

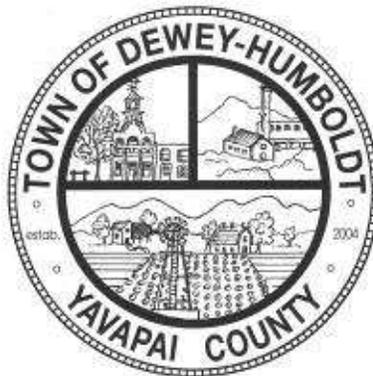


**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-8562 • Fax 928-632-7365**

# **Dewey-Humboldt, Arizona**

# **Annual Budget**

# **Fiscal Year 2011-2012**





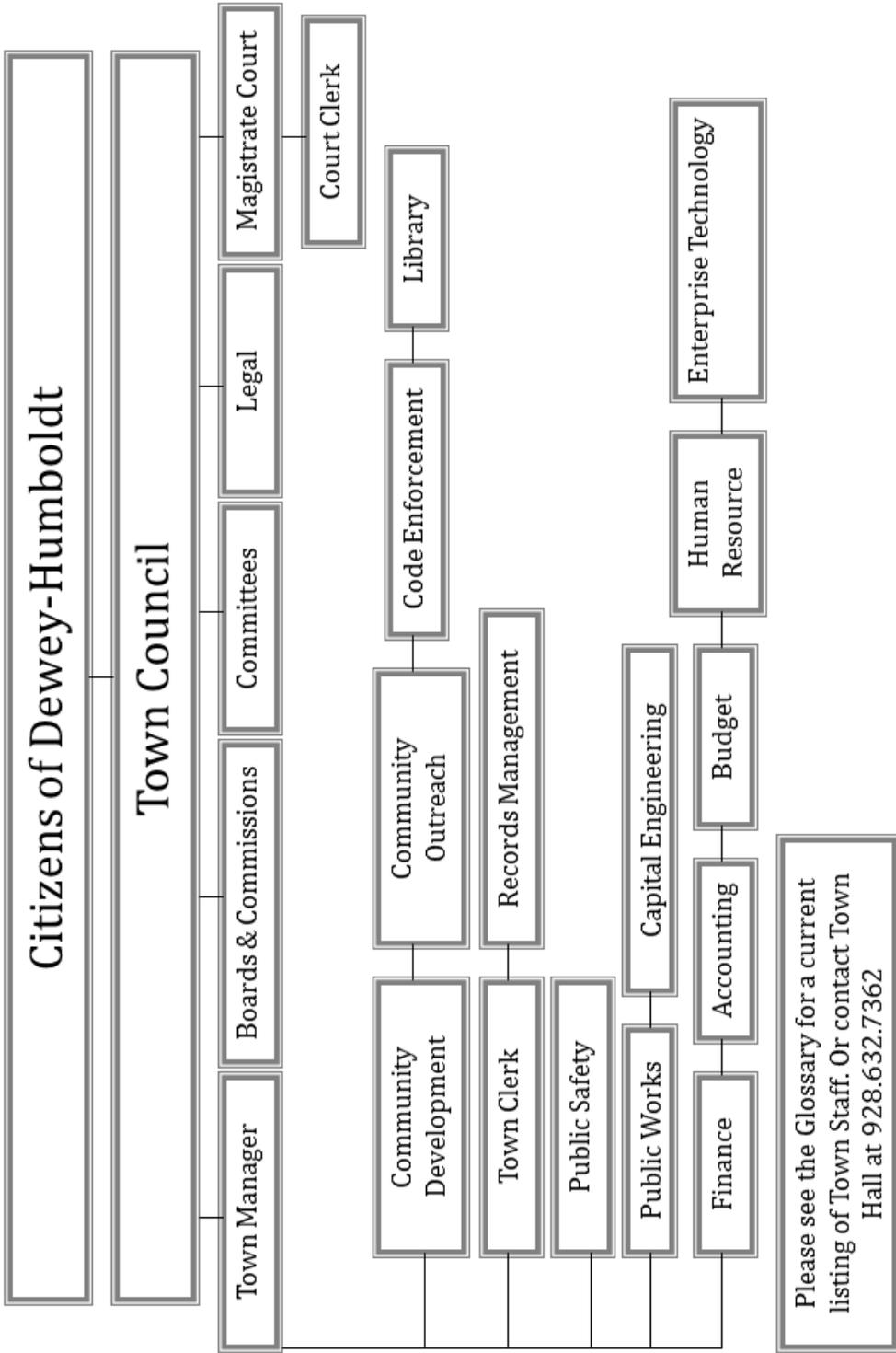
# **Town of Dewey-Humboldt**

## ***Proposed Annual Budget***

### **Fiscal Year 2011-2012**

#### **Town Council**

Len Marinaccio, Mayor  
Denise Rogers, Vice Mayor  
Nancy Wright  
David Nystrom  
Terry Nolan  
David Hiles  
Mark McBrady



Please see the Glossary for a current listing of Town Staff. Or contact Town Hall at 928.632.7362



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Dewey-Humboldt  
Arizona**

For the Fiscal Year Beginning

**July 1, 2010**

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Dewey-Humboldt, Arizona for its annual budget for the fiscal year beginning July 1, 2010. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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## Users' Guide

The budget document serves a myriad of purposes. Most importantly is its use as a communications device. The budget presents the public an opportunity to review the types of services and levels of service provided within the financial constraints of the community. The allocation of financial resources translates into what services will be provided to the community. As community needs and demands for service change, the allocation of resources should respond accordingly. Therefore, this document attempts to communicate financial information to allow for informed citizenry.

**Message** [Page 9](#) - The Town Manager's Message.

**Budget Overview** [Page 11](#) - The overview provides a summary of the key policy issues, priorities and strategies which shaped the fiscal year 2012 budget, the budget process fiscal policies, revenue assumptions, and expenditure highlights.

**Financial Policies and Background** [Page 85](#) – This section provides information on fiscal and budget policies as it relates to certain funds, debt performance, fund balances, expenditure limitation control, revenues, operating budget impact, and capital investments.

**Financial Summaries** [Page 67](#) – The schedules consolidate the major financial information and operating data elements. Several schedules also serve to meet state statutory reporting requirements. The expenditure summaries are used primarily for operational purposes, e.g., monitoring expenditures at a fund level and at a category level, and maintaining accountability at a department level, with managers accountable at the cost center level.

**Program Detail** - Each program summary provides a description, goals and objectives, major accomplishments, commentary on significant changes, budget and sources of funding.

**Capital Improvements** [Page 52](#) - The current year portion of the ten-year capital improvement program is also presented. A more detailed project planning sheet is available in the separately published ten-year Capital Budget and Capital Improvement Plan.

**Community Profile** [Page 77](#) - The profile provides background information so that the budget can be viewed in the context of the factors that shape and affect budget decisions, priorities, and financial parameters within which the community operates. Also provided are select statistical tables providing historical trend information on tax rates, expenditures, and assessed valuations of property.

**Appendix** - In the appendices beginning on [page 66](#), the user will find a glossary of budget terminology, summaries, policies, statistical data, and Auditor General Forms.

**For additional information, please call Town Hall directly at (928) 632-7362. This budget document may also be viewed on the Town of Dewey-Humboldt website, [www.dhaz.gov](http://www.dhaz.gov), in Adobe Acrobat format.**

## **Message from Town Staff**

The Honorable Mayor, Town Council and Citizens of Dewey-Humboldt:

Town staff is pleased to present the budget for Fiscal Year 2011-2012. This budget includes projects and objectives that have been carried over from the previous year; those jobs also bring with them the funds not expended in previous years. Even so, this budget is significantly more conservative than previous budgets, it represents months of earnest work by the Mayor, Council, staff, and citizens.

This document shows the Town Council's vision for the future and how we all work hard to achieve that vision. The budget document is also a reflection of the Council's fiscal policy. It shows how the Council plans to distribute revenues that will support the service programs important to the people who live and work here.

Fiscal year 2011 saw the launch of several long-term efforts. Council redefined the Town Manager position and completed a staffing study resulting in changes to staffing levels, position titles, salary ranges and substantial salary savings. Even though FY11 continued to be a financially challenging year, Council put considerable effort into maintaining and improving services and communication. The valued newsletter continued to be published monthly and the recycle and roving dumpster programs were sustained with no interruption; these achievements are due primarily to the many volunteer hours worked by devoted councilmembers and citizens.

Conditions at the national and state levels have had an effect on the local economy and on Town revenues. Fortunately, because of Council's careful planning and foresight, Dewey-Humboldt has managed to keep total general fund revenues stable - avoiding the sharp declines that so many other towns and cities have had to struggle with. At the state level, the approved FY12 budget imposes a fee of \$7 million on municipalities to help fund the Arizona Department of Water Resources, the cost to Dewey-Humboldt is \$5,427. The State budget also diverts \$39 million from the Highway User Revenue Fund (HURF) that would otherwise go to cities and towns; the impact to Dewey-Humboldt is a substantial \$33,354 reduction of HURF revenues. Such actions by the state government along with a decline in local population (down 196) emphasizes the need to develop efficient programs and a balanced, conservative budget.

As the FY2012 budget is being considered, the Council continues to evaluate programs and services while also conducting a nationwide search for a highly-qualified Town Manager. The goals for FY2012 are to select a new Town Manager who can work well with our small rural community, develop a practical budget and continue to ensure that town codes fit the needs of community. Road maintenance and infrastructure improvement remains our main focus in public works as we work to build up town-owned equipment to reduce our reliance on, and the costs of, outside service providers and rental equipment. General fund revenues have been redirected in order to support public works efforts, providing the balance needed following the reduction of HURF revenues.

As part of our efforts to improve customer service and response times, FY2012 allows for the building official position to return on a part-time basis in order to bring residential plan reviews and inspection services back in-house. A big change from the last two fiscal years in which the County provided those services through an intergovernmental agreement.

