

**CITY OF WILLCOX
MAYOR AND CITY COUNCIL**

**WORK SESSION MEETING
AGENDA**

Monday, April 2, 2012

6:00 p.m.

**City Council Chambers
300 W. Rex Allen Drive
Willcox, AZ**

(Mayor or Designee will read only **BOLD** print of each agenda item,
except for Public Hearings, Petitions and Communications.)

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE TO THE FLAG

4. DECLARATION ON CONFLICT OF INTEREST

The Council members and staff have a right to declare a conflict of interest. The declaration of a conflict of interest must be made prior to discussion of any agenda item in which Council members or staff may have a conflict of interest.

5. ADOPTION OF THE AGENDA

The Council will at this time either adopt the agenda as presented by the City Clerk or may remove or table any of the listed agenda items. Tabled items, unless otherwise directed, will appear on the next regular agenda. Council may not add any items to the agenda at this time. Should staff have any recommendations concerning the exclusion or tabling of agenda items they will voice these recommendations at this time.

6. DISCUSSION REGARDING GRANTS AND SPECIAL REVENUE FUNDS FY13 BUDGET

7. ADJOURN

NOTE: People with disabilities may request reasonable accommodations. Requests must be made 48 hours prior to the meeting by contacting City Hall at 384-4271, ext. 4204, during regular business hours 8:00 a.m. to 4:30 p.m., Monday through Friday.



NOTICE OF MEETING

CITY COUNCIL

In accordance with Resolution No. 370 of the City of Willcox, and Section §38-431.01 of the Arizona Revised Statutes **NOTICE IS HEREBY GIVEN** that the **MAYOR AND COUNCIL** of the City of Willcox, County of Cochise, Arizona, will hold a **WORK SESSION MEETING** on **MONDAY** the **2nd** day of **APRIL** 2012, at **6:00 P.M.**, at the **CITY COUNCIL CHAMBERS, 300 W. REX ALLEN DRIVE, WILLCOX, AZ.**

Item for consideration and/or discussion relating to:

- **GRANTS AND SPECIAL REVENUE FUNDS FY13 BUDGET**

All members of the public are invited to attend such meeting.

DATED AND POSTED this **30TH** day of **MARCH** 2012, at 11:00 A.M.

CITY OF WILLCOX, ARIZONA

Cristina Garcia Whelan, CMC

/s/ Cristina Garcia Whelan, CMC

City Clerk Cristina Garcia Whelan, CMC

Agenda\2011\wsmtgnotice 040212

"Mine, Yours, Ours"

CITY OF WILLCOX
REQUEST FOR COUNCIL ACTION

Agenda Item _____
Tab Number _____
Date: 4/2/2012

Date Submitted:

March 29, 2012

Action:

Resolution
 Other
 Formal

Subject:

Grants and
Special Revenue Funds
FY13 Budget
Work Session

TO: MAYOR AND COUNCIL
FROM: Finance Director Ruth Graham

DISCUSSION:

Attached is a summary of the Grants Fund, Fund 16, and Special Revenue Funds, Fund 17, proposed budget detail schedules.

Fund 16 represents grant funds received due to application or award, such as the Community Development Block Grant (CDBG) funds or the Fort Grant beautification project funds. The grants may or may not require a matching contribution by the City. Grant funds are generally subject to strict use requirements based on the stated purposes and scope of the grant. The accounting and reimbursement requirements are dictated by the grantor. The School Resource Officer line item to show funds received from the Willcox Unified School District have been removed from Fund 16. In years past, we have shown the funds as grant revenue and assigned a portion of the SRO officer's wages and benefits as a grant expense. For FY13, the revenues will appear in the General Fund, and all of the SRO's wages and benefits will be included in Patrol.

Fund 17 represents special revenue funds raised or contributed for identified projects. Examples include the monies received from Union Pacific for Railroad Park or other improvements identified as related to the railroad, or the funds raised by the Golf Course managers and held for use for projects at the golf course. Fund 17 also holds funds donated for a special purpose, such as for the operation of the humane facility or for the construction of the skate park. City funds transferred into Fund 17 from other departments for special purposes are also included, such as General Fund matching funds for the skate park. Projects and contributions are approved by the City Council.

Submitted by:

Ruth Graham

Ruth Graham, Finance Director

Approved by:

