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## MEMORANDUM

**DATE:** JANUARY 22, 2015

**TO:** MAYOR JAY TIBSHRAENY & CITY COUNCIL

**THRU:** RICH DLUGAS, CITY MANAGER *RD*

**FROM:** MARLA PADDOCK, CITY CLERK

**SUBJECT:** APPROVAL FOR TRANSFER OF GENERAL FUND NON-DEPARTMENTAL CONTINGENCY APPROPRIATION TO THE CITY CLERK DEPARTMENT IN THE AMOUNT OF \$32,000 FOR PAYMENT OF EXCESS 2014 ELECTION EXPENSES AND RECORDING FEES.

### RECOMMENDATION

Staff recommends that the Chandler City Council approve the transfer of General Fund Non-Departmental Contingency appropriation to the City Clerk Department in the amount of \$32,000 for payment of excess 2014 election expenses and increased activity in document recording.

### BACKGROUND

The City Clerk's Office received \$175,000 in the Fiscal Year 2014-15 Budget for election expenses related to the August 2014 Primary Election and the November 2014 General Election. Based on past history, this amount is sufficient to cover the cost of a voting pamphlet and other costs related to the elections. However, the 2014 elections had City Propositions on both the Primary Election ballot (Home Rule) and on the General Election ballot (Charter Amendment). This required the printing of two Voter Information Pamphlets, which have brought the total election expenses to date to \$198,901. The excess expenses have had a severe impact on the City Clerk's operating budget. A temporary transfer of \$15,000 from salary appropriation was made in December in order to pay the most recent invoice from Maricopa County, but this salary appropriation needs to be restored before fiscal year end.

Other critical City Clerk expenditure accounts such as legal notices and recording fees will have no funding for the rest of the year without approval of this transfer. In addition, the activity of document recording has increased with the new process of recording plats and CC&R's in-house. Payments for the recording of tax liens and code enforcement actions are also made from this account. The Recording Fee account was funded at \$5500 and currently has a balance of \$500.

**FINANCIAL IMPLICATIONS**

Council approval is needed to transfer \$32,000 from the General Fund Non-Departmental Contingency Fund account (101.1290.5911) to the City Clerk Department Cost Center, Election Supplies account (101.1030.5342) in the amount of \$24,000 and a transfer of \$8,000 to Recording Fee account (101.1030.5811). This contingency transfer will allow the City Clerk to restore \$15,000 to Salary appropriation and allow normal operations for the remainder of the year.

**PROPOSED MOTION**

Move to approve the transfer of General Fund Non-Departmental Contingency appropriation to the City Clerk Department in the amount of \$32,000 for payment of excess 2014 election expenses and increased recording activity.

c: Nachie Marquez, Assistant City Manager  
Marsha Reed, Assistant City Manager  
Dawn Lang, Management Services Director