In our effort to provide clarity and separation of purpose, the Magistrate Court functions have been pulled out of the public safety program making it a separate department from Public Safety. The Magistrate Court will be comprised of the municipal court operations, the public defender and the Town prosecutor.

A big Thank You to all the volunteers and citizens of Dewey-Humboldt who have extended a hand to help Council and staff continue working towards making Dewey-Humboldt a great place to live.

Jane Fuller, Accountant

## Chapter 1: Budget Overview

Revenues are expected to decline only slightly in FY2012. Existing programs are able to continue and improve for several reasons; foresight, planning, providing modest levels of service and a conservative approach to funding programs. We believe that those limited services that the Town does provide are being provided as efficiently, professionally, and sustainably as possible for the money.

In February 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. In March 2011, the Town of Dewey-Humboldt adopted a revised fund balance policy to bring it into compliance with GASB 54.

The FY12 Budget funds a contingency of \$134,220 or ten percent (10%) of budgeted general fund expenditures and sets aside the maximum amount of reserves \$548,663, (equal to 50% of the average General and HURF fund total revenues or expenditures for the preceding three years; whichever amount is higher.) Still, the Town has over 1.7 million in uncommitted, unallocated funds.

The Town has no current debt obligations and no capital lease payments, and the Town does not have and does not intend to issue debt. The basis of budgeting for all funds is the same as the basis of accounting used in the annual audit.

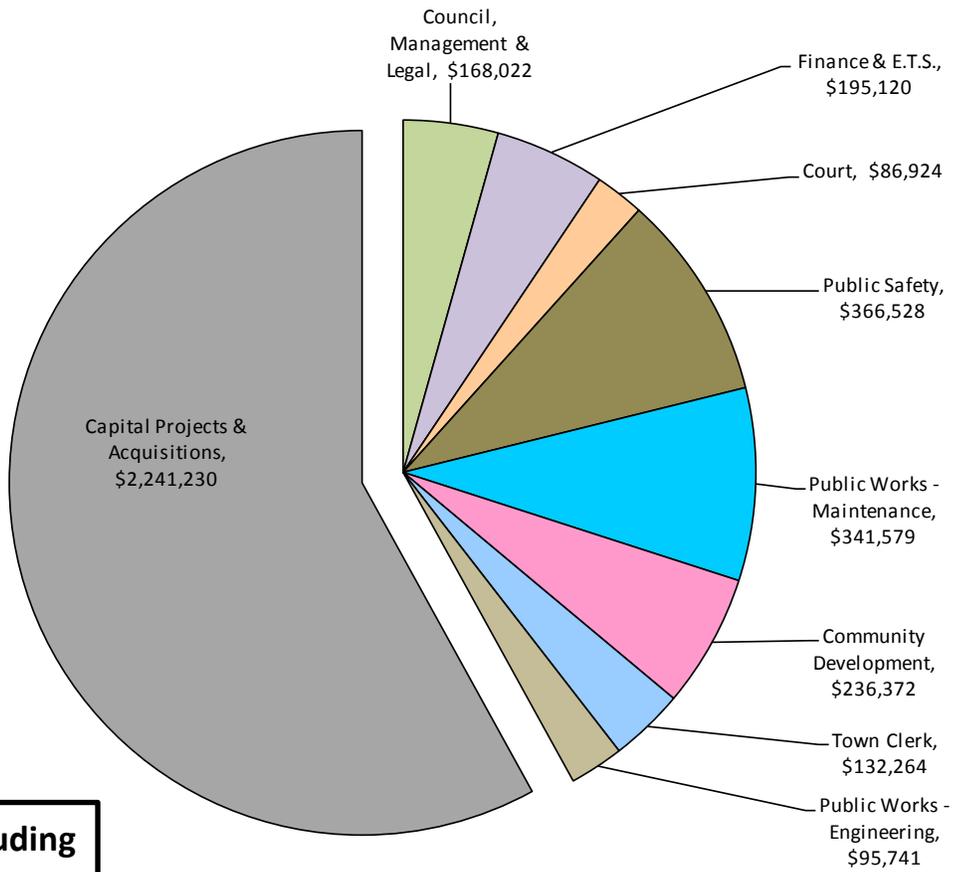
### *Summary of Changes in Major Programs and Projects*

Most of the Town's expenses are on a modest scale, reflecting the Town's incremental approach to growth and our developing experience with local government. Accordingly, the best way to look at expenditures is to look at totals by program. Because the public works program includes the allocations for capital projects, it is the program with the largest amount of dedicated funds.

It is the intention of the Town to do everything reasonably possible to avoid consuming either the reserve or the contingency, except when clearly warranted after careful consideration by the Council. The total financial program adopted for FY2011-12 is \$3,998,000 and consists of the following:

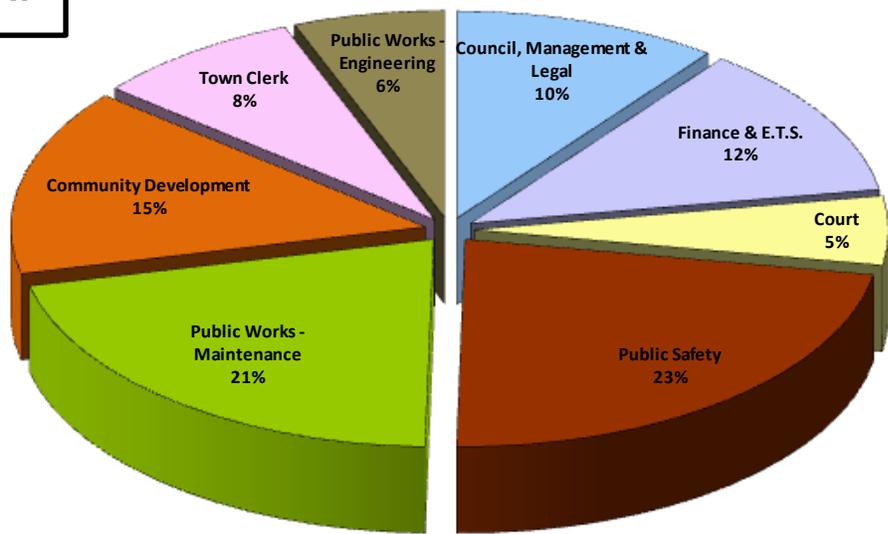
<b>PROGRAM EXPENDITURES</b>	<b>EXPENDITURE SUMMARY BY PROGRAM BY FUND</b>					
	<b>GENERAL REVENUES</b>	<b>SPECIAL REVENUES</b>	<b>FEES</b>	<b>GRANTS</b>	<b>CASH FUND BALANCE</b>	<b>TOTAL</b>
<i>Including Capital</i>						
<b>Revenues and Available CF Balance</b>	<b>1,257,000</b>	<b>268,400</b>	<b>78,200</b>	<b>2,144,630</b>	<b>249,770</b>	<b>3,998,000</b>
Town Council & Legal	168,022	-	-	-	-	168,022
Finance & E.T.S.	195,120	-	-	-	-	195,120
↳ Cost Over-run Contingency	-	-	-	-	134,220	134,220
Community Development	182,146	-	54,226	-	-	236,372
Public Works	149,969	268,400	-	2,144,630	115,550	2,678,549
Town Clerk	132,264	-	-	-	-	132,264
Magistrate Court	62,951	-	23,974	-	-	86,924
Public Safety	366,528	-	-	-	-	366,528
Budgeted Expenditures	\$ 1,257,000	\$ 268,400	\$ 78,200	\$ 2,144,630	\$ 249,770	\$ 3,998,000

## EXPENDITURE SUMMARY ALL FUNDS



**Including grants above and excluding grants below-**

## PROGRAM OPERATING EXPENDITURES ALL FUNDS (EXCLUDING CAPITAL PROJECTS)



## Program Summary by Source of Funding

General Ledger Account	 LINE ITEM	FUNDING SOURCE						
		General Fund 2012			HURF Fund 2012		Grant Effort 2012	TOTAL
		Local, Intergovernment, and Misc	Fines and Fees	Existing Cash Fund Balance	Local, Intergovernment, and Misc	HURF Fund Existing Cash Fund Balance	Misc. Grant Revenues	
10-430-4000	Salaries and Allowances	\$ 379,314	\$ 48,810	\$ -	\$ 54,146	\$ -	\$ 482,271	
10-430-4100	Retirement	42,698	2,441	-	6,498	-	\$ 51,636	
10-430-4110	Health Insurance	55,688	990	-	13,282	-	\$ 69,960	
10-430-4150	Medicare	8,931	708	-	741	-	\$ 10,380	
10-413-4160	State Unemployment	2,007	463	-	310	-	\$ 2,780	
10-414-4170	Workers Compensation	3,472	573	-	1,224	-	\$ 5,269	
10-430-5000	OSP: Agreements, Contracts, IGAs	541,037	19,774	-	140,250	47,450	\$ 748,511	
10-431-5900	OSP: Leases	62,812	-	-	855	-	\$ 63,667	
10-430-6010	Dues and Memberships	12,058	-	-	562	-	\$ 12,620	
10-430-6020	Training, Travel, Education - Staff	11,567	3,000	-	2,004	-	\$ 16,571	
10-430-6020	Training, Education - Council/Committees	13,553	-	-	-	-	\$ 13,553	
10-430-6200	Printing Publishing Advertising	26,262	-	-	-	-	\$ 26,262	
10-430-6300	General Supplies	17,853	751	-	6,097	-	\$ 24,701	
10-430-6380	Software Maintenance & Acquisition	9,422	-	-	3,565	-	\$ 12,987	
10-417-6950	Hardware Maint & Acquisition	10,500	-	-	-	-	\$ 10,500	
10-431-6500	Facilities Utilities	18,399	690	-	240	-	\$ 19,329	
10-431-6595	Facilities: Vehicle/Equip Maint	1,000	-	-	10,125	-	\$ 11,125	
10-431-6600	Facilities: Fuel	2,000	-	-	5,000	-	\$ 7,000	
10-465-6930	Neighborhood Outreach & SCPG	28,000	-	-	-	-	\$ 28,000	
10-430-7002	Capital	10,427	-	7,000	23,500	61,100	\$ 2,246,657	
	Operating Contingency	-	-	134,220	-	-	\$ 134,220	
		<b>\$ 1,257,000</b>	<b>\$ 78,200</b>	<b>\$ 141,220</b>	<b>\$ 268,400</b>	<b>\$ 108,550</b>	<b>\$ 2,144,630</b>	
							<b>\$ 3,998,000</b>	