Pat McCourt, City Manager

CITY OF WILLCOX
REVENUES & EXPENDITURES COMPARED TO BUDGET
FOR THE 1 MONTHS ENDING JULY 01, 2012

SPECIAL REVENUE GRANTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED/ UNEXPENDED	PCNT
<u>GRANT REVENUE</u>					
16-33-40110 VICTIM RIGHTS REVENUE	.00	.00	1,000.00	1,000.00	.0
16-33-40150 RICO REVENUE	.00	.00	2,733.00	2,733.00	.0
16-33-40165 FT. GRANT BEAUTIFICATION	.00	.00	137,659.00	137,659.00	.0
16-33-40243 CDBG-COMMUNITY CENTER IMPRVMTS	.00	.00	466,202.00	466,202.00	.0
16-33-40250 HSIP STREET SIGNS	.00	.00	150,000.00	150,000.00	.0
16-33-40926 ENERGY CONSERVATION-EECBG	.00	.00	19,620.00	19,620.00	.0
16-33-40961 GOER GRANT REVENUE	.00	.00	79,429.00	79,429.00	.0
16-33-40962 STATE FARM GRANT REVENUE	.00	.00	25,000.00	25,000.00	.0
16-33-40963 CONTINGENCY GRANT REVENUE	.00	.00	300,000.00	300,000.00	.0
TOTAL GRANT REVENUE	.00	.00	1,181,643.00	1,181,643.00	.0
TOTAL FUND REVENUE	.00	.00	1,181,643.00	1,181,643.00	.0
<u>RESERVE FUND</u>					
16-474-9841 VICTIM RIGHTS EXPENDITURES	.00	.00	1,000.00	1,000.00	.0
16-474-9845 RICO FUND EXPENDITURES	.00	.00	2,733.00	2,733.00	.0
16-474-9846 FT. GRANT BEAUTIFICATION	.00	.00	175,980.00	175,980.00	.0
16-474-9854 CDBG EXPENDITURES	.00	.00	466,202.00	466,202.00	.0
16-474-9855 HSIP STREET SIGNS	.00	.00	150,000.00	150,000.00	.0
16-474-9885 ENERGY CONSERVATION-EECBG	.00	.00	19,620.00	19,620.00	.0
16-474-9961 GOER GRANT EXPENDITURES	.00	.00	79,429.00	79,429.00	.0
16-474-9962 STATE FARM GRANT EXPENDITURES	.00	.00	25,000.00	25,000.00	.0
16-474-9963 CONTINGENCY GRANT EXPENDITURES	.00	.00	300,000.00	300,000.00	.0
TOTAL RESERVE FUND	.00	.00	1,219,964.00	1,219,964.00	.0
TOTAL FUND EXPENDITURES	.00	.00	1,219,964.00	1,219,964.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	(38,321.00)	(38,321.00)	.0

FY13 FUND 16: GRANTS

Account No.	Grant Name	Source	Grant Rev	Transfer	Expenditures
16-33-40110 16-474-9841	Victim's Rights Annual allocation	Cochise County	\$ 1,000		\$ (1,000)
16-33-40150 16-474-9845	RICO Reimbursement for equipment as needed from seizure funds remaining.	Cochise County	\$ 2,733		\$ (2,733)
16-33-40165 15-453-9734 16-474-9846	Ft. Grant Beautification - FHWA From I-10 340 interchange to Quail Park From Streets Stage V City matching costs FY11 Stage 5 - Construction Overage Stage 5 - Construction Match	Federal City \$ 30,000 \$ 8,321	\$ 137,659	\$ 38,321	\$ (175,980)
16-33-40250 16-474-9855	HSIP Street Signs Grant No Match required Applied August 2, 2010, pending FHWA approval	Federal	\$ 150,000		\$ (150,000)
16-33-40243 16-474-9854	Comm Dev Block Grant (CDBG) 2010 Community Center Phase III Bi-annual grant; administered by SEAGO	Federal	\$ 295,505		\$ (295,505)
16-33-40243 16-4749854	Comm Dev Block Grant (CDBG) 2012 Community Center Phase IV Bi-annual grant; administered by SEAGO	Federal	\$ 170,697		\$ (170,697)
16-33-40926 16-474-9885	Energy Efficiency Comm Block Grant (EECBG) II Lighting upgrade for second phase of grant	Federal	\$ 19,620		\$ (19,620)

FY13 FUND 16: GRANTS

Account No.	Grant Name	Source	Grant Rev	Transfer	Expenditures
	Governor's Office of Economic Recovery (GOER)				
16-33-40961	ARRA funds	Federal	\$ 79,429		
16-474-9961	2012 Chevy Tahoe DUI Vehicle	\$ 31,630			
	Equipment Installation (AEP)	\$ 7,700			
	In-car video camera	\$ 5,515			
	Officer overtime	\$ 30,000			
	Six (6) PBT's	\$ 4,584			
		\$ 79,429			\$ (79,429)
	Police patrol vehicle - pending				
	State Farm National Programs Team				
16-33-40962	Structural Learning Program	Private	\$ 25,000		\$ (25,000)
16-474-9962	In process of being applied for				
	Contingency				
16-33-40963	Unknown Grant Revenue/Expenditures for FY13		\$ 300,000		\$ (300,000)
16-474-9963					
Total FY13 Fund 16, Grants			\$ 1,181,643	\$ 38,321	\$ (1,219,964)

