

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: January 24, 2013

SUBJECT: Budget Transfer in the amount of \$10,000, from Town Contingency Fund
to Library Building Maintenance Fund

SUBMITTING DEPARTMENT: Town Management

PREPARED BY: Kimberly J. Moon, P.E., Capital Projects Coordinator

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: none

SUMMARY BACKGROUND: The Crystal Meeting Room in the Library Building only had window coverings on the east and west windows. There are no draperies on the southern windows of the room. There is sun glare from the southern window that has disrupted meetings since the building was completed. This budget transfer is for installation of window coverings on the southern windows of the Crystal Meeting Room. Town staff has estimated that window covering to match the existing ones to be less than \$10,000.

PREVIOUS ACTIONS: none

OPTION ANALYSIS: The Council may vote to:

- 1.) approve this Budget Transfer, **OR**
- 2.) not approve this Budget Transfer, **AND/OR**
- 3.) direct staff to pursue other options

ACTION OPTION: Motion to approve this Budget Transfer in the amount of \$10,000 from the Town Contingencies Funds to the Library Building Maintenance Account, **OR** Motion not to approve the budget transfer. **VOTE.**

RECOMMENDATION: Installation of window coverings on the southern windows should reduce the disruption of meetings in the Crystal Meeting Room.

FISCAL ANALYSIS: This request is for a budget transfer of funds from the Town contingency funds to the Library Building Maintenance account in the amount of \$10,000.

REVIEWED BY:

Management Services Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____