## Summary of Efforts by Program

LINE ITEM	Town Management	Community Development	Magistrate Court	Public Safety	Public Works Engineering	Public Works Maintenance	Town Clerk	E.T.S.	Finance	2012 \$ Total	% of Operating
<b>OPERATIONS</b>											
Salaries	\$ 67,000	\$ 113,616	\$ 41,794	\$ -	\$ 54,300	\$ 33,616	\$ 67,435	\$ -	\$ 95,909	\$ 473,671	29.2%
Allowances	8,600	-	-	-	-	-	-	-	-	\$ 8,600	0.5%
Retirement	8,040	11,355	2,090	-	6,516	4,034	8,092	-	11,509	\$ 51,636	3.2%
Health Insurance	9,912	9,912	-	-	9,912	9,912	10,488	-	19,824	\$ 69,960	4.3%
Medicare	4,572	1,647	606	-	787	400	978	-	1,391	\$ 10,380	0.6%
State Unemployment	232	695	463	-	232	232	463	-	463	\$ 2,780	0.2%
Workers Compensation	1,179	1,897	75	-	907	835	155	-	221	\$ 5,269	0.3%
OSP: Contracts, IGAs	-	53,943	3,000	-	16,777	23,478	13,000	25,460	18,500	\$ 154,158	9.5%
OSP: Attorney Services	44,000	-	26,000	-	-	-	-	-	-	\$ 70,000	4.3%
OSP: Yav Co.Sheriff	-	-	-	353,430	-	-	-	-	-	\$ 353,430	21.8%
OSP: Leases	-	12,434	3,540	10,598	-	37,095	-	-	-	\$ 63,667	3.9%
Dues and Memberships	8,835	532	500	-	1,022	161	590	-	980	\$ 12,620	0.8%
Training and Travel Staff	2,100	2,340	3,000	-	1,723	1,667	2,500	-	3,241	\$ 16,571	1.0%
Training Council & Committees	13,553	-	-	-	-	-	-	-	-	\$ 13,553	0.8%
Printing Publishing Advertising	-	-	-	-	-	-	26,262	-	-	\$ 26,262	1.6%
General Supplies	-	-	4,501	-	-	20,200	-	-	-	\$ 24,701	1.5%
Software Maint & Acquisition	-	-	-	-	3,565	-	2,300	1,000	6,122	\$ 12,987	0.8%
Hardware Maint & Acquisition	-	-	-	-	-	-	-	10,500	-	\$ 10,500	0.6%
Facilities Utilities	-	-	1,355	2,500	-	15,474	-	-	-	\$ 19,329	1.2%
Facilities: Vehicle Maint	-	-	-	-	-	3,000	-	-	-	\$ 3,000	0.2%
Facilities: Fuel	-	-	-	-	-	7,000	-	-	-	\$ 7,000	0.4%
Neighborhood Outreach	-	28,000	-	-	-	-	-	-	-	\$ 28,000	1.7%
Non-Capital Equipment	-	-	-	-	-	8,125	-	-	-	\$ 8,125	0.5%
Blended Rd Maint HURF	-	-	-	-	-	176,350	-	-	-	\$ 176,350	10.9%
<b>TOTAL OPERATIONS</b>	<b>\$ 168,022</b>	<b>\$ 236,372</b>	<b>\$ 86,924</b>	<b>\$ 366,528</b>	<b>\$ 95,741</b>	<b>\$ 341,579</b>	<b>\$ 132,264</b>	<b>\$ 36,960</b>	<b>\$ 158,160</b>	<b>\$ 1,622,550</b>	<b>100%</b>
<b>OTHER</b>											
<b>Capital Projects General Fund</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 12,000</b>	<b>0.3%</b>
<b>Capital Projects HURF Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>44,600</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 84,600</b>	<b>2.1%</b>
<b>Capital Projects Grant Funded</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,144,630</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 2,144,630</b>	<b>53.6%</b>
<b>Blended Roads Maint.Grants</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Operating Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>134,220</b>	<b>\$ 134,220</b>	<b>3.4%</b>
<b>TOTAL</b>	<b>\$ 173,022</b>	<b>\$ 236,372</b>	<b>\$ 86,924</b>	<b>\$ 366,528</b>	<b>\$ 2,291,971</b>	<b>\$ 381,579</b>	<b>\$ 132,264</b>	<b>\$ 36,960</b>	<b>\$ 292,380</b>	<b>\$ 3,998,000</b>	

## Personnel Detail

Many staffing changes have occurred in preparation for the FY2012 budget. The Council completed a salary study, adjusted pay ranges and changed position titles to better reflect their vision of the work to be accomplished. The duties and powers of the Town Manager have been revised. The finance director position has been replaced with a senior accountant position, the community director position has been replaced with a planner position, the records manager position has been replaced with an admin position, the in-house engineer has been replaced with a public works supervisor position supported by Willdan Engineering, the firm providing on call engineering services and finally the building official/inspector position has been brought back in-house on a part-time trial basis taking on the duties of code enforcement and community outreach.

## Salary Ranges by Position

Position	Minimum	Maximum
Town Manager	51,429	72,000
Town Clerk	42,857	60,000
Admin Assistant	30,000	42,000
Senior Accountant	42,857	60,000
Accountant	38,571	54,000
Planner	47,143	66,000
Building Official	42,857	60,000
Public Works Supervisor	47,143	66,000
Equipment Operator	30,000	42,000
Magistrate*	14,829	20,760
Court Clerk**	16,019	22,427

\* A part-time position at 400 hours per year

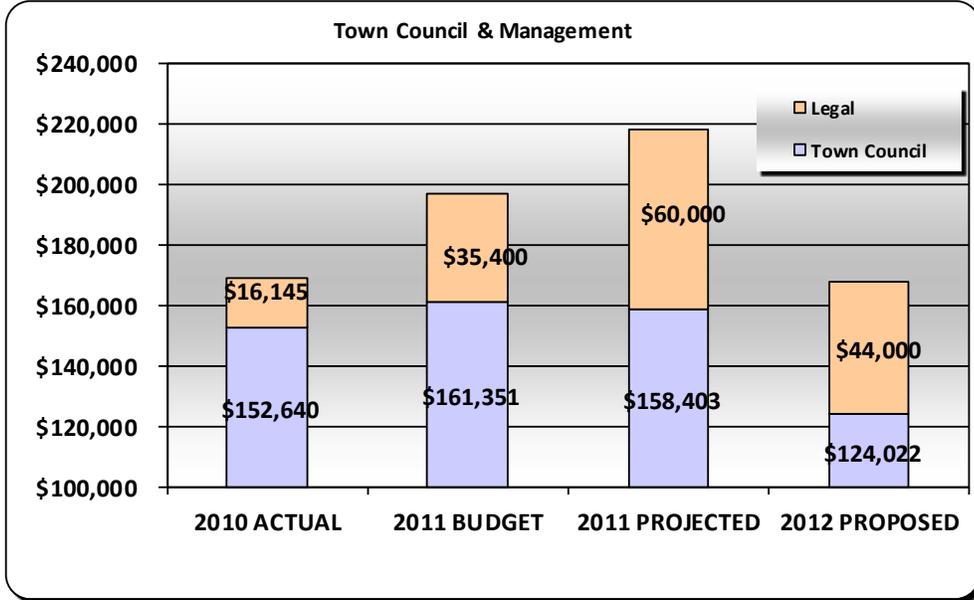
\*\* A part-time position at 24 hours a week

## Town of Dewey-Humboldt Personnel Detail - All Funds

Department	POSITION	FY2008 ACTUAL	FY2009 ACTUAL	FY2010 ACTUAL	FY2011 ESTIMATE	FY2012 BUDGET
Town Council	Town Manager	1.00	1.00	1.00	1.00	1.00
Community Development	Director	0.00	0.00	1.00	1.00	0.00
	Admin Assistant	1.00	1.00	0.50	0.40	0.60
	Planner	0.00	0.00	0.00	0.00	1.00
	Code Enforcement / Outreach	0.50	0.30	0.60	0.60	0.00
	Building Official/Inspector	0.00	0.00	0.00	0.00	0.60
Engineering	Building Official	1.00	0.40	0.00	0.00	0.00
	Building Inspector	0.50	0.30	0.00	0.00	0.00
	Public Works Supervisor	1.00	1.00	1.00	0.00	1.00
	Town Engineer	0.00	0.00	0.00	1.00	0.00
	Public Works Equipment Op	0.00	0.00	0.00	1.00	1.00
Finance	Admin Assistant	1.00	1.00	0.00	0.00	0.00
	Finance Director	0.00	0.00	1.00	0.00	0.00
	Accountant	0.00	0.00	1.00	1.00	1.00
	Accountant	0.00	0.00	0.00	1.00	1.00
Town Clerk	Town Clerk	1.00	1.00	1.00	1.00	1.00
	Records Manager	0.00	0.00	0.50	0.60	0.00
	Admin Assistant	0.00	0.00	0.00	0.00	0.40
Magistrate Court	Magistrate	0.00	0.00	0.20	0.20	0.20
	Court Clerk	0.00	0.00	0.60	0.60	0.60
<b>Total</b>		<b>7.00</b>	<b>6.00</b>	<b>8.40</b>	<b>9.40</b>	<b>9.40</b>

