Operating or Capital Improvement Budget</i> Any increase to personnel costs or use of contingency appropriation.	Town Manager – up to \$49,999 Annually Town Council – \$50,000 and over

The Finance Department will monitor the expenditures and revenues of all Town departments on an ongoing basis. Any significant variances will be reported to the Town management for action. On a monthly basis, an expenditure and revenue report with year-end projections will be distributed to the Town Council and all Town Department Heads.

B. Grants

Grant funding is a significant funding source to provide for enhanced community services and improvements, and are typically awarded with restrictions on their use. They often require matching local funds to secure the grant and may be subject to additional audit provisions. Staff will evaluate grant opportunities that best meet the needs of the Town and financial capabilities, and make recommendations to Council based upon the following matrix:

Grant Value	Cash Match Required OR Future Funding Obligation of the Town?	Application Approval	Approval to Accept and Appropriate Funds*
< \$50,000	None	Town Manager	Town Council

Any Value	Yes, within current budget	Town Manager	Town Council
Any Value	Yes	Town Council	Town Council

*Appropriation may be via an individual Council action or through adoption of the annual Budget.

Due to the timing of some grant applications, staff may be unable to secure Council's approval before applications are due. Staff will bring a request to Council as soon as possible to seek retroactive approval to apply for and if successful with a grant award, accept and appropriate the funding for the specific grant. Staff will follow all federal, state, regulatory and grantor-specific requirements in expending and managing grant funds, including adherence to applicable procurement rules.

C. Independent Audits

The Town Council shall appoint an independent financial auditor to perform an annual audit and prepare the Town's financial statements and other required materials required by Federal and State Law as well as regulatory bodies. The independent auditor will perform the Single Audit of Federal Funds, when required to do so. The independent auditor will present their findings annually to the Town Council prior to publishing the audited financial statements and other required materials. Town staff will make the financial statements available on the Town's website for the statutorily required timeline. Clarkdale's Magistrate Court will timely complete its triennial audit, as required by the State of Arizona Administrative Office of the Court.

D. Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town seeks to control its expenses by limiting financial exposure due these risks. The Town carries commercial insurance for all such risks of loss, including workers' compensation and employees' health and accident insurance. The Town leverages a, 'cost pool' structure to spread the risks among other governmental agencies within the cost pool.

II. USER FEES REVIEW

User fees will be reviewed every three to five years, or as necessary. The reviews will ensure the Town is meeting Council direction regarding cost recovery. Any change to the Town's Fee Schedule will follow applicable statutes prior to implementation. The Fee Schedule is published on the Town's website.

III. COST SHARING

The Town, like most other governmental and private entities, utilizes cost accounting methodologies to appropriately transfer costs from one fund to another in order to share costs among all users of the service. The allocations can be made in both the operating and capital improvement budgets and are reviewed periodically to ensure the model represents best accounting practices.

A. Operating Budget

Expenses for administrative support of the entire Town is an example of cost allocation, distributing expenses across multiple Town funds. The costs of Human Resources, Finance, Town Manager, Town Council, Town Clerk, etc. should not be a burden on only the General

Fund. All Funds, including Grants, benefit from the staffing, systems, and actions of the administrative functions. The Town charges an administrative fee of 10% of each fund's Operating Budget (expenditures not including capital, contingencies, or transfers) through the annual budgeted transfer process. The 10% allocation is a generally accepted figure that most grants allow for administrative overhead. The amount charged by each fund should be reviewed annually and may be adjusted based on the health of the fund, or other underlying conditions during the budget process.

B. Capital Improvement Budget

The Town will appropriately allocate costs for future Capital Improvement Projects (CIP) by fund. Just like in the Operating Budget, projects which provide benefit to multiple funds should be shared by those respective funds. As an example, the cost to replace the Town's financial system should be shared by the General, Water, Sewer, Sanitation, etc. funds, as all said funds leverage the use of the financial system. Each project will be reviewed to determine the most appropriate cost allocation to be used when preparing the annual budget.

IV. INVESTMENTS

The Town Council authorized an Investment Policy as part of the overall Financial Operations Guide document. The Investment Policy conforms to requirements of Arizona Revised Statutes (ARS), which govern the Town's investment actions. Town staff will operate in accordance with the Investment Policy.

While the Investment Policy allows for several options by which the Town may invest available funds, the Town has generally leveraged the State Treasurer-managed Local Government Investment Pools (LGIP) for its investments. The LGIPs provide local jurisdiction with investment options which adhere to State Statute. Town staff manages multiple accounts within the LGIP to keep an appropriate accounting of investments by fund. The Town also follows ARS relative to funds on deposit at its commercial bank.

V. DEBT MANAGEMENT

The Debt Management portion of the Financial Policies is meant to supplement the legal framework of public debt laws provided by the Arizona Constitution, State Statutes, federal tax laws, and the Town's current debt obligations.

Town staff will recommend debt financing options to the Town Council when it is in the best interest of the organization to do so. The Town will not use long-term debt to fund current operations or projects that can be financed from current revenues or resources. The Town will first attempt to use pay-as-you-go capital financing, which may be facilitated by building up a significant fund balance over time.

The Town may utilize long-term debt to finance capital projects with long useful lives. Financing capital projects with debt provides for an intergenerational equity, as the actual users of the capital asset pay for its cost over time rather than one group of users paying in advance for the cost of the asset. As an example, the Town leveraged long-term debt financing for improvements to both the sewer and water infrastructure through the Water Infrastructure Financing Authority (WIFA).

The Town may use short-term debt to cover temporary or emergency cash flow shortages. All

short-term borrowing will be subject to Council approval. The Town may issue inter-fund loans rather than outside debt instruments to meet short-term cash flow needs. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not negatively impact the fund's current operations.

EXHIBITS



EXHIBIT A

PRE-TRAVEL REQUEST AND EXPENSE AUTHORIZATION: MULTI-DAY EDUCATION & TRAINING

PART 1: TRAVEL/TRAINING INFORMATION

DATE OF REQUEST:		DEPARTMENT:	
		(Individual travel requests are required for each person)	
Employee Name:		Title:	
Purpose of Trip:			
Destination:		Dates of Training/Education:	
Date of Departure:		Date of Return:	
Method of Travel: Town Vehicle Private Vehicle Airplane Other			
[] [] [] []			

PART 2: PRE-TRAVEL EXPENSE ESTIMATE

EXPENSE CATEGORY	UNITS	RATE	ESTIMATED TOTAL
Transportation-Mileage (see instructions)	0	\$0.625	\$0.00
Transportation-Air Travel	0	\$0.00	\$0.00
Garage/Parking	0	\$0.00	\$0.00
Ground Transportation	0	\$0.00	\$0.00
Lodging	0	\$0.00	\$0.00
Registration Fees	0	\$0.00	\$0.00

Meals (For travel outside a 20 mile radius of corporate Town limits): No per diem will be paid for meals provided by conference, seminar, or lodging site.

Breakfast (when travel commences before 6 a.m.)	0	\$13.00	\$0.00
Lunch (when travel commences before 11 a.m. and ends after 2 p.m.)	0	\$15.00	\$0.00
Dinner (when travel extends to 7 p.m. or beyond, or when leaving for travel before 6 p.m.)	0	\$26.00	\$0.00
Incidentals (full day only)	0	\$5.00	\$0.00
Miscellaneous (Specify)	0		\$0.00
Totals			\$0.00

Prepaid expenses include registration, airline tickets, etc. Prior approval MUST be obtained from appropriate supervisors before any prepaid costs, advances, or refunds are expended.

TOTAL ESTIMATED TRAVEL/TRAINING COST: \$0.00

ADVANCE PAYMENT REQUESTED (Eligible Costs are Mileage and/or Per Diem): \$0.00

G/L Account:

Employee Signature _____ **Date** _____

I certify that the foregoing expenses are incurred in the conduct of Town business. Any advanced payments received will be remitted to the Town in the event of registration cancellation.

Department Head _____ **Date** _____ **Town Manager** _____ **Date** _____

Please include a copy of the training agenda, mileage map, and all applicable estimates with each submission.

Transportation-Mileage:

Vehicle mileage is reimbursed at the current IRS rate UNLESS an alternative Town vehicle is available for use. If a Town vehicle is available for use, and the employee chooses to use their vehicle, the employee will be reimbursed at 50% of the current IRS rate.

Lodging:

Employees should attempt to book hotel rooms at the reduced conference block rates and/or government rates. Employees should be mindful that taxpayer funds are being used and seek out the most reasonable rates near the conference venue.

Meals:

Attach a copy of the training schedule with each request, including the meal schedule for the event, if applicable.

Remit completed request and estimation of costs to Town Manager for approval

If an advance is being requested, remit approved form to Finance for processing.

Within five (5) working days after return, complete Post-Travel form and attach receipts and remit to Town Manager for approval.



EXHIBIT A

POST-TRAVEL REQUEST AND EXPENSE REPORT: MULTI-DAY EDUCATION & TRAINING

PART 1: TRAVEL/TRAINING INFORMATION

DATE OF REQUEST:		DEPARTMENT:	
		(Individual travel requests are required for each person)	
Employee Name:		Title:	
Purpose of Trip:			
Destination:		Dates of Training/Education:	
Date of Departure:		Date of Return:	
Method of Travel: Town Vehicle Private Vehicle Airplane Other			
[] [] [] []			

PART 2: POST-TRAVEL EXPENSE REPORT

EXPENSE CATEGORY	UNITS	RATE	TOTAL
Transportation-Mileage (see instructions)	0	\$0.625	\$0.00
Transportation-Air Travel	0	\$0.00	\$0.00
Garage/Parking	0	\$0.00	\$0.00
Ground Transportation	0	\$0.00	\$0.00
Lodging	0	\$0.00	\$0.00
Registration Fees	0	\$0.00	\$0.00
Meals (For travel outside a 20 mile radius of corporate Town limits): No per diem will be paid for meals provided by conference, seminar, or lodging site.			
Breakfast (when travel commences before 6 a.m.)	0	\$13.00	\$0.00
Lunch (when travel commences before 11 a.m. and ends after 2 p.m.)	0	\$15.00	\$0.00
Dinner (when travel extends to 7 p.m. or beyond, or when leaving for travel before 6 p.m.)	0	\$26.00	\$0.00
Incidentals (full day only)	0	\$5.00	\$0.00
Miscellaneous (Specify)	0		\$0.00
Totals			\$0.00

Prepaid expenses include registration, airline tickets, etc. Prior approval MUST be obtained from appropriate supervisors before any prepaid costs, advances, or refunds are expended.

TOTAL ORIGINAL ESTIMATED TRAVEL/TRAINING COST (Attach Pre-Travel Authorization Form): _____

TOTAL ACTUAL TRAVEL/TRAINING COST: \$0.00

AMOUNT PREVIOUSLY REIMBURSED: _____

AMOUNT CHARGED TO TOWN CREDIT CARD: _____

REIMBURSEMENT REQUESTED: \$0.00

G/L Account: _____

Employee Signature _____ **Date** _____

I certify that the foregoing expenses are incurred in the conduct of Town business. Any advanced payments received will be remitted to the Town in the event of registration cancellation.

Department Head _____ **Date** _____

Town Manager Signature _____ **Date** _____

Please include a copy of the training agenda, mileage map, and all applicable estimates with each submission.

Transportation-Mileage:

Vehicle mileage is reimbursed at the current IRS rate UNLESS an alternative Town vehicle is available for use. If a Town vehicle is available for use, and the employee chooses to use their vehicle, the employee will be reimbursed at 50% of the current IRS rate.

Lodging:

Employees should attempt to book hotel rooms at the reduced conference block rates and/or government rates. Employees should be mindful that taxpayer funds are being used and seek out the most reasonable rates near the conference venue.

Meals:

If per diem was not previously requested, attach a copy of the training schedule with each request, including the meal schedule for the event, if applicable.

Within five (5) working days after return, complete Post-Travel form and attach receipts and remit to Town Manager for approval.

Upon approval, remit to Finance for processing.

EXHIBIT B

Project & Invoice # _____



TOWN OF CLARKDALE, AZ

PROCUREMENT FORM – ITEMS OVER \$10,000

DEPT & PROJECT/PURCHASE: _____ ESTIMATED COST: \$ _____

1. Has purchase/project been included in the current budget? YES / NO

a. If yes, please provide budget line item #: _____

b. If no, provide written explanation:

2. Is the purchase/project available through the State Procurement Office list of approved contracts? YES / NO

3. Has purchase/project been approved by the Town Manager? YES / NO

4. Is the purchase/project expected to range between \$10,000 and \$74,999? YES / NO

a. If YES, attach three written quotes to the first invoice paid under the new project

b. If three written quotes can't be obtained, attach memo of explanation

c. If NO, proceed to question #5

5. Is the purchase/project expected to exceed \$75,000? YES / NO

a. Attach Town Council approval and refer to Procurement rules under Section Six of the Town of Clarkdale Financial Operations Guide.

Submitted By:

Town Manager Acknowledgement:

Date:

Date:

EXHIBIT C

**REQUEST FOR TOWN OF CLARKDALE CREDIT
CARD/CREDIT ACCOUNT**

To: Finance Department

From: _____ Department

Subject: Request for Credit Card

Check One

Chase: _____ Home Depot: _____ Maverik: _____ Verde Valley Hardware: _____ Other: _____

I request that the following employee be issued a Town of Clarkdale Credit Card.

Temporary Issue: _____ Length of Time: _____ Permanent Issue: _____

Employee Name: _____

Employee Title: _____

Reason for request:

Approved: _____ Disapproved: _____

Employee Signature

Department Head Signature

Town Manager Signature

Finance Signature

EXHIBIT D

TOWN OF CLARKDALE CREDIT CARD/CREDIT ACCOUNT USER AGREEMENT

1. I understand that I am making a financial commitment on behalf of the Town of Clarkdale and will strive to obtain the best value for the Town.
- ~~1.2.~~ I understand that the credit card account requires provision of personally identifiable information, such as social security number and/or date of birth.
- ~~2.3.~~ I understand that under NO circumstance will I use the Credit Card/Credit Account to make personal purchases, either for others or myself.
- ~~3.4.~~ I will follow the established Credit Card/Credit Account policy. I understand that failure to do so may result in either loss of privileges or other disciplinary actions, including termination of employment.
- ~~4.5.~~ I agree that should I willfully violate the term of this Agreement; I will reimburse the Town of Clarkdale for all incurred charges and any fees related to the collection of those charges.
- ~~5.6.~~ All receipts received when making a Credit Card/Credit Account purchase will promptly be forwarded to the Finance Department for monthly reconciliation and payment.
- ~~6.7.~~ I understand that I am restricted to specific limits when using the Credit Card/Credit Account for purchases.
- ~~7.8.~~ I agree that should I leave Town of Clarkdale employment I will return my Credit Card and all appropriate documentation to the Finance Department.
- ~~8.9.~~ I will use the Town of Clarkdale Credit Cards with the highest degree of personal and professional integrity and ethics, recognizing my responsibility to the public and the Town organizations.
- ~~9.10.~~ I agree to promptly contact Chase Bank, Home Depot, or any physical card issued if I lose, misplace, or have my credit card stolen.

I have received, read, understand, and agree to comply with the Town of Clarkdale Credit Card User Policy.

Employee Name (Print)

Employee Signature

Date

EXHIBIT E

STATEMENT OF MISSING DOCUMENTATION FOR CREDIT
CARD/ACCOUNT PURCHASES

Complete this form if there is no documentation to support a charge on your Credit Card or Credit Account. One form must be completed in full for each instance of missing documentation. Original form must be promptly forwarded to the Finance Department for processing. Delays in forwarding this document may result in finance fees being charged to your account.

Vendor Name: _____

Date of Transaction: _____ Amount Charged \$ _____

Description of item(s) Purchased:

Explain why the documentation is missing:

What future action will be taken to ensure receipts are available:

Cardholder Signature

Date

Town Manager Signature

Date



Staff Report

Item Number: 6.C.

Agenda Item: **Adoption of a Tentative Budget for the Fiscal Year Ending June 30, 2025.**

Discuss, consider and act upon the adoption of the Town of Clarkdale's tentative budget for the fiscal year ending June 30, 2025, in the amount of \$42,695,019, of which \$21,130,947 is grant funding.

Staff Contact: Julie Goucher, Finance Director

Meeting Date: May 28, 2024

Strategic Goal: This agenda item supports the following Clarkdale Strategic Goal Area:

- 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.
- 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.

Background: Since January, Town Staff have been in the process of preparing the proposed budget for the fiscal year ending June 30, 2025. As part of that process, the Council has held the following work sessions, open to the public, to provide input to staff on key considerations:

- April 2 – Council work session to discuss draft budget and provide recommendations.
- April 9 – Council work session to review revised budget.
- May 14 – Final update to Council before Tentative Budget adoption.

Additional discussion on the proposed budget will be held at the following meetings:

- May 28 – Tentative Budget adoption, setting upper limit.
- June 25 – Public Hearing for Budget and Property Tax Levy.
- June 25 – Final Budget adoption.
- July 9 – Adoption of Property Tax Levy.

The budget as proposed includes the recommended five-year Capital Improvement Program (CIP), ongoing operations and maintenance budget needs and supplemental requests to enhance service delivery and improve Town operations.

The attached State budget forms represent the information that was presented at the May 14 Council meeting, including the draft CIP and all supplemental requests. The Tentative Budget includes various contingency reserves to ensure the budget contains sufficient expenditure authority to fund any unforeseen or emergency purchases as well as unanticipated grant awards. The Tentative Budget also conforms to the Council's Financial Policies regarding Budget Stabilization Reserves.

Once approved, the official state forms will serve as the adopted Tentative Budget for Fiscal Year 2024-2025. Adoption of the Tentative Budget establishes the maximum expenditure limitation for the following fiscal year. The Final Budget may be adopted at a lesser amount, but it cannot exceed the Tentative Budget's total. Once adopted, the required forms shall be published twice in a local newspaper as well as on the Town's website in accordance with state statute. Council will be asked to adopt the Final Budget on June 25, 2024, in a Special Meeting following a required public hearing.

Budget Impact: No budget impact.

Recommendation: Staff recommends that the Council adopt the Town of Clarkdale's tentative budget for the fiscal year ending June 30, 2025, in the amount of \$42,695,019, of which \$21,130,947 is grant funding.

TOWN OF CLARKDALE

TENTATIVE BUDGET



FY2024-2025

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 4000	LOCAL REVENUE	
01 -4-4000-4001	FRANCHISE ROYALTIES	120,000.00CR
01 -4-4000-4002	BUSINESS & HOME OCC LICENSES	8,500.00CR
01 -4-4000-4003	BUILDING PERMITS	125,000.00CR
01 -4-4000-4004	FACILITIES RENTALS	16,000.00CR
01 -4-4000-4005	COURT FINES	45,000.00CR
01 -4-4000-4006	LOCAL SALES TAX	3,000,000.00CR
01 -4-4000-4007	ANIMAL CONTROL	1,800.00CR
01 -4-4000-4008	PROPERTY TAX	667,000.00CR
01 -4-4000-4009	FORFEITURES, AUCTION, REPOSS	1,000.00CR
01 -4-4000-4010	REIMB FOR COURT APPOINTED ATTY	500.00CR
01 -4-4000-4012	RESTITUTION TOC AS VICTIM	1,500.00CR
01 -4-4000-4013	POLICE RECORD COPIES	500.00CR
01 -4-4000-4018	INSURANCE REIMBURSEMENTS	40,000.00CR
01 -4-4000-4019	GENERAL P&Z	3,000.00CR
01 -4-4000-4030	PD POST STORAGE IMPOUND	500.00CR
01 -4-4000-4033	LIQUOR LICENSE FEES	500.00CR
01 -4-4000-4034	SPECIAL EVENT PERMIT-TOWN	600.00CR
01 -4-4000-4035	REIMBURSE PW STAFF TIME	500.00CR
01 -4-4000-4036	VERDE RIVER RAP OUTFITTER FEES	40,000.00CR
01 -4-4000-4037	VR RAP DAY USE FEES&MAINT REIM	19,000.00CR
01 -4-4000-4038	RIVER SPECIAL EVENT PERMIT	100.00CR
01 -4-4000-4041	SOIL REMEDIATION PERMITS	1,000.00CR
01 -4-4000-4043	SCHOOL RESOURCE OFFICER REVENU	10,000.00CR
01 -4-4000-4051	CONCERT AMBASSADOR REVENUE	300.00CR
01 -4-4000-4060	PD OFFICER SAFETY EQUIPMENT	750.00CR
01 -4-4000-4200	LEASE PROCEEDS	6,755.00CR
01 -4-4000-4240	V RIVER MEMBERSHIP FEE REVENUE	1,000.00CR
01 -4-4000-4350	SMART & SAFE FUNDS	15,000.00CR
01 -4-4000-4500	MISCELLANEOUS INCOME	5,000.00CR
01 -4-4000-4503	FINGER PRINTING REVENUE	3,000.00CR
01 -4-4000-4504	PD VEHICLE USAGE RATE REV	10,000.00CR
01 -4-4000-4505	RECORDS REQ, COPIES & FAXES	100.00CR
01 -4-4000-4507	CC SURCHARGE REVENUE	2,500.00CR
01 -4-4000-4700	INTEREST INCOME - LGIP 92147	303,243.00CR
01 -4-4000-6007	ADMIN FEE TRAN IN FROM HURF	49,410.00CR
01 -4-4000-6011	ADMIN FEE TRAN IN FROM SEWER	75,271.00CR
01 -4-4000-6012	ADMIN FEE TRAN IN FROM SANITAT	31,783.00CR
01 -4-4000-6013	ADMIN FEE TRAN IN FROM WATER	96,259.00CR
01 -4-4000-6019	ADMIN FEE TRAN IN FROM CEMETER	4,706.00CR
01 -4-4000-6050	OFS-FUND BALANCE APPROPRIATION	2,350,000.00CR
	PAGE TOTAL:	7,057,077.00CR
	DEPT TOTAL:	7,057,077.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 4200	STATE REVENUE	
01 -4-4200-4030	STATE SALES TAX	737,853.00CR
01 -4-4200-4031	STATE REV SHARE (INCOME TAX)	1,038,584.00CR
01 -4-4200-4035	STATE VEHICLE LIC TAX	398,477.00CR
	PAGE TOTAL:	2,174,914.00CR
	DEPT TOTAL:	2,174,914.00CR
	TOTAL REVENUES:	9,231,991.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 2000	CONTINGENCY & TRANSFERS	
01 -5-2000-9400	CONTINGENCY	1,398,166.00
01 -5-2000-9801	TRANS OUT DES FUNDS STREETS	377,494.00
01 -5-2000-9851	TRANSFER OUT TO CIP	1,979,056.00
	PAGE TOTAL:	3,754,716.00
	DEPT TOTAL:	3,754,716.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 2100	ADMINISTRATION	
01 -5-2100-6000	SALARIES-ADMINISTRATION	172,568.00
01 -5-2100-6020	SOCIAL SECURITY	13,202.00
01 -5-2100-6022	HEALTH INSURANCE	12,051.00
01 -5-2100-6023	WORKERS COMP INSURANCE	452.00
01 -5-2100-6024	STATE RETIREMENT	21,174.00
01 -5-2100-6026	HSA EMPLOYER PORTION	0.00
01 -5-2100-6030	TRAVEL & EDUCATION	3,600.00
01 -5-2100-7015	BUSINESS MEETINGS & MEALS	250.00
01 -5-2100-7020	OFFICE SUPPLIES	500.00
01 -5-2100-7022	DUES & ASSOCIATIONS	1,800.00
01 -5-2100-7050	TELEPHONE & INTERNET	400.00
01 -5-2100-8000	EQUIPMENT PURCHASE	300.00
	PAGE TOTAL:	226,297.00
	DEPT TOTAL:	226,297.00

BUDGET : 25-2024-2025 BUDGET

FUND : 01 GENERAL FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 5

ACCOUNT NO# ===== ACCOUNT NAME ===== ANNUAL BUDGET

DEPT NO: 2101 TOWN CLERK

01 -5-2101-6000	SALARIES-TOWN CLERK	85,422.00
01 -5-2101-6001	SALARIES TOWN COUNCIL	14,400.00
01 -5-2101-6020	SOCIAL SECURITY	7,325.00
01 -5-2101-6022	HEALTH INSURANCE	16,827.00
01 -5-2101-6023	WORKERS COMP INSURANCE	250.00
01 -5-2101-6024	STATE RETIREMENT	9,982.00
01 -5-2101-6026	HSA EMPLOYER PORTION	2,724.00
01 -5-2101-6030	TRAVEL & EDUCATION	3,030.00
01 -5-2101-6031	COUNCIL TRAVEL & EDUCATION	10,000.00
01 -5-2101-7004	SOFTWARE AND RENEWALS	7,879.00
01 -5-2101-7015	BUSINESS MEETINGS & MEALS	2,000.00
01 -5-2101-7020	OFFICE SUPPLIES	700.00
01 -5-2101-7021	PUBLICATIONS & ADVERTISING	2,100.00
01 -5-2101-7022	DUES & ASSOCIATIONS	500.00
01 -5-2101-7050	TELEPHONE & INTERNET	325.00
01 -5-2101-7055	TOWN CODE MAINTENANCE	2,500.00
01 -5-2101-7300	RECORDS MANAGEMENT	4,988.00
01 -5-2101-9006	ELECTION COST	12,000.00

PAGE TOTAL: 182,952.00

DEPT TOTAL: 182,952.00

BUDGET : 25-2024-2025 BUDGET

FUND : 01 GENERAL FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 6

ACCOUNT NO# ===== ACCOUNT NAME ===== ANNUAL BUDGET

DEPT NO: 2102 HUMAN RESOURCES

01 -5-2102-6000	SALARIES- HUMAN RESOURCES	91,322.00
01 -5-2102-6020	SOCIAL SECURITY	6,986.00
01 -5-2102-6022	HEALTH INSURANCE	26,130.00
01 -5-2102-6023	WORKERS COMP INSURANCE	239.00
01 -5-2102-6024	STATE RETIREMENT	11,206.00
01 -5-2102-6026	HSA EMPLOYER PORTION	2,724.00
01 -5-2102-6030	TRAVEL & EDUCATION	1,000.00
01 -5-2102-6032	EMPLOYEE RETENTION	5,000.00
01 -5-2102-7020	OFFICE SUPPLIES	300.00
01 -5-2102-7021	PUBLICATIONS & ADVERTISING	1,000.00
01 -5-2102-7022	DUES & ASSOCIATIONS	800.00
01 -5-2102-7023	HEALTH MANAGEMENT	500.00
01 -5-2102-7024	EMPLOYEE TRAINING	15,000.00
01 -5-2102-7030	NEW HIRE EXPENSE	3,000.00
01 -5-2102-7050	TELEPHONE & INTERNET	250.00
01 -5-2102-9009	UNEMPLOYMENT	5,000.00

PAGE TOTAL: 170,457.00

DEPT TOTAL: 170,457.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 2103	FINANCE	
01 -5-2103-6000	SALARIES FINANCE	234,666.00
01 -5-2103-6020	SOCIAL SECURITY	17,952.00
01 -5-2103-6022	HEALTH INSURANCE	42,975.00
01 -5-2103-6023	WORKERS COMP INSURANCE	614.00
01 -5-2103-6024	STATE RETIREMENT	28,793.00
01 -5-2103-6026	HSA EMPLOYER PORTION	6,204.00
01 -5-2103-6030	TRAVEL & EDUCATION	4,735.00
01 -5-2103-7020	OFFICE SUPPLIES	1,400.00
01 -5-2103-7021	PUBLICATIONS & ADVERTISING	1,000.00
01 -5-2103-7022	DUES & ASSOCIATIONS	879.00
01 -5-2103-7023	TRANSPARENCY POSTINGS	1,000.00
01 -5-2103-7024	PHOENIX BUSINESS INT	275.00
01 -5-2103-7025	POSTAGE	750.00
01 -5-2103-7050	TELEPHONE & INTERNET	500.00
	PAGE TOTAL:	341,743.00
	DEPT TOTAL:	341,743.00

