

**TOWN COUNCIL OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE**

Tuesday, May 17, 2016, 6:30 P.M.

**COUNCIL REGULAR MEETING
2735 S. HWY 69**

**COUNCIL CHAMBERS, TOWN HALL
DEWEY-HUMBOLDT, ARIZONA**

AGENDA

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. 38-431.03 (A) (3), 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. Agenda items may be taken out of order. Please turn off all cell phones. The Council meeting may be broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

1. Call To Order.

2. Opening Ceremonies.

2.1. Pledge of Allegiance.

2.2. Invocation.

3. Roll Call. Town Council Members Arlene Alen, Jack Hamilton, Mark McBrady, Dennis Repan, Nancy Wright; Vice Mayor Doug Treadway; and Mayor Terry Nolan.

4. Announcements Regarding Current Events, Guests, Appointments, and Proclamations.

Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action.

4.1. Volunteers of the Year 2015 appreciation, formal Council presentation of certificates.

Mayor Nolan to present to Margaret Roberts and Barry Smylie certificates of appreciation.

4.2. Prescott Transit Presentation. (As directed at the April 19 meeting)

4.3. GPREP (Greater Prescott Regional Economic Partnership) Presentation. (As directed at the May 3 meeting)

5. Town Manager's Report. Update on Current Events. No legal actions can be taken. Council may ask town staff to review an operational matter at this time, or may ask that a matter be put on a future agenda for actions or further discussion. Possible matters and projects are related to Town general administration, Finance, Public Works, Community Development.

6. Consent Agenda.

6.1. Minutes. Minutes from the April 12, 2016 Work Session.

7. Comments from the Public (on non-agendized items only). The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council.

Individuals may address the Council on any issue within its jurisdiction. At the conclusion of Comments from the Public, Council members may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Council members are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. A 3 minute per speaker limit may be imposed. The audience is asked to please be courteous and silent while others are speaking.

8. Discussion Agenda – Unfinished Business. Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.

8.1. 2016-17 Citizen Survey Results final report. A presentation by Alex Wright, Yavapai College Economic Development Center Director and survey consultant. Council acceptance of the final report.

8.2. Council Policy 16-01 on Public Body Member Recognition. (As directed at the April 5th meeting)

8.3. Administrative Regulation 16-01 for Employee Recognition Policy. (As directed at the April 5th meeting)

9. Discussion Agenda – New Business. Discussion and Possible Action on matters not previously presented to the Council.

9.1. Resolution 16-120 repealing Resolutions 06-28 and 07-48 regarding employee compensation and benefits.

9.2. Ordinance 16-129 amending Town Code Title III Chapter 33 – Personnel.

9.3. Dedication Program for Traffic Light (Main St. and Hwy 69). [CAARF requested by Mayor Nolan]

9.4. BOA [Board of Adjustment] background check. [CAARF requested by Mayor Nolan]

10. Public Hearing Agenda.

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

11. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, June 7, 2016, at 6:30 p.m.

Next Planning & Zoning Meeting: June 9, 2016, at 6:00 p.m.

Next Town Council Work Session: Tuesday, June 14, 2016, at 2:00 p.m.

If you would like to receive Town Council agendas via email, please sign up at AgendaList@dhaz.gov and type Subscribe in the subject line, or call 928-632-7362 and speak with Judy Morgan, Town Clerk.

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the ____ day of _____, 2016, at ____ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.
By: _____, Town Clerk's Office.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 632-7362 at least 24 hours in advance of the meeting.

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MINUTES
APRIL 12, 2016, 2:00 P.M.**

A STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, APRIL 12, 2016, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

1. **Call To Order.** The meeting was called to order at 2:02 p.m.
2. **Roll Call.** Town Council Members Arlene Alen, Jack Hamilton, Mark McBrady, Dennis Repan, Nancy Wright; Vice Mayor Doug Treadway; and Mayor Terry Nolan were present.
3. **Study Session.** No legal action to be taken.

3.1. FY 16 Quarterly Financial Report (as of March 31, 2016) and introduction to OpenGov financial transparency module (OpenGov module is live on the town website).

Accountant Deni Thompson gave her report and answered Council questions. There was discussion on OpenGov and when the data is updated (approximately 10 days after month end).