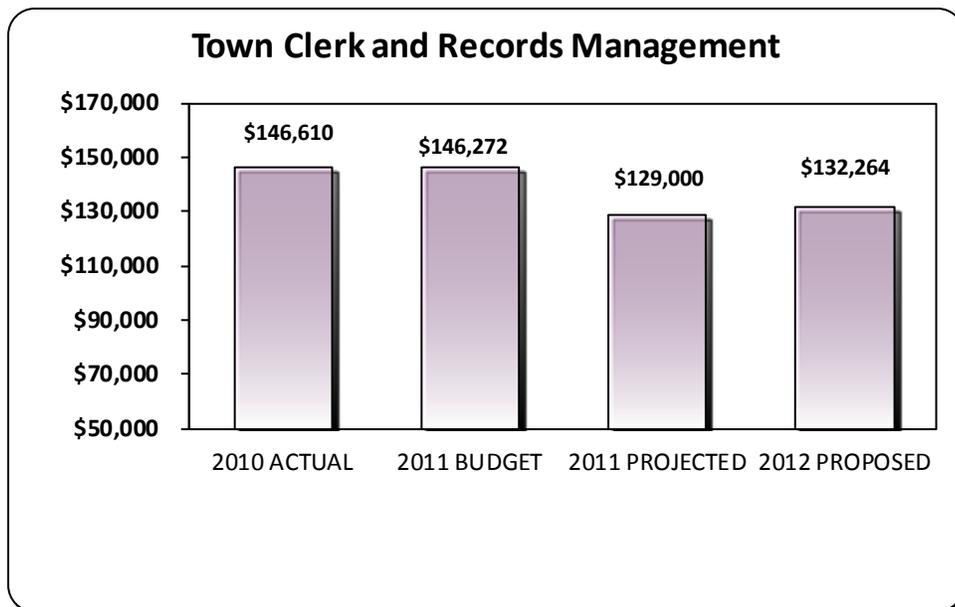
## Town Council

Through Council initiatives, efficiency and effectiveness remains a strong focus as Council and staff works on a continuous process of review and improvement. FY11 actual expenditures exceeded what we had budgeted as Council worked through the process of evaluating policy, positions and programs. Fiscal Year 2012 budget reflects the outcome of Council's policy changes.



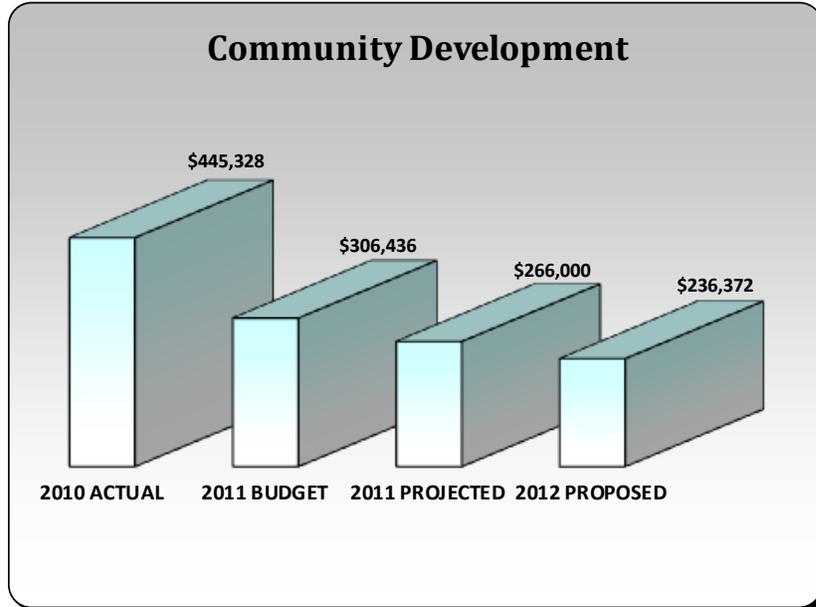
## Town Clerk and Records Management

The Town Clerk's department continues to focus on communication, open government, and the Town's legal responsibility to maintain its records.



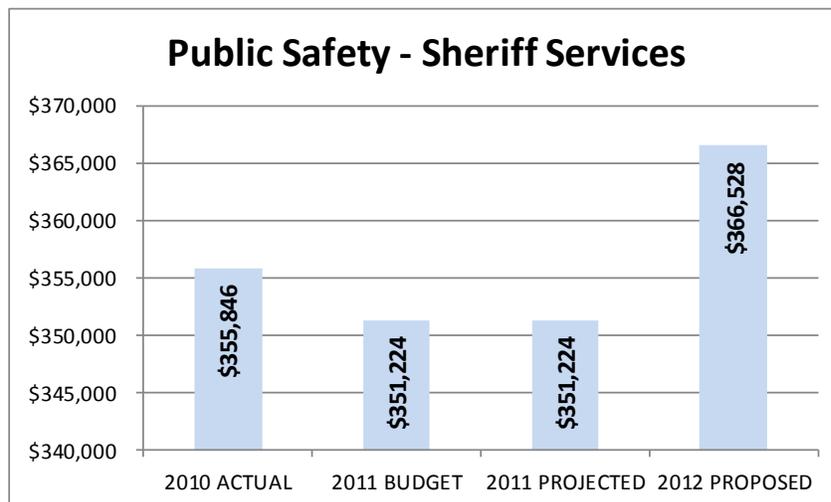
## Community Development

Community development strives to promote sustainable and fair development in Dewey-Humboldt. During FY11 we brought town planner services back in-house and in FY12 the building safety function is going to bring residential plan reviews and inspections back in-house. This move allows staff the time to get ready for increased building activity. As we restructure and improve the building services processes, the goal is to reduce permitting costs while providing a complete one-stop solution for building services.



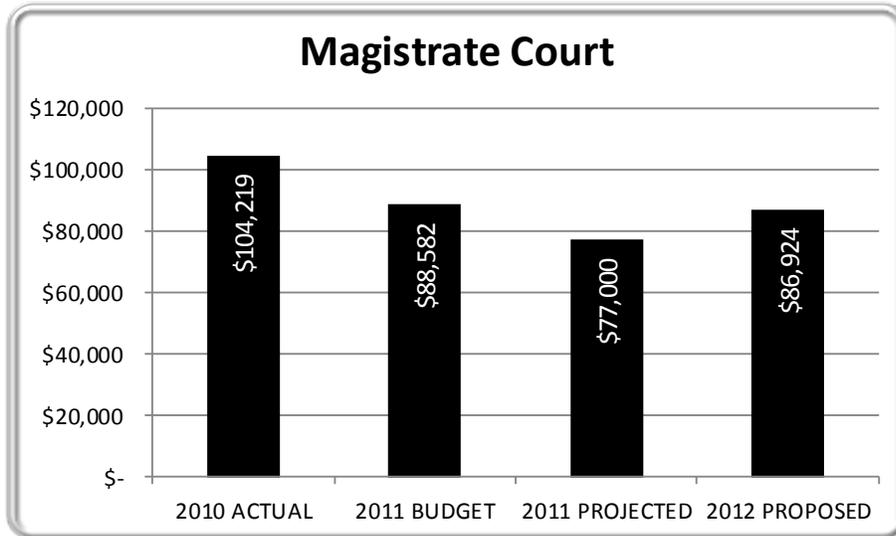
## Public Safety

Dewey-Humboldt's Town public safety program is managed through an intergovernmental agreement with the Yavapai County Sheriff's office. This program provides the resources to accomplish the mission of public safety for the citizens of Dewey-Humboldt. FY12 experienced a significant cost increase due to personnel and vehicle (fuel) prices.



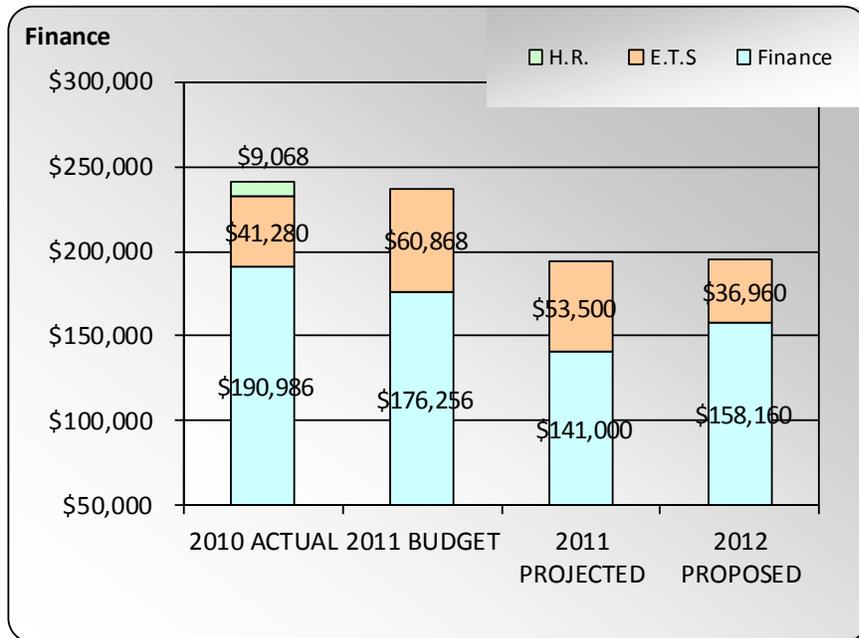
## Municipal Court

Previously, the Municipal Court operations were reported under the Public Safety Program. In order to provide clarity and separation of purpose, the FY2012 budget splits the court function from public safety; the two functions are now reported individually.