BUDGET : 25-2024-2025 BUDGET

FUND : 01 GENERAL FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 8

ACCOUNT NO# ===== ACCOUNT NAME ===== ANNUAL BUDGET

DEPT NO: 2300 TOWN WIDE

01 -5-2300-6000	SALARIES - TOWN WIDE	114,393.00
01 -5-2300-6020	SOCIAL SECURITY	8,751.00
01 -5-2300-6022	HEALTH INSURANCE	20,112.00
01 -5-2300-6023	WORKERS COMP INSURANCE	208.00
01 -5-2300-6024	STATE RETIREMENT	9,742.00
01 -5-2300-6026	HSA EMPLOYER PORTION	3,480.00
01 -5-2300-6030	TRAVEL & EDUCATION	1,000.00
01 -5-2300-6045	CELL PHONE STIPEND	2,400.00
01 -5-2300-7001	EQUIPMENT REPAIR & MAINTANCE	10,900.00
01 -5-2300-7002	INCODE MAINTANCE	18,813.00
01 -5-2300-7004	SOFTWARE AND RENEWALS	45,815.00
01 -5-2300-7005	IT HARDWARE SERVICE CONTRACTS	5,000.00
01 -5-2300-7007	ARC GIS LICENSE & SOFTWARE	4,000.00
01 -5-2300-7008	PLOTTER MAINT A&E REPROGRAPH	1,800.00
01 -5-2300-7015	BUSINESS MEETINGS & MEALS	1,500.00
01 -5-2300-7020	OFFICE SUPPLIES	1,700.00
01 -5-2300-7022	DUES AND ASSOCIATION FEES	13,500.00
01 -5-2300-7025	POSTAGE	1,500.00
01 -5-2300-7910	BANK CHARGES/CREDIT CARD FEES	5,000.00
01 -5-2300-8001	ITC EQUIPMENT	30,000.00
01 -5-2300-9002	IT CONTRACT SERVICES	105,000.00
01 -5-2300-9003	MFFC PAYMENT	12,790.00
01 -5-2300-9004	LEGAL MUNICIPAL	75,000.00
01 -5-2300-9007	AUDIT COSTS	30,500.00
01 -5-2300-9008	LIABILITY & PROPERTY INSURANCE	93,788.00
01 -5-2300-9010	EMERGENCY MANAGEMENT SUPPLIES	2,000.00
01 -5-2300-9015	TOWN WEB SITE	10,053.00
01 -5-2300-9018	INSURANCE CLAIMS	1,000.00
01 -5-2300-9240	ECONOMIC DEVELOPMENT	55,000.00
01 -5-2300-9250	TOURISM/MARKETING	42,000.00

PAGE TOTAL: 726,745.00

DEPT TOTAL: 726,745.00

BUDGET : 25-2024-2025 BUDGET

FUND : 01 GENERAL FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 9

ACCOUNT NO# ===== ACCOUNT NAME ===== ANNUAL BUDGET

DEPT NO: 2500 COMMUNITY DEVELOPMENT

01 -5-2500-6000	SALARIES- PLANNING & ZONING	417,511.00
01 -5-2500-6020	SOCIAL SECURITY	31,939.00
01 -5-2500-6022	HEALTH INSURANCE	80,292.00
01 -5-2500-6023	WORKERS COMP INSURANCE	3,837.00
01 -5-2500-6024	STATE RETIREMENT	51,229.00
01 -5-2500-6026	HSA EMPLOYER PORTION	8,928.00
01 -5-2500-6030	TRAVEL & EDUCATION	5,500.00
01 -5-2500-7001	EQUIPMENT REPAIRS & MAINT	2,000.00
01 -5-2500-7002	GASOLINE	1,500.00
01 -5-2500-7012	SOFTWARE MAINTENANCE	11,000.00
01 -5-2500-7015	BUSINESS MEETINGS & MEALS	500.00
01 -5-2500-7020	OFFICE SUPPLIES	3,500.00
01 -5-2500-7021	PUBLICATIONS & ADVERTISING	1,500.00
01 -5-2500-7022	DUES & ASSOCIATIONS	1,500.00
01 -5-2500-7025	POSTAGE	600.00
01 -5-2500-7026	PRINTING FEE	1,500.00
01 -5-2500-7050	TELEPHONE & INTERNET	2,500.00
01 -5-2500-8000	EQUIPMENT PURCHASE	1,000.00
01 -5-2500-9005	CONTRACT SERVICES	75,000.00

PAGE TOTAL: 701,336.00

DEPT TOTAL: 701,336.00

BUDGET : 25-2024-2025 BUDGET

FUND : 01 GENERAL FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 10

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 2602	PARKS AND RECREATION	
01 -5-2602-6000	SALARIES - PARKS & RECREATION	189,226.00
01 -5-2602-6002	AMBASSADOR SALARIES	6,660.00
01 -5-2602-6020	SOCIAL SECURITY	14,986.00
01 -5-2602-6022	HEALTH INSURANCE	53,318.00
01 -5-2602-6023	WORKERS COMP INSURANCE	721.00
01 -5-2602-6024	STATE RETIREMENT	23,309.00
01 -5-2602-6026	HSA EMPLOYER PORTION	6,960.00
01 -5-2602-6030	TRAVEL & EDUCATION	2,200.00
01 -5-2602-6033	VOLUNTEER APPRECIATION EXP	1,000.00
01 -5-2602-7020	OFFICE SUPPLIES	300.00
01 -5-2602-7022	DUES AND ASSOCIATIONS	380.00
01 -5-2602-7050	TELEPHONE & INTERNET	700.00
01 -5-2602-7300	PROGRAMMING	2,500.00
01 -5-2602-7700	FOURTH OF JULY	1,000.00
01 -5-2602-7800	HALLOWEEN	1,000.00
01 -5-2602-7801	CHRISTMAS	1,000.00
01 -5-2602-7900	PARK LEASES & MAINTENANCE	850.00
01 -5-2602-8000	EQUIPMENT PURCHASE	3,000.00
	PAGE TOTAL:	309,110.00
	DEPT TOTAL:	309,110.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 2800	COURT	
01 -5-2800-6000	SALARIES- COURT	32,414.00
01 -5-2800-6020	SOCIAL SECURITY	2,480.00
01 -5-2800-6023	WORKERS COMP INSURANCE	85.00
01 -5-2800-8020	PUBLIC DEFENDER/DEFENSE ATTY	14,000.00
01 -5-2800-8030	PROSECUTING ATTORNEY	30,000.00
01 -5-2800-8052	COURT PRO TEMS	0.00
01 -5-2800-9005	CONTRACT SERVICES	110,100.00
01 -5-2800-9007	COURT AUDIT COSTS	0.00
01 -5-2800-9400	CONTINGENCY	5,000.00
	PAGE TOTAL:	194,079.00
	DEPT TOTAL:	194,079.00

BUDGET : 25-2024-2025 BUDGET

FUND : 01 GENERAL FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 12

ACCOUNT NO# ===== ACCOUNT NAME ===== ANNUAL BUDGET

DEPT NO: 2900 POLICE

01 -5-2900-6000	SALARIES- POLICE	968,921.00
01 -5-2900-6001	OVERTIME- POLICE	45,147.00
01 -5-2900-6004	SALARIES-RESERVE OFFICERS	22,157.00
01 -5-2900-6020	SOCIAL SECURITY	80,555.00
01 -5-2900-6021	PSPRS RETIREMENT	215,240.00
01 -5-2900-6022	HEALTH INSURANCE	221,535.00
01 -5-2900-6023	WORKERS COMP INSURANCE	50,237.00
01 -5-2900-6024	STATE RETIREMENT	11,105.00
01 -5-2900-6026	HSA EMPLOYER PORTION	30,189.00
01 -5-2900-6030	TRAVEL & EDUCATION	6,500.00
01 -5-2900-6040	UNIFORM ALLOWANCE	17,400.00
01 -5-2900-7001	EQUIPMENT REPAIRS & MAINT	12,000.00
01 -5-2900-7002	GASOLINE & CAR WASHES	25,000.00
01 -5-2900-7009	AMMUNITION & RANGE	3,500.00
01 -5-2900-7015	BUSINESS MEETINGS & MEALS	3,500.00
01 -5-2900-7020	OFFICE SUPPLIES	3,500.00
01 -5-2900-7022	DUES & ASSOCIATIONS	1,100.00
01 -5-2900-7023	COMMUNITY PROGRAMS	3,200.00
01 -5-2900-7025	POSTAGE	250.00
01 -5-2900-7050	TELEPHONE & INTERNET	14,000.00
01 -5-2900-7500	POLICE SUPPLIES	4,200.00
01 -5-2900-7501	TOWING	200.00
01 -5-2900-7502	ANIMAL CONTROL	125.00
01 -5-2900-7505	ANIMAL SHELTER	9,500.00
01 -5-2900-8000	EQUIPMENT PURCHASE	20,000.00
01 -5-2900-8003	RECORDS SOFTWARE SUPPORT	12,650.00
01 -5-2900-8005	CLOUD STORAGE/CAMERA SUPPORT	19,659.00
01 -5-2900-9007	DISPATCHING CONTRACT	99,225.00
01 -5-2900-9010	EMERGENCY MANAGEMENT	1,800.00

PAGE TOTAL: 1,902,395.00

DEPT TOTAL: 1,902,395.00

BUDGET : 25-2024-2025 BUDGET

FUND : 01 GENERAL FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 13

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
-------------	--------------------------	---------------

DEPT NO: 2905	RIVER RAP OPERATIONS	
---------------	----------------------	--

01 -5-2905-6000	SALARIES-VERDE RIVER RAPS	44,420.00
01 -5-2905-6020	SOCIAL SECURITY	3,398.00
01 -5-2905-6023	WORKERS COMP INSURANCE	1,501.00
01 -5-2905-6024	STATE RETIREMENT	638.00
01 -5-2905-6030	UNIFORM ALLOWANCE	300.00
01 -5-2905-7001	EQUIPMENT REPAIR & MAINTENANC	2,000.00
01 -5-2905-7002	GASOLINE	2,900.00
01 -5-2905-7050	TELEPHONE & INTERNET	600.00
01 -5-2905-7060	RAP RESTROOMS	7,000.00
01 -5-2905-7500	SUPPLIES	1,200.00

PAGE TOTAL:	63,957.00
-------------	-----------

DEPT TOTAL:	63,957.00
-------------	-----------

BUDGET : 25-2024-2025 BUDGET

FUND : 01 GENERAL FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 14

ACCOUNT NO# ===== ACCOUNT NAME ===== ANNUAL BUDGET

DEPT NO: 3101 PUBLIC WORKS

01 -5-3101-6000	SALARIES- PUBLIC WORKS	252,106.00
01 -5-3101-6001	OVERTIME- PUBLIC WORKS	500.00
01 -5-3101-6020	SOCIAL SECURITY	19,324.00
01 -5-3101-6022	HEALTH INSURANCE	50,468.00
01 -5-3101-6023	WORKERS COMP INSURANCE	9,506.00
01 -5-3101-6024	STATE RETIREMENT	30,854.00
01 -5-3101-6026	HSA EMPLOYER PORTION	10,371.00
01 -5-3101-6030	TRAVEL & EDUCATION	1,000.00
01 -5-3101-6040	UNIFORMS	2,700.00
01 -5-3101-7001	EQUIPMENT REPAIRS & MAINTANCE	13,000.00
01 -5-3101-7002	GASOLINE	6,500.00
01 -5-3101-7004	PARK EQUIPT REPAIRS & MAINT	8,000.00
01 -5-3101-7006	LANDSCAPING	750.00
01 -5-3101-7008	EQUIPMENT RENTAL	1,000.00
01 -5-3101-7012	SOFTWARE MAINTENANCE	4,500.00
01 -5-3101-7015	BUSINESS MEETINGS & MEALS	200.00
01 -5-3101-7020	OFFICE SUPPLIES	425.00
01 -5-3101-7021	PUBLICATIONS & ADVERTISING	100.00
01 -5-3101-7022	DUES & ASSOCIATIONS	500.00
01 -5-3101-7050	TELEPHONE & INTERNET	2,750.00
01 -5-3101-7060	HEATING	7,000.00
01 -5-3101-7061	WATER USE	37,000.00
01 -5-3101-7062	ELECTRICAL	59,000.00
01 -5-3101-7500	BUILDING SUPPLIES	6,000.00
01 -5-3101-7501	PEST CONTROL	2,900.00
01 -5-3101-7503	BUILDING MAINTENANCE	7,500.00
01 -5-3101-7504	CLEANING SUPPLIES	0.00
01 -5-3101-7505	BLDGS & GROUNDS TOOLS	4,000.00
01 -5-3101-7550	EMPLOYEE SAFETY	750.00
01 -5-3101-9010	PROFESSIONAL SERVICES	62,500.00
01 -5-3101-9012	TRANSIT CONTRACT	57,000.00

PAGE TOTAL: 658,204.00

DEPT TOTAL: 658,204.00

TOTAL EXPENDITURES: 9,231,991.00

NET REVENUES/EXPENDITURES: 0.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
24 -4-4000-4801	CAPITAL TRANSFER FROM GF	1,979,056.00CR
24 -4-4000-6050	FUND BALANCE APPROPRIATION	2,151,318.00CR
PAGE TOTAL:		4,130,374.00CR
TOTAL REVENUES:		4,130,374.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
24 -5-0800-8000	CAPITAL IMPROVEMENT PLAN	2,612,858.00
24 -5-2100-9801	CIP DESIGNATED FUNDS TRF	800,000.00
24 -5-2100-9850	TRANSFERS OUT	717,516.00
PAGE TOTAL:		4,130,374.00
TOTAL EXPENDITURES:		4,130,374.00
NET REVENUES/EXPENDITURES:		0.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
06 -4-4000-4600	UVSP AGREEMENT REVENUE	16,500.00CR
06 -4-4000-4709	LGIP INTEREST 93924	20,262.00CR
06 -4-4000-4802	TRANS IN FR SANITATION FD	10,000.00CR
06 -4-4000-4992	DES FD GEN STREET PROJECTS	377,494.00CR
06 -4-4000-6050	FUND BALANCE APPROPRIATION	339,346.00CR
	PAGE TOTAL:	763,602.00CR
	TOTAL REVENUES:	763,602.00CR

BUDGET : 25-2024-2025 BUDGET
FUND : 06 STREET FUND UNRESTRICTED

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 18

ACCOUNT NO# ===== ACCOUNT NAME ===== ANNUAL BUDGET

06 -5-0100-6000	SALARIES O & M	186,807.00
06 -5-0100-6001	OVERTIME- STREETS	0.00
06 -5-0100-6020	SOCIAL SECURITY	14,291.00
06 -5-0100-6022	HEALTH INSURANCE	24,470.00
06 -5-0100-6023	WORKERS COMPENSATION	9,556.00
06 -5-0100-6024	STATE RETIREMENT	21,941.00
06 -5-0100-6026	HSA EMPLOYER PORTION	4,095.00
06 -5-0100-6030	TRAVEL & EDUCATION	1,000.00
06 -5-0100-6040	UNIFORM ALLOWANCE	1,300.00
06 -5-0100-7001	EQUIPMENT REPAIRS & MAINT	8,000.00
06 -5-0100-7002	GASOLINE	6,000.00
06 -5-0100-7004	SOFTWARE PROGRAMS/MAINT	3,750.00
06 -5-0100-7015	BUSINESS MEETINGS & MEALS	150.00
06 -5-0100-7020	OFFICE SUPPLIES	275.00
06 -5-0100-7021	PUBLICATIONS & ADVERTISING	100.00
06 -5-0100-7022	DUES & ASSOCIATIONS	250.00
06 -5-0100-7050	TELEPHONE	1,650.00
06 -5-0100-7062	ELECTRICAL	25,000.00
06 -5-0100-7063	SIDEWALKS	20,000.00
06 -5-0100-7500	STREET SUPPLIES	13,500.00
06 -5-0100-7505	TOOLS	3,000.00
06 -5-0100-7550	EMPLOYEE SAFETY EQUIPMENT	500.00
06 -5-0100-9008	LIABILITY & PROPERTY INSURANCE	23,705.00
06 -5-0100-9010	PROFESSIONAL SERVICES	12,500.00
06 -5-0100-9400	CONTINGENCY	57,276.00
06 -5-0100-9803	BENT RIVER MAINT/ DES FDS	4,486.00
06 -5-0800-8000	CAPITAL IMPROVEMENT PLAN	20,000.00
06 -5-2000-9850	TRANSFERS OUT TO CIP	300,000.00

PAGE TOTAL: 763,602.00

TOTAL EXPENDITURES: 763,602.00

NET REVENUES/EXPENDITURES: 0.00

BUDGET : 25-2024-2025 BUDGET

FUND : 03 HURF (STREETS)

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 19

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
03 -4-4000-4030	HB 2748 HURF ALLOCATION	0.00
03 -4-4000-4700	INTEREST LGIP 92148	59,170.00CR
03 -4-4000-4800	TRANSFER IN	300,000.00CR
03 -4-4000-4802	TRANSFER IN SANITATION FUND	200,000.00CR
03 -4-4000-6050	FUND BALANCE APPROPRIATION	825,831.00CR
03 -4-4200-4032	HIGHWAY USER (HURF)	494,565.00CR
	PAGE TOTAL:	1,879,566.00CR
	TOTAL REVENUES:	1,879,566.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
03 -5-0100-6003	REIMBURSEMENT TO GF	49,410.00
03 -5-0100-8006	STREET SIGNS & STRIPING	5,000.00
03 -5-0100-9400	CONTINGENCY	225,156.00
03 -5-0800-8000	CAPITAL IMPROVEMENT PLAN	1,600,000.00
PAGE TOTAL:		1,879,566.00
TOTAL EXPENDITURES:		1,879,566.00
NET REVENUES/EXPENDITURES:		0.00

BUDGET : 25-2024-2025 BUDGET

FUND : 12 SANITATION FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 21

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
12 -4-4000-4013	TRASH USER FEES	462,001.00CR
12 -4-4000-4507	CC SURCHARGE REVENUE	750.00CR
12 -4-4000-4700	LGIP SANITATION SERVICE #94022	810.00CR
12 -4-4000-4900	TRASH LATE FEES	5,000.00CR
12 -4-4000-6050	FUND BALANCE APPROPRIATION	200,000.00CR
	PAGE TOTAL:	668,561.00CR
	TOTAL REVENUES:	668,561.00CR

BUDGET : 25-2024-2025 BUDGET

FUND : 12 SANITATION FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 22

ACCOUNT NO# ===== ACCOUNT NAME ===== ANNUAL BUDGET

12 -5-0700-6000	SALARIES- SANITATION O&M	60,804.00
12 -5-0700-6001	OVERTIME- SANITATION	0.00
12 -5-0700-6003	REIMBURSEMENT TO GF	31,783.00
12 -5-0700-6020	SOCIAL SECURITY	4,652.00
12 -5-0700-6022	HEALTH INSURANCE	12,106.00
12 -5-0700-6023	WORKERS COMPENSATION	381.00
12 -5-0700-6024	STATE RETIREMENT	7,181.00
12 -5-0700-6026	HSA EMPLOYER PORTION	696.00
12 -5-0700-7008	EQUIPMENT RENTAL	2,500.00
12 -5-0700-7013	SOFTWARE MAINTENANCE/RENEWAL	1,950.00
12 -5-0700-7020	OFFICE SUPPLIES	500.00
12 -5-0700-7022	DUES AND ASSOCIATIONS	125.00
12 -5-0700-7025	POSTAGE	25.00
12 -5-0700-7050	TELEPHONE	200.00
12 -5-0700-7600	BAD DEBT	4,000.00
12 -5-0700-7910	BANKING/CREDIT CARD EXPENSE	12,500.00
12 -5-0700-7911	INCODE MAINTENANCE	2,140.00
12 -5-0700-7950	BILL PRINTING&PMT PORTAL (L&R)	7,250.00
12 -5-0700-9002	COMM HAZ WASTE CLEAN UP	5,500.00
12 -5-0700-9004	NEIGHBORHOOD CLEAN-UP	4,000.00
12 -5-0700-9005	CONTRACT SERVICES	215,000.00
12 -5-0700-9015	TRANSFER TO STREET FUND (NR)	10,000.00
12 -5-0700-9022	TRANSFER TO HURF	200,000.00
12 -5-0700-9400	CONTINGENCY	85,268.00
12 -5-0800-8000	CAPITAL IMPROVEMENT PLAN	0.00

PAGE TOTAL: 668,561.00

TOTAL EXPENDITURES: 668,561.00

NET REVENUES/EXPENDITURES: 0.00

BUDGET : 25-2024-2025 BUDGET

FUND : 11 WASTEWATER FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 23

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
11 -4-0703-9803	CAPITAL TRANSFER IN	657,516.00CR
11 -4-4000-4014	SEWER USE FEES	986,657.00CR
11 -4-4000-4116	SEWER LINE REPLACEMENT REVENUE	45,510.00CR
11 -4-4000-4120	SEWER CAPACITY FEES	261,404.00CR
11 -4-4000-4125	SEWER CONNECTION FEES	30,000.00CR
11 -4-4000-4201	EFFLUENT/ RECLAIMED WATER SALE	1,000.00CR
11 -4-4000-4500	MISCELLANEOUS REVENUE	0.00
11 -4-4000-4507	CC SURCHARGE REVENUE	600.00CR
11 -4-4000-4705	LGIP WASTEWATER 93947	46,932.00CR
11 -4-4000-4709	LGIP WW BOND RESERVE 93925	7,000.00CR
11 -4-4000-4800	TRANSFERS IN	800,000.00CR
11 -4-4000-4900	SEWER LATE FEES	10,000.00CR
11 -4-4000-6050	FUND BALANCE APPROPRIATION	229,014.00CR
11 -4-4000-7600	RECOVERY OF BAD DEBTS	0.00

PAGE TOTAL: 3,075,633.00CR

TOTAL REVENUES: 3,075,633.00CR

BUDGET : 25-2024-2025 BUDGET

FUND : 11 WASTEWATER FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 24

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
11 -5-0700-6000	SALARIES-WASTEWATER O&M	182,600.00
11 -5-0700-6001	OVERTIME	5,014.00
11 -5-0700-6003	REIMBURSEMENT FEE TO GF	75,271.00
11 -5-0700-6020	SOCIAL SECURITY	14,352.00
11 -5-0700-6022	HEALTH INSURANCE	29,268.00
11 -5-0700-6023	WORKERS COMPENSATION	5,241.00
11 -5-0700-6024	STATE RETIREMENT	22,461.00
11 -5-0700-6026	HSA EMPLOYER PORTION	7,165.00
11 -5-0700-6030	TRAVEL & EDUCATION	6,200.00
11 -5-0700-6031	CERTIFICATIONS	2,700.00
11 -5-0700-6040	UNIFORM ALLOWANCE	1,300.00
11 -5-0700-7000	LIFT STATION O&M	7,000.00
11 -5-0700-7001	FLEET MAINT.& REPAIR	5,000.00
11 -5-0700-7002	GASOLINE	6,000.00
11 -5-0700-7003	CHEMICALS	38,225.00
11 -5-0700-7004	RECLAIM WATER	2,500.00
11 -5-0700-7005	LINE REPAIRS/REPLACEMENT	10,000.00
11 -5-0700-7010	WWTP O&M	52,500.00
11 -5-0700-7011	SEWER TAPS (CONNECTION)	500.00
11 -5-0700-7013	SOFTWARE MAINTENANCE/RENEWAL	2,000.00
11 -5-0700-7014	UNIFORM CLEANING SERVICES	2,500.00
11 -5-0700-7015	BUSINESS MEETINGS & MEALS	150.00
11 -5-0700-7020	OFFICE SUPPLIES	1,250.00
11 -5-0700-7021	FIELD SUPPLIES	300.00
11 -5-0700-7022	DUES & ASSOCIATIONS	750.00
11 -5-0700-7025	POSTAGE	100.00
11 -5-0700-7050	TELEPHONE & INTERNET	1,500.00
11 -5-0700-7061	WATER	2,800.00
11 -5-0700-7062	ELECTRICAL	75,000.00
11 -5-0700-7505	TOOLS	9,000.00
11 -5-0700-7550	EMPLOYEE SAFETY	750.00
11 -5-0700-7600	BAD DEBTS	2,825.00
11 -5-0700-7910	BANKING/CREDIT CARD EXPENSE	9,000.00
11 -5-0700-7911	INCODE MAINTENANCE	1,528.00
11 -5-0700-7920	FISHER HOUSE MAINTENANCE	2,000.00
11 -5-0700-7950	BILL PRINTING&PMT PORTAL (L&R)	5,500.00
11 -5-0700-7999	MISCELLANEOUS	0.00
11 -5-0700-8000	EQUIPMENT PURCHASE	4,000.00
11 -5-0700-8900	GAIN/LOSS ON ASSET DISPOSAL	0.00
11 -5-0700-9008	LIABILITY & PROPERTY INSURANCE	31,722.00
11 -5-0700-9009	CONTRACTED OPERATORS	120,000.00
11 -5-0700-9010	PROFESSIONAL SERVICES	48,550.00
11 -5-0700-9012	REGULATORY FEES ADEQ	3,570.00
11 -5-0700-9015	CHEMICAL TESTING	28,000.00
11 -5-0700-9018	SLUDGE REMOVAL	35,000.00
11 -5-0700-9025	WW CONTINGENCY	891,091.00
11 -5-0700-9400	CONTINGENCY	0.00
11 -5-0703-9001	SEWER DEPRECIATION EXPENSE	0.00
11 -5-0703-9050	WIFA LOAN PRINCIPAL	218,450.00

PAGE TOTAL: 1,970,633.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
11 -5-0800-8000	CAPITAL IMPROVEMENT PLAN	1,105,000.00
PAGE TOTAL:		1,105,000.00
TOTAL EXPENDITURES:		3,075,633.00
NET REVENUES/EXPENDITURES:		0.00

BUDGET : 25-2024-2025 BUDGET

FUND : 13 WATER FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 26

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
13 -4-4000-4009	SYSTEM REPLACEMENT SURCHARGE	52,614.00CR
13 -4-4000-4010	WATER BASE/USAGE FEE	1,917,168.00CR
13 -4-4000-4102	ESTABLISHMENT FEES	12,000.00CR
13 -4-4000-4120	WATER CAPACITY FEES	139,320.00CR
13 -4-4000-4201	CONNECTION FEE - TYPE A	30,000.00CR
13 -4-4000-4507	CREDIT CARD SURCHARGE REVENUE	1,000.00CR
13 -4-4000-4709	LGIP INT WATER UTILITY 93927	74,426.00CR
13 -4-4000-4850	TRANSFERS IN	60,000.00CR
13 -4-4000-4900	WATER LATE FEES	14,000.00CR
13 -4-4000-4901	NSF FEES	800.00CR
13 -4-4000-6050	FUND BALANCE APPROPRIATION	3,301,835.00CR
13 -4-4000-7600	RECOVERY OF BAD DEBT	0.00
13 -4-4003-4570	WATER RESOURCE DEVELOPMENT FEE	94,320.00CR
13 -4-4003-4571	WATER CONSERVATION	5,895.00CR
13 -4-4003-4572	ADJUDICATION & SETTLEMENTS	9,668.00CR
13 -4-4003-4580	REGIONAL WATER PROJECTS	7,546.00CR
13 -4-4100-4025	TPT ACCOUNTING CREDIT	500.00CR