Public comment was received on this item from Jerry Brady who spoke on the report being in compliance with laws and commended staff on a good job.

Accounting Clerk Mickey Moore gave an overview and demonstration of OpenGov with the Town's live data now available online (on town's website home page www.dhaz.gov, "OpenGov Link"). Council spoke on wanting more detail provided on OpenGov.

3.2. 2011- 2021 Capital Improvement Plan review, assessment and direction for future implementation. (Continued from March 15th meeting).

Council discussed the pros and cons for having a Capital Improvement Plan. The general consensus was to set the CIP aside. Vice Mayor Treadway inquired of Public Works Supervisor Hanks if he felt any of the projects listed in the CIP were worthwhile. There was discussion regarding road improvements on the west side of town to increase the ingress/egress to more than one route. This led to further discussion on road work with the general consensus that this may be too costly for the current budget, unless there was grant money available. TM Kimball will do further research to determine if a formal repeal is necessary.

Public comment was received on this item from Jerry Brady who spoke to a 30-year ADOT plan, which requires 3 ingress/egress points with only one currently on the west side of town. He also spoke to funding issues and recommended Town Council take advantage of some federal funding available with a 20-year plan, as did the County and City of Prescott.

Town Manager Kimball spoke to repealing Resolution 10-74 with CM Wright questioning to the need for repeal

3.3. Council letter regarding the Iron King/Humboldt Smelter Superfund site issues to Senator McCain. (Continued from the March 15th meeting)

Mayor Nolan spoke to the letter and indicated approval. Council Member Alen spoke to having been at the Tri-City Chambers Luncheon and speaking with Senator McCain regarding the impending letter from Council. Senator McCain encouraged the Town to invite him for a tour of D-H. Mayor Nolan indicated that the letter would be revised to include an invitation for Senator McCain to visit D-H.

Public comment was received from Jerry Brady who spoke on an order of publication for an emergency response plan and that these issues should be addressed with Senator McCain.

3.4. Discussion of Ethics Hearing Process. [CAARF requested by CM Alen]

Council Member Alen spoke on Council's extensive time spent on the Code of Ethics process over the past couple years. CM Alen pointed out what she experienced as flaws in the ethics hearing process and encouraged that Council address the process. Council discussed holding a special meeting with Magistrate Judge in attendance to go over the process. Mayor Nolan indicated that an Ethics Officer was hired to handle these hearings. Council consensus was that a special meeting with the Magistrate be held and any outcome of the meeting would then be relayed to the Ethics Hearing Officer.

Public comment was received from Jerry Brady who spoke agreeing with CM Alen referring to rules of evidence and general procedure that apply to administrative proceedings.

There was Council consensus to hold a work session on the Ethics Hearing process on May 24, 2016, from 1 - 3 p.m. with Judge Kelley in attendance (pending Judge Kelley's availability), and place any further Ethics hearing on hold until the process is modified.

4. Special Session. No legal action was taken.

4.1. Consideration of individual Council member(s)' proposals and ideas as they are related to the FY 17 Budget's General Fund, Highway User Revenues Fund (HURF) and Grant Funds. [CAARF requested by CM Repan, continued from March 8th Work Session] Discussion and possible action.

Council Member Repan gave an overview of his CAARF as this being a place to begin the budgetary process. Council Members discussed different proposals to be considered in the 2016-17 budget, i.e. building a town hall; solar lighting for the Town flags; continuation of well water testing; road improvements for emergency access vehicles; consideration of assuming private roads; D-H Museum rent assistance; Agua Fria festival support.; routine road maintenance; solar lights for the Town Hall porch; increase of legal fees; and Meals on Wheels.

Public Comment from Jerry Brady who spoke to rights-of-way and easements that were transferred to public entities, as well as federal funds available to bring roads up to emergency standards for ingress and egress.

Town Manager Kimball reviewed her notes on proposed items for the budget: OSAT requested \$15k for a second trailhead; solar light for flagpole at town hall; \$10k for private well water testing; allow for increased legal fees (abatement and rate increase); museum rent \$8400; \$2k for Agua Fria Festival; \$40k for level one road maintenance

on 50 miles of private roads; \$2500 Meals-on-wheels; Public Works proposal for road projects.