## Finance

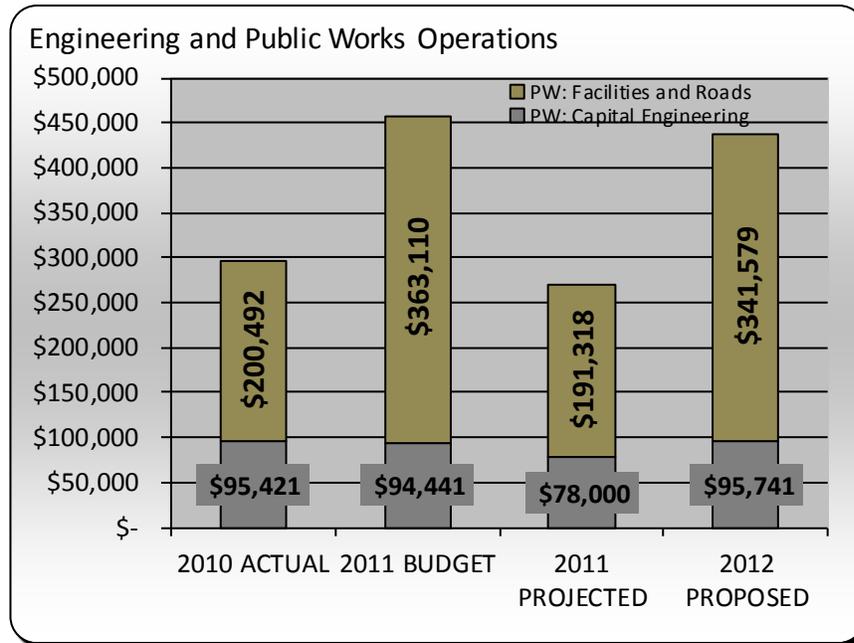
Under the direction of the Town Manager, the finance program oversees budget, finance, investments, human resource, performance management, enterprise technology and grants. Finance began a process of change during FY2011 and into FY2012 as Council reevaluates its priorities for this program.



## Public Works

Public Works manages town facilities and the maintenance and development of Town infrastructure (i.e. roads, rights-of-way, culverts and river crossings). During FY11, the Town Engineer applied for over \$1 million in grants and was awarded over \$300,000 in transportation and road improvement grants for the Town; a noteworthy achievement considering all of the other duties performed by this two-person team.

FY12 looks to be just as busy as we increase maintenance of the roadways to a higher level while managing the day-to-day tasks and the continued grant searching and applications. See the Public Works section of this book for the detailed narrative, cost comparisons and maintenance schedules.



## Capital Expenditures

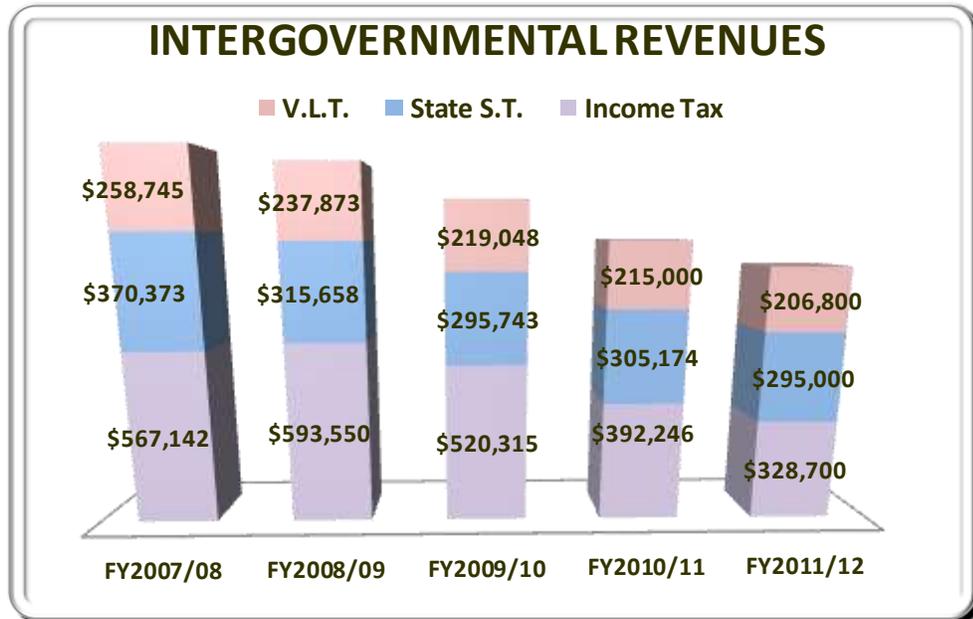
The Capital Improvement program began in FY2008, and has progressed each year. The total dollar amount of capital improvement projects for FY2012 is \$2,241,230. For a more detailed discussion of the FY2012 CIP, please see the Public Works chapter starting on [page 43](#). Capital projects are included in the FY2012 CIP that can be funded with one-time revenues, but most of the funding is planned to come from unidentified, even speculative grant sources.

The non-routine capital expenditures that may have associated anticipated operating expenses not already accounted for in the FY2012 operational budget is the expansion of public roadways; staff estimates that the expected recurring annual costs for the maintenance of those roadways is \$5,237 per year.

## Summary of Changes in Major Revenues

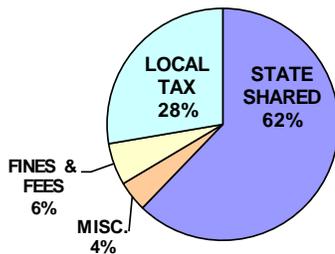
We expect FY2012 total general fund revenues to remain flat or decline only slightly (less than 2%). This is good news following a drop of 31% during the years from 2008 to 2011.

All estimates integrate historical analysis, trends, economic conditions and the effects of enacted laws. We continue to manage declining state shared revenues – the revenues collected from across the state which fund most of our operations.



The most important portion (state shared income tax) is expected to drop by another 16% this coming year, while in total, state share revenue is expected to be down 9%, fortunately not as much as the 12% decline we experienced in FY11 – hopefully an indication of leveling out.

### General Fund Revenue Sources



Because it is the Town’s responsibility to remain solvent for the long term, Dewey-Humboldt is doing everything it can to anticipate issues that come along with declining revenues. Dewey-Humboldt has a reputation for running lean and mean but still, the difficulties at the state do affect us. The Town receives most of its regular income from a share of state income tax and state sales tax; as the state’s economy has declined, so has the Town’s share from the state.

With the purpose of preserving the irreplaceable qualities of the Town, Dewey-Humboldt was incorporated and has been working on developing excellence in local control and governance. During the past two years, the Council has adopted and updated comprehensive financial policies, published award-winning budgets, set aside significant reserves, achieved clean audits, revised the tax rate, adjusted fees, and remains committed to the lengthy (but necessary) process of capital planning and budgeting.

## Projected Changes in Fund Balances

The General Fund Balance is projected to be \$2,384,896 when FY2012 begins; with that, the Town will continue to fund a contingency \$134,220 equal to 10% percent of budgeted expenditures and the maximum amount of operational reserves \$548,663.

This year the Council has allotted portions of the General and HURF Fund balances to complete specific one-one time projects. Each department expenditure worksheet indicates the source of funding for the expenditure lines. You will find that in the Public Works summary sheets on pages 55 and 56 we have projects and one-time acquisitions being funded by fund balances; in the general fund we plan on completing River Drive \$7,000 and in the HURF fund we have Road Maintenance \$47,450, Kachina Place \$21,100 and Capital Equipment \$40,000. Further change in the General Fund balance would only come by a Council action to use the budgeted contingency of \$134,220. If the full amount of the budgeted contingency were used, the fund balance would decline by that same amount.

 <b>Town of Dewey-Humboldt Combined Budget Summary General Fund, HURF (Special Revenue) Fund, and Grants Fund 2011-2012</b>					
	<i>General Fund</i>	<i>HURF Fund</i>	<i>Subtotal of General and HURF Funds</i>	<i>Grants Fund</i>	<i>2011-12 Total</i>
<b>Total Revenues</b>	1,335,200	268,400	1,603,600	2,144,630	3,748,230
<b>Total Expenditures</b>	1,342,200	376,950	1,719,150	2,144,630	3,863,780
<b>Excess of Revenues over (under) Expenditures</b>	(7,000)	(108,550)	(115,550)	-	(115,550)
<b>Other (Uses)</b>					
<b>Operating Contingency</b>	(134,220)	-	(134,220)	-	(134,220)
<b>Net Increase (Decrease) in Fund Balance</b>	(141,220)	(108,550)	(249,770)	-	(249,770)
<b>Fund Balance at the Start of the Year.....</b>	\$ 2,384,896	\$ 285,611	2,670,507	\$ -	\$ 2,670,507
<b>Fund Balance at the End of the Year.....</b>	\$ 2,243,676	\$ 177,061	\$ 2,420,737	\$ -	\$ 2,420,737
<b>Summary</b>					
<b>Committed for Contingency</b>	\$ 134,220	\$ -	\$ 134,220	\$ -	\$ 134,220
<b>Committed for Reserves</b>	\$ 548,663	\$ -	\$ 548,663	\$ -	\$ 548,663
<b>Unassigned Fund Balance</b>	\$ 1,560,793	\$ 177,061	\$ 1,737,854	\$ -	\$ 1,737,854
<b>Total Fund Balance</b>	\$ 2,243,676	\$ 177,061	\$ 2,420,737	\$ -	\$ 2,420,737

Budgeted expenditures were managed without using any of the Contingency or Operational Reserve funds from the prior year. To provide a vital margin of safety, total committed funds are \$682,883 leaving an unassigned fund balance of \$1,737,854.