PAGE TOTAL: 5,721,092.00CR

TOTAL REVENUES: 5,721,092.00CR

BUDGET : 25-2024-2025 BUDGET

FUND : 13 WATER FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 27

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
13 -5-0700-6000	WATER O & M SALARIES	342,441.00
13 -5-0700-6001	OVERTIME	9,001.00
13 -5-0700-6003	REIMBURSEMENT FEES TO GF	96,259.00
13 -5-0700-6020	SOCIAL SECURITY	26,885.00
13 -5-0700-6022	HEALTH INSURANCE	59,816.00
13 -5-0700-6023	WORKERS COMPENSATION	9,426.00
13 -5-0700-6024	STATE RETIREMENT	42,283.00
13 -5-0700-6026	HSA EMPLOYER PORTION	12,173.00
13 -5-0700-6030	TRAVEL & EDUCATION	6,200.00
13 -5-0700-6031	CERTIFICATIONS	2,700.00
13 -5-0700-6040	UNIFORMS/BOOTS	1,450.00
13 -5-0700-7001	FLLET MAINT. & REPAIR	4,000.00
13 -5-0700-7002	GASOLINE	6,000.00
13 -5-0700-7005	LINE REPAIRS	21,000.00
13 -5-0700-7006	WELLS O&M	18,000.00
13 -5-0700-7007	STORAGE O&M	7,000.00
13 -5-0700-7012	BOOSTER STATION O&M	1,000.00
13 -5-0700-7013	SOFTWARE MAINTENANCE/RENEWAL	1,870.00
13 -5-0700-7014	UNIFORM CLEANING SERVICES	2,500.00
13 -5-0700-7015	BUSINESS MEETINGS & MEALS	300.00
13 -5-0700-7020	OFFICE SUPPLIES & EXPENSE	750.00
13 -5-0700-7021	PUBLICATIONS & ADVERTISING	100.00
13 -5-0700-7022	DUES & ASSOCIATIONS	750.00
13 -5-0700-7025	POSTAGE	400.00
13 -5-0700-7049	ANSWERING SERVICE	2,600.00
13 -5-0700-7050	TELEPHONE & INTERNET	4,000.00
13 -5-0700-7062	ELECTRICAL	70,000.00
13 -5-0700-7065	HYDRANTS & VALVES	35,000.00
13 -5-0700-7070	WATER CONSERVATION	5,500.00
13 -5-0700-7080	REGIONAL WATER PROJECT EXP	40,000.00
13 -5-0700-7101	CUSTOMER SUPPORT PROGRAM	1,000.00
13 -5-0700-7200	CONNECTION FEES (TYPE A)	38,000.00
13 -5-0700-7500	WATER TESTING	9,500.00
13 -5-0700-7501	FIELD SUPPLIES	300.00
13 -5-0700-7502	TOOLS	2,500.00
13 -5-0700-7505	CHEMICALS	85,000.00
13 -5-0700-7550	EMPLOYEE SAFETY	750.00
13 -5-0700-7600	BAD DEBTS	4,650.00
13 -5-0700-7910	BANKING/CREDIT CARD EXPENSE	14,500.00
13 -5-0700-7911	INCODE MAINTENANCE	2,445.00
13 -5-0700-7920	FISHER HOUSE MAINTENANCE	2,000.00
13 -5-0700-7950	BILL PRINTING&PMT PORTAL (L&R)	8,500.00
13 -5-0700-7999	MISCELLANEOUS	0.00
13 -5-0700-8001	EQUIPMENT PURCHASE	13,000.00
13 -5-0700-8002	METER REPAIRS/REPLACEMENT	25,000.00
13 -5-0700-8900	GAIN/LOSS ON ASSET DISPOSAL	0.00
13 -5-0700-9005	INCODE BADGER METER MAINT	25,000.00
13 -5-0700-9008	LIABLITY & PROPERTY INSURANCE	20,839.00
13 -5-0700-9010	PROFESSIONAL SERVICES	70,200.00

PAGE TOTAL: 1,152,588.00

BUDGET : 25-2024-2025 BUDGET

FUND : 13 WATER FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 28

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
13 -5-0700-9015	ARSENIC O & M	4,000.00
13 -5-0700-9020	ADEQ FEES	10,250.00
13 -5-0700-9760	CONTINGENCY	617,430.00
13 -5-0703-8570	WATER RESOURCE DEVELOPMENT PROJ	1,000,000.00
13 -5-0703-9001	WATER DEPRECIATION EXPENSE	0.00
13 -5-0703-9004	ADJUDICATION WATER RIGHTS	100,000.00
13 -5-0703-9050	TWIN 5 WIFA LOAN DEBT SERVICE	46,838.00
13 -5-0703-9060	UPPER TOWN WIFA DEBT SERVICE	454,279.00
13 -5-0800-8000	CAPITAL IMPROVEMENT PLAN	2,325,000.00
13 -5-1300-7999	WATER CAPACITY FEE	10,707.00
	PAGE TOTAL:	4,568,504.00
	TOTAL EXPENDITURES:	5,721,092.00
	NET REVENUES/EXPENDITURES:	0.00

BUDGET : 25-2024-2025 BUDGET

FUND : 19 CEMETERY

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 29

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
19 -4-4000-4015	CEMETERY LOT SALES	15,000.00CR
19 -4-4000-4016	INTERMENTS	16,000.00CR
19 -4-4000-4026	GRAVE LINER SALES	3,000.00CR
19 -4-4000-4100	TRANSFER FROM PERPETUAL CARE	7,000.00CR
19 -4-4000-4500	INTEREST HELEN LYNN BEQUEST	6,677.00CR
19 -4-4000-4700	LGIP INTEREST 93946	1,227.00CR
19 -4-4000-4850	TRANSFERS IN	0.00
19 -4-4000-6050	FUND BALANCE APPROPRIATION	180,500.00CR
19 -4-4000-7999	CEMETERY MISC REVENUE	0.00
	PAGE TOTAL:	229,404.00CR
	TOTAL REVENUES:	229,404.00CR

BUDGET : 25-2024-2025 BUDGET

FUND : 19 CEMETERY

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 30

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
19 -5-0700-6000	SALARIES - CEMETERY O&M	22,088.00
19 -5-0700-6001	OVERTIME	987.00
19 -5-0700-6003	REIMBURSEMENT TO GF	4,706.00
19 -5-0700-6020	SOCIAL SECURITY	1,765.00
19 -5-0700-6022	HEALTH INSURANCE	9,605.00
19 -5-0700-6023	WORKERS COMPENSATION	562.00
19 -5-0700-6024	STATE RETIREMENT	2,831.00
19 -5-0700-6026	HSA EMPLOYER PORTION	0.00
19 -5-0700-6040	UNIFORM ALLOWANCE	50.00
19 -5-0700-6100	CONTRACT CANCELLED-BUY BACK	2,235.00
19 -5-0700-7001	EQUIPMENT REPAIRS & MAINT	1,500.00
19 -5-0700-7002	GASOLINE	800.00
19 -5-0700-7008	EQUIPMENT RENTAL	1,320.00
19 -5-0700-7013	SOFTWARE PURCH & MAINT	1,900.00
19 -5-0700-7062	ELECTRICAL SERVICES	850.00
19 -5-0700-7500	CEMETERY SUPPLIES	800.00
19 -5-0700-7502	TOOLS	750.00
19 -5-0700-7506	GRAVE LINERS	4,300.00
19 -5-0700-7550	EMPLOYEE SAFETY	100.00
19 -5-0700-9008	LIABILITY & PROPERTY INSURANCE	3,606.00
19 -5-0703-9001	CEMETERY DEPRECIATION EXPENSE	0.00
19 -5-0800-8000	CAPITAL IMPROVEMENT PLAN	140,500.00
19 -5-2000-9400	CONTINGENCY	28,149.00
	PAGE TOTAL:	229,404.00
	TOTAL EXPENDITURES:	229,404.00
	NET REVENUES/EXPENDITURES:	0.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
20 -4-4000-4018	PERPETUAL CARE PAYMENTS	7,000.00CR
20 -4-4000-6050	FUND BALANCE APPROPRIATION	0.00
	PAGE TOTAL:	7,000.00CR
	TOTAL REVENUES:	7,000.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
20 -5-0700-9014	TRANSFER TO CEMETERY FUND	7,000.00
	PAGE TOTAL:	7,000.00
	TOTAL EXPENDITURES:	7,000.00
	NET REVENUES/EXPENDITURES:	0.00

BUDGET : 25-2024-2025 BUDGET

FUND : 80 DONATION FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 33

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
80 -4-2100-4001	GENERAL - YAN	8,500.00CR
80 -4-2300-4004	TOWN WIDE GENERAL DONATION	50,000.00CR
80 -4-2300-4006	GENERAL - DEVELOPER	1,212,000.00CR
80 -4-2500-4001	CENTENNIAL PLAZA DONATIONS	300.00CR
80 -4-2600-4001	GENERAL - PARKS & RECREATION	5,000.00CR
80 -4-2600-4002	CONCERTS	12,000.00CR
80 -4-2600-4003	HALLOWEEN	4,500.00CR
80 -4-2600-4010	FOURTH OF JULY	2,500.00CR
80 -4-2900-4001	GENERAL - POLICE	5,000.00CR
80 -4-2900-4006	POLICE NATIONAL NIGHT OUT	4,000.00CR
80 -4-4000-6050	FUND BALANCE APPROPRIATION	46,000.00CR

PAGE TOTAL: 1,349,800.00CR

TOTAL REVENUES: 1,349,800.00CR

BUDGET : 25-2024-2025 BUDGET

FUND : 80 DONATION FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 34

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
80 -5-0800-8000	CAPITAL IMPROVEMENT PLAN	212,000.00
80 -5-2100-8801	GENERAL - YAN	54,500.00
80 -5-2300-7000	GENERAL - DEVELOPER EXP	1,000,000.00
80 -5-2300-8004	TOWN WIDE GEN DON EXPENSES	50,000.00
80 -5-2500-8001	CENTENNIAL PLAZA DON BRICK EXP	300.00
80 -5-2600-8001	GENERAL - PARKS & RECREATION	5,000.00
80 -5-2600-8002	CONCERTS	12,000.00
80 -5-2600-8003	HALLOWEEN	4,500.00
80 -5-2600-8010	FOURTH OF JULY	2,500.00
80 -5-2900-8001	GENERAL - POLICE	5,000.00
80 -5-2900-8006	POLICE NATIONAL NIGHT OUT	4,000.00
	PAGE TOTAL:	1,349,800.00
	TOTAL EXPENDITURES:	1,349,800.00
	NET REVENUES/EXPENDITURES:	0.00

BUDGET : 25-2024-2025 BUDGET

FUND : 16 GRANTS FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 35

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
16 -4-0000-4500	MISC GRANT REV	11,333,259.00CR
16 -4-0004-4500	YAVAPAI COUNTY FLOOD CONTROL	50,000.00CR
16 -4-0007-4500	RICO REVENUE	30,000.00CR
16 -4-0008-4001	POLICE BULLET PROOF VEST	5,000.00CR
16 -4-0023-4500	AZDOHS PORTABLE RADIO GRANT	10,000.00CR
16 -4-0046-4500	SELNA MOGNINI FEDERAL & STATE	1,500,000.00CR
16 -4-0050-4500	FEDERAL APPROPRIATION/USDA	1,000,000.00CR
16 -4-0053-4500	WIFA CELLULAR METERS GRANT	562,500.00CR
16 -4-0055-4500	SOLAR TABLES GRANT	18,788.00CR
16 -4-4000-4700	INTEREST INC-BITTER CRK BRIDGE	100,000.00CR
16 -4-4000-6050	FUND BALANCE APPROPRIATION	6,521,400.00CR
PAGE TOTAL:		21,130,947.00CR
TOTAL REVENUES:		21,130,947.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
16 -5-0000-7999	MISC GRANT EXP	11,333,259.00
16 -5-0004-7000	YC FLOOD CONTROL PROJECT EXP	50,000.00
16 -5-0007-7999	RICO- MISC EXPENSE	30,000.00
16 -5-0008-7001	POLICE BULLET PROOF VEST	5,000.00
16 -5-0023-7000	AZDOHS RADIO GRANT EXPENSES	10,000.00
16 -5-0044-7000	SELNA-MONGINI	1,500,000.00
16 -5-0050-7000	FEDERAL APPROPRIATION GRANT	1,000,000.00
16 -5-0053-7000	WIFA CELLULAR METERS GRANT	562,500.00
16 -5-0055-8000	SOLAR TABLES GRANT	18,788.00
16 -5-0056-7000	BITTER CREEK BRIDGE	6,621,400.00
16 -5-0800-8000	CAPITAL IMPROVEMENT PLAN	0.00
	PAGE TOTAL:	21,130,947.00
	TOTAL EXPENDITURES:	21,130,947.00
	NET REVENUES/EXPENDITURES:	0.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
28 -4-0000-4500	COURT ENHANCEMENT REVENUE	5,000.00CR
28 -4-0002-4500	COURT FTG REVENUE	200.00CR
28 -4-0003-4500	COURT JCEF REVENUE	500.00CR
	PAGE TOTAL:	5,700.00CR
	TOTAL REVENUES:	5,700.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
28 -5-0000-7999	COURT ENHANCEMENT MISC	5,700.00
	PAGE TOTAL:	5,700.00
	TOTAL EXPENDITURES:	5,700.00
	NET REVENUES/EXPENDITURES:	0.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
29 -4-4000-4500	GIITEM TASK FORCE REVENUE	99,844.00CR
	PAGE TOTAL:	99,844.00CR
	TOTAL REVENUES:	99,844.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
29 -5-0000-6000	GIITEM TASK FORCE WAGES	59,866.00
29 -5-0000-6020	GIITEM SOCIAL SECURITY	4,580.00
29 -5-0000-6021	GIITEM PSPRS EMP PORTION	14,530.00
29 -5-0000-6022	GIITEM HEALTH INSURANCE	15,725.00
29 -5-0000-6023	GIITEM WORKERS COMPENSATION	3,100.00
29 -5-0000-6026	GIITEM HSA EMPLOYER PORTION	2,043.00
	PAGE TOTAL:	99,844.00
	TOTAL EXPENDITURES:	99,844.00
	NET REVENUES/EXPENDITURES:	0.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
31 -4-4000-4500	OPIOID FUND REVENUE	50,000.00CR
	PAGE TOTAL:	50,000.00CR
	TOTAL REVENUES:	50,000.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
31 -5-0000-7999	OPIOID FUND EXPENDITURES	50,000.00
	PAGE TOTAL:	50,000.00
	TOTAL EXPENDITURES:	50,000.00
	NET REVENUES/EXPENDITURES:	0.00

TOWN OF CLARKDALE

CAPITAL IMPROVEMENT PROGRAM



FY2025-2029

FY 2024-2025 CAPITAL IMPROVEMENT PLAN PROJECTS AND FUNDING SOURCE SUMMARY														
Project Number	Project Code	Project Description	Goal Area	Account #	% Split	24	06	13	11	03	19	16	80	FY2024-2025
						CIP	Streets	Water	Wastewater	HURF	Cemetery	Grants	Donation	CIP Total
G01	7000-Construction	Administrative Building Rehab and Improvements	1,5	24-5-0800-8000	100%	\$ 45,000								\$ 45,000
G08	9010-Prof. Services	Community Broadband Initiative	2,4	24-5-0800-8000	100%	225,000								225,000
G10	7000-Construction	PD Building Rehab and Improvements	1,5	16-5-0800-8000	100%							95,000		95,000
G11	7000-Construction	Clark Building North Soffit Rebuild	1,5	24-5-0800-8000	100%	45,000								45,000
G12	7000-Construction	PW & CD Building Windows, Roof & Painting	1,5	24-5-0800-8000	100%	200,000								200,000
G15	7000-Construction	Emergency Operations Center Generator	5	16-5-0800-8000	100%							100,000		100,000
G16	7000-Construction	Clarkdale Clubhouse Window replacement	1,5	16-5-0800-8000	100%							436,000		436,000
G20	7000-Construction	Town Parking Lot Chip Seal	5	24-5-0800-8000	100%	80,000								80,000
G21	7000-Construction	Town Offices Wiring Upgrades	5	24-5-0800-8000	100%	150,000								150,000
G22	7000-Construction	PW Vehicle Lift	5	24-5-0800-8000	100%	25,000								25,000
G23	7000-Construction	Drone Program	2,6	24-5-0800-8000	100%	6,000								6,000
P01	7000-Construction	Selna-Mongini Park Improvements	2,3	24-5-0800-8000	39%	996,858								
				16-5-0044-7000	59%							1,500,000		
				80-5-2300-7000	2%								52,000	2,548,858
P02	7000-Construction	Town Park Gazebo Improvements	1,3	24-5-0800-8000	100%	225,000								225,000
P03	7000-Construction	Park Playground Safety Replacement Program	5	24-5-0800-8000	100%	25,000								25,000
P04	9000-Design	Trails Planning and Development	2,3	24-5-0800-8000	100%	16,500								16,500
P08	9000-Design	Town Park Restroom	3	24-5-0800-8000	100%								10,000	
	7000-Construction			24-5-0800-8000									140,000	150,000
T02	7000-Construction	Pavement Management	2,5	06-5-0800-8000	100%					1,600,000				1,600,000
T03	7000-Construction	Bitter Creek Bridge	5	80-5-2300-7000	0.2%								10,000	
	9000-Design			16-5-0800-8000	21%							1,402,500		
	7000-Construction			16-5-0800-8000	79%							5,218,900		6,631,400
T05	9000-Design	Clarkdale Parkway Sidewalk	2,5	80-5-2300-7000	100%							900,000	-	900,000
T06	7000-Construction	Centerville Road Extension - Lot Clean-Up & Property Purchase	5	24-5-0800-8000	100%	250,000								250,000
T08	7000-Construction	Alleyway Improvements	5	24-5-0800-8000	100%	35,000								35,000
T12	9000-Design	Cement Plant Road Multi-Modal Transportation Improvement	2,5	16-5-0800-8000	100%							280,000		
	7000-Construction			16-5-0800-8000								2,750,000		3,030,000
T14	9010-Prof. Services	Traffic Engineering Study - Upper Clarkdale	2	06-5-0800-8000	100%		20,000							20,000
T15	7000-Construction	Luke Lane Roadway Improvements	5	24-5-0800-8000	100%							TBD		TBD
C01	7000-Construction	Cemetery System Wide Upgrade	5	19-5-0800-8000	100%						140,500			140,500
C02	7000-Construction	Cemetery Drainage	5	16-5-0800-8000	100%							900,000		900,000
V02	8012-Enterprise Vehicles	Enterprise Operations Vehicle Replacement	5	13-5-0800-8000	100%			200,000						200,000
V04	8012-Gen Govt Vehicles	Public Safety Vehicles	5	06-5-0800-8000	95%	238,500								
				16-5-0800-8000	5%							12,744		251,244
V05	8012-Gen Govt Vehicles	Community Development Vehicle Replacement	5	24-5-0800-8000	100%	50,000								50,000
S04	9010-Prof. Services	Treatment - SCADA Upgrades	5	11-5-0800-8000	100%				75,000					75,000
S09	7000-Construction	3rd North Sewer Realignment	5	11-5-0800-8000	100%				750,000					750,000
S10	7000-Construction	Sludge Drying Beds	5	11-5-0800-8000	100%				100,000					
	9000-Design			11-5-0800-8000					10,000					110,000
S11	7000-Construction	VRIC Property Rehab	5	11-5-0800-8000	100%				135,000					135,000
S12	7000-Construction	Wastewater Ponds Dredging	5	11-5-0800-8000	100%				35,000					35,000
W02	7000-Construction	Distribution - Mid Zone PRV	5	13-5-0800-8000	100%			300,000						300,000
W05	9000-Design	Groundwater Well & Treatment	5	13-5-0800-8000	60%			1,500,000						
				16-5-0800-8000	40%							1,000,000		2,500,000
W10	9010-Prof. Services	EPA Lead & Copper Rule	5	13-5-0800-8000	100%			250,000						250,000
W12	7000-Construction	Infrastructure - Water Line Research	5	13-5-0800-8000	100%			10,000						10,000
W13	7000-Construction	Distribution - Panorama Booster Station Rehab	5	13-5-0800-8000	100%			50,000						50,000
W16	9010-Prof. Services	Master Plan, Rate Study and IIP (Infrastructure Plan)	5	13-5-0800-8000	100%			300,000						300,000
W19	7000-Construction	Haskell Springs Tank Coating	5	13-5-0800-8000	100%			250,000						250,000
W23	7000-Construction	Cellular Meter Program	5	13-5-0800-8000	8%			50,000						
				16-5-0800-8000	92%							562,500		612,500
W25	9010-Prof. Services	SCADA Updgrades - Water	5	13-5-0800-8000	100%			50,000						50,000
W27	7000-Construction	Cement Plant Road Meter Box	5	13-5-0800-8000	100%			5,000						5,000
W28	7000-Construction	Fisher House Warehouse	5	13-5-0800-8000	100%	-		300,000	-					300,000
W29	7000-Construction	Haskell Springs Tank Connector	5	13-5-0800-8000	100%			60,000						60,000
		Total Capital Improvement Plan				\$ 2,612,858	\$ 20,000	\$ 3,325,000	\$ 1,105,000	\$ 1,600,000	\$ 140,500	\$ 15,157,644	\$ 212,000	\$ 24,173,002

FY 2024-2025 CAPITAL IMPROVEMENT PLAN PROJECTS AND FUNDING SOURCE SUMMARY														
Project Number	Project Code	Project Description	Goal Area	Account #	% Split	24	06	13	11	03	19	16	80	FY2024-2025
						CIP	Streets	Water	Wastewater	HURF	Cemetery	Grants	Donation	CIP Total
FUNDING SOURCES OF CAPITAL PROJECTS AND IMPACT TO FUND BALANCE:														
		FY25 Budgeted Use of Fund Balance for Capital Projects				\$ 2,151,318	\$ 320,000	\$ 2,231,128	\$ -	\$ 825,831	\$ 140,500	N/A	N/A	\$ 5,668,777
		FY25 Budgeted Use of Restricted Fund Balance for Capital Projects						\$ 1,000,000	\$ 229,014					\$ 1,229,014
		FY25 Budgeted Transfers In from Other Funds for Capital				1,179,056	-	60,000	657,183	500,000	-	N/A	N/A	2,396,239
		FY25 Budgeted Transfers Out for Capital				(717,516)	(300,000)	-	-					(1,017,516)
		FY25 Operating Revenues Used to Fund Capital Projects				-	-	33,872	218,803	274,169	-	N/A	N/A	526,844
		Total Capital Projects				\$ 2,612,858	\$ 20,000	\$ 3,325,000	\$ 1,105,000	\$ 1,600,000	\$ 140,500	N/A	N/A	\$ 8,803,358
		Fund Balance at 6/30/2023 (Unrestricted and/or Available for Capital Projects shown)				\$ 1,428,085	\$ 454,728	\$ 5,113,127	\$ (390,592)	\$ 1,030,507	\$ 234,192	N/A	N/A	\$ 7,870,047
		Use of Fund Balance (Above)				(2,151,318)	(320,000)	(2,231,128)	-	(825,831)	(140,500)	N/A	N/A	(5,668,777)
		Projected FY2024 Net Income				723,293	-	-	-	-	8,744			732,037
		Ending Fund Balance (Prior to Close of FY2025)				\$ 60	\$ 134,728	\$ 2,881,999	\$ (390,592)	\$ 204,676	\$ 102,436	N/A	N/A	\$ 2,933,307

FY 2025-29 CAPITAL IMPROVEMENT PLAN PROJECTS AND FUNDING SOURCE SUMMARY

Project Type	24-25	25-26	26-27	27-28	28-29	FY 25-29 CIP Total
General Government	\$ 1,407,000	\$ 83,000	\$ 376,000	\$ 51,000	\$ 51,000	\$ 1,968,000
Parks	\$ 2,965,358	\$ 65,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 3,105,358
Streets (Including Bridge)	\$ 12,466,400	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 14,466,400
Cemetery	\$ 1,040,500	\$ -	\$ -	\$ -	\$ -	\$ 1,040,500
Vehicle Replacement	\$ 501,244	\$ 177,150	\$ 273,015	\$ 186,083	\$ 291,774	\$ 1,429,266
Wastewater	\$ 1,105,000	\$ 550,000	\$ 5,500,000	\$ -	\$ -	\$ 7,155,000
Water	\$ 4,687,500	\$ 10,300,000	\$ 3,000,000	\$ -	\$ -	\$ 17,987,500
Total Capital Improvement Plan	\$ 24,173,002	\$ 11,675,150	\$ 9,674,015	\$ 762,083	\$ 867,774	\$ 47,152,024

FY 2025-29 CAPITAL IMPROVEMENT PLAN PROJECTS AND FUNDING SOURCE SUMMARY

Project Number	Project Description	24-25	25-26	26-27	27-28	28-29	FY 25-29 CIP Total
General Government							
G01	Administrative Building Rehab and Improvements	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 245,000
G08	Community Broadband Initiative	225,000	25,000	25,000	-	-	275,000
G10	PD Building Rehab & Improvements	95,000					95,000
G11	Clark Building North Soffit Rebuild	45,000	-	-	-	-	45,000
G12	PW & CD Building Windows & Roof	200,000	-	-	-	-	200,000
G13	Auditorium Floor Refinishing	-	-	300,000	-	-	300,000
G15	Emergency Operations Center Generator	100,000	-	-	-	-	100,000
G16	Clarkdale Clubhouse Windows	436,000	-	-	-	-	436,000
G20	Town Parking Lot Chip Seal	80,000	-	-	-	-	80,000
G21	Network Wiring in Town Buildings	150,000	-	-	-	-	150,000
G22	Vehicle Lift	25,000	-	-	-	-	25,000
G23	Drone Program	6,000	8,000	1,000	1,000	1,000	17,000
	Total General Government	1,407,000	83,000	376,000	51,000	51,000	1,968,000
Parks & Recreation							
P01	Selma-Mongini Park Improvements	2,548,858	-	-	-	-	2,548,858
P02	Town Park Gazebo Improvements	225,000	-	-	-	-	225,000
P03	Park Playground Safety Replacement Program	25,000	25,000	25,000	25,000	25,000	125,000
P04	Trails Planning and Development	16,500	-	-	-	-	16,500
P08	Town Park Restroom	150,000	-	-	-	-	150,000
P09	89A Roundabout Safety Improvement Design	-	40,000	-	-	-	40,000
	Total Parks	2,965,358	65,000	25,000	25,000	25,000	3,105,358
Streets							
T02	Pavement Management Program	1,600,000	500,000	500,000	500,000	500,000	3,600,000
T03	Bitter Creek Bridge	6,631,400	-	-	-	-	6,631,400
T05	Clarkdale Parkway Sidewalk	900,000	-	-	-	-	900,000
T06	Centerville Road Extension -Lot Clean-Up & Acquisition	250,000	-	-	-	-	250,000
T08	Alleyway Improvements	35,000	-	-	-	-	35,000
T12	Cement Plant Rd. Multimodal Transportation Improvement Project	3,030,000	-	-	-	-	3,030,000
T14	Traffic Engineering Study-Upper Clarkdale	20,000	-	-	-	-	20,000
T15	Luke Lane Roadway Improvements	TBD					TBD
	Total Streets	12,466,400	500,000	500,000	500,000	500,000	14,466,400
Cemetery							
C01	Cemetery Improvements	140,500	-	-	-	-	140,500

Project Number	Project Description	24-25	25-26	26-27	27-28	28-29	FY 25-29 CIP Total
C02	Cemetery Drainage	900,000					900,000
Total Cemetery		1,040,500	-	-	-	-	1,040,500
Vehicle Replacement Program							
V02	Enterprise Operations Vehicle Replacement	200,000	40,000	40,000	40,000	40,000	360,000
V03	General Govt Vehicle Replacement	-	50,000	50,000	50,000	50,000	200,000
V04	Public Safety Vehicle Replacement	251,244	87,150	183,015	96,083	201,774	819,266
V05	Community Development Vehicle Replacement	50,000	-	-	-	-	50,000
Total Vehicle Replacement Program		501,244	177,150	273,015	186,083	291,774	1,429,266
Wastewater							
S04	Treatment: SCADA Upgrades	75,000	-	-	-	-	75,000
S08	WWTP Expansion	-	550,000	5,500,000	-	-	6,050,000
S09	3rd North Sewer Realignment	750,000	-	-	-	-	750,000
S10	Sludge Drying Beds	110,000	-	-	-	-	110,000
S11	VRIC Property Rehab	135,000	-	-	-	-	135,000
S12	Wastewater Ponds Dredging	35,000	-	-	-	-	35,000
Total Wastewater		1,105,000	550,000	5,500,000	-	-	7,155,000
Water							
W02	Distribution - Mid Zone PRV	300,000	-	-	-	-	300,000
W05	Groundwater Well & Treatment	2,500,000	10,000,000	3,000,000	-	-	15,500,000
W10	EPA Lead & Copper Rule	250,000	-	-	-	-	250,000
W12	Infrastructure - Water Line Research	10,000	-	-	-	-	10,000
W13	Distribution - Panorama Booster Station Rehab	50,000	300,000	-	-	-	350,000
W16	Rate Study and IIP (Infrastructure Plan)	300,000	-	-	-	-	300,000
W19	Haskell Springs Tank Coating	250,000	-	-	-	-	250,000
W23	Cellular Meter Program	612,500	-	-	-	-	612,500
W25	SCADA Upgrades - Water	50,000	-	-	-	-	50,000
W27	Cement Plant Road Meter Box	5,000	-	-	-	-	5,000
W28	Fisher House Warehouse	300,000	-	-	-	-	300,000
W29	Haskell Springs Tank Connector	60,000	-	-	-	-	60,000
Total Water		4,687,500	10,300,000	3,000,000	-	-	17,987,500
Total Capital Improvement Plan		\$ 24,173,002	\$ 11,675,150	\$ 9,674,015	\$ 762,083	\$ 867,774	\$ 47,152,024

FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

G01 - General Government Facility Rehab and Improvements

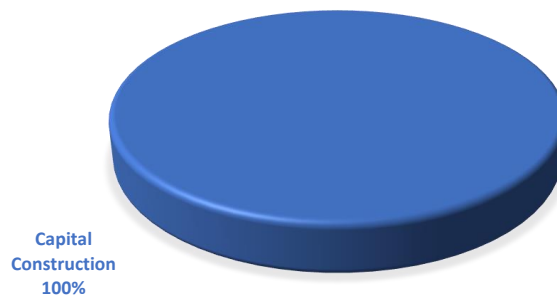
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 245,000
Total Expenses	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 245,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Capital Construction	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 245,000
Total Funding	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 245,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:														
\$245,000	None														
<table> <tr> <th colspan="2">Status, Priority, Justification and Project Management</th></tr> <tr> <td>Project Status</td><td>New</td></tr> <tr> <td>Priority</td><td>Medium</td></tr> <tr> <td>Justification</td><td>End of Useful Life</td></tr> <tr> <td>Managing Department</td><td>Public Works</td></tr> <tr> <th colspan="2">Project Details</th></tr> <tr> <td colspan="2">General Town facilities require rehabilitation and improvements to keep them in good working order. Capital funds will be used to replace carpeting/flooring, upgrade/rehab HVAC units and other improvements to ensure the longevity of our real property assets.</td></tr> </table>		Status, Priority, Justification and Project Management		Project Status	New	Priority	Medium	Justification	End of Useful Life	Managing Department	Public Works	Project Details		General Town facilities require rehabilitation and improvements to keep them in good working order. Capital funds will be used to replace carpeting/flooring, upgrade/rehab HVAC units and other improvements to ensure the longevity of our real property assets.	
Status, Priority, Justification and Project Management															
Project Status	New														
Priority	Medium														
Justification	End of Useful Life														
Managing Department	Public Works														
Project Details															
General Town facilities require rehabilitation and improvements to keep them in good working order. Capital funds will be used to replace carpeting/flooring, upgrade/rehab HVAC units and other improvements to ensure the longevity of our real property assets.															
															