CITY OF WILLCOX
REVENUES & EXPENDITURES COMPARED TO BUDGET
FOR THE 1 MONTHS ENDING JULY 01, 2012

SPECIAL REVENUE FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED/ UNEXPENDED	PCNT
<u>CONTRIBUTIONS</u>					
17-33-40100 FIREWORKS	.00	.00	200.00	200.00	.0
17-33-40210 INTEREST INCOME-GOLF COURSE	.00	.00	20.00	20.00	.0
17-33-40220 GOLF COURSE 2% SHARE	.00	.00	350.00	350.00	.0
17-33-40300 LIBRARY	.00	.00	500.00	500.00	.0
17-33-40400 RAILROAD	.00	.00	67,070.00	67,070.00	.0
17-33-40600 POLICE CONTRIBUTIONS	.00	.00	1,500.00	1,500.00	.0
17-33-40850 STONEGARDEN REVENUE	.00	.00	33,600.00	33,600.00	.0
17-33-40900 WILDLAND REVENUE	.00	.00	15,000.00	15,000.00	.0
17-33-40939 SKATE PARK	.00	.00	3,000.00	3,000.00	.0
TOTAL CONTRIBUTIONS	.00	.00	121,240.00	121,240.00	.0
<u>TRANSFERS/FINANCING</u>					
17-38-75500 TRANSFERS IN	.00	.00	6,500.00	6,500.00	.0
17-38-80000 FUND BALANCE APPROPRIATION	.00	.00	99,660.00	99,660.00	.0
TOTAL TRANSFERS/FINANCING	.00	.00	106,160.00	106,160.00	.0
<u>OTHER REVENUES</u>					
17-39-54000 RECYCLING REVENUE	.00	.00	600.00	600.00	.0
TOTAL OTHER REVENUES	.00	.00	600.00	600.00	.0
TOTAL FUND REVENUE	.00	.00	228,000.00	228,000.00	.0
<u>EXPENDITURES</u>					
17-439-1080 FIREWORKS EXPENDITURES	.00	.00	4,300.00	4,300.00	.0
17-439-1100 QUAIL PARK EXPENDITURES	.00	.00	634.00	634.00	.0
17-439-1200 GOLF COURSE EXPENDITURES	.00	.00	10,408.00	10,408.00	.0
17-439-1400 RAILROAD FUNDS EXPENDITURES	.00	.00	69,070.00	69,070.00	.0
17-439-1939 SKATE PARK EXPENDITURES	.00	.00	22,494.00	22,494.00	.0
17-439-5010 LIBRARY CONTRIB-EXPENDITURES	.00	.00	1,066.00	1,066.00	.0
17-439-5600 POLICE CONTRIB-EXPENDITURES	.00	.00	2,022.00	2,022.00	.0
17-439-6000 WILDLAND EXPENDITURES	.00	.00	17,336.00	17,336.00	.0
17-439-8000 STONEGARDEN EXPENDITURES	.00	.00	33,600.00	33,600.00	.0
TOTAL EXPENDITURES	.00	.00	160,930.00	160,930.00	.0
TOTAL FUND EXPENDITURES	.00	.00	160,930.00	160,930.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	67,070.00	67,070.00	.0

FY 13 FUND 17: SPECIAL REVENUE FUNDS

Funds donated to the City for specific purposes. Balances carry over from year to year.

Account No.	Fund Name	Source	Special Revenue	Trsfs & Fund Bal Appropriations	Special Rev Expenditures
17-33-40100 17-39-54000 10-403-9734 17-439-1080	Fireworks Revenue Recycling Revenue Transfer from Community Programs Expense	Multiple	\$ 200 \$ 600	\$ 3,500	\$ (4,300)
17-33-40850 17-439-8000	Homeland Security-Stonegarden Stonegarden program (estimated) Reimbursement for Patrol overtime, mileage and equipment costs (estimated billing/reimb.)	Federal	\$ 33,600	\$ -	\$ (33,600)
17-33-40210 17-439-1200	Golf Course Funds Revenue Expense	Interest	\$ 20	\$ 10,388	\$ (10,408)
17-33-40220 17-439-1100	Golf Course 2% Share Funds Revenue Expense Up to \$2,500 of City's share of golf course revenues held for Golf Course improvements	Interest	\$ 350	\$ 284	\$ (634)
17-33-40300 17-439-5010	Library Contributions Revenue Expense	Multiple	\$ 500	\$ 566	\$ (1,066)
17-33-40600 17-439-5600	Police Contributions Revenue Expense	Donations	\$ 1,500	\$ 522	\$ (2,022)
17-33-40400 17-439-1400	Railroad Park Revenue Expense		\$ -	\$ 69,070	\$ (69,070)
17-33-40939 10-403-9734 17-439-1939	Skate Park Revenue Transfer from Community Programs Expense	Donations	\$ 3,000	\$ 16,494 \$ 3,000	\$ (22,494)
17-33-40900 17-439-6000	Wildland Revenue Expense	State	\$ 15,000	\$ 2,336	\$ (17,336)
17-38-75500 17-38-80000	Transfers/Financing Transfers In Fund Balance Appropriations			\$ 6,500 \$ 99,660	
Total FY13 Fund 17, Grants			\$ 54,770	\$ 106,160	\$ (160,930)
			Funds Available	\$ 160,930.00	Expenses