 <b>Town of Dewey-Humboldt Combined Budget Summary General Fund, HURF (Special Revenue) Fund, and Grants Fund 2011-2012</b>					
	<i>General Fund</i>	<i>HURF Fund</i>	<i>Subtotal of General and HURF Funds</i>	<i>Grants Fund</i>	<i>2011-12 Total</i>
<b>Summary</b>					
<i>Committed for Contingency</i>	\$ 134,220	\$ -	\$ 134,220	\$ -	\$ 134,220
<i>Committed for Reserves</i>	\$ 548,663	\$ -	\$ 548,663	\$ -	\$ 548,663
<i>Unassigned Fund Balance</i>	\$ 1,560,793	\$ 177,061	\$ 1,737,854	\$ -	\$ 1,737,854
<b><i>Total Fund Balance</i></b>	<u>\$ 2,243,676</u>	<u>\$ 177,061</u>	<u>\$ 2,420,737</u>	<u>\$ -</u>	<u>\$ 2,420,737</u>

## ***Budget Process***

The budget process has been the Town’s primary strategic planning tool since incorporation. Other planning processes include development of the Town’s General Plan, the annual Council Retreat session in late summer the Capital Improvement Program, and master plans (like the FY2009 Drainage Study and the FY2010 and Open Space and Trails Master Plan). Once a budget is adopted, it may be amended by a simple majority of Council, but only by transferring funds between allocations and only if the transfer is “in the public interest and based on a demonstrated need.” State law (A.R.S. § 42-17106) also requires that the Town must **not**: spend money for a purpose that is not included in its budget; or spend more money or promise to spend more money than is stated for each purpose in the finally adopted budget for that year, even if the Town has more money than it planned at the beginning of the year.

## ***Budget Calendar***

<b>FISCAL YEAR 2012 REVISED BUDGET SCHEDULE</b>	
<b>Date</b>	<b>Task</b>
<b>February 25, 2011</b>	<b>Departmental Budget Estimates and Request Forms Due Council, Commission, and Committee Funding Request Forms Due Non for Profit Grant Funding Request Forms Due</b>
<b>March 4, 2011</b>	<b>All Input due in Request Database</b>
<b>April 5, 2011</b>	<b>FY2012 Budget Presented to Town Council for Review and Acknowledgement (Formally at the first regular council meeting in April)</b>
<b>April 14, 2011</b>	<b>Council Budget Workshop #1: 9:00AM to 4:00PM Department Presentations</b>
<b>April 15, 2011</b>	<b>Council Budget Workshop #2: 9:00AM to 4:00PM</b>
<b>April 19, 2011</b>	<b>Public Hearing #1 at Regular Council Meeting</b>
<b>May 3, 2011</b>	<b>Public Hearing #2 at Regular Council Meeting</b>
<b>May 10-24</b>	<b>Additional Budget Worksessions</b>
<b>June 7, 2011</b>	<b>Budget Adoption</b>
<b>June 2011</b>	<b>Fiscal Year 2011-2012 Setup in Accounting System</b>
<b>July 1, 2011</b>	<b>Fiscal Year 2011-2012 Begins</b>
<b>July 1, 2011 - June 30, 2012</b>	<b>Monitor, Measure, Assess, Report: Assess Performance and Make Adjustments</b>

RESOLUTION Nº 11-92

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, ADOPTING THE DEWEY-HUMBOLDT FY2012 BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.

**Whereas**, the Town of Dewey-Humboldt has The Town has an important responsibility to its citizens to carefully account for public funds, to manage its finances wisely, and to plan for the adequate funding of services desired by the public, including the provision and maintenance of public facilities; and

**Whereas**, the Town of Dewey-Humboldt FY2012 Budget (the "Budget") has been developed by the Town of Dewey-Humboldt to deliver quality services in an affordable, efficient and cost-effective basis providing full value for each tax dollar; to maintain an adequate financial base to sustain a sufficient level of municipal services, thereby preserving the quality of life in the Town of Dewey-Humboldt; and to have the ability to withstand local and regional economic fluctuations, to adjust to changes in the service requirements of our community, and to respond to changes in Federal and State priorities and funding as they affect the Town's residents;

**Whereas**, the Budget has been carefully reviewed by Council, who believes that it fairly provides for the provision of public goods and services furthering the health, safety, and welfare of the Town's citizens.

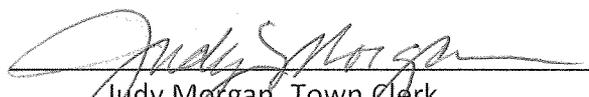
**Now, Therefore**, Be it resolved by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona:

1. The Dewey-Humboldt FY2012 Budget shall be adopted as follows:
  - 1.1. The Budget is hereby adopted as an official Budget of the Town of Dewey-Humboldt for fiscal year 2012 (beginning on July 1, 2011, and ending on June 30, 2012).
  - 1.2. The Budget shall be implemented, monitored, and maintained by the officials and staff of the Town for a period of one year (FY2012) with the support of this resolution.
2. Effective Date. That this resolution shall be effective as of the 1<sup>st</sup> day of July 2011.

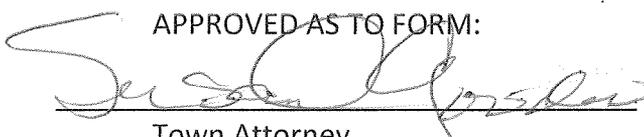
**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this 7<sup>th</sup> day of June 2011.

  
\_\_\_\_\_  
Len Marinaccio, Mayor

ATTEST:

  
\_\_\_\_\_  
Judy Morgan, Town Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Town Attorney

S:\2011 Town Meetings\2011 Council Regular Meetings\June 7 2011\Budget Resolution fy2012.doc

## Chapter 2: Town Council, Manager and Legal

This major focus of this program is on connecting the Council with the community, and connecting Council's Vision to the delivery of Town services.

The Town Council has three major appointed positions that report directly to them: Town Manager, Town Attorney, and Town Magistrate. It is the Town Council's responsibility to oversee these functions and to provide the needed policy direction for the effective management of the Town.

### FY2011 Accomplishments

- ⊕ Redefined the Town Manager position.
- ⊕ Adopted another award-winning Town budget document for FY2010-2011.
- ⊕ Changed Town Code to increase the size of permit-exempt structures from 200 to 400 sq. feet.
- ⊕ Changed Town Code to allow for development of under-sized properties than can meet the setback requirements of the overlying zoning district.
- ⊕ Modified uses within the C-1 zoning district to allow for social functions on upper Main Street.

### FY2012 Performance Goals

- ⊕ Develop performance goals for programs and departments.
- ⊕ Analyze the effects of proposed changes to ensure maximum efficiency and positive impact on the community.



**Town Council 2010-2011.** Back row: Council member (CM) Mark McBrady, CM Nancy Wright, Mayor Len Marinaccio, CM Terry Nolan. Front row: CM David Hiles, CM David Nystrom, Vice Mayor Denise Rogers

## ***Town Council***

The Town Council serves Dewey-Humboldt's citizens as elected representatives and provides for the orderly government of the Town. The town is a general law town organized in December 2004 under Arizona Revised Statutes (ARS) Title 9, Chapter 2, Article 3. The Town has a Council-Manager form of government, with the Council and Manager roles defined by separate ordinances. The Town does not have a charter at this time.

The Town Council is responsible for establishing goals and adopting public policy that meets the community's needs. In addition, they are responsible for adopting an annual budget that maintains the fiscal stability of the Town.

This year's Council achievements are remarkable, and have grown from every Council Member's continuing commitment to find a way to creatively discuss often contentious issues. Their dedication and service to the community is truly honorable. Mayor Marinaccio continues to uphold a high level of standard for facilitative leadership and spent many hours with the manager working on the agenda and other Council issues. In support of the Council's mission, the Town Attorney is Curtis, Goodwin, Sullivan, Udall & Schwab PLC. The Firm supports the Town's legal concerns with principled, ethical, and professional counsel and insightful research.

In the Council's intergovernmental outreach, professional memberships are important for the Town to remain a vital part of regional, state-wide, and national efforts to maintain the voice of our town in these significant areas, and to maintain the professionalism of town management. The Town (or a representative staff member of the Town) is a member of the following organizations:

- ⊕ Arizona Bar Association
- ⊕ Arizona Building Officials Association – Grand Canyon Chapter
- ⊕ Arizona City and County Management Association
- ⊕ Arizona League of Cities and Towns
- ⊕ Arizona Municipal Clerks Association
- ⊕ Arizona Planning Association
- ⊕ Arizona Public Works Association
- ⊕ Government Finance Officers Association of Arizona
- ⊕ International City and County Management Association
- ⊕ International Code Council
- ⊕ International Institute of Municipal Clerks
- ⊕ Northern Arizona Council of Governments
- ⊕ Yavapai Water Advisory Commission

The Council's Vision is central to everything done by the Town, and is included in its entirety as follows:

## **Dewey – Humboldt Vision 2028**

### **A Statement Describing the Next Twenty Years**

The Town of Dewey-Humboldt was created in 2004 to preserve the low- density lifestyle that area residents came to enjoy, and were fearful of losing. People live in Dewey-Humboldt because they like a slower pace, more elbow room, and a more rural character. They like the freedom to be themselves, to respect and be respected regardless of their role in the community. They like the view of the mountains and want to know the skies will be clear, the water clean, and the air fresh. Keeping these attributes will make Dewey-Humboldt a jewel in the quad-cities.

We know and expect that...

1. Our population will grow in conformance with the General Plan. People will be attracted by our low-density residential community and small-town lifestyle.
2. Some commercial enterprises will be needed to help support the Town's population, but the locations of those businesses should be focused and concentrated.
3. Non-industrial type home-based businesses will be part of the future growth.
4. Some property owners will want to maximize the value of their land and make it available for development.
5. Water supply will be a limiting factor in our growth and development. We need to emphasize water conservation and reuse.
6. With increased growth, transportation and circulation needs to be well planned.