FUNDING SOURCE



FY 2024-28 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

G08 - Community Broadband Initiative

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 225,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 275,000
Total Expenses	\$ 225,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 275,000

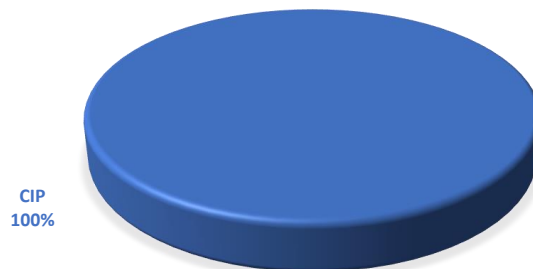
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
CIP	\$ 225,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 275,000
Total Funding	\$ 225,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 275,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:														
\$275,000	None														
<table> <tr> <th colspan="2">Status, Priority, Justification and Project Management</th></tr> <tr> <td>Project Status</td><td>New</td></tr> <tr> <td>Priority</td><td>Medium</td></tr> <tr> <td>Justification</td><td>Enhanced Delivery Service</td></tr> <tr> <td>Managing Department</td><td>Administration</td></tr> <tr> <th colspan="2">Project Details</th></tr> <tr> <td colspan="2"> To enhance economic development and community connectivity, the Town would actively seek grant funds from state and federal sources to align with regional broadband strategies. The Town will leverage available General Funds in support of the regional strategies. </td></tr> </table>		Status, Priority, Justification and Project Management		Project Status	New	Priority	Medium	Justification	Enhanced Delivery Service	Managing Department	Administration	Project Details		To enhance economic development and community connectivity, the Town would actively seek grant funds from state and federal sources to align with regional broadband strategies. The Town will leverage available General Funds in support of the regional strategies.	
Status, Priority, Justification and Project Management															
Project Status	New														
Priority	Medium														
Justification	Enhanced Delivery Service														
Managing Department	Administration														
Project Details															
To enhance economic development and community connectivity, the Town would actively seek grant funds from state and federal sources to align with regional broadband strategies. The Town will leverage available General Funds in support of the regional strategies.															



FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN

Energy Efficiency Program

G10-Window Replacement in Police Building

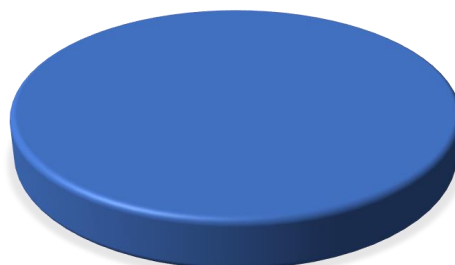
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000
Total Expenses	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Grants	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000
Total Funding	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$95,000		Unknown total savings will occur through energy efficient windows and doors. Some estimates by venders estimate a 30% savings on the energy bills by replacing inefficient windows and doors.	
Status, Priority, Justification and Project Management			
Project Status	New		
Priority	Medium		
Justification	Cooling and heating efficiency		
Managing Department	Police		
Project Details			
This request is to improve the heating and cooling efficiency of the police department. The windows and doors are over 40 years old and some of the windows are single pane glass. Replacing them will reduce the energy exhausted through heating and cooling that is lost through inefficient, outdated windows and doors.			

FUNDING SOURCE



Grant
100%

FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

G11 - Clark Building North Soffit Rebuild

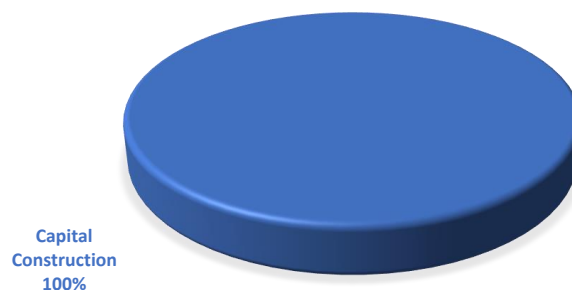
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Total Expenses	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Capital Construction	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Total Funding	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:														
\$45,000	None.														
<table border="1" style="width: 100%;"> <tr> <th colspan="2">Status, Priority, Justification and Project Management</th></tr> <tr> <td>Project Status</td><td>Revised Schedule</td></tr> <tr> <td>Priority</td><td>Medium</td></tr> <tr> <td>Justification</td><td>End of Useful Life</td></tr> <tr> <td>Managing Department</td><td>Public Works</td></tr> <tr> <th colspan="2">Project Details</th></tr> <tr> <td colspan="2">The soffit on the north side of the Clark Memorial Building requires extensive rehab.</td></tr> </table>		Status, Priority, Justification and Project Management		Project Status	Revised Schedule	Priority	Medium	Justification	End of Useful Life	Managing Department	Public Works	Project Details		The soffit on the north side of the Clark Memorial Building requires extensive rehab.	
Status, Priority, Justification and Project Management															
Project Status	Revised Schedule														
Priority	Medium														
Justification	End of Useful Life														
Managing Department	Public Works														
Project Details															
The soffit on the north side of the Clark Memorial Building requires extensive rehab.															
															

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

G12 - PW & CD Building Windows, Roof & Painting

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total Expenses	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Capital Construction	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total Funding	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

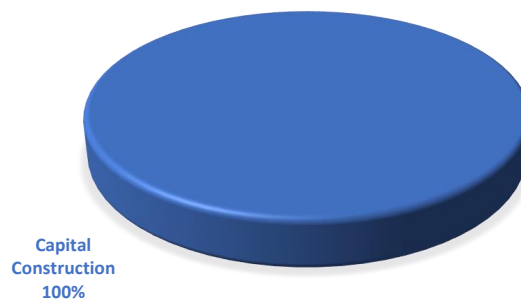
Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$200,000		None.	
Status, Priority, Justification and Project Management			
Project Status	Revised Schedule & Scope		
Priority	Medium		
Justification	End of Useful Life		
Managing Department	Public Works		
Project Details			
Public Works and Community Development buildings require window replacements and likely structural reconstruction around frames. Roof is also leaking causing water to drain at window frames and lighting fixtures. Temporary repairs such as sealing have been extensive, evidence of leaks are apparent and are causing futher damage to our historic buildings. Buildings would also be painted upon completion of window installation.			
23-24: Roof CIP G12 \$17,300			





FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

G13 - Auditorim Floor Refinishing

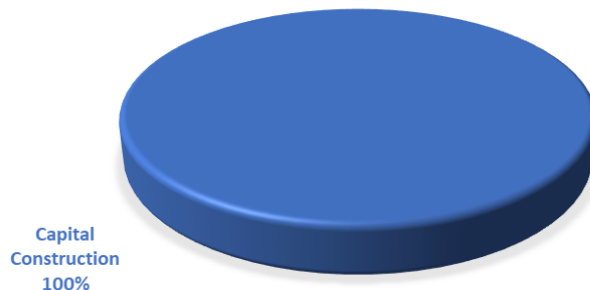
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
Total Expenses	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Capital Construction	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
Total Funding	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$300,000	No operating budget for like replacement of floor.
Status, Priority, Justification and Project Management	
Project Status	
Priority	
Justification	
Managing Department	
Project Details	
Many years of events have taken their toll on the Auditorium floor at Clark Memorial Clubhouse. Flooring requires complete replacement.	

FUNDING SOURCE



FY 2024-28 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

G15 - Emergency Operations Generator

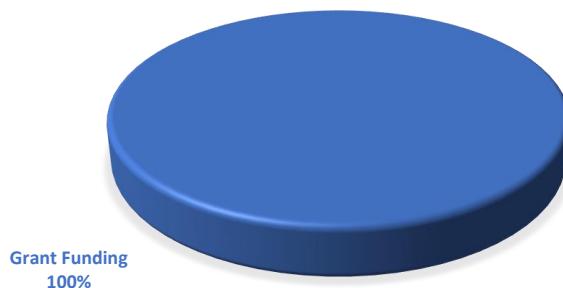
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 100,000	\$ -	\$ -	\$ -	\$ -	100,000
Total Expenses	\$ 100,000	\$ -	\$ -	\$ -	\$ -	100,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Grant Funding	\$ 100,000	\$ -	\$ -	\$ -	\$ -	100,000
Total Funding	\$ 100,000	\$ -	\$ -	\$ -	\$ -	100,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	20,000
Total Operating Impact	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	20,000

Total Project Cost	Operating Budget Impact/Other:
\$100,000	Operating budget may need to include annual inspection/maintenance depending on final project outcome.
Status, Priority, Justification and Project Management	
Project Status	
Priority	
Justification	
Managing Department	
Project Details	
Town does not have a back up power source in the event of an APS outage during emergency situations for computer network and critical systems.	

FUNDING SOURCE



FY 2024-28 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

G16 - Clarkdale Clubhouse Windows Replacement

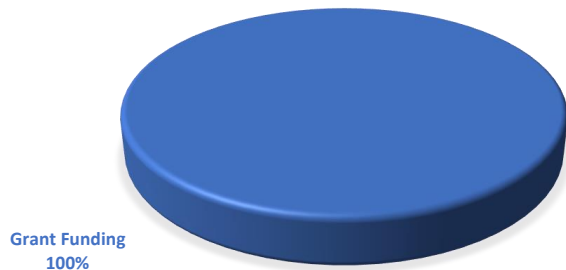
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 436,000	\$ -	\$ -	\$ -	\$ -	\$ 436,000
Total Expenses	\$ 436,000	\$ -	\$ -	\$ -	\$ -	\$ 436,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Grant Funding	\$ 436,000	\$ -	\$ -	\$ -	\$ -	\$ 436,000
Total Funding	\$ 436,000	\$ -	\$ -	\$ -	\$ -	\$ 436,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$436,000	None.
Status, Priority, Justification and Project Management	
Project Status	New
Priority	Medium
Justification	End of Useful Life
Managing Department	Public Works
Project Details	
The Clarkdale Clubhouse building requires window replacement. Temporary repairs such as sealing have been done, but evidence of leaks are apparent and are causing further damage to this historic building. The Town has applied for grant funding, and will continue to seek out grant funding opportunities for this project.	
	

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

G20 - Town Parking Lot Chip Seal

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Total Expenses	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

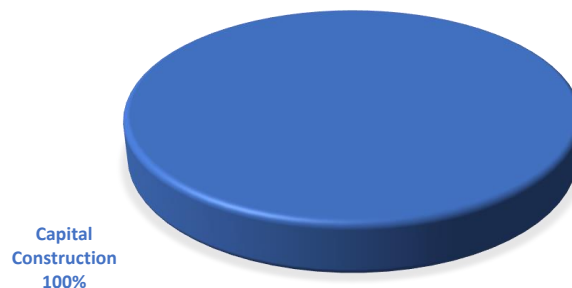
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Capital Construction	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Total Funding	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$80,000	None.
Status, Priority, Justification and Project Management	
Project Status	Revised Schedule
Priority	Low
Justification	End of Useful Life
Managing Department	Public Works
Project Details	
The parking lot at the Town Complex requires pavement treatment.	



FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

G21 - Network Wiring in Town Buildings

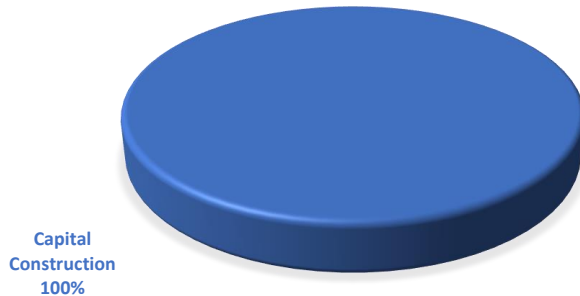
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 150,000	\$ -	\$ -	\$ -	\$ -	150,000
Total Expenses	\$ 150,000	\$ -	\$ -	\$ -	\$ -	150,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Capital Construction	\$ 150,000	\$ -	\$ -	\$ -	\$ -	150,000
Total Funding	\$ 150,000	\$ -	\$ -	\$ -	\$ -	150,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	-

Total Project Cost	Operating Budget Impact/Other:
\$150,000	None
Status, Priority, Justification and Project Management	
Project Status	
Priority	
Justification	
Managing Department	
Project Details	
The physical network wiring in all the Town buildings is below current recommended specifications and very old. Community Development and Public Works are priority, followed by the Town Hall/Administration building, then the Police Dept and finally the Club House/Auditorium. Most of the wiring is older CAT5 or even older CAT3 grade. The wiring has been installed as needed and not in a planned out or organized way. The current standard is Cat 6 or Cat 7.	

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

G22 - Vehicle Lift

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 25,000	\$ -	\$ -	\$ -	\$ -	25,000
Total Expenses	\$ 25,000	\$ -	\$ -	\$ -	\$ -	25,000

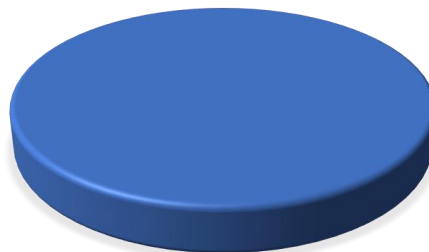
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Capital Construction	\$ 25,000	\$ -	\$ -	\$ -	\$ -	25,000
Total Funding	\$ 25,000	\$ -	\$ -	\$ -	\$ -	25,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	-

Total Project Cost	Operating Budget Impact/Other:
\$25,000	Minimal maintenance required, no additional O&M funds required.
Status, Priority, Justification and Project Management	
Project Status	
Priority	
Justification	
Managing Department	
Project Details	
Town Yard (Fleet Maintenance) has only one lift. A second lift would allow emergent repairs to vehicles when there is a vehicle already on the current lift.	



FUNDING SOURCES



General Fund
Capital, 100%

FY 2025-29 CAPITAL IMPROVEMENT PLAN Drone Program

G23-General Drone Purchase

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 6,000	\$ 8,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 17,000
Total Expenses	\$ 6,000	\$ 8,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 17,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
General	\$ 6,000	\$ 8,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 17,000
Total Funding	\$ 6,000	\$ 8,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 17,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -				\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$17,000	
Status, Priority, Justification and Project Management	
Project Status	New
Priority	Medium
Justification	Improved Service Delivery/Safe
Managing Department	Police
Project Details	
This request is to improve officer safety, accident mapping, surveillance, monitoring catastrophic events and police response to missing and endangered persons. This amount includes a lower cost drone that has the required minimum for law enforcement. This includes thermal imaging and night vision, two necessities for law enforcement. Two staff members have volunteered to take on the lateral role of piloting the program. Their training will be absorbed in our current training budget line item. In the following fiscal year, an additional drone will be purchased allowing both operators to have the ability to deploy the drones instantaneously. Thereafter, the cost will be maintenance of the equipment. This request is covered in the Town's Strategic Goals #2 and #6.	



FUNDING SOURCES



General Fund
Capital, 100%

FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

P01 Selna Mongini Park

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 894,799	\$ -	\$ -	\$ -	\$ -	\$ 894,799
Equipment & Materials	1,440,316					1,440,316
Engineering/Surveys	63,000					63,000
Project Management	75,743					60,000
Staff/Personnel	75,000					75,000
Total Expenses	\$ 2,548,858	\$ -	\$ -	\$ -	\$ -	\$ 2,533,115

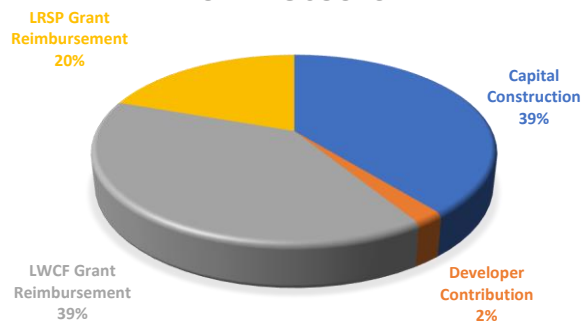
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Capital Construction	\$ 996,858	\$ -	\$ -	\$ -	\$ -	\$ 996,858
Developer Contribution	52,000					52,000
LWCF Grant Reimbursement	1,000,000					1,000,000
LRSP Grant Reimbursement	500,000					500,000
Total Funding	\$ 2,548,858	\$ -	\$ -	\$ -	\$ -	\$ 2,548,858

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	-

Total Project Cost	Operating Budget Impact/Other:
\$2,548,858	
Status, Priority, Justification and Project Management	
Project Status	
Priority	High
Justification	End of useful life
Managing Department	Park & Recreation
Project Details	
The Selna Mongini Park project is under final design and engineering and a Contractor for the project will be chosen to begin construction (appx. July 2024). Grants awarded include Heritage Grant in the amount of \$500,000 and Land and Water Conservation Fund grant in the amount of \$1,000,000. The Town has been committed to the project despite the delays incurred throughout the grant process.	



FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN PARKS

P02 - Town Park Gazebo Improvements

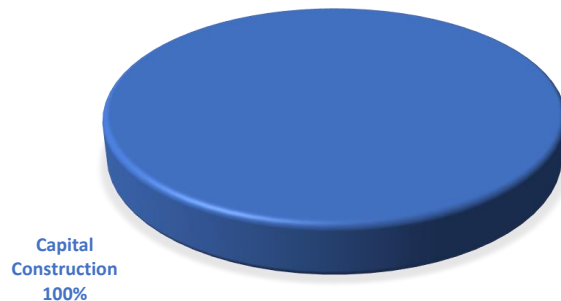
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Total Expenses	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Capital Construction	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Total Funding	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$225,000		None	
Status, Priority, Justification and Project Management			
Project Status	Revised Cost/Schedule		
Priority	Medium		
Justification	Risk Mitigation		
Managing Department	Public Works		
Project Details			
Staff recommends reconstruction of the Town Park Gazebo to mitigate existing risk issues and to preserve a community asset. There are options to rehabilitate or replace.			
			

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

P03 Park Playground Safety Replacement Program

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total Expenses	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

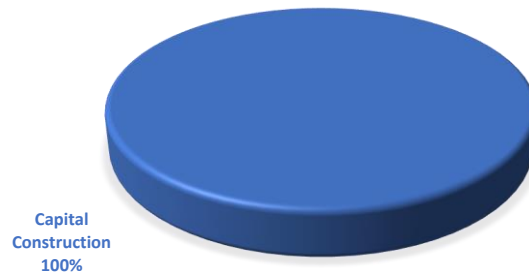
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Capital Construction	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total Funding	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$125,000	None
Status, Priority, Justification and Project Management	
Project Status	First Phase
Priority	High
Justification	Risk Mitigation
Managing Department	Parks & Recreation
Project Details	
Playgrounds within the Town parks system are in need of continuing safety assessments and upgrades. Parks and Rec and Public Works staff are working to create an annual maintenance and replacement plan for all Clarkdale parks.	



FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

P-04 Trails Plan Implementation

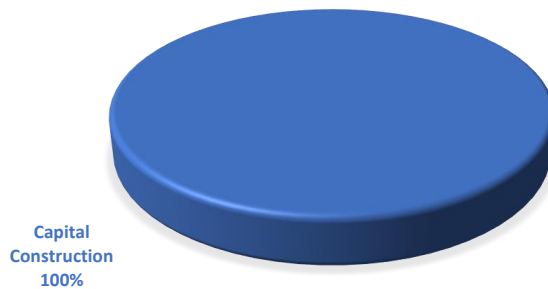
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Broadway Bike Lanes	\$ 5,500	\$ -	\$ -	\$ -	\$ -	5,500
C-J School Trail Design	\$ 11,000	\$ -	\$ -	\$ -	\$ -	11,000
Total Expenses	\$ 16,500	\$ -	\$ -	\$ -	\$ -	16,500

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Capital Construction	\$ 16,500	\$ -	\$ -	\$ -	\$ -	16,500
Total Funding	\$ 16,500	\$ -	\$ -	\$ -	\$ -	16,500

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	-

Total Project Cost	Operating Budget Impact/Other:
\$16,500	None
Status, Priority, Justification and Project Management	
Project Status	New
Priority	Medium
Justification	Trail Plan Implementation
Managing Department	Parks
Project Details	
In 2024 Council adopted a Trails and Active Transportation Master Plan (Connect Clarkdale). Investment in low hanging fruit opportunities to sign and mark existing and new bike lanes on Broadway. Also included, cost for ground truthing and construction plan for the Clarkdale Jerome School trails through Summit to Sea Trail Specialists.	
	

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

P-08 Town Park Restroom

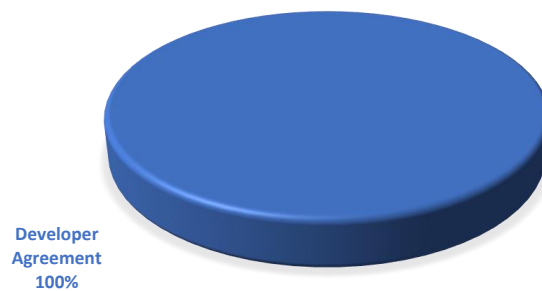
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ 10,000	\$ -	\$ -	\$ -	\$ -	10,000
Construction	\$ 140,000	\$ -	\$ -	\$ -	\$ -	140,000
Total Expenses	\$ 150,000	\$ -	\$ -	\$ -	\$ -	150,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Developer Agreement	\$ 150,000	\$ -	\$ -	\$ -	\$ -	150,000
Total Funding	\$ 150,000	\$ -	\$ -	\$ -	\$ -	150,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	-

Total Project Cost	Operating Budget Impact/Other:
\$150,000	None
Status, Priority, Justification and Project Management	
Project Status	New
Priority	Low
Justification	New Development Service
Managing Department	Parks
Project Details	
Due to proximity of the Highlands Development to the Town Park and the impact of use by development residents on the Park, the developer has agreement to provide funds to add additional restrooms to the park. If the development does not go through as planned funds will not be provided and the project will be dismissed.	
	

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

P-09 89A Roundabout Safety Improvement Design

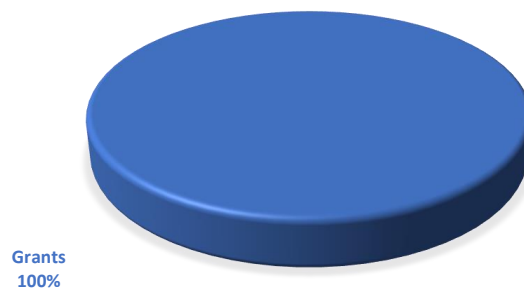
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ -	\$ 40,000	\$ -	\$ -	\$ -	40,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Expenses	\$ -	\$ 40,000	\$ -	\$ -	\$ -	40,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Safe Streets Grant or other	\$ -	\$ 40,000	\$ -	\$ -	\$ -	40,000
Total Funding	\$ -	\$ 40,000	\$ -	\$ -	\$ -	40,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	-

Total Project Cost	Operating Budget Impact/Other:
\$40,000	None
Status, Priority, Justification and Project Management	
Project Status	
Priority	
Justification	
Managing Department	
Project Details	
New pedestrian paths leading to the 89A roundabout (Cement Plant Road, Clarkdale Parkway) will lead to higher pedestrian traffic anticipated. This roundabout is a high traffic area with vehicles entering from Jerome, Cottonwood, Cement Plan and the Town and pedestrian safety is a priority.	
	

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN STREETS

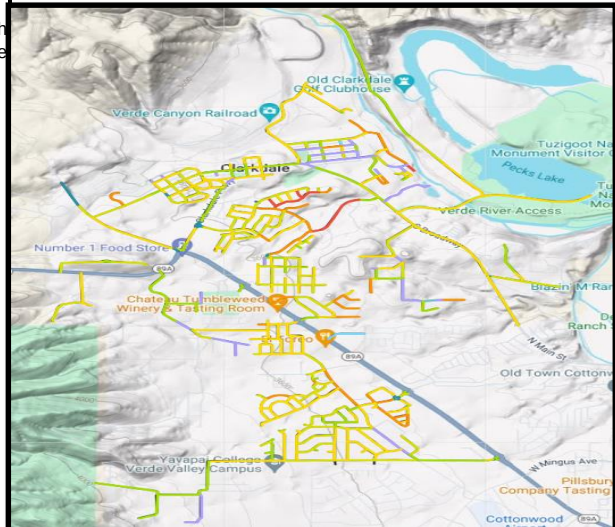
T02 - PAVEMENT MANAGEMENT

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	1,600,000	500,000	500,000	500,000	500,000	3,600,000
Total Expenses	\$ 1,600,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,600,000

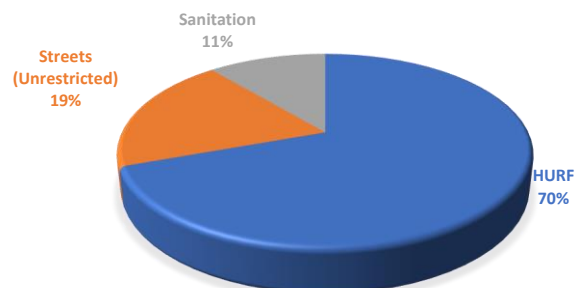
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
HURF	\$ 1,100,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 2,500,000
Streets (Unrestricted)	300,000	100,000	100,000	100,000	100,000	700,000
Sanitation	200,000	50,000	50,000	50,000	50,000	400,000
Total Funding	\$ 1,600,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,600,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$3,600,000	Streets O&M already budgeted for routine maintenance.
Status, Priority, Justification and Project Management	
Project Status	New
Priority	High
Justification	Risk Mitigation
Managing Department	Public Works
Project Details	
Routine assessment and continous major maintenance and repairs for Town Right of Ways.	
FY 23/24 funding provided updated street assessment with Remaining Service Life ratings that integrates with iWorQ software for budgeting tools and applied treatments to roads. (\$15,000)	



FINANCING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN STREETS

T03 - BITTER CREEK BRIDGE

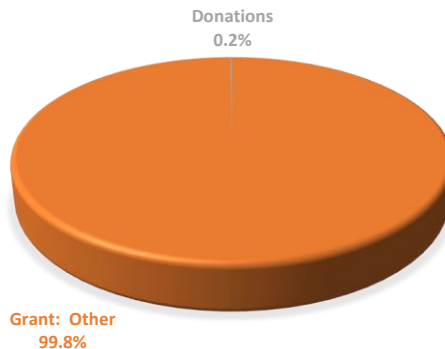
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ 1,402,500	\$ -	\$ -	\$ -	\$ -	\$ 1,402,500
Construction	5,228,900	-	-	-	-	5,228,900
Total Expenses	\$ 6,631,400	\$ -	\$ -	\$ -	\$ -	\$ 6,631,400

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Grant (Including Interest)	6,621,400	-	-	-	-	6,621,400
Donations	10,000	-	-	-	-	10,000
Total Funding	\$ 6,631,400	\$ -	\$ -	\$ -	\$ -	\$ 6,631,400

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 1,500
Total Operating Impact	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 1,500

Total Project Cost		Operating Budget Impact/Other:	
\$6,631,400		Additional bridge will have minor impact to Streets O&M.	
Status, Priority, Justification and Project Management			
Project Status	Revised Schedule		
Priority	High		
Justification	End of Useful Life		
Managing Department	Public Works		
Project Details			
Bridge requires new bridge to expand to two lanes and increase weight capacity as this is a main route into Clarkdale's industrial area. NACOG Regionally Significant Project. The Town is seeking grant funds for this project.			