Council consensus was to put all the proposed items in the preliminary budget, including an extensive road project plan. Council will then review and discuss these items during future budget meetings with the option of removing proposed items, if necessary. CM Wright left the meeting at 5:17 p.m.

4.2. Whether to hold additional special session(s) this month. This is an established agenda item for Council's discussion on whether to add an additional special study session and if so, to set the date.

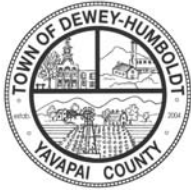
Town Manager Kimball noted that there is an additional Special Budget Workshop scheduled on April 26, 2016, from 9 a.m. to 12 p.m. No other additional special sessions were scheduled.

5. Adjourn. The meeting was adjourned at 504 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL REGULAR MEETING

May 3, 2016, 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 8.2. Council Policy 16-01 on Public Body Member Recognition. (As directed at the April 5 meeting)

8.3. Administrative Regulation 16-01 for Employee Recognition Policy. (As directed at the April 5 meeting)

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: April 6, 2016

Summary:

At the April 5th meeting, Council reviewed the Public Body Recognition Policy and the Employee Recognition Administrative Regulation. Both documents were drafted based on the January 12th Council direction.

At the April 5th meeting, council directed to make these revisions:

1. Simplify Public Body Recognition types by eliminating milestone years' awards.
2. Remove any indication of maximum cash values for awards to public body members.
3. Clarify the presenters of the awards for employee service recognitions.

I made those and also a few additional modifications to further clarify the wording to cover unintended scenarios.

Recommendation:

Approve:

PG TC16-01 Council Policy on Public Body Member Recognition

AR16-01 Administrative Regulation for Employee Recognition Policy



**TOWN OF DEWEY-HUMBOLDT
TO BE DETERMINED**

PG No TC16-01

**All Public Bodies : Town Council, Board,
Commission, and Committees**

Effective Date: xxx 2016

Subject: *service recognition*

1. **Purpose and Scope:** The Town Council intends to recognize the contributions made by the council members and board/commission/committees and confer awards for extended period of services. The award will be of minimum cash value, yet represent an invaluable appreciation by the Town. This policy provides for the circumstances under which certain awards may be conferred to an individual.
2. **Service awards types:**
 - 2.1 Award formats: A framed certificate or plaque or a memento of minimal cash value.
 - 2.2 Council Member Recognition. Council may choose to recognize a council member’s tenure and present an award to the Councilmember at the end of his or her term of office and/or when he/she leaves the office for other reasons. If being recognized, the council member’s length of service will be denoted in the award.
 - 2.3 Board, Commission, Committee Member Recognition. Council may choose to recognize a Board, Commission, or Committee member for his/her service when he/she leaves a board, commission or committee upon request by the Chair or another member of the same Board, Commission or Committee.
 - 2.4 Other Recognition. Council, may from time to time, choose to recognize a public body member for outstanding service during the member’s term in the office. This recognition is solely a discretion of the Council and initiated at the direction of the Council.
 - 2.5 Service award may be presented at a council meeting.
 - 2.6 In order for the Town Staff to arrange for an award presentation to a Council Member or a Board/Commission/Committee Member, a member of the respective public body will inform the Town Manager to initiate the recognition. **If needed, the recipient can be contacted to verify the dates of service.**

TERRY NOLAN, MAYOR _____

ATTEST:

JUDY MORGAN, TOWN CLERK _____

Notes:



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE
REGULATION**

AR № 16-01

Subject: employee recognition for length of service

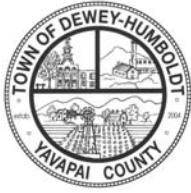
Effective Date: XXXX

1. **Scope.** This policy applies to all employees of the Town of Dewey-Humboldt.
2. **Purpose.** The town of Dewey-Humboldt was incorporated in December 2004. As a young town, we are proud of employees who achieve certain milestones of length of service with the Town. inasmuch as these employees provide perspective, stability and knowledge that only length of service can assure, the Town wishes to show its appreciation thorough formal recognition.
3. **Policy.**
 - 3.1. Formal recognition of length of service will be awarded after completion of service increments of five years (i.e. five, ten, fifteen, etc.).
 - 3.2. Special recognition will be given at retirement from Town service for employees who are at least 60 years of age and have been employed by the Town for at least five years. "Retirement" for the purpose of this article is defined as "to withdraw from town employment because of age".
 - 3.3. Employees will be presented with their retirement and length of service awards at Town Council meetings. Retiring employees will be recognized at a council meeting that nears to their last day of service. Employees who reached their length of service milestones will be recognized at either a June or a December council meeting.
 - 3.4. Awards for each service milestone will be determined and funded through the budget process each fiscal year. Examples are:
 - After 5-year service: a framed certificate and a memento under \$50 in value
 - After 10-year service: a framed certificate and a memento under \$75 in value
 - After 15-year service: a framed certificate and a memento under \$100 in value
 - 3.5. When the Town Manager or the Town Magistrate is eligible for an award specified in this article, Mayor or a council member will present the award. Town Manager will present awards to all other town employees.

OWN MANAGER APPROVAL

Initial: _____

Notes:



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL REGULAR MEETING

May 17, 2016, 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 9.1 Resolution 16-120 repealing Resolutions 06-28 and 07-48 regarding employee compensation and benefits.

9.2 Ordinance 16-129 amending Town Code Title III Chapter 33 - Personnel.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: April 6, 2016

Recommendation: Adopt Resolution 16- 120; Adopt ordinance 16- 129

Summary:

At the March 8 meeting, Council directed staff to remove Town Code Section 33.01 - Employee Compensation Plan, Section 33.02 - 457 Deferred Compensation Plan, and Section 33.03 - 401 Money Purchase Retirement Plan. All three sections are currently under Town Code Title III Administration Chapter 33 - Personnel which were originally adopted by Resolutions 06- 28 and 07-48; they have been codified into the Code of Ordinances.

These code sections that are to be removed address benefits, COLA and some compensation issues. Employee benefits have been clarified in the Administrative Regulations. COLA and compensation usually are topics that are addressed by Council annually.

Physical removal of the code sections from the code book would not repeal the content of resolutions adopted. In order to no longer be bound by the resolutions, a repealing resolution is needed.

The attorney also recommends to adopt Ordinance 16-129, which clarifies that personnel matters are addressed in Administrative Regulations.

I recommend Council adopt both the repealing resolution and the clarifying ordinance.

Attachments: Resolution 16-120; Ordinance 16-129; AR 10-03 Retirement Contributions; AR 15-01 Employee Retirement, Health and Paid Time Off Benefits.

RESOLUTION No-16-120

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA, REPEALING RESOLUTIONS 06-28 AND 07-48 REGARDING EMPLOYEE COMPENSATION AND BENEFITS; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the Town Council of the Town of Dewey-Humboldt adopted Resolutions 06-28 and 07-48 to provide for personnel policies regarding employee compensation and benefits in 2006 and 2007; and

WHEREAS, the Town of Dewey-Humboldt's current practice is for the Town Manager to adopt such policies as Administrative Regulations; and

WHEREAS, the Town Manager has updated employee benefits policies set forth in Resolutions 06-28 and 07-48 as Administrative Regulation No. 15-01;

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona that Resolutions No. 06-28 and 07-48 are hereby repealed and of no further effect.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions in conflict with this Resolution are hereby repealed.

BE IT FURTHER RESOLVED that if any section, subsection, sentence, clause, phrase, or portion of this Resolution or any part of this Resolution, is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona this ____ day of _____, 2016.

Terry Nolan, Mayor

ATTEST:

APPROVED AS TO FORM:

Judy Morgan, Town Clerk

Susan Goodwin, Town Attorney

ORDINANCE No. 16-129

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, AMENDING THE TOWN OF DEWEY-HUMBOLDT, ARIZONA CODE OF ORDINANCES, TITLE III ADMINISTRATION, CHAPTER 33 PERSONNEL, BY ADDING NEW § 33.01 EMPLOYEE COMPENSATION AND BENEFITS RELATED TO PROVIDING FOR EMPLOYEE COMPENSATION AND BENEFITS PLANS PURSUANT TO ADMINISTRATIVE REGULATIONS OF THE TOWN; PROVIDING FOR A SAVINGS CLAUSE; AND PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES.