No one can stop change from coming and not all change is bad. Therefore, we, the Town Council, will focus any changes we're asked to support on meeting the following fundamental criteria.

We promote...

1. Broad, inclusive and effective involvement by residents in all planning activities.
2. Development that will foster the look and feel of openness and protect the viewscape.
3. Codes, laws, standards and regulations that balance the rights of the individual and low-density residential living with the rights of the collective population.
4. Protection and non-destructive use of our natural resources including the surrounding mountains and hills, natural open space, public lands, rivers, and streams.
5. A balanced, cost-effective outlook to maintain a healthy environment and future development.
6. Public safety and the quiet enjoyment of this wonderful place by all that live or visit here.

Town Staff is responsible to identify how each proposed Council action relates to the following values:

- ⊕ **Active Citizenship** – each Dewey-Humboldt citizen has the right and responsibility to participate in the governance of the Town.

- ⊕ **Sustainable Development** – the land regulated by the Town should be developed such that it remains at least as valuable in future generations as it is today, *ceteris paribus*, with no additional external resources.
- ⊕ **Creating Community** – Town activities should tend to create mutual respect and understanding between citizens; shared resources like air, the river, the mountains, and the feeling of openness should be preserved by governance, public investment, and celebration.
- ⊕ **Self-Reliance** – whenever civil, each person should earn the benefits and bear the burdens of his or her own actions.
- ⊕ **Efficient Public Services** – the few services of the Town should be delivered as efficiently and fairly as possible, with strong fiscal discipline.
- ⊕ **Limited Public Services** – the Town should only deliver those public services that cannot be efficiently provided by the private sector.
- ⊕ **Durable Public Improvements** – the Town should deliver public services with the expectation that the Town will live for as long as the State of Arizona exists.

### ***Town Boards, Commissions, and Committees***

Town Boards and Commissions are critical to our government. They provide support to Town Council by acting on Council’s behalf in important land use areas or by providing a recommendation to Council. The Town’s committees are formed by Council resolution, in accordance with the Town Council Rules and Procedures. This year’s budget provides for comprehensive Council training, including the annual Council retreat for policy development, training for all members of the Planning and Zoning Commission through the annual Arizona Planning Association Annual Conference, and additional funds for committee training and projects.

#### **Planning and Zoning Commission**

Doyle Wiste, Chairman	Dennis Repan
Bob Bowman, Vice Chair	Mel Scarbrough
Andy Peters	

#### **Board of Adjustment**

Bob Bowman	Lydia Chapman
Gerald Odis Brockman	Jack Hamilton

#### **Clean Town Committee**

Mark Sinclair	Pete Kelley
Terry Cooper	Charlie Cook

#### **Groundwater Resource Advisory Committee**

Jack Hamilton	Treesha deFrance
Bob Bowman	

#### **Open Space and Trails Committee**

Sandra Goodwin	Kevin Leonard
Garry Rogers	Skip Gladue
Carol Barker	Norman Perry

#### **Environmental Issue Advisory Committee**

Chair Treesha deFrance	Doris Cellarius, Associate Member
Floyd Wright	Bob Bowman

## ***Town Manager***

The Town Manager is responsible for overseeing the day-to-day operations of the Town and for carrying out the policies that are adopted by the Town Council. The Town Manager's office provides the overall administrative leadership necessary for the implementation of Town Council policies, administration of the organization and delivery of services to the citizens, promotes interaction with other levels of government to serve the best interests of Dewey-Humboldt's citizens, advocates the Town's position, and encourages and develops public-private partnerships that support Council direction and meet the needs of the community in a cost-effective manner.

## ***Legal Counsel Services***

The Town Attorney serves as legal advisor to the Council, Manager, and all Town programs and represents the Town in all legal proceedings. The Civil program of the Town Attorney's Office is responsible for civil court proceedings in various state and federal courts in all areas of the law, including but not limited to, zoning, contract, public bidding, personnel, bankruptcy, water, real estate and environmental. The Civil program also provides verbal and written legal opinions to the Town Council, Town Manager, Town programs, boards, commissions, and committees. The Civil program drafts Town ordinances, resolutions, leases, contracts, and other legal documents.



## Town Council, Management and Legal

LINE ITEM	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2012	2012 Total Estimate	NOTES
Salary Town Manager	\$ 67,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,000	
Allowances	8,600	-	-	-	-	-	\$ 8,600	Vehicle & Moving allowance
Retirement	8,040	-	-	-	-	-	\$ 8,040	Retirement on Base Salary only
Health Insurance	9,912	-	-	-	-	-	\$ 9,912	
Medicare	4,572	-	-	-	-	-	\$ 4,572	
State Unemployment	232	-	-	-	-	-	\$ 232	
Workers Compensation	1,179	-	-	-	-	-	\$ 1,179	
League of Towns & Cities	5,660	-	-	-	-	-	\$ 5,660	10May Approved
ACMA (Town Manager)	250	-	-	-	-	-	\$ 250	
Water Advisory Committee	2,500	-	-	-	-	-	\$ 2,500	25May Restored pending new Council review
Annual dhaz.gov fee	125	-	-	-	-	-	\$ 125	Annual cost of Town .gov website
Arizona Planning Association	300	-	-	-	-	-	\$ 300	P&Z Commissioners
Training: Town Manager	2,100	-	-	-	-	-	\$ 2,100	
Training: Council Individualized	9,553	-	-	-	-	-	\$ 9,553	Event in Tucson ~400 miles roundtrip
Training: Council Retreat	2,000	-	-	-	-	-	\$ 2,000	Reduced 28April
Training: Committees, Commissions	2,000	-	-	-	-	-	\$ 2,000	28April Confirmed reduced to \$2k
<b>TOTAL COUNCIL AND MANAGER</b>	<b>\$ 124,022</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 124,022</b>	
Town Attorney	44,000	-	-	-	-	-	\$ 44,000	Increased 28April
<b>TOTAL TOWN ATTORNEY</b>	<b>\$ 44,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,000</b>	
<b>TOTAL</b>	<b>\$ 168,022</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 168,022</b>	

## Chapter 3: Finance

Under direction of the Town Manager, the finance program oversees Budget, Finance, Performance Management, Grants, Human Resources, and Enterprise Technology. For fiscal year 2012 the finance director position title has been changed to Accountant; an outcome of the Council's staffing study.

### FY2011 Accomplishments

- ⊕ Achieved the Government Finance Officers Association (GFOA) Distinguished Budget presentation award.
- ⊕ Achieved a clean, comprehensive audit.
- ⊕ Provided monthly financial reports.
- ⊕ Upgraded the accounting software to improve audit trail.

### FY2012 Performance Goals

- ⊕ Increase the number and amount of grant awards.
- ⊕ Process purchase requests, from requisition to purchase order, in three or fewer calendar days.
- ⊕ Earn the GFOA Distinguished Budget presentation award.
- ⊕ Prepare the Town's first ever Comprehensive Annual Financial Report, and submit it for review by the Government Finance Officers Association of the United States and Canada.
- ⊕ Improve local sales tax collections by working with the Arizona Department of Revenue and local businesses to bring noncompliant taxpayers into compliance.

### *Finance*

Under the direction of the Town Manager, the Finance program provides financial management and support services to other Town programs. In addition to maintaining the financial integrity of the Town with comprehensive financial and budget administration, this program also provides assistance for all grant activities throughout the Town and directs the performance management efforts of the Town.

The adopted *Principles of Sound Financial Management* establishes guidelines for the Town's overall fiscal planning and management. These principles are intended to foster and support the continued financial strength and stability of the Town, as reflected in its financial goals. The Town's financial goals are broad, fairly timeless statements of the financial position the Town seeks to attain:

- ⊕ To deliver quality services in an affordable, efficient and cost-effective basis providing full value for each tax dollar.
- ⊕ To maintain an adequate financial base to sustain a sufficient level of municipal services, thereby preserving the quality of life in the Town of Dewey-Humboldt.
- ⊕ To have the ability to withstand local and regional economic fluctuations, to adjust to changes in the service requirements of our community, and to respond to changes in Federal and State priorities and funding as they affect the Town's residents.

- ✦ To maintain a high bond credit rating to ensure the Town's access to the bond markets and to provide assurance to the Town's taxpayers that the Town government is well managed and financially sound.

Adhering to these principles protects the Town's financial health as well as its image and credibility with its citizens; the public in general, bond rating agencies and investors. The *Principles* are reproduced in their entirety as **Appendix C** hereof.

In accordance with the *Principles*, Finance is responsible for maintaining accurate financial records and providing timely financial information to the public, any future bondholders, grantors, auditors, Town Council and Town management. This program is responsible for the areas of general ledger, accounts payable, accounts receivable, payroll, special assessments, fixed assets, cash management, investments, debt management, risk management, and grant accounting.

## ***Budget***

Fiscal planning is the process of identifying resources and allocating those resources among numerous and complex competing purposes. The primary vehicle for this planning is the preparation, monitoring and analysis of the Town's budget. It is increasingly important to incorporate a long-term perspective and to monitor the performance of the programs competing to receive funding. The Budget Program ensures effective and efficient allocation of Town resources to enable the Town Council, Town Manager, and Town programs to provide quality services to our citizens. The program prepares, monitors, researches alternatives, and presents the Town's Annual Budget and Capital Improvement Program.

## ***Performance Management***

This program provides uniform, nationally comparable standards for all areas of Town performance, and includes an on-going survey effort to ensure that the Town is maintaining the highest standards of citizen service.

ICMA Center for Performance Management (CPM) provides a low-cost, high-tech approach to performance measurement, provided at a much lower cost to smaller towns like ours. The Town joined the CPM in FY2009 and began training for collection of performance management data.

A tool to help measure this performance is the "National Citizens Survey" (NCS), which is providing tailored data to help with performance management, longitudinal trends, and comparisons with other communities. The Town's 2009 survey is available online at [www.dhaz.gov](http://www.dhaz.gov). Typically the survey would be performed every other year; however this year the Council decided not to perform the survey.