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN STREETS

T05 - CLARKDALE PARKWAY SIDEWALKS

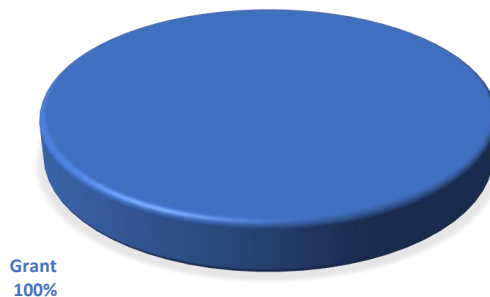
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	900,000	-	-	-	-	900,000
Total Expenses	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Grant	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
Total Funding	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 1,500
Total Operating Impact	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 1,500

Total Project Cost	Operating Budget Impact/Other:
\$900,000	\$500 annual Streets funding for maintenance.
Status, Priority, Justification and Project Management	
Project Status	New
Priority	High
Justification	Risk Mitigation
Managing Department	Public Works
Project Details	
Roadside improvement on Clarkdale Parkway from Mountain Gate roundabout to Main Street Park is required for safe travel of pedestrians and cyclists.	
	

FUNDING SOURCE



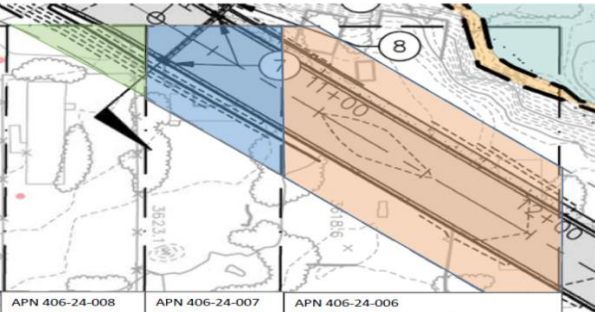
FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

T06 - Centerville Road Extension

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 250,000	\$ -	\$ -	\$ -	\$ -	250,000
Total Expenses	\$ 250,000	\$ -	\$ -	\$ -	\$ -	250,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
General Fund	\$ 250,000	\$ -	\$ -	\$ -	\$ -	250,000
Total Funding	\$ 250,000	\$ -	\$ -	\$ -	\$ -	250,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	-

Total Project Cost	Operating Budget Impact/Other:
\$250,000	None
Status, Priority, Justification and Project Management	
Project Status	Revised Cost/Schedule
Priority	High
Justification	DA Obligation
Managing Department	Community Development
Project Details	
The Development Agreement between the Town and Mountain Gate Clarkdale, LLC obligates the Town to facilitate the acquisition of all or part of the following lots in Centerville: 406-24-006, 007, and 008. The development agreement obligates the developer to contribute \$300,000 to the purchase of the lots (or portions thereof); any funds required in excess of that amount "shall be negotiated between the Town and the Owner/Developer." If no agreement can be reached, the parties agreed to enter into mediation". Current appraisals and legal fees total \$374,347; staff anticipates approximately \$12,000 in additional legal fees. The proposed \$125,000 should be adequate to cover additional legal fees and unforeseen costs associated with property acquisition. Phase 1 and 2 Environmental Assessments, Demolition and Cleanup of acquired properties is required. FY 23-24: Land acquired; FY24-25 Lot Clean-Up	
	
APN 406-24-008 Need to acquire 1,000 square feet – 100 square feet for actual road surface – 900 square feet for right-of-way	APN 406-24-007 Need to acquire 1900 square feet. Includes all of existing residence Remaining lot would be 4,634 square feet
APN 406-24-006 Need to acquire 4,300 square feet. Remaining lot would be 9,639 square feet. Existing manufactured home could be relocated.	

FUNDING SOURCE



General Fund
100%

FY 2025-29 CAPITAL IMPROVEMENT PLAN STREETS

T08 - ALLEYWAY IMPROVEMENTS

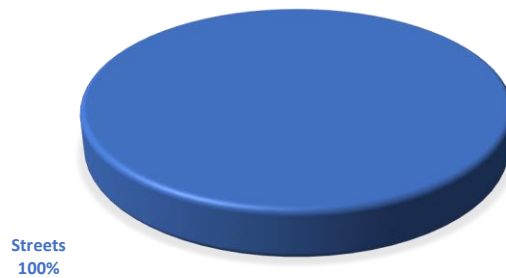
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 35,000	\$ -	\$ -	\$ -	\$ -	35,000
Total Expenses	\$ 35,000	\$ -	\$ -	\$ -	\$ -	35,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Streets	\$ 35,000	\$ -	\$ -	\$ -	\$ -	35,000
Total Funding	\$ 35,000	\$ -	\$ -	\$ -	\$ -	35,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	-

Total Project Cost		Operating Budget Impact/Other:	
\$35,000		None	
Status, Priority, Justification and Project Management			
Project Status	Revised Schedule		
Priority	Low		
Justification	End of Useful Life		
Managing Department	Public Work		
Project Details			
Alleyway remediation by UVSP took place FY 22-23 leaving portions of the alleys untreated. Alleys have not been resurface for over 10 years. This project will treat remaining areas of remediated alleys.			
FY 23/24: Alleys submitted by residents (work orders) completed. Crews still working on remaining. Expected FY expenditures \$10,000.			
			

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN STREETS

T12 - CEMENT PLANT ROAD MULTI-MODAL IMPROVEMENT PLAN

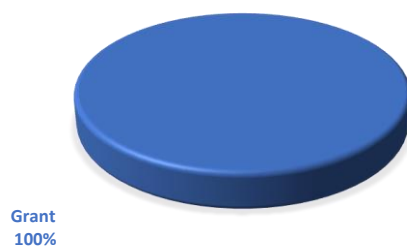
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ 280,000
Construction	2,750,000	-	-	-	-	2,750,000
Total Expenses	\$ 3,030,000	\$ -	\$ -	\$ -	\$ -	\$ 3,030,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Grant	\$ 3,030,000	\$ -	\$ -	\$ -	\$ -	\$ 3,030,000
Total Funding	\$ 3,030,000	\$ -	\$ -	\$ -	\$ -	\$ 3,030,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total Operating Impact	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

Total Project Cost	Operating Budget Impact/Other:
\$3,030,000	\$1000 annual Streets funding for maintenance.
Status, Priority, Justification and Project Management	
Project Status	New
Priority	High
Justification	Risk Mitigation
Managing Department	Public Works
Project Details	
Multi-Modal Trials, Bike Lanes, Sidewalk, Curbs and Gutters on Cement Plant Road to Hawk Hollow Way and Main Street to Clarkdale - Jerome School.	
	

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN STREETS

T14 - TRAFFIC ENGINEERING UPPER TOWN

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Professional Services	\$ 20,000	\$ -	\$ -	\$ -	\$ -	20,000
Total Expenses	\$ 20,000	\$ -	\$ -	\$ -	\$ -	20,000

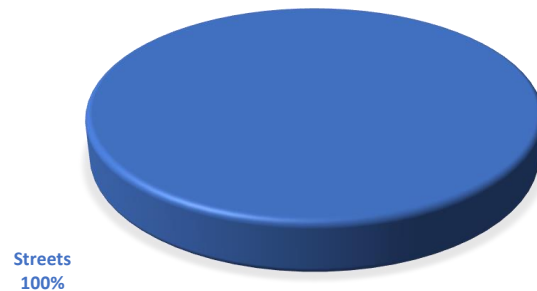
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Streets	\$ 20,000	\$ -	\$ -	\$ -	\$ -	20,000
Total Funding	\$ 20,000	\$ -	\$ -	\$ -	\$ -	20,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	-

Total Project Cost	Operating Budget Impact/Other:								
\$20,000	None								
Status, Priority, Justification and Project Management									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Project Status</td> <td>Revised Schedule</td> </tr> <tr> <td>Priority</td> <td>Low</td> </tr> <tr> <td>Justification</td> <td>End of Useful Life</td> </tr> <tr> <td>Managing Department</td> <td>Public Work</td> </tr> </table>		Project Status	Revised Schedule	Priority	Low	Justification	End of Useful Life	Managing Department	Public Work
Project Status		Revised Schedule							
Priority		Low							
Justification	End of Useful Life								
Managing Department	Public Work								
Project Details									
Traffic engineering is needed for safe and efficient travel in Upper Town. Study will look at items such as road geometry, sidewalks and crosswalks, cycling infrastructure, traffic signs, and road surface markings.									



FUNDING SOURCE



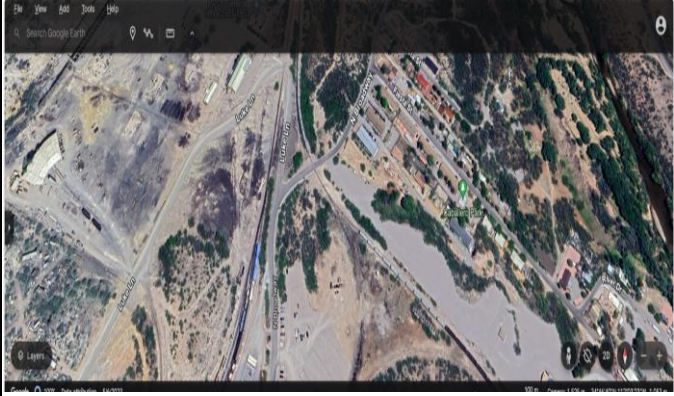
FY 2025-29 CAPITAL IMPROVEMENT PLAN Streets

T15 - Luke Lane Roadway Improvements

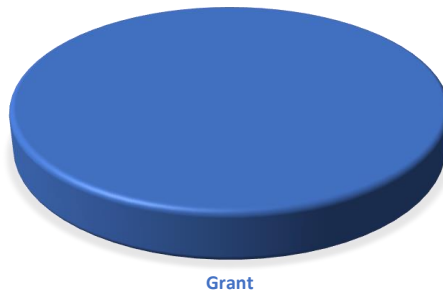
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ TBD	\$ TBD	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ TBD	\$ TBD	\$ -	\$ -	\$ -	\$ -

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Streets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant funding	\$ TBD	\$ TBD				
Total Funding	\$ TBD	\$ -	\$ -	\$ -	\$ -	\$ -

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$ TBD		No impact to operating budget due to upgrade of current systems.	
Status, Priority, Justification and Project Management			
Project Status	New		
Priority	Low		
Justification	Dirt Roadway		
Managing Department	Public Works		
Project Details			
The Luke Lane is a dirt roadway that serves several commercial and industrial users. The Town is looking to improve this roadway with curb, gutter and sidewalk via grant submittals.			
			

FUNDING SOURCES



FY 2025-29 CAPITAL IMPROVEMENT PLAN CEMETERY

C01 - Cemetery Improvements

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 140,500	\$ -	\$ -	\$ -	\$ -	\$ 140,500
Total Expenses	\$ 140,500	\$ -	\$ -	\$ -	\$ -	\$ 140,500

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Cemetery Behest Funds	\$ 140,500	\$ -	\$ -	\$ -	\$ -	\$ 140,500
Total Funding	\$ 140,500	\$ -	\$ -	\$ -	\$ -	\$ 140,500

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
To Be Determined	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$140,500		To be determined as plans are approved and constructed; potential decrease rental expense once portajon is replaced by a permanent restroom facility.	
Status, Priority, Justification and Project Management			
Project Status	Revised Schedule		
Priority	Medium		
Justification	Enhanced Service Delivery		
Managing Department	Public Works		
Project Details			
A portion of the funding within the Cemetery Fund is based upon a \$200,000 Bequest from the Estate of Helen Lynn. This project will entail several improvements request under the Bequest including a columbarium, drainage improvements, restroom facility and general cemetery enhancement.		 A photograph of the entrance to Valley View Cemetery. A large, arched metal sign reads "VALLEY VIEW CEMETERY" and is supported by two stone pillars. A tall, thin cypress tree stands to the left of the arch. In the background, there are rolling hills and mountains under a blue sky with scattered clouds. A road leads into the cemetery, lined with trees.	
Staff recommends allocating \$17,500 of cemetery funds to this project as partial matching per previous correspondence with such request of the Estate's personal representative.			
21-22: Cemetery Well Repair & Upgrade \$29,985.39 CIP C01 \$20,000 CEM O&M \$9,985.39			
22-23: Exception Care for Lynn Plots CIP C01 \$3,161.52 Section V Irrigation CIP C01 \$90.14 Section Signs CIP C01 \$701.60			
23-24: Section V Irrigation & Grass CIP C01 \$5,500.00 (est) Drainage CIP C01 \$47,500.00 (est)			
Carry Remaining CIP C01 \$170,546.74 Carry Remaining Cem Funds \$17,500			



FUNDING SOURCE



Cemetery Behest Funds
100%

FY 2025-29 CAPITAL IMPROVEMENT PLAN CEMETERY

C02 - Cemetery Drainage

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
Total Expenses	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000

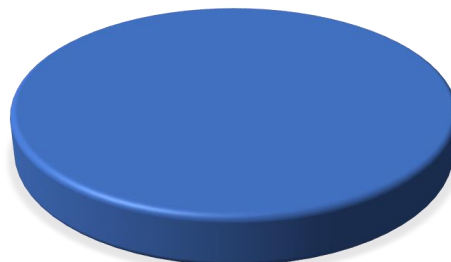
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Grant	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
Total Funding	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
To Be Determined	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$900,000	None.
Status, Priority, Justification and Project Management	
Project Status	Revised Schedule
Priority	Medium
Justification	Enhanced Service Delivery
Managing Department	Public Works
Project Details	
The cemetery has had drainage issues since the 1990s. An estimated 92 acre-feet of stormwater passes through the cemetery annually. This project would not only preserve the soil and appearance at the cemetery, but also serve to better recharge groundwater.	
	



FUNDING SOURCE



Grant
100%

FY 2025-29 CAPITAL IMPROVEMENT PLAN VEHICLE REPLACEMENT

V02 - Enterprise Operations Vehicle Replacement

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 200,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 360,000
Total Expenses	\$ 200,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 360,000

Funding Source	23-24	24-25	25-26	26-27	27-28	Total
Water	\$ 200,000	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 280,000
Wastewater	-	-	40,000	-	40,000	80,000
Total Funding	\$ 200,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 360,000

Operating Impact	23-24	24-25	25-26	26-27	27-28	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$360,000	Use existing operations and maintenance budget for vehicle(s) being replaced.
Status, Priority, Justification and Project Management	
Project Status	
Priority	
Justification	
Managing Department	
Project Details	
Replace enterprise operations' vehicles and heavy machinery based upon industry metrics (e.g., cost of repair, mileage, hours of use, etc.) to determine which vehicle(s) or pieces of heavy machinery needs replacing in any given year. Vehicles and machinery include dump trucks, utility trucks, backhoe, etc. Staff will seek availability of vehicles/equipment on the used market to keep cost of program down. FY 24/25 Intend to replace V522 Reclaim Water Truck. The 1987 Ford has been in use by the Town for 16 years and is beyond reasonable repair.	

FUNDING SOURCE



Water
100%

FY 2025-29 CAPITAL IMPROVEMENT PLAN VEHICLE REPLACEMENT

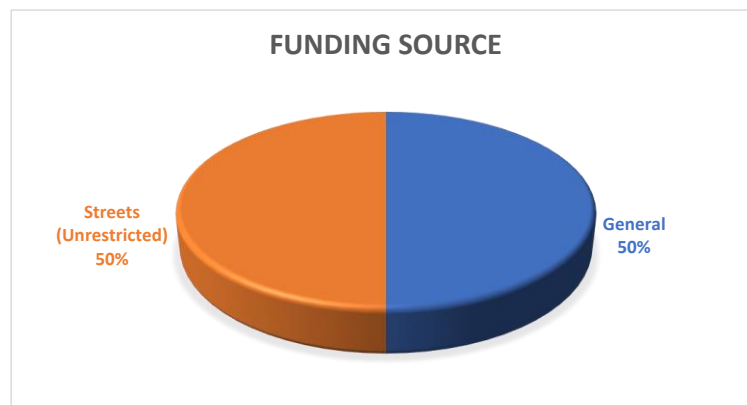
V03 - General Government Vehicle Replacement

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
Total Expenses	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
General	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 100,000
Streets (Unrestricted)	-	25,000	25,000	25,000	25,000	100,000
Total Funding	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$200,000		Use existing operations and maintenance budget for vehicle(s) being replaced.	
Status, Priority, Justification and Project Management			
Project Status	Revised Cost		
Priority	Medium		
Justification	End of Useful Life		
Managing Department	Public Works		
Project Details			
Replace general government vehicles and heavy machinery based upon industry metrics (e.g., cost of repair, mileage, hours of use, etc.) to determine which vehicles(s) or pieces of heavy machinery need replacing in any given year. Vehicles and machinery include dump trucks, passenger sedans/trucks, etc.			
FY 24/25 intent to replace a service truck. iWorQ indicates five general government service trucks require replacement based on industry standards. (Ratings of 27.1, 27.4, 28.8, 29.2 and 29.8). iWorQ notes any rating over 25 as requiring replacement.			



FY 2025-29 CAPITAL IMPROVEMENT PLAN VEHICLE REPLACEMENT

V04 - Public Safety Vehicle Replacement

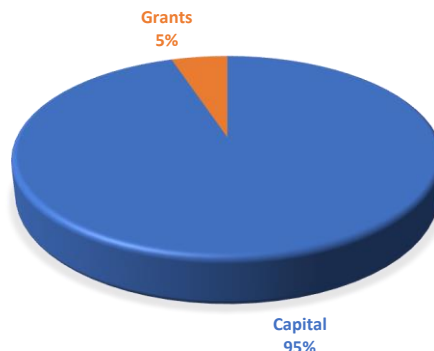
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 251,244	\$ 87,150	\$ 183,015	\$ 96,083	\$ 201,774	\$ 819,266
Total Expenses	\$ 251,244	\$ 87,150	\$ 183,015	\$ 96,083	\$ 201,774	\$ 819,266

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
General	\$ 238,500	\$ 87,150	\$ 183,015	\$ 96,083	\$ 201,774	\$ 806,522
Grants	\$ 12,744	\$ -	\$ -	\$ -	\$ -	\$ 12,744
Total Funding	\$ 251,244	\$ 87,150	\$ 183,015	\$ 96,083	\$ 201,774	\$ 819,266

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$819,266	
Status, Priority, Justification and Project Management	
Project Status	New
Priority	High
Justification	Needed for new hire & replacement
Managing Department	Police
Project Details	
\$69,000 is a transfer of funds allocated for a new vehicle in 2023-2024 fiscal year. The vehicle outfitting was not delivered and completed in the 2023-2024 fiscal year. This vehicle will be an addition to our current fleet. \$169,500 of this funding is for two newly outfitted police vehicles to replace current fleet vehicles based on industry metrics (e.g., cost of repairs, mileage, hours of use, etc.) to determine which vehicle(s) need replacing. \$12,744 is added for a radar grant, so each vehicle will be equipped with new radar units. Each sequential year thereafter is a replacement program of 1 vehicle, then 2 vehicles with a 5 % increase in cost each year thereafter, respectfully.	
	

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN VEHICLE REPLACEMENT

V05- Community Development Vehicle Replacement

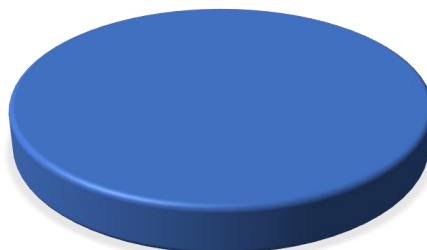
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total Expenses	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
General	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total Funding	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$50,000	Use existing operations and maintenance budget for vehicle(s) being replaced.
Status, Priority, Justification and Project Management	
Project Status	
Priority	
Justification	
Managing Department	
Project Details	
Replace general government vehicles and heavy machinery based upon industry metrics (e.g., cost of repair, mileage, hours of use, etc.) to determine which vehicle(s) or pieces of heavy machinery need replacing in any given year. Vehicles and machinery include dump trucks, passenger sedans/trucks, etc. FY 24/25 intent to replace a service truck. iWorQ indicates V606 does require replacement based on industry standards. (Rating of 33.2, iWorQ notes any value over 25 for replacement) This vehicle was previous V114T and was converted to general government use when PD replaced the vehicle.	

FUNDING SOURCE



General
100%

FY 2025-29 CAPITAL IMPROVEMENT PLAN WASTEWATER

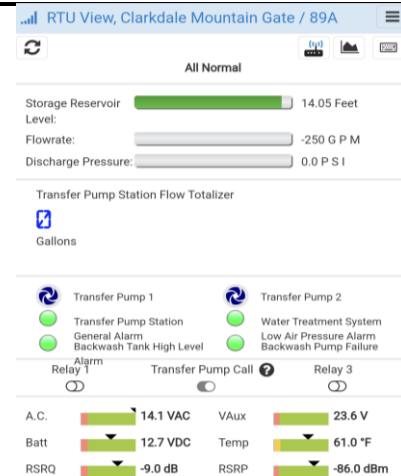
S04 - Wastewater SCADA Upgrades

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Total Expenses	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

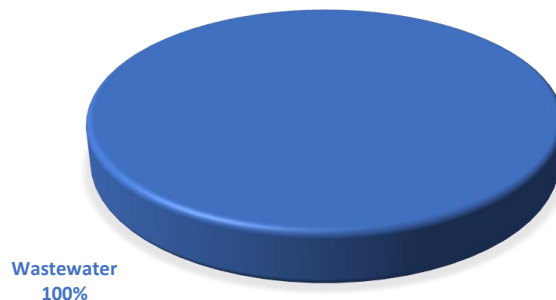
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Wastewater	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Total Funding	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$75,000	No impact to operating budget due to upgrade of current systems.
Status, Priority, Justification and Project Management	
Project Status	Revised Schedule
Priority	Medium
Justification	Risk Mitigation
Managing Department	Public Works
Project Details	
Lift stations (3) and WWTP require updates to Mission SCADA capabilities. This vital software provides specific monitoring and alerts for our systems.	



FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WASTEWATER

S08 - Treatment: WWTP Expansion

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ 550,000
Capital Construction	-	-	5,500,000	-	-	5,500,000
Total Expenses	\$ -	\$ 550,000	\$ 5,500,000	\$ -	\$ -	\$ 6,050,000

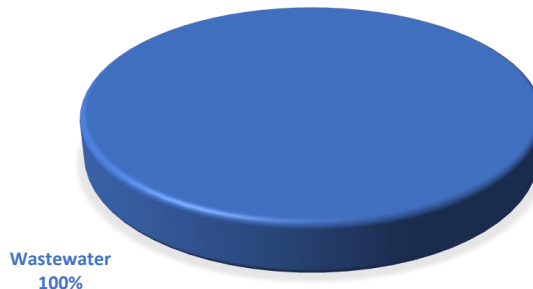
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Wastewater	\$ -	\$ 550,000	\$ 5,500,000	\$ -	\$ -	\$ 6,050,000
Total Funding	\$ -	\$ 550,000	\$ 5,500,000	\$ -	\$ -	\$ 6,050,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$6,050,000		Operating and maintenance costs to be determined depending on the final project.	
Status, Priority, Justification and Project Management			
Project Status	Revised Schedule		
Priority	Medium		
Justification	Enhanced Service Delivery		
Managing Department	Public Works		
Project Details			
Expansion will allow for growth and redundancy of the current treatment plant for routine maintenance and repairs.			



FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WASTEWATER

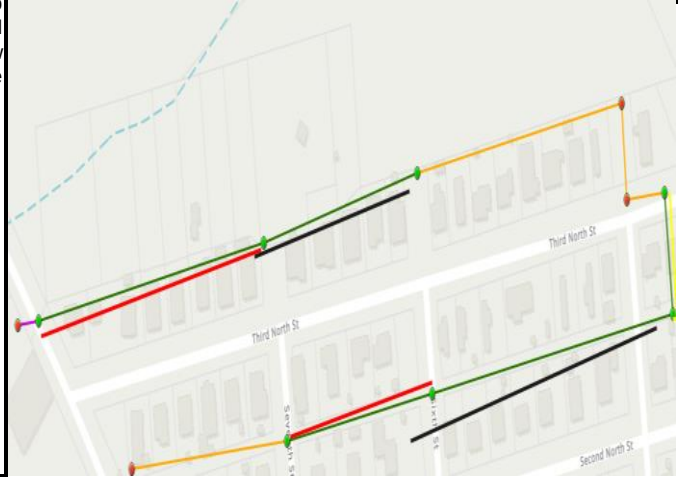
S09 - Collections: Third North Sewer Realignment

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Construction	750,000	-	-	-	-	750,000
Total Expenses	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000

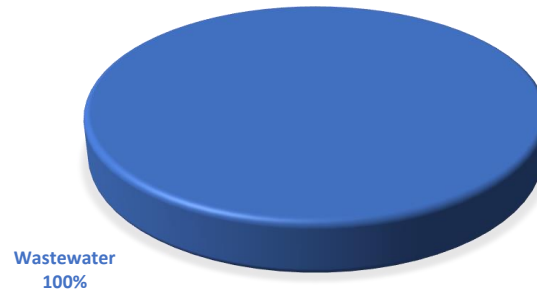
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Wastewater	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000
Total Funding	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$750,000	Operating and maintenance costs to be determined depending on the final project.
Status, Priority, Justification and Project Management	
Project Status	Revised Cost
Priority	Medium
Justification	Enhanced Service Delivery
Managing Department	Public Works
Project Details	
The original sewer line for Third North is still in use and runs in the owners properties, including underneath structures and pools. The line also has numerous 45 degree turns which hinders it's ability to function optimally and impedes the Staff's ability to maintain and repair the line. The project would allow for construction of a new sewer line and reconnect the 23 properties along Third North to the new line.	



FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WASTEWATER

S10 - SLUDGE DRYING BEDS

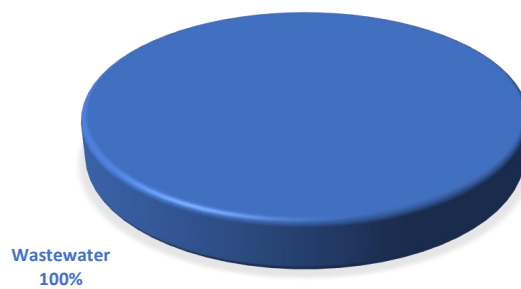
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Construction	100,000	-	-	-	-	100,000
Total Expenses	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Wastewater	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
Total Funding	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (60,000)
Total Operating Impact	\$ -	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (60,000)

Total Project Cost		Operating Budget Impact/Other:	
\$110,000		Expected decrease to O&M due to lighter waste being hauled to landfill (\$15,000/year).	
Status, Priority, Justification and Project Management			
Project Status	Revised Schedule		
Priority	Low		
Justification	Efficient Operations		
Managing Department	Public Works		
Project Details			
Project would allow more effective drying of sludge waste and redundancy in the event of belt press failure. Town has stopped drying on ground per ADEQ recommendation.			

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WASTEWATER

S11 - VRIC PROPERTY REHAB

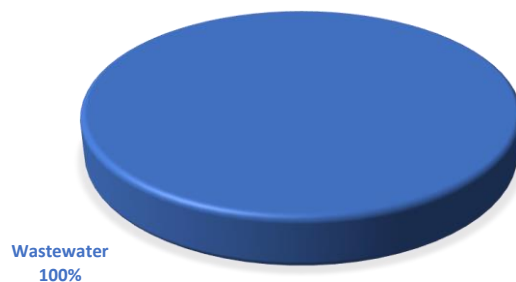
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	135,000	-	-	-	-	135,000
Total Expenses	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ 135,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Sewer	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ 135,000
Water	-	-	-	-	-	-
Total Funding	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ 135,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$135,000		None.	
Status, Priority, Justification and Project Management			
Project Status	Revised Schedule		
Priority	High		
Justification	Legal Mandate		
Managing Department	Public Works		
Project Details			
This project will replacing irrigation for reclaim water and/or investigate other options for maintaining/improving our ADEQ APP Permit status.			
FY 23-24			
Survey & Water Balance CIP S11: \$15,000 (est)			

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WASTEWATER

S12 - Wastewater Ponds Dredging

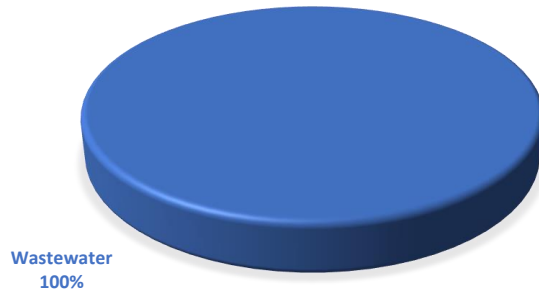
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Total Expenses	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Wastewater	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Total Funding	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$35,000	No impact to operating budget due to upgrade of current systems.
Status, Priority, Justification and Project Management	
Project Status	
Priority	
Justification	
Managing Department	
Project Details	
Dredging a wastewater pond is the process of removing sludge that has built up on the bottom of the pond. Wastewater ponds can accumulate excessive sludge over time, which can reduce a plant's ability to control BOD, TSS, and nutrient in the effluent.	

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WATER

W02 - Distribution: PRV Stations (Town Wide)

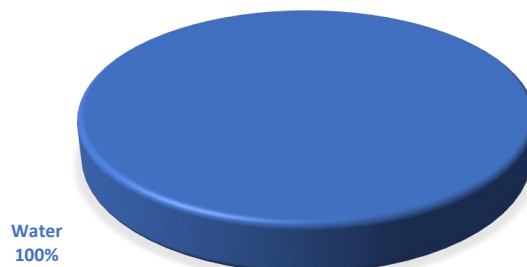
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	300,000	-	-	-	-	300,000
Total Expenses	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Water	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total Funding	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:										
\$300,000	Maintenance cost covered by current Valve maintenance program.										
<table border="1"> <thead> <tr> <th colspan="2">Status, Priority, Justification and Project Management</th> </tr> </thead> <tbody> <tr> <td>Project Status</td> <td>Revised Cost/Schedule</td> </tr> <tr> <td>Priority</td> <td>Medium</td> </tr> <tr> <td>Justification</td> <td>Enhanced Service Delivery</td> </tr> <tr> <td>Managing Department</td> <td>Public Works</td> </tr> </tbody> </table>		Status, Priority, Justification and Project Management		Project Status	Revised Cost/Schedule	Priority	Medium	Justification	Enhanced Service Delivery	Managing Department	Public Works
Status, Priority, Justification and Project Management											
Project Status	Revised Cost/Schedule										
Priority	Medium										
Justification	Enhanced Service Delivery										
Managing Department	Public Works										
<table border="1"> <thead> <tr> <th colspan="2">Project Details</th> </tr> </thead> <tbody> <tr> <td colspan="2">This project will add four new Pressure Reducing Valves/Stations (PRV) to allow creation of multiple zone for a better adjustment of pressure zones for improved system wide operations. These new PRV's are based on a recently completed feasibility study. Feasibility study completed FY 22/23. Recommendation is to add four PRVs.</td> </tr> <tr> <td colspan="2">FY 24/25: Park Rd PRV design and construction complete. Black Hills PRV surveys and design planned to be completed.</td> </tr> </tbody> </table>		Project Details		This project will add four new Pressure Reducing Valves/Stations (PRV) to allow creation of multiple zone for a better adjustment of pressure zones for improved system wide operations. These new PRV's are based on a recently completed feasibility study. Feasibility study completed FY 22/23. Recommendation is to add four PRVs.		FY 24/25: Park Rd PRV design and construction complete. Black Hills PRV surveys and design planned to be completed.					
Project Details											
This project will add four new Pressure Reducing Valves/Stations (PRV) to allow creation of multiple zone for a better adjustment of pressure zones for improved system wide operations. These new PRV's are based on a recently completed feasibility study. Feasibility study completed FY 22/23. Recommendation is to add four PRVs.											
FY 24/25: Park Rd PRV design and construction complete. Black Hills PRV surveys and design planned to be completed.											

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WATER

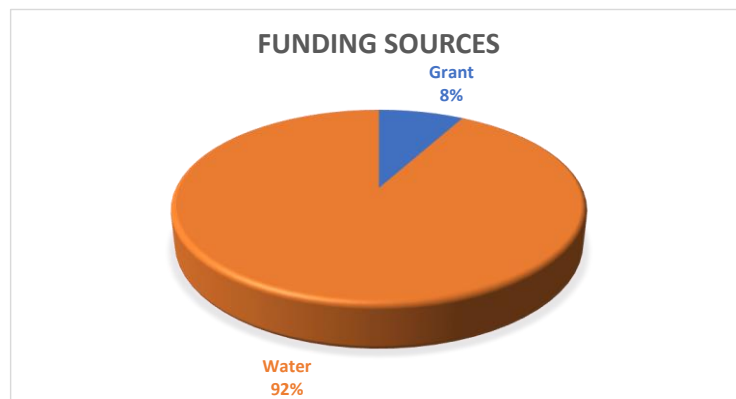
W05 - Groundwater Well and Treatment

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
Construction	-	10,000,000	-	-	-	10,000,000
Total Expenses	\$ 2,500,000	\$ 10,000,000	\$ -	\$ -	\$ -	\$ 12,500,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Grant	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Water	\$ 1,500,000	\$ 10,000,000	\$ -	\$ -	\$ -	\$ 11,500,000
Total Funding	\$ 2,500,000	\$ 10,000,000	\$ -	\$ -	\$ -	\$ 12,500,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
To Be Determined	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
Total Operating Impact	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000

Total Project Cost		Operating Budget Impact/Other:	
\$12,500,000		Operations and maintenance costs will be determined as a result of the formal design.	
Status, Priority, Justification and Project Management			
Project Status	Revised Cost/Schedule		
Priority	Medium		
Justification	Enhanced Service Delivery		
Managing Department	Public Works		
Project Details			
This project will evaluate possible options for putting the well in service and address potential infrastructure needed to allow the well to be functional. Feasibility study completed for Mescal site in FY 22/23. Preliminary study on other groundwater locations completed in FY 23/24 as part of the Water & Wastewater Master Plan. Estimated costs include well improvements, arsenic treatment, backwash system, and storage tank.			



FY 2025-29 CAPITAL IMPROVEMENT PLAN WATER

W10 - Distribution: EPA Lead and Copper Rule Rev Compliance

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Professional Services	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Total Expenses	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

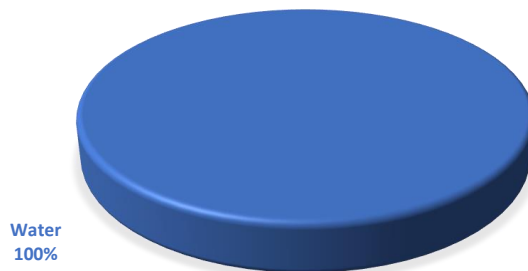
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Water	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Total Funding	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Software	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Total Operating Impact	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000

Total Project Cost		Operating Budget Impact/Other:	
\$250,000		No changes to be made to the system; however continued software agreement and tracking of new pipes and changes may be required.	
Status, Priority, Justification and Project Management			
Project Status	Revised Cost		
Priority	High		
Justification	Legal Mandate		
Managing Department	Public Works		
Project Details			
EPA revision to the Lead and Copper Rule requires a complete inventory of water system and home owner pipes with a first compliance deadline of October 16, 2024.			
ADEQ is providing assistance with the LSL Inventory for small water systems. Updated costs are for unknown requirements or services not covered by ADEQ's assistance.			



FUNDING SOURCE



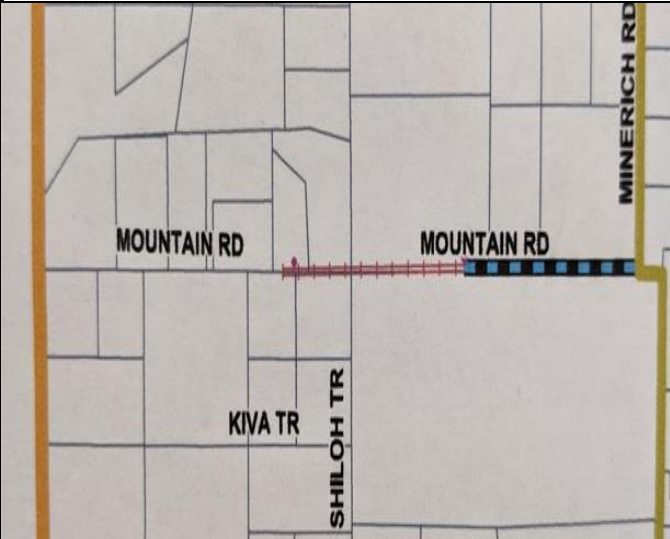
FY 2025-29 CAPITAL IMPROVEMENT PLAN WATER

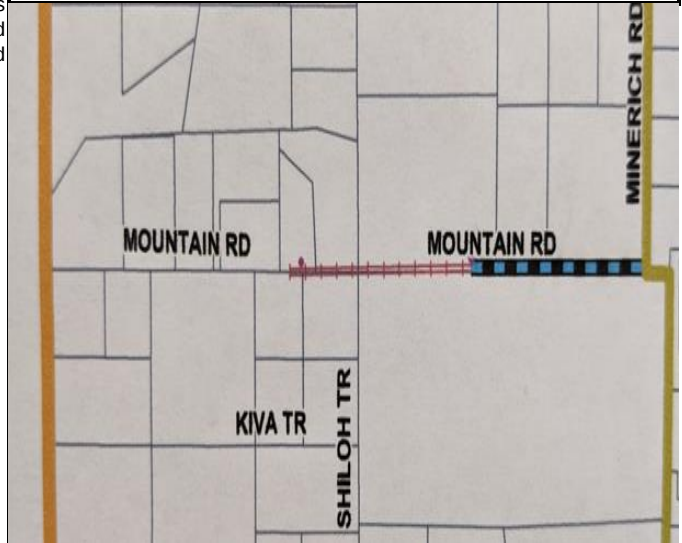
W12 - Distribution: Water Line Research

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total Expenses	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

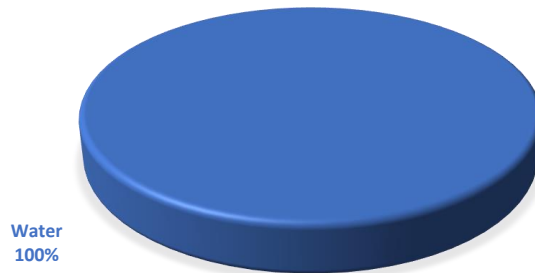
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Water	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total Funding	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 600
Total Operating Impact	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 600

Total Project Cost		Operating Budget Impact/Other:	
\$10,000		Minimal impact to operating budget as it is a relatively short run of water line and could be offset by user fees of new connections.	
Status, Priority, Justification and Project Management			
Project Status	Revised Schedule		
Priority	High		
Justification	Risk Mitigation		
Managing Department	Public Works		
Project Details			
Mountain Road water line was installed as a private line and without ADEQ approval. Staff discovered that the Town was selling water from this line. Effort to resolve the legality of this condition is required to comply with ADEQ Bulletin 11. Staff has discovered several other lines that could potentially need research and resolution.			



FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WATER

W13 - Distribution: Panorama Booster Station

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ 50,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 80,000
Construction	-	300,000	-	-	-	300,000
Total Expenses	\$ 50,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 380,000

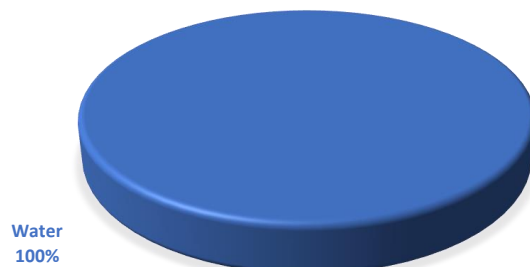
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Water	\$ 50,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 350,000
Total Funding	\$ 50,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 350,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$380,000		No impact to operational budget due to replace/upgrade of infrastructure. Possible power and maintenance savings.	
Status, Priority, Justification and Project Management			
Project Status		New	
Priority		Medium	
Justification		Risk Mitigation	
Managing Department		Public Works	
Project Details			
This pump station is unsafe due to equipment being located in a seven foot deep vault. Equipment is obsolete and direct replacements are not available. Upgrading to VFDs will allow us to eliminate the hydropneumatic tank, raise all equipment out of the vault, increasing safety and supporting service expansion. Current building and equipment are not located on Town property. Proposal to rebuild in appropriate location would also provide service to Panorama during construction. Project would also include enhanced communication between pump and tank which currently has no redundancy. FY 23/24: Urgent repairs to Panorama Booster Station are estimated to be \$175,000 by Fiscal Year End. Town was able to make improvements to safety issues as the repairs were being made. FY 24/25: Funding will allow survey and land ownership issues to be resolved prior to starting design for full rehabed station.			



FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WASTEWATER

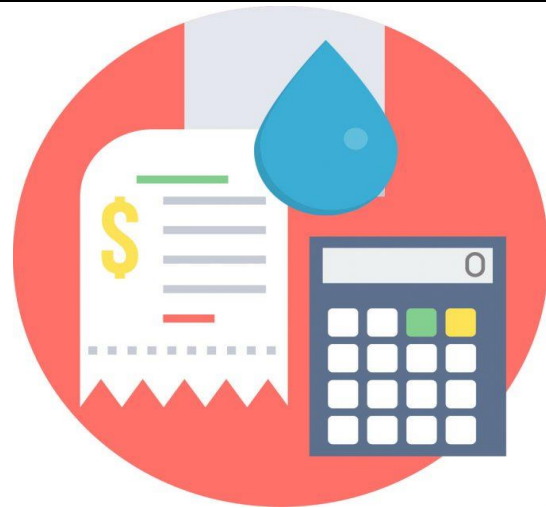
W16 - MASTER PLAN, RATE STUDY & INFRASTRUCTURE IMPROVEMENT PLAN

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Professional Services	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total Expenses	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

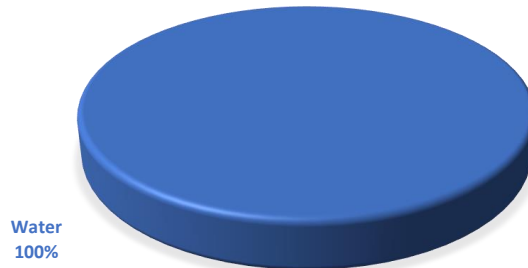
Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Water	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total Funding	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$300,000		None.	
Status, Priority, Justification and Project Management			
Project Status	Revised Scope/Cost/Schedule		
Priority	Medium		
Justification	Efficient Operations		
Managing Department	Public Works		
Project Details			
Professional studies to determine whether utility rates are sufficient to meet the utilities operating needs, or if rate increases are warranted to include rate recommendations, and analyze infrastructure needs as the Town grows to prioritize and plan capital improvements.			
Project was started in FY 22/23 and will carry into FY 23/24.			
Rate study was completed FY 23/24 and the Water-Wastewater Master Plan is in progress. This could be followed by an IIP (Infrastructure Improvement Plan) which would provide the necessary assessment and documentation for development/impact fees.			



FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WATER

W19 - Production: Haskell Springs Tank Coating

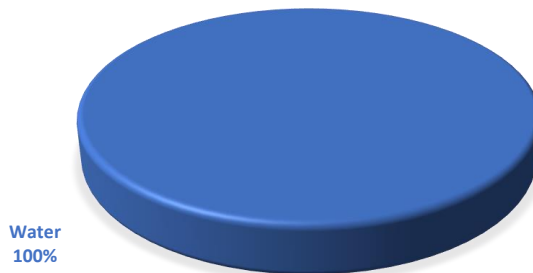
Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Total Expenses	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Water	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Total Funding	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$250,000		No impact to operational budget due to repair of current infrastructure.	
Status, Priority, Justification and Project Management			
Project Status	Revised Schedule		
Priority	Medium		
Justification	Efficient Operations		
Managing Department	Public Works		
Project Details			
FY 22/23 tank inspections found 750,000 gallon tank requires recoating.			
			

FUNDING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WASTEWATER

W23 - CELLULAR METER PROGRAM

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	612,500	-	-	-	-	612,500
Total Expenses	\$ 612,500	\$ -	\$ -	\$ -	\$ -	\$ 612,500

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
Grants	\$ 562,500	\$ -	\$ -	\$ -	\$ -	\$ 562,500
Water	50,000	-	-	-	-	50,000
Total Funding	\$ 612,500	\$ -	\$ -	\$ -	\$ -	\$ 612,500

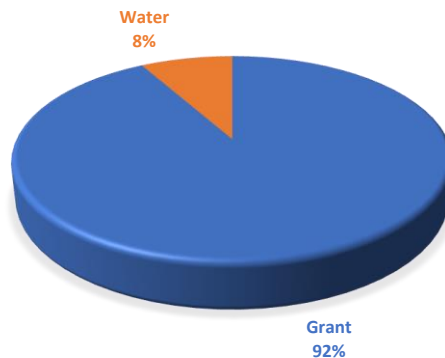
Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost		Operating Budget Impact/Other:	
\$612,500		No incremental cost to the improved, existing asset.	
Status, Priority, Justification and Project Management			
Project Status	Revised Schedule/Cost		
Priority	Low		
Justification	Efficient Operations		
Managing Department	Public Works		
Project Details			
This project will fully implement the cellular meter program. Customers will have access to current usage data in order to support conservation efforts as well as early leak detection. While asset is not greater than \$5K per unit, the replacements will alter/add value to the water system.			
O&M meter replacements scheduled for FY23/24 have not been purchased due to intention of bulk purchase with the cellular meter parts in order to take advantage of any possible discounts. These will be included as part of bid package required by the WIFA Water Conservation Grant.			





FINANCING SOURCE



FY 2025-29 CAPITAL IMPROVEMENT PLAN WASTEWATER

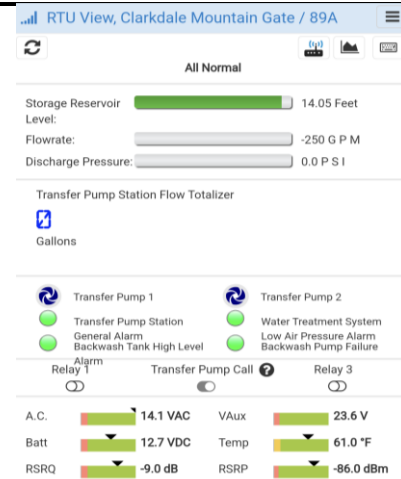
W25 - Water SCADA Upgrades

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total Expenses	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

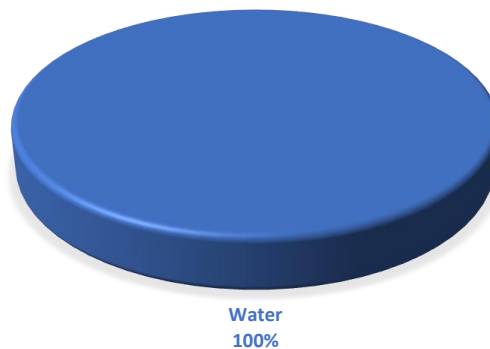
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Water	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total Funding	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$50,000	No impact to operating budget due to upgrade of current systems.
Status, Priority, Justification and Project Management	
Project Status	New
Priority	High
Justification	Risk Mitigation
Managing Department	Public Works
Project Details	
Arsenic Treatment Plant (ATP), Black Hills Booster and Panorama Booster require updates to Mission SCADA capabilities. Radio link updates are required for ATP, Mountain Gate well and Haskell Springs well. This vital software provides specific monitoring and alerts for our systems.	



FUNDING SOURCES



FY 2025-29 CAPITAL IMPROVEMENT PLAN WASTEWATER

W27 - Cement Plant Rd Meter Box Lid Repairs

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Capital Outlay	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Total Expenses	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000

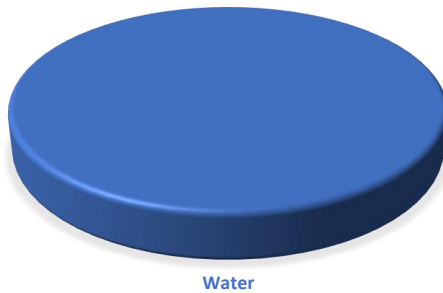
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Water	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Total Funding	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$5,000	No impact to operating budget due to upgrade of current systems.
Status, Priority, Justification and Project Management	
Project Status	
Priority	
Justification	
Managing Department	
Project Details	
The 6" meter box for Kwait Heights regularly gets run over due to its street side location on Cement Plant Road. This meter is not cellular yet and requires manual reads; however the lid is difficult to open due to the damage. Lid requires replacement and safety bollards installed to make the box more visible and prevent continued damage.	



FUNDING SOURCES



FY 2025-29 CAPITAL IMPROVEMENT PLAN GENERAL GOVERNMENT

W28 - Public Works and Utilities Warehouse

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Construction	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total Expenses	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

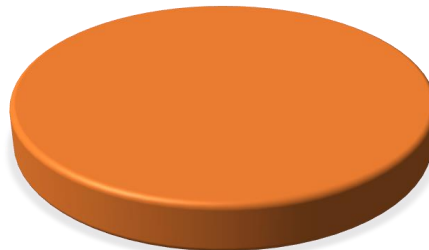
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Water	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total Funding	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ (15,600)	\$ (15,600)	\$ (15,600)	\$ (15,600)	\$ (62,400)
Total Operating Impact	\$ -	\$ (15,600)	\$ (15,600)	\$ (15,600)	\$ (15,600)	\$ (62,400)

Total Project Cost	Operating Budget Impact/Other:
\$300,000	A permanent structure on Town property would eliminate the need to lease a warehouse.
Status, Priority, Justification and Project Management	
Project Status	New
Priority	Medium
Justification	End of Useful Life
Managing Department	Public Works
Project Details	
This warehouse would provide environmental and pest protected storage for parts and equipment. Public Works is currently leasing a warehouse to provide immediate storage.	



FUNDING SOURCES



Water, 100%

FY 2025-29 CAPITAL IMPROVEMENT PLAN WATER

W29 - Haskell Springs Tank Connector

Expenses	24-25	25-26	26-27	27-28	28-29	Total
Design	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Construction	50,000	-	-	-	-	50,000
Total Expenses	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

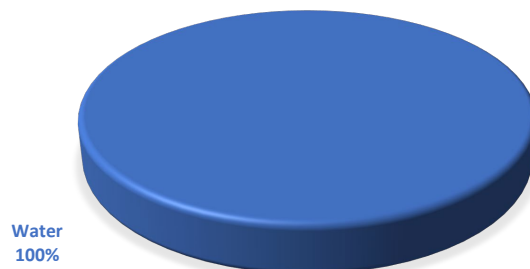
Funding Source	24-25	25-26	26-27	27-28	28-29	Total
Water	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Total Funding	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

Operating Impact	24-25	25-26	26-27	27-28	28-29	Total
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	Operating Budget Impact/Other:
\$60,000	Minimal increase in O&M for additional valve(s).
Status, Priority, Justification and Project Management	
Project Status	New
Priority	Medium
Justification	Efficient Operations
Managing Department	Public Works
Project Details	
Upon inspection in preparation for Haskell Springs Tank Coating project, staff discovered that the discharge piping on the two tanks located at Haskell Springs are not interconnected. In it's current configuration, when the larger tank at Haskell Springs is taken offline for coating the 12" line will not have water supply and large portions of Town will experience a water outage. This connection will allow the two tanks to be interconnected so that either tank can be taken offline for maintenance while providing normal services to the entirety of Town.	



FUNDING SOURCE



NOTICE OF PUBLIC HEARING

Notice is hereby given that the Common Council of the Town of Clarkdale, at a regular meeting held on Tuesday, May 28, 2024, adopted a Tentative Budget for Fiscal Year 2024-2025, as outlined in Schedules A through E and G below and prepared per Arizona Revised Statutes §42-17101 and §42-17102. The Council will meet on Tuesday, June 25, 2024 at 3:00 p.m. in the Clark Memorial Clubhouse, Men's Lounge, 19 N. Ninth Street, Clarkdale, AZ 86324, and hold a public hearing where any taxpayer of the Town of Clarkdale may appear in favor or against any proposed expenditure or property tax levy. Taxpayers may also attend the meeting virtually by visiting clarkdale.az.gov and following the link to 'Agenda & Minutes' and selecting the June 25, 2024 Council Agenda. Copies of the Tentative Budget are available for public inspection by visiting clarkdale.az.gov, Clarkdale Town Hall, 39 N. Ninth Street, Clarkdale, AZ - Monday through Thursday, 8:00 a.m. to 5:30 p.m. and Friday, 8:00 a.m. to Noon, or Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ - Monday through Thursday, 1:00 p.m. to 5:30 p.m. and Friday 8:00 a.m. to Noon.

Town of Clarkdale, AZ Summary Schedule of estimated revenues and expenditures/expenses Fiscal year 2025

Fiscal year	S c h	Funds							
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total all funds
2024 Adopted/adjusted budgeted expenditures/expenses*	E 1	5,805,487	16,138,827	0	3,185,627	0	10,595,004	0	35,724,945
2024 Actual expenditures/expenses**	E 2	4,992,480	9,481,324	0	1,702,854	0	4,361,832	0	20,538,490
2025 Beginning fund balance/(deficit) or net position/(deficit) at July 1***	3	5,202,364	1,266,674	0	3,012,843	0	6,553,352	0	16,035,233
2025 Primary property tax levy	B 4	667,000							667,000
2025 Secondary property tax levy	B 5								0
2025 Estimated revenues other than property taxes	C 6	5,957,562	16,629,626	0	36,762	0	4,258,825	0	26,882,775
2025 Other financing sources	D 7	2,350,000	7,393,231	0	2,490,664	0	3,911,349	0	16,145,244
2025 Other financing (uses)	D 8	0	0	0	0	0	0	0	0
2025 Interfund transfers in	D 9	257,429	500,000	0	2,366,550	0	1,524,516	0	4,648,495
2025 Interfund Transfers (out)	D 10	2,356,550	56,410	0	1,817,516	0	418,019	0	4,648,495
2025 Line 11: Reduction for fund balance reserved for future budget year expenditures									
Maintained for future debt retirement									0
Maintained for future capital projects	11				3,012,843				3,012,843
Maintained for future financial stability		5,202,364	1,266,674				6,553,352		13,022,390
Maintained for future retirement contributions									0
									0
2025 Total financial resources available	12	6,875,441	24,466,447	0	3,076,460	0	9,276,671	0	43,695,019
2025 Budgeted expenditures/expenses	E 13	6,875,441	24,466,447	0	3,076,460	0	9,276,671	0	43,695,019

Expenditure limitation comparison

1 Budgeted expenditures/expenses
2 Add/subtract: estimated net reconciling items
3 Budgeted expenditures/expenses adjusted for reconciling items
4 Less: estimated exclusions
5 Amount subject to the expenditure limitation
6 EEC expenditure limitation

2024	2025
\$ 35,724,945	\$ 43,695,019
35,724,945	43,695,019
\$ 35,724,945	\$ 43,695,019
\$ 46,234,009	\$ 48,948,899

☐ The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes expenditure/expense adjustments approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent beginning fund balance/(deficit) or net position/(deficit) amounts except for nonspendable amounts (e.g., prepaids and inventories) or amounts legally or contractually required to be maintained intact (e.g., principal of a permanent fund). See the Instructions tab, cell C17 for more information about the amounts that should and should not be included on this line.