Now, Therefore, Be it ordained by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, as follows:

Section I. In General

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title III Administration, Chapter 33 Personnel, Section 33.01 Employee Compensation Plan is hereby added to read as follows (additions in ALL CAPS; deletions in ~~strikeout~~):

§ 33.01 EMPLOYEE COMPENSATION AND BENEFITS

EMPLOYEE COMPENSATION AND BENEFITS ~~SHALL~~WOULD BE AS SET FORTH IN TOWN ADMINISTRATIVE REGULATIONS.

Section II. Savings Clause

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance as amended is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Ordinance.

Section III. Repeal of Conflicting Ordinance

All other code provisions, ordinances, or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed as of the effective date hereof.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this ____ day of _____, 2016, by the following vote:

AYES: _____

NAYES: _____ ABSENT: _____

EXCUSED: _____ ABSTAINED: _____

APPROVED this ____ day of _____, 2016.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

APPROVED AS TO FORM:

Susan D. Goodwin, Town Attorney

I, JUDY MORGAN, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. _____ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA ON THE ____ DAY OF _____, 2016, WAS POSTED IN THREE PLACES ON THE ____ DAY OF _____, 2016.

Judy Morgan, Town Clerk



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE REGULATION**

AR № 10-03

Subject: *Retirement Contributions*

Effective Date: February 23, 2010

1. Scope. This policy applies to employees in all Town full- and part-time employees.
2. Purpose. To establish procedures and expectations for contributions to the retirement savings of employees by the Town and by employees.
3. Retirement Eligibility.
 - 3.1. All full-time and regular part-time employees in the Town shall be eligible for retirement benefits.
 - 3.2. Effective December 1, 2009, vesting in Town contributions to retirement for full time employees will occur on the date that is two years after an employee’s hire date. In the event that an employee’s last day of work, for any reason, occurs prior to that second anniversary date, then the Town contributions will be returned to the Town.
 - 3.3. Effective January 1, 2010, vesting in Town contributions to retirement for all part time employees will occur immediately.
 - 3.4. The Town does not participate in Social Security or the Arizona State Retirement System.
 - 3.5. The provisions of any Council-approved employment contract, resolution, or ordinance will prevail over any provision of this Administrative Regulation.
 - 3.6. All notifications of retirement by an employee to the Town are final unless waived by the Town Manager.
4. Required Retirement Contributions.
 - 4.1. Full time employees. Each full time employee must elect to contribute no less than 3% and no more than 6% of income to an ICMA-RC 401(a) retirement account. The Town will provide a 2-to-1 match of at least 6% and no more than 12% (for a total of between 9% and 18%).
 - 4.2. Part-time employees. Each part time employee must contribute 2.5% of income to an ICMA-RC 457 retirement account. The Town will provide a 2-to-1 match of 5% (for a total of 7.5%).
5. Optional Retirement Contributions.
 - 5.1. An employee-funded ICMA-RC 457 plan is available to full time employees with no contribution by the Town.

TOWN MANAGER APPROVAL

Initial: _____

Notes:

Feb. 22, 2010: Prior to this AR10-03, no retirement compensation was paid to part-time employees. We recently requested an IRS determination as to whether Section 218 of the Social Security Act is being correctly observed in the Town. They determined that part-time employees must contribute at least 7.5% of compensation to some form of public retirement account, or pay Social Security tax. Some cities and towns require the part-time employee to contribute the full 7.5%; but we are applying the same 2-to-1 policy to part-time staff as to full-time staff, so the part-time individual contribution will be 2.5%. This policy will be retroactive to the beginning of the quarter to avoid penalties, with the Town paying the employees’ retroactive portion.