## ***Grants Acquisition and Management***

Town staff continues to research Federal, State and private grants. Because many grants are awarded in the same year as application, this FY2012 Budget has allowed for the use of grants within the fiscal year by including authorization in this year's budget to spend such funds. The strategy in this document is to authorize the maximum amount under the state expenditure limits, with the difference between income and costs being made up by grant funds. Of course, since the Town is unlikely to qualify for as much grant money as is in the budget, it should be assumed that some or many of the grant-funded projects in the budget will not be inaugurated in this year; however, the Council must be careful to make such authorizations, or **no** grant funds could be used this year.

## ***Human Resources***

Within the human resources function, staff is involved in employee selection, benefits and compensation administration, and records management. Under the direction of the town manager, human resource strives to develop opportunities in support of the following guiding principles: practice open and constructive communication; promote excellence in teamwork, customer service, and respect for individuals; and provide programs that balance the needs of the Town with that of its employees and citizens.

This year, staff salaries include one percent pay increase effective July 1' 2011. Even though the cost of health insurance benefits increased a significant twenty seven percent, the Council approved providing health, vision, dental and life insurance coverage for the employee only, paid for by the Town. Dependent coverage is available at employee's expense.

To carry out its mission, the staff of the Town must remain current in all areas of Town business. Technology, best practices, professional standards, and continuing development are all changing faster than any informal training program can accommodate. Accordingly, the Town provides funds for staff training and development, this year the training allotments are based on actual training opportunities and known organizational meetings rather than a percentage of salary. Town staff is managed in accordance with the organizational chart provided at the front of this document.



## Finance

LINE ITEM	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2012	2012 Total Estimate	NOTES
Accountant	\$ 53,267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,267	
Accountant	42,642	-	-	-	-	-	\$ 42,642	
Retirement	11,509	-	-	-	-	-	\$ 11,509	
Health Insurance	19,824	-	-	-	-	-	\$ 19,824	
Medicare	1,391	-	-	-	-	-	\$ 1,391	
State Unemployment	463	-	-	-	-	-	\$ 463	
Workers Compensation	221	-	-	-	-	-	\$ 221	
OSP: Contracts and Agreements	18,500	-	-	-	-	-	\$ 18,500	Audit 3% <sup>^</sup> , Banking, Payroll
Dues and Memberships	980	-	-	-	-	-	\$ 980	GFOA, GFOAz, AAGP, IPMA-HR
Training and Travel	3,241	-	-	-	-	-	\$ 3,241	
Software Maint & Acquisition	6,122	-	-	-	-	-	\$ 6,122	Caselle, Yr 2 of 3 eCivis
<b>TOTAL</b>	<b>\$ 158,160</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 158,160</b>	

Anacronyms defined:

GFOA - Government Finance Officers of America and Canada, GFOAz - Local Chapter,

AAGP - American Association of Grant Professionals

IPMA-HR - International Public Management Association for Human Resource Professionals

eCivis is online provider of Federal, State, and foundation grant information and grant management solutions.

The service includes a suite of web-based tools for grant research, training, and reporting for compliance and transparency.

## **Chapter 4: Enterprise Technology**

The Enterprise Technology program is responsible for developing and coordinating the use of technology across the various programs of Dewey-Humboldt Town government, to ensure that accurate and timely information is provided to residents, elected officials, management, and staff.

The ET program also manages technology investments and assets such as the Town's enterprise computer network, systems, and applications. Other areas of responsibility include providing customer service, project management, business analysis and process re-engineering, training, technology upgrades, Town-wide technology and desktop personal computer management, security management, and disaster recovery of enterprise-wide systems.

### **FY2011 Accomplishments**

#### **Hardware Purchasing:**

We continued with our hardware rotation plan to keep all critical hardware in warranty or under service contract. In 2010 we purchased the following:

- ⊕ Xerox color printer
- ⊕ 3 Laptops with docking stations for Town Clerk, Accountant and Town Manager
- ⊕ 2 Desktops computers for clerks and finance
- ⊕ Firewall: A Cisco ASA5505-U-AIP5P-K9 which includes three years total of basic SmartNet coverage (hardware/software maintenance)
- ⊕ Server: A refurbished Dell server was purchased and is in full production

We upgraded all the PC hard drives from traditional mechanical drives to SSD drives, which provides significant improvement in PC performance.

#### **Software Purchasing:**

The Microsoft agreement was completed and all PC Operating System and Productivity Suite software is now licensed at the current version levels.

- ⊕ Windows 7 Enterprise
- ⊕ Microsoft Office Professional Plus 2010
- ⊕ Exchange Server 2010
- ⊕ Postini email filtering service

#### **Laser Fiche Records Management System**

The Clerk's office selected the Laser Fiche records management system and Four-D assisted in the implementation. All required licenses were purchased and the system is operational.

#### **Website**

Public Service Issue Reporting (A.K.A. Pothole Reporting) - a new web application was written to allow citizens to report issues like road hazards, code violations, plugged culverts, etc. The application allows for a variety of history and reporting options on issues submitted.

## **FY2012 Performance Goals**

- ⊕ Hardware Updates; Continue with our purchasing strategy to replace 1/3 of our hardware each year. For FY2012, this translates into three PC purchases and a power system upgrade for the server room.
- ⊕ Efficiencies: Because we made a major investment in 2011, there are minimal additional expenditures required for 2012. In effort to keep costs down, no new initiatives are proposed for 2012. ETS will focus on automation of manual systems and continued tuning of operational activities.



## Enterprise Technical Support

LINE ITEM	General Fund Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2012	2012 Total Estimate	NOTES
Enterprise Technical Support (ETS)	\$ 20,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,800	Contract
OSP: Phone Repair Service	4,660						\$ 4,660	Requires Council Approval
Software Maint & Acquisition	1,000	-	-	-	-	-	\$ 1,000	
Hardware Maint & Acquisition	8,500	-	-	-	-	-	\$ 8,500	Requires Council Approval
Phone system hardware	2,000						\$ 2,000	Requires Council Approval
<b>TOTAL</b>	<b>\$ 36,960</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,960</b>	

### Hardware Maintenance and Acquisition

Item	Cost	
Phone system repairs (reserve)	\$ 2,000	10May Council
Three replacement PC systems	3,000	25May Council
Miscellaneous repair parts, cables	2,500	
UPS Power Backup System	3,000	25May Requires Council approval Consider after Generator purchase
	<u>\$ 10,500</u>	

### Software Maintenance and Acquisition

Item	Cost	
Symantec antivirus renewal	\$ 200	
Postini email filtering	300	
Town Web host annual fee	500	
Contingency	-	10May Contingency \$1,500 denied
	<u>\$ 1,000</u>	



## **Chapter 5: Community Development**

Community Development strives to promote sustainable and fair development in Dewey-Humboldt. Functions within this program include planning, building safety, code enforcement, library services, community outreach and volunteer programs. All duties to be carried out within the department are performed by Town staff, contract consultants, or in coordination with intergovernmental agreements. For fiscal year 2012 the community development director position title has been changed to planner; an outcome of the Council's staffing study.

### **FY2011 Accomplishments**

- ⊕ Adopted the Final Draft of the Open Space and Trails Master Plan.
- ⊕ Achieved a 65% voluntary compliance of new code enforcement cases.
- ⊕ Completed the first Citizen's Academy program wherein local residents learned about the functions of local government.
- ⊕ Library: The library is now a Wi-Fi hotspot.
- ⊕ Library: Replaced 4 computers and added 6 new laptops.
- ⊕ Library: Increased number of items circulated by 19.4% over prior year.
- ⊕ Library: Increased number of library programs to 88, from 76 during prior year

### **FY2012 Performance Goals**

- ⊕ Continue to revise the zoning ordinance of the Town Code.
- ⊕ Complete the General Plan minor amendment process for consistency of the Open Space Element and the Open Space and Trails Master Plan.
- ⊕ Successfully implement in-house residential plan review and inspections.
- ⊕ Complete annexation of the 200-foot wide strip adjacent to the Town's northern boundary.
- ⊕ Administratively assist private landowners to revitalize the old Humboldt Main Street area.
- ⊕ Implement new computer classes at the Library.
- ⊕ Increase library patron visits by 10 percent.

### ***Planning***

The Town planner typically oversees all long-range planning projects, revisions to the zoning code, and management of the general plan. In addition, the planner will handle the current or short-range planning activities.

Current planning provides zoning administration and site plan review. This zoning administration function is to review private development projects to ensure consistency with the Town's general plan, zoning code, and other laws and regulations; and to provide professional support to the Planning & Zoning Commission, Board of Adjustment, and Town Council.

Long range planning guides and directs growth through the development of plans, policies, and ordinances that preserve the character and enhance the livability of the Town. Long range planning tracks land use and population statistics, prepares development policies and code amendments, and manages the General Plan as required by state statutes. In the coming year, particular attention will be paid to a revised general plan and ordinance revision.

### ***Building Safety***

Building Safety reviews applications and plans, issues permits and performs inspections for all development projects. Two years ago, an IGA was established with Yavapai County Development Services to provide plan review and inspection services. This year building safety will bring residential plan reviews and inspections back in-house. Gregory Arrington will fulfill the duties of the building official and inspector. Bringing residential plan review and inspections back in-house will accomplish the goal of reducing permitting costs and providing a true one-stop solution for building services. Yavapai County will continue to provide support for the review and inspection of any commercial projects. The Yavapai County Flood Control District will continue to review all building permit applications in the Town for hazard mitigation.

### ***Library***

Under the direction of the Town Librarian, Mr. Jeff Franklin, the library is entering its fifth year as a valued service and asset to the citizens of our community. The library has continued to increase operational hours and provide numerous programs especially for