Town of Clarkdale, AZ
Tax levy and tax rate information
Fiscal year 2025

	<u>2024</u>	<u>2025</u>
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ <u>692,936</u>	\$ <u>738,443</u>
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ _____	
3. Property tax levy amounts		
A. Primary property taxes	\$ <u>639,000</u>	\$ <u>667,000</u>
Property tax judgment	_____	_____
B. Secondary property taxes	_____	_____
Property tax judgment	_____	_____
C. Total property tax levy amounts	\$ <u>639,000</u>	\$ <u>667,000</u>
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ <u>614,652</u>	
(2) Prior years' levies	<u>24,228</u>	
(3) Total primary property taxes	\$ <u>638,880</u>	
B. Secondary property taxes		
(1) Current year's levy	\$ _____	
(2) Prior years' levies	_____	
(3) Total secondary property taxes	\$ _____	
C. Total property taxes collected	\$ <u>638,880</u>	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	<u>1.4150</u>	<u>1.3443</u>
Property tax judgment	_____	_____
(2) Secondary property tax rate	_____	_____
Property tax judgment	_____	_____
(3) Total city/town tax rate	<u>1.4150</u>	<u>1.3443</u>
B. Special assessment district tax rates		
Secondary property tax rates—As of the date the proposed budget was prepared, the city/town was operating <u>zero</u> special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

Town of Clarkdale, AZ
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
General Fund			
Local taxes			
Local Sales Tax	\$ 2,700,000	\$ 3,000,000	\$ 3,000,000
Franchise Fees	100,000	100,000	120,000
Licenses and permits			
Building Permits	125,000	130,000	125,000
Remediation and Grading Permits	5,000	5,000	1,000
General Planning and Zoning Permits	3,000	1,500	3,000
Other Licenses & Permits	9,600	9,300	9,700
Intergovernmental			
State Shared - Sales Tax	697,749	716,000	737,853
State Shared - Income Tax	1,242,950	1,281,500	1,038,584
State Shared - County Vehicle License Tax	397,929	365,000	398,477
Charges for services			
Verde River Outfitter Fees	35,000	40,000	40,000
Facility Rentals	16,000	15,000	16,000
Animal Control	1,800	1,500	1,800
Other Charges for Service	18,500	24,100	25,400
Fines and forfeits			
Court Fines	50,000	40,000	45,000
Forfeiture, Auctions and Impounds	2,500	1,000	1,000
Interest on investments			
Interest Income	140,000	510,641	303,243
In-lieu property taxes			
Contributions			
Voluntary contributions			
Verde River Day Use Contribution	9,000	9,000	19,000
Miscellaneous			
Reimbursements	52,700	35,408	42,500
Miscellaneous	16,085	24,100	23,250
Lease Proceeds	6,755	6,755	6,755
Total General Fund	\$ 5,629,568	\$ 6,315,804	\$ 5,957,562

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Clarkdale, AZ
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
Special revenue funds			
Highway User Revenue Funds (HURF)	\$	\$	\$
HURF via State	480,930	480,930	494,565
Interest	26,000	99,200	59,170
HB 2748 HURF Allocation	664,780	664,780	
	\$ 1,171,710	\$ 1,244,910	\$ 553,735
Grant Funds	\$	\$	\$
CDBG	393,516	393,516	
GIITEM Grant	95,843	88,101	99,844
Miscellaneous Grants	564,398	210,000	2,109,547
Grant Contingency	10,000,000	6,390,483	10,000,000
Heritage & LWCS Grants-Selna Mongini Park	1,500,000		1,500,000
CDS Federal Grant-Well Design	1,056,000		1,000,000
SMART Fund	807,500		
	\$ 14,417,257	\$ 7,082,100	\$ 14,709,391
Court Special Revenue Funds	\$	\$	\$
Court Enhancement	5,500	5,700	5,700
Court-Officer Safety		1,000	
	\$ 5,500	\$ 6,700	\$ 5,700
Other Special Revenue Funds	\$	\$	\$
Developer Reimbursement	412,000	412,000	212,000
Developer Reimbursement Contingency			1,000,000
Donations	110,800	35,936	91,800
Opioid Funds	30,000		50,000
Perpetual Care Fund	6,400	11,000	7,000
	\$ 559,200	\$ 458,936	\$ 1,360,800
Total special revenue funds	\$ 16,153,667	\$ 8,792,646	\$ 16,629,626
Debt service funds			
N/A	\$	\$	\$
Total debt service funds	\$	\$	\$
Capital projects funds			
Streets (Unrestricted) Funds	\$	\$	\$
UVSP Agreement	50,000	50,000	16,500
Interest	11,000	34,270	20,262
Misc.		20,000	
	\$ 61,000	\$ 104,270	\$ 36,762
Total capital projects funds	\$ 61,000	\$ 104,270	\$ 36,762

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Clarkdale, AZ
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
Permanent funds			
N/A	\$	\$	\$
Total permanent funds	\$	\$	\$
Enterprise funds			
Water	\$	\$	\$
Water Fee Revenue		2,073,375	2,274,663
Interest	41,000	125,882	74,426
Miscellaneous	10,177	10,342	10,168
	\$ 51,177	\$ 2,209,599	\$ 2,359,257
Wastewater	\$	\$	\$
Wastewater Fee Revenue	1,341,512	1,015,410	1,334,171
Lease Revenue		2,317	
Interest	26,000	79,380	53,932
Miscellaneous	6,000	6,064	1,000
	\$ 1,373,512	\$ 1,103,171	\$ 1,389,103
Sanitation	\$	\$	\$
Sanitation Fee Revenue	462,392	467,040	467,751
Interest	300	1,370	810
Miscellaneous			
	\$ 462,692	\$ 468,410	\$ 468,561
Cemetery	\$	\$	\$
Cemetery Fee Revenue	30,000	36,000	34,000
Interest	3,275	10,144	7,904
	\$ 33,275	\$ 46,144	\$ 41,904
Total enterprise funds	\$ 1,920,656	\$ 3,827,324	\$ 4,258,825
Internal service funds			
	\$	\$	\$
Total internal service funds	\$	\$	\$
Total all funds	\$ 23,764,891	\$ 19,040,044	\$ 26,882,775

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Clarkdale, AZ
Other financing sources/(uses) and interfund transfers
Fiscal year 2025

Fund	Other financing 2025		Interfund transfers 2025	
	Sources	(Uses)	In	(Out)
General Fund				
HURF Fund	\$	\$	\$ 49,410	\$
Wastewater Fund			75,271	
Sanitation Fund			31,783	
Water Fund			96,259	
Cemetery Fund			4,706	
Streets (Unrestricted) Fund				377,494
Capital Improvements Fund				1,979,056
General Fund	2,350,000			
Total General Fund	\$ 2,350,000	\$	\$ 257,429	\$ 2,356,550
Special revenue funds				
HURF Fund	\$ 825,831	\$	\$ 500,000	\$ 49,410
Donations	46,000			
Grants	6,521,400			
Perpetual Care Fund				7,000
Total special revenue funds	\$ 7,393,231	\$	\$ 500,000	\$ 56,410
Debt service funds				
	\$	\$	\$	\$
Total debt service funds	\$	\$	\$	\$
Capital projects funds				
Streets (Unrestricted) Fund	\$ 339,346	\$	\$ 387,494	\$ 300,000
Capital Improvements Fund	2,151,318		1,979,056	1,517,516
Total capital projects funds	\$ 2,490,664	\$	\$ 2,366,550	\$ 1,817,516
Permanent funds				
	\$	\$	\$	\$
Total permanent funds	\$	\$	\$	\$
Enterprise funds				
Wastewater Fund	\$ 229,014	\$	\$ 1,457,516	\$ 75,271
Sanitation Fund	200,000			241,783
Water Fund	3,301,835		60,000	96,259
Cemetery Fund	180,500		7,000	4,706
Total enterprise funds	\$ 3,911,349	\$	\$ 1,524,516	\$ 418,019
Internal service funds				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
Total all funds	\$ 16,145,244	\$	\$ 4,648,495	\$ 4,648,495

Town of Clarkdale, AZ
Expenditures/expenses by fund
Fiscal year 2025

	Adopted budgeted expenditures/ expenses	Expenditure/ expense adjustments approved	Actual expenditures/ expenses*	Budgeted expenditures/ expenses
Fund/Department	2024	2024	2024	2025
General Fund				
Administration	\$ 216,636	\$	\$ 216,593	\$ 226,297
Town Clerk	165,092		166,508	182,952
Human Resources	165,666		196,347	170,457
Finance	312,866		318,186	341,743
Community Development	675,765		534,540	701,336
Parks & Recreation	280,198		254,937	309,110
Court	199,634		175,724	194,079
Police	1,716,139		1,813,574	1,902,395
Verde River RAPs	68,240		49,374	63,957
Public Works	574,747		567,934	658,204
Town Wide	657,885		543,763	726,745
Contingency	772,619		155,000	1,398,166
Total General Fund	\$ 5,805,487	\$	\$ 4,992,480	\$ 6,875,441
Special revenue funds				
Highway User Revenue Fund (HURF)	\$ 1,123,617	\$	\$ 1,888,493	\$ 1,830,156
Dev Reimbursement Contingency			293,638	1,000,000
Donations Fund	550,300		199,440	349,800
CDBG	405,669		405,669	
Grants O&M and CIP	11,347,798		210,000	11,130,947
Grants Contingency	2,580,100		6,390,483	10,000,000
Court Enhancement	5,500		5,500	5,700
GIITEM Grant	95,843		88,101	99,844
Opioid Fund	30,000			50,000
Perpetual Care				
Total special revenue funds	\$ 16,138,827	\$	\$ 9,481,324	\$ 24,466,447
Debt service funds				
	\$	\$	\$	\$
Total debt service funds	\$	\$	\$	\$
Capital projects funds				
Capital Construction	\$ 2,345,267	\$	\$ 898,409	\$ 2,612,858
ARPA (CIP)				
Streets (Unrestricted)	840,360		804,445	463,602
Total capital projects funds	\$ 3,185,627	\$	\$ 1,702,854	\$ 3,076,460
Permanent funds				
	\$	\$	\$	\$
Total permanent funds	\$	\$	\$	\$
Enterprise funds				
Water O&M	\$ 2,087,465	\$	\$ 1,159,550	\$ 2,181,286
Water CIP & Debt Svc	4,421,183		1,430,183	2,826,117
Water Contingency	681,632			617,430
Wastewater O&M	731,018		786,104	785,821
Wastewater CIP & Debt Svc	1,120,448		546,448	1,323,450
Wastewater Contingency	903,605			891,091
Sanitation O&M	342,084		331,647	341,510
Sanitation Contingency	52,080			85,268
Cemetery O&M	42,487		54,900	56,049
Cemetery CIP	193,500		53,000	140,500
Cemetery Contingency	19,502			28,149
Total enterprise funds	\$ 10,595,004	\$	\$ 4,361,832	\$ 9,276,671
Internal service funds				
	\$	\$	\$	\$
Total internal service funds	\$	\$	\$	\$
Total all funds	\$ 35,724,945	\$	\$ 20,538,490	\$ 43,695,019

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Town of Clarkdale, AZ
Expenditures/expenses by department
Fiscal year 2025

	Adopted budgeted expenditures/ expenses	Expenditure/ expense adjustments approved	Actual expenditures/ expenses*	Budgeted expenditures/ expenses
Department/Fund	2024	2024	2024	2025
	\$	\$	\$	\$
Each Department is Budgeted in One Fund, Schedule F Not Required				
Department total	\$	\$	\$	\$

List department:

[illegible]

List department:

[illegible]

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Town of Clarkdale, AZ
Full-time employees and personnel compensation
Fiscal year 2025

	Full-time equivalent (FTE)	Employee salaries and hourly costs	Retirement costs	Healthcare costs	Other benefit costs	Total estimated personnel compensation
Fund	2025	2025	2025	2025	2025	2025
General Fund	34.96	\$ 2,543,477	\$ 393,635	\$ 595,290	\$ 259,067	\$ 3,791,469
Special revenue funds						
Grant Fund-GIITEM	0.75	\$ 57,015	\$ 13,838	\$ 17,768	\$ 7,314	\$ 95,935
Total special revenue funds	0.75	\$ 57,015	\$ 13,838	\$ 17,768	\$ 7,314	\$ 95,935
Debt service funds						
		\$	\$	\$	\$	\$
Total debt service funds		\$	\$	\$	\$	\$
Capital projects funds						
	2.71	\$ 177,911	\$ 20,896	\$ 28,565	\$ 22,711	\$ 250,083
Total capital projects funds	2.71	\$ 177,911	\$ 20,896	\$ 28,565	\$ 22,711	\$ 250,083
Permanent funds						
		\$	\$	\$	\$	\$
Total permanent funds		\$	\$	\$	\$	\$
Enterprise funds						
Water Fund	5.52	\$ 334,707	\$ 40,269	\$ 71,990	\$ 34,582	\$ 481,548
Wastewater Fund	2.73	178,680	21,391	36,432	18,660	255,163
Sanitation Fund	1.07	115,819	6,839	12,802	4,793	140,253
Cemetery Fund	0.37	21,976	2,696	9,604	2,216	36,492
Total enterprise funds	9.68	\$ 651,182	\$ 71,195	\$ 130,828	\$ 60,251	\$ 913,456
Internal service funds						
		\$	\$	\$	\$	\$
Total internal service fund		\$	\$	\$	\$	\$
Total all funds	48.09	\$ 3,429,585	\$ 499,564	\$ 772,451	\$ 349,343	\$ 5,050,943

Town of Clarkdale Annual Budget

FISCAL YEAR ENDING JUNE 30, 2025



Town Council

Mayor Robyn Prud'homme-Bauer

Vice Mayor Debbie Hunseder

Council Member Marney Babbitt-Pierce

Council Member Laura Jones

Council Member Lisa O'Neill

Town Manager

Susan Guthrie

Budget Timeline



Town of Clarkdale's Vision, Mission & Values

Vision: The Town of Clarkdale capitalizes upon our unique history, proximity to the Verde River, and small-town charm. We cultivate a safe environment where residents and businesses can thrive. 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



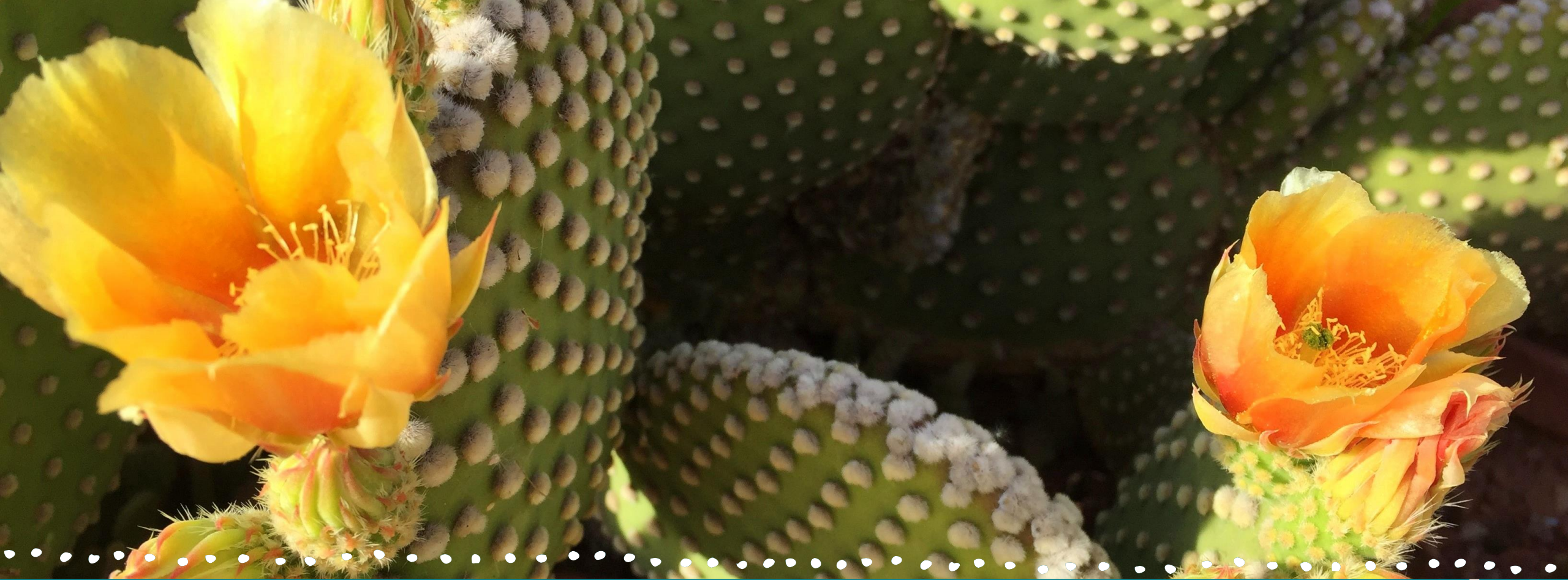
A photograph of a historic building with a red-tiled roof and a series of arches along the front. The building is light-colored with a small circular window in the gable. The sky is blue with some clouds. The text "Clarkdale's Strategic Goals" is overlaid in a white, cursive font.

Clarkdale's Strategic Goals

- ✓ **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.
- ✓ **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.

Updates Since Last Budget Work Session

- ❖ Addition of capital project for Luke Lane Roadway Improvements. Town will be seeking grant funds, with the amount to be determined. Added project to Capital Improvement Plan as a placeholder for the project.



Budget Assumptions & Highlights

Fiscal Year Ending June 30, 2025

In this year's budget...

REVENUE

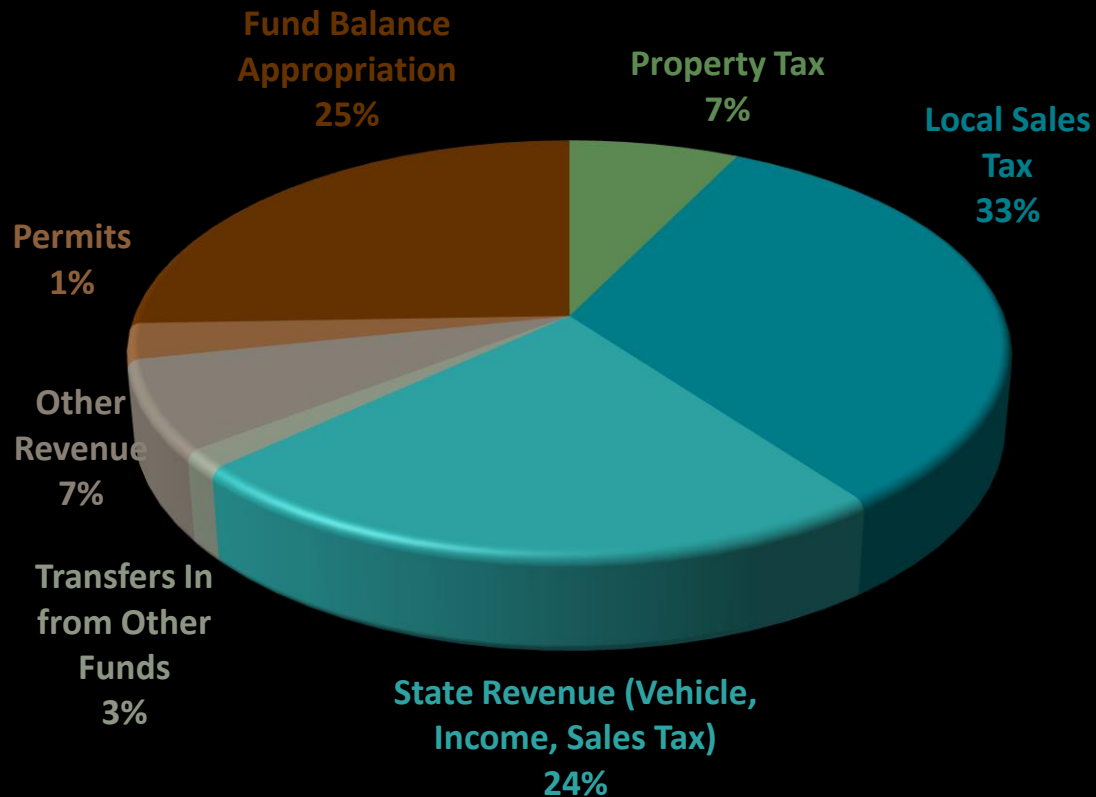
- ❖ Decrease in property tax rate (\$1.415 in FY2024, \$1.344 proposed for FY2025).
- ❖ State Shared Income Tax decrease of approx. \$204K due to implementation of State flat tax.
- ❖ Interest income budgeted at 50% of current year projected revenue.
- ❖ Existing Fund Balance in the General Fund, Capital Projects Fund, Streets, HURF, Sanitation and Water Funds utilized for infrastructure improvements.
- ❖ Rental tax revenue not included in budget due to legislative change (~\$125K).

EXPENDITURES

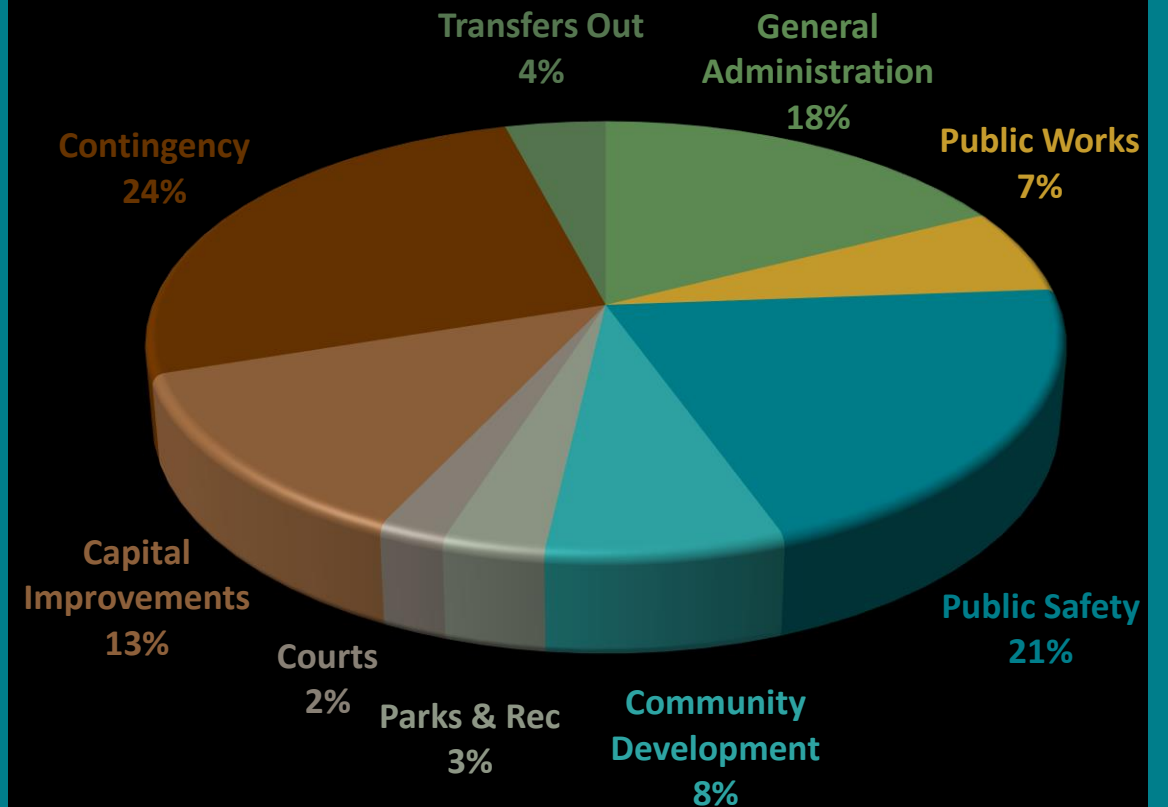
- ❖ Pension Contributions:
ASRS: 12.27% (decrease from 12.29% in FY2024).
PSPRS: Tiers 1-3 Range: 20.55%-24.27% (down from 23.87%-27.63% in FY2024).
- ❖ Health and dental increase of 6% and 3% respectively.
- ❖ Property & Liability Insurance increase of 10-12%, budgeted 12% due to planned vehicle additions.
- ❖ \$1.98 million transfer budgeted in the General Fund for capital improvements, including \$800K to be transferred to Wastewater only in event of emergency.
- ❖ \$24.2 million budgeted in Town Wide capital improvements (\$5.7 million from existing fund balance, \$15.2 million from grants, plus additional sources).