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE
REGULATION**

AR No 15-01

**Subject: *Employee Retirement, Health,
and Paid Time Off Benefits***

Effective Date: June 15, 2015

1. **Scope.** This policy applies to all Town Employees.
2. **Purpose.** To outline employee retirement, health, and paid time off benefits provided by the Town and establish employee eligibility. This policy is effective on June 15, 2015 and supersedes and replaces Policy AR No. 10-03.
3. **Policy.**
 - 3.1. For the purpose of this section, town employees are classified as three types. They are as follows:
 - a. **Full Time Employees (FTE):** employees who are scheduled to work 40 hours or more per week.
 - b. **Permanent Part Time Employees (PPT):** employees who are scheduled to work at least 9 hours per week, and work 29 or fewer hours per week on a regular basis.
 - c. **Temporary Employees:** Employees who are hired on a temporary basis and scheduled to work variable hours not to exceed 40 hours per week.
 - 3.2. Full time employees are eligible for the following benefits:
 - a. **ICMA-RC 401(a) retirement account:** The Town provides a 2-to-1 match of up to 12% for an employee contribution of 6% (for a total of 18%). The Town does not participate in Social Security or the Arizona State Retirement System. An employee-funded ICMA-RC 457 plan is also available with no contribution by the Town. The vesting period for the retirement benefit is two years.
 - b. **Health, short-term disability and life insurance benefits:** Commencing on the 1st of the month following completion of initial 30 days of employment, FTE is eligible for a health insurance plan paid by Town for the employee only (dependent coverage available at employee's expense) and supplemented with a Health Savings Account contribution by the Town of \$100 per month, life insurance, short term disability insurance, dental and vision insurance paid by the Town for the employee only (dependent coverage available at employee's expense). Town's health insurance plan does not provide COBRA coverage.
 - c. **Paid sick leave** will accrue at a rate of 2.7692 hours each pay period up to a total of 9 days per year, but cannot be used until an initial 3 months of full time employment have been completed. Sick leave can be carried over from one year to another with a maximum accrual of 240 hours (30 days) and can only be used by eligible employees to take time off for medical reasons for self or a family member. No payment for accrued sick leave will be made to the employee upon retirement, resignation or termination.

d. Paid vacation leave will accrue at a rate of 4.6154 hours each pay period for up to 15 days per year, but cannot be used until an initial 3 months of full time employment have been completed. Vacation leave carryover and payment is subject to AR No. 08-04.


e. Paid Holidays and Personal Days. The Town provides ten (10) paid holidays each calendar year. After completion of 30 days of full-time employment, FTE shall receive one (1) paid personal day off (8 hours) per calendar year. Personal days can be used by an hour increment, but must be used within one calendar year of accrual. Any remaining personal day hours cannot be carried over from one calendar year to the next. Remaining personal day hours will not be paid by Town when the employee is discharged voluntarily or involuntarily.

3.3. Permanent Part Time Employees are not eligible for the benefits provided to FTEs but are eligible for the following benefits:

a. ICMA-RC 457 retirement account: PPTs are required to contribute 2.5% of income to an ICMA-RC 457 retirement account. The Town provides a 2-to-1 match of up to 5% of employee's gross salary for an employee contribution of 2.5% (for a total of 7.5% of an employee's gross salary). The vesting period is two years. The Town does not participate in Social Security or the Arizona State Retirement System.

3.4. Temporary employees are not eligible for and do not receive benefits from the Town.

3.5. The Town has less than 50 employees and is exempt from the Family Medical Leave Act requirements. Details for the unpaid medical leave of absence benefit are set forth in AR 15-02.

TOWN MANAGER APPROVAL	Initial: 
Notes: _____	

TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 ▪ Fax 928-632-7365

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: 5/07/16

Date of Request: 5/09/16

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
Dedication Program for Traffic Light

Purpose and Background Information (Detail of requested action). _____
To create a program to dedicate the Traffic Light when it is completed

Staff Recommendation(s): _____

Budgeted Amount: ?

List All Attachments: _____

Type of Presentation: Oral

Special Equipment needed: Laptop Remote Microphone
 Overhead Projector Other: _____

Contact Person: Mayor, Nolan

Note: Per Town Code §30.105(D): Any new item will be placed under "New Business" for the council to determine its disposition. It can be acted upon at that meeting, sent to staff for more work, sent to the appropriate board or commission, set for a work session or tabled for a future date, etc.

TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 ▪ Fax 928-632-7365

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: 5/17/16

Date of Request: 5/09/16

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
BOA background checks

Purpose and Background Information (Detail of requested action). _____

Since the council recently approve background checks for all town committies

Should this include the Board of Adjustments as well

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: oral

Special Equipment needed: Laptop Remote Microphone
 Overhead Projector Other: _____

Contact Person: Mayor Nolan

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