General Fund Budget

REVENUES



EXPENDITURES



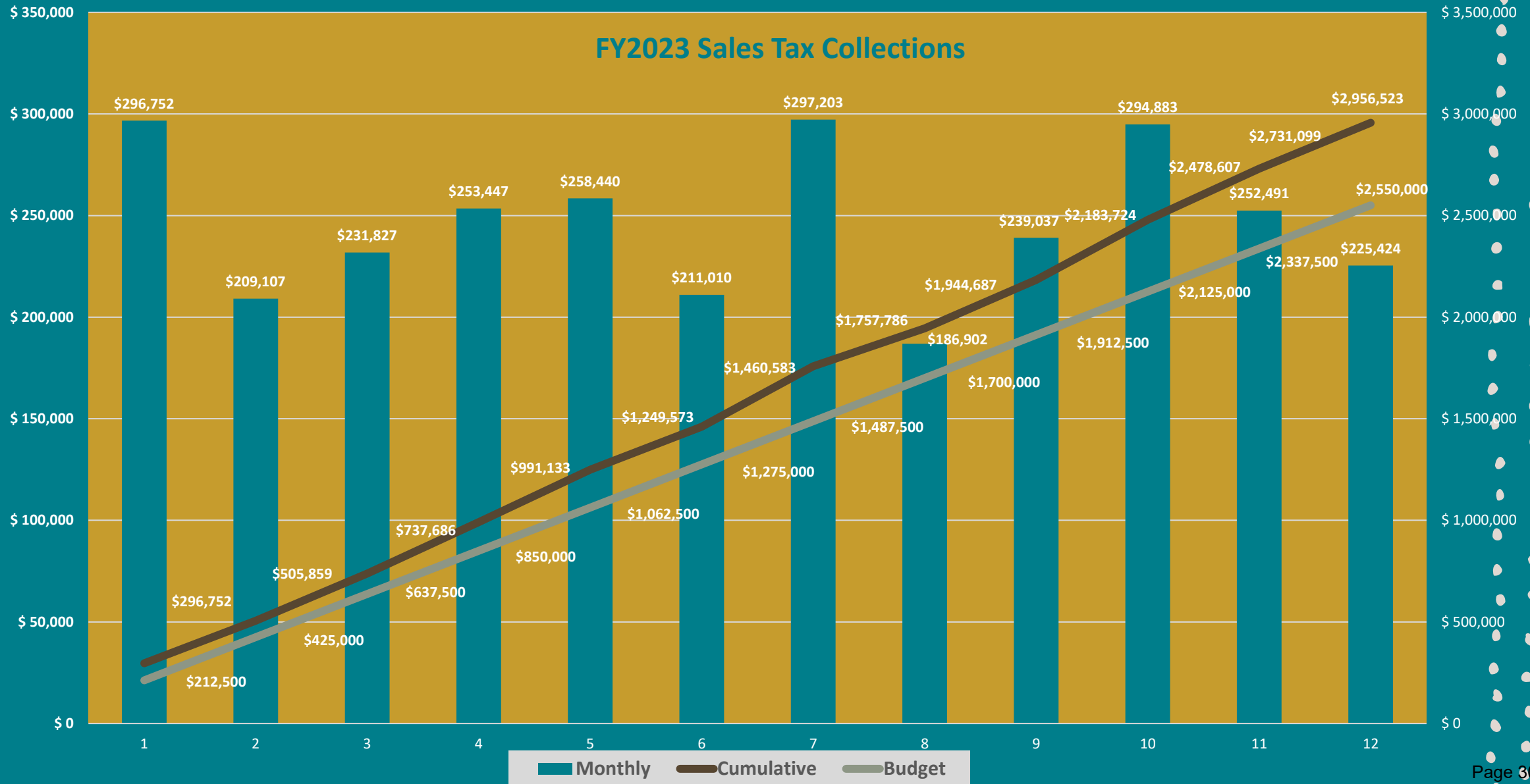
General Fund Budget

		FY2023 Actual	FY2024 Budget	FY2025 Budget Recommendation	\$ Change	% Change
Revenue						
Local Revenue		\$ 4,449,841	\$ 4,226,640	\$ 4,707,077	\$ 480,437	11.4%
State Revenue		1,568,534	2,338,628	2,174,914	(163,714)	-7.0%
Fund Balance Appropriation		-	1,000,000	2,350,000	1,350,000	135.0%
Total Revenue		\$ 6,018,375	\$ 7,565,268	\$ 9,231,991	\$ 1,666,723	22.0%
Expenditures						
Administration		\$ 249,109	\$ 216,636	\$ 226,297	\$ 9,661	4.5%
Town Clerk		137,142	165,092	182,952	17,860.00	10.8%
Human Resources		144,859	165,666	170,457	4,791.00	2.9%
Finance		222,309	312,866	341,741	28,875.00	9.2%
Town Wide		540,341	657,885	726,745	68,860.00	10.5%
Community Development		387,028	675,765	701,336	25,571.00	3.8%
Parks & Recreation		147,180	280,198	309,110	28,912.00	10.3%
Court		203,800	199,634	194,079	(5,555.00)	-2.8%
Police		1,361,967	1,716,139	1,902,396	186,257.00	10.9%
Verde River RAPS		45,072	68,240	63,957	(4,283.00)	-6.3%
Public Works		470,630	574,747	658,204	83,457.00	14.5%
Contingency & Transfers		770,957	2,532,400	3,754,717	1,222,317.00	48.3%
Capital Improvement Plan		342,284	-	-	-	0.0%
Total Expenditures		\$ 5,022,678	\$ 7,565,268	\$ 9,231,991	\$ 1,666,723	22.0%

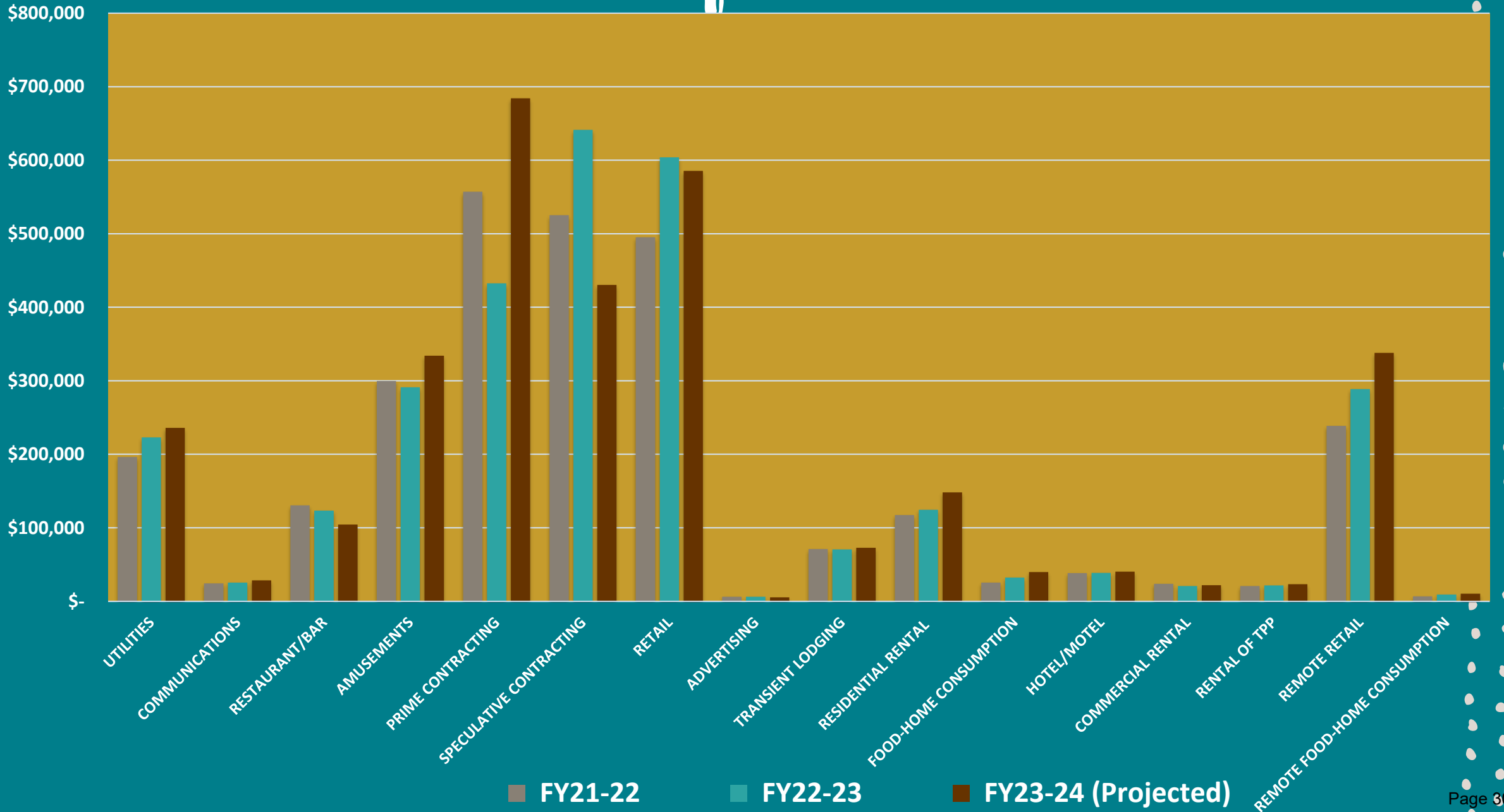
***Operational increase overall prior to Contingency & Transfers is 8.8%**

- ❖ Increase in local revenue, primarily due to local sales tax.
- ❖ Decrease in State revenue due to implementation of flat income tax.
- ❖ Fund Balance appropriation increase to fund contingency and capital projects.
- ❖ 5% COLA/Market adjustment included.
- ❖ Increase in Town Clerk budget for elections.
- ❖ Increase in Finance and Parks & Rec due to benefit changes.
- ❖ Increase in Town Wide budget due to economic development initiatives and increase in insurance.
- ❖ Increase in Police Department due to addition of new officer in FY2024.
- ❖ Increase in Public Works janitorial services and salaries/benefits.
- ❖ Largest increase in Contingency & Transfers to fund emergencies and capital projects.

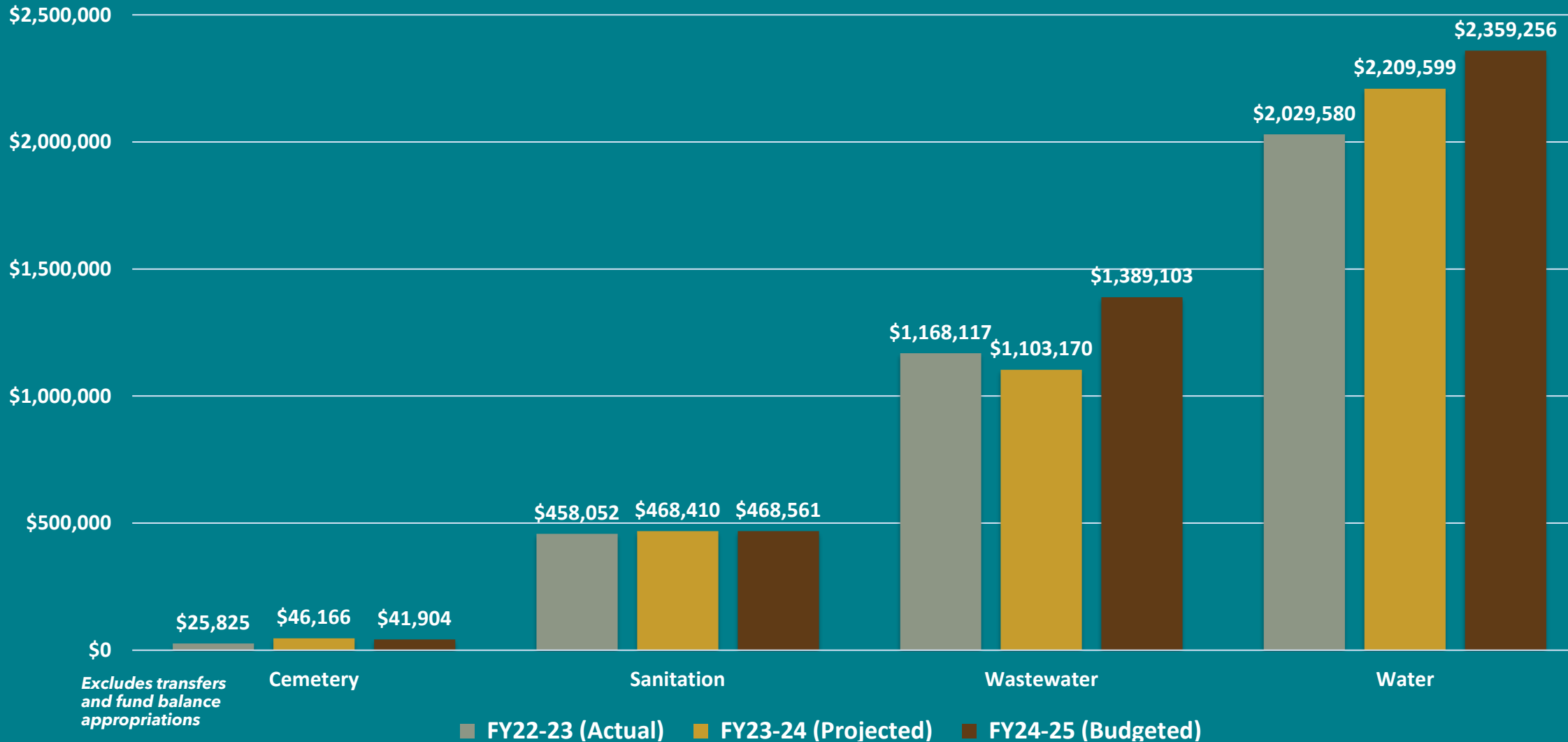
Largest Source of Revenue: Local Sales Tax



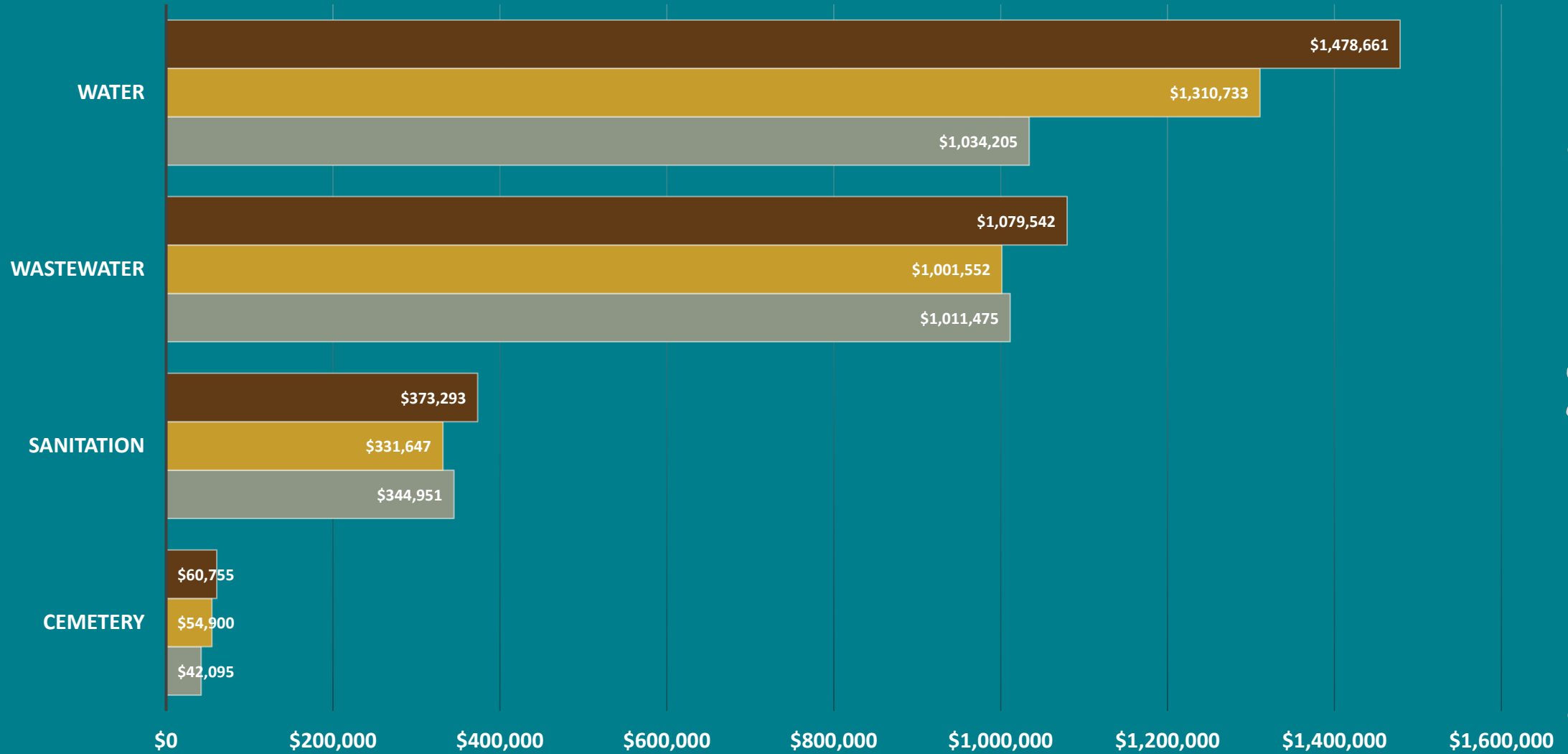
Breakdown of Local Sales Tax



Enterprise Fund Revenues



Enterprise Fund Expenditures



*Excludes contingency,
capital and transfers*

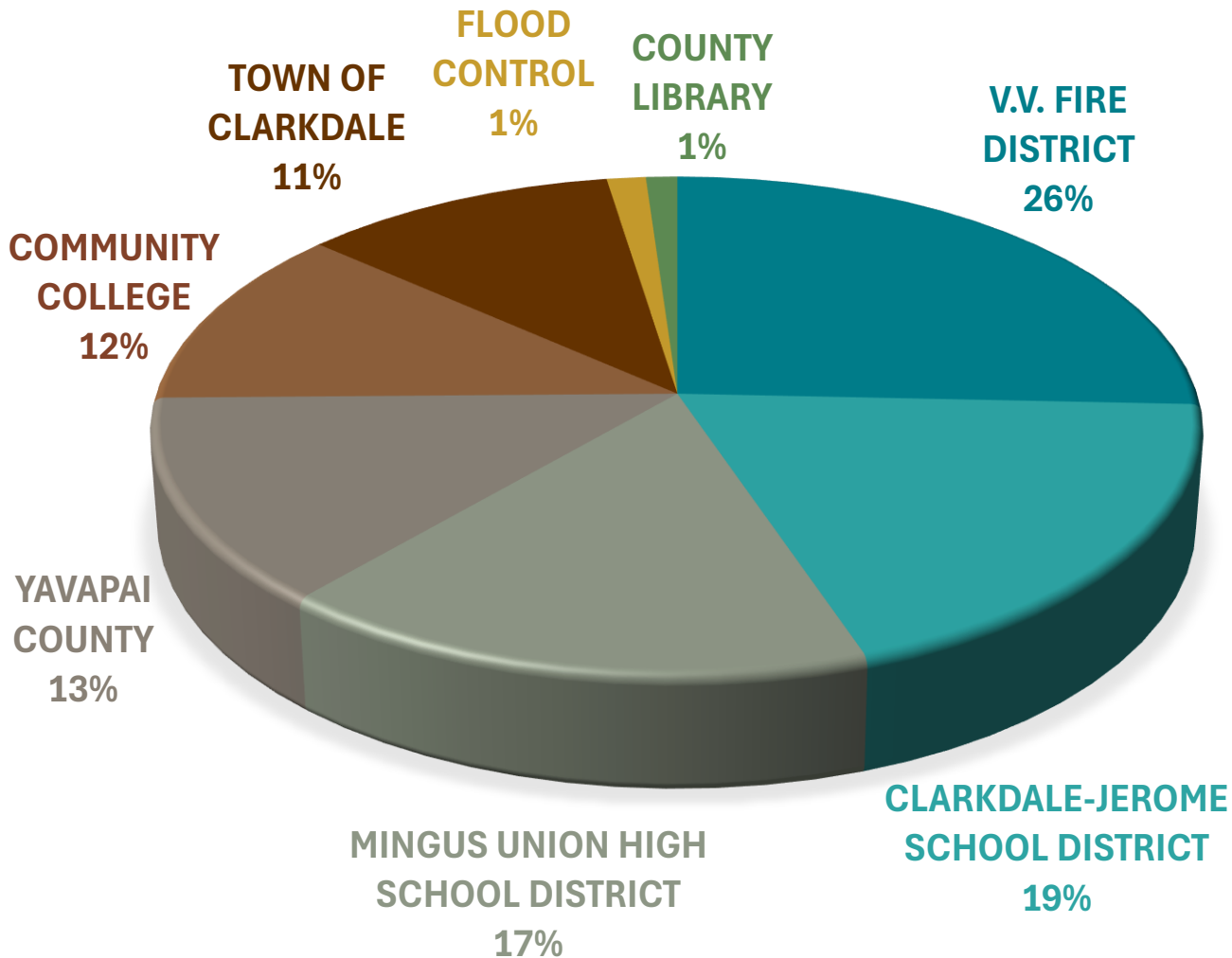
■ FY24-25 (Budgeted) ■ FY23-24 (Projected) ■ FY22-23 (Actual)

FY2025 Proposed Budget-All Funds

Town Fund	FY2025 Proposed Budget*
Court Enhancement	\$5,700
Opioid Fund	\$50,000
Cemetery Perpetual Care	\$7,000
Gang & Immigration Intelligence Team Enforcement Mission (GIITEM)	\$99,844
Cemetery	\$229,404
Donations	\$1,349,800
Sanitation	\$668,561
Streets	\$763,602
Highway User Revenue Fund (HURF)	\$1,879,566
Wastewater	\$3,075,633
CIP Fund 24	\$4,130,374
Water	\$5,721,091
General Fund	\$9,231,991
Grants	\$21,130,947
Total	\$48,343,513

*Totals include internal transfers (State Report Grand Total is \$43,695,019, which excludes transfers of \$4,648,495).

Property Tax Revenue



TAX AUTHORITY	TAX RATE *
V.V. FIRE DISTRICT	3.29
CLARKDALE-JEROME SCHOOL DISTRICT**	2.45
MINGUS UNION HIGH SCHOOL DISTRICT	2.13
YAVAPAI COUNTY	1.71
YAVAPAI COMMUNITY COLLEGE	1.51
TOWN OF CLARKDALE	1.42
YAVAPAI FLOOD CONTROL	0.18
YAVAPAI COUNTY LIBRARY	0.14
TOTAL	12.82
*Per \$100 of Assessed Property Value	
**Cottonwood-Oak Creek School District Tax Rate: \$2.60	

Property Tax Levy

- ❖ Represents less than 10% of the overall budget.
- ❖ Prior year levy was \$639K, a rate of \$1.415.
- ❖ Value of new construction is \$2,126,721, equating to an increase of \$28,617, the maximum allowable increase without requiring a truth in taxation hearing.
- ❖ Proposed FY2025 levy is \$667K, a rate of \$1.3443.

CALCULATING THE PRIMARY PROPERTY TAX LEVY AND RATE

FY2025 Net Assessed Value (NAV) of Town	\$	49,616,566
Reduced by Value of New Construction		2,126,721
Revised FY2025 NAV	\$	47,489,845

FY2024 Property Tax Levy	\$	639,000
Revised FY2025 NAV/100		474,898

Max Tax Rate that May be Imposed without a Truth in Taxation Hearing [Levy/(NAV/100)]	\$	1.3456
---	----	--------

FY2024 Property Tax Levy	\$	639,000
Value of Growth (\$1.3456*[\$2,126,721/100])		28,616

Max Primary Property Tax Levy that May be Imposed without a Truth in Taxation Hearing	\$	667,616
---	----	---------

Proposed FY2025 Property Tax Levy	\$	667,000
FY2025 Net Assessed Value (NAV)/100		496,166
Proposed Property Tax Rate [Levy/(NAV/100)]	\$	1.3443

Planning for a Strong Future for Clarkdale

**89A
Corridor**

**Fleet
Management
Planning**

**Strategic
Planning &
5-Year
Capital
Planning**

**Pavement
Management
Plan**

**Retail
Strategies &
Tourism
Marketing**

**Shovel
Ready
Projects**

**Trails
Master
Plan**

**Effluent &
Stormwater
Planning**

**Water &
Wastewater
Master Plan**

**Historic
Building
Assessment**

Goal Area #1

Preserve and Celebrate Our History

HISTORIC
BUILDING
PRESERVATION



- ❖ **Town Building Improvements: \$45K**
- ❖ **Clark Building North Soffit Rebuild: \$45K**
- ❖ **Public Works & Community Development Building Windows, Roof and Painting: \$200K**
- ❖ **Police Department Building Doors & Windows (grant): \$175K**

Goal Area # 2

Enhance the Quality of Life for Residents, Businesses and Visitors



- ❖ **Movement of Contingent Officer into Police Department Budget: \$120K**
- ❖ **Affordable Housing Plan (grant): \$200K**
- ❖ **Centerville Road Remediation: \$250K**
- ❖ **Police Department Vehicles & Remote Connectivity: \$256K**
- ❖ **Emergency Operations Center Generator (grant): \$100K**

Goal Area # 3

Enhance the Quality and Availability of Parks, Rec & Cultural Activities

PARKS, TRAILS,
AND PUBLIC AREA
IMPROVEMENTS



- ❖ **Selna-Mongini Park: \$2.5MM (partially grant funded)**
- ❖ **Completion of Town Park Gazebo: ~\$225K**
- ❖ **Park Playground Safety: \$25K**
- ❖ **Trails Planning & Development: \$16.5K**
- ❖ **Clarkdale Parkway Sidewalks: \$900K (grant funded)**
- ❖ **Cement Plant Road Improvements: \$3MM (potential grant funds)**

Goal Area # 4

Strengthen and Diversify Our Economy



- ❖ **Bitter Creek Bridge: \$6.6MM (grant funded)**
- ❖ **Broadband: \$225K**
- ❖ **Tourism Marketing: \$42K**
- ❖ **Economic Development Initiatives: \$55K**

Goal Area #5

Plan for the Maintenance and Growth of Quality Infrastructure

GENERAL
INFRASTRUCTURE
IMPROVEMENTS



- ❖ **Pavement Management Program: \$1.6MM**
- ❖ **Cemetery Drainage/Improvements: \$1.04MM (behest/grant funded)**
- ❖ **Alleyway Improvements: \$35K**
- ❖ **Traffic Engineering Study: \$20K**
- ❖ **Town Hall Parking Lot Chip Seal: \$80K**

Goal Area #5

Plan for the Maintenance and Growth of Quality Infrastructure

W A S T E W A T E R
I M P R O V E M E N T S



- ❖ **SCADA (Monitoring) Upgrades: \$75K**
- ❖ **Third North Sewer Realignment: \$750K**
- ❖ **Sludge Drying Beds: \$110K**
- ❖ **VRIC Property Rehab: \$135K**
- ❖ **Wastewater Ponds Dredging: \$135K**

Goal Area #5

Plan for the Maintenance and Growth of Quality Infrastructure

WATER
IMPROVEMENTS



- ❖ **Groundwater Well & Treatment: \$2.5MM**
(partially grant funded)
- ❖ **Mid-Zone Pressure Reducing Valves (PRV): \$300K**
- ❖ **EPA Lead & Copper Rule: \$250K**
- ❖ **Master Plan, Rate Study and Infrastructure Improvement Plan: \$300K**

Goal Area #5

Plan for the Maintenance and Growth of Quality Infrastructure

WATER
IMPROVEMENTS



- ❖ Haskell Springs Tank Coating: \$250K
- ❖ Cellular Meter Program (grant): \$613K
- ❖ SCADA (Monitoring) Upgrades: \$50K
- ❖ Fisher House Warehouse: \$300K
- ❖ Haskell Springs Tank Connector: \$60K

Goal Area # 6

Strategically Invest in Organizational Development to Enhance Efficiency & Service Delivery



- ❖ **Proposed 5% COLA/Market Adjustment: \$209K**
- ❖ **Town Hall Complex Wiring Upgrades: \$150K**
- ❖ **Vehicle Replacements (Community Development, Utilities & Police): \$501K (grant application pending)**
- ❖ **Employee Retention Program: \$5K**
- ❖ **Career Ladders, Succession Planning & Employee Surveys**

Leveraging Grants to Complete Projects



**Clarkdale Parkway
Sidewalks & Bike Lanes**

\$141K



Cellular Meters

\$563K



**Affordable
Housing Plan**

\$200K



Well Design

\$1 MM

Leveraging Grants to Complete Projects



**Bitter Creek
Bridge
\$6.6MM**



**Selna-Mongini
Park
\$1.5MM**



**Cement Plant Road
Multi-Modal
\$280K**



**Broadway Road
Overlay
\$664K**

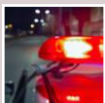
Grant Applications in Process



Cynthia Woods Mitchell Fund for Historic Interiors: Partial Funding for Clubhouse Windows: \$15K



APS Community Impact Grant (Events): \$3.5K



Safe Streets and Roads for All: Radars for Police Vehicles: \$6.9K

Grant Applications in Process

Congressionally Directed Spending



Purple Pipe (Reclaimed Water) for Selna-Mongini Park: \$527K



Cement Plant Road Multi-Modal Improvement Project (Design & Construction): \$3.03MM



Police Station Doors & Windows: \$175K



Police Vehicles (3): \$251K



Financial Policies in Review

Section VI: Procurement

**Increase proposed bidding requirement
from \$75,000 to \$100,000**

Section XII: Budget Policy

**Add language under “Budgeting for
Contingencies” to recommend budgeting six
months of prior year operating expenditures
in the General Fund, Water and Wastewater
Funds. For FY2025, this would be the
following:**

General Fund	\$2,173,190
Water Fund	\$340,671
Wastewater Fund	\$365,535



Key Dates

April 2 - Preliminary Council Work Session.



April 9 - Second Council Work Session.



April (TBD) - Final Council Work Session, If Needed.



May 14 - Draft Budget Presentation at Town Council Meeting.



May 28 - Notice of Public Hearing and Council Adoption of Tentative Budget (Setting Upper Limit).



June 25 - Public Hearing and Adoption of Resolution for Final Budget and Property Tax Levy.



July 9 - Ordinance to Set Property Valuations and Adopt Property Tax Levy.

Questions?

Susan Guthrie, Town Manager

susan.guthrie@clarkdale.az.gov

Julie Goucher, Finance Director

julie.goucher@clarkdale.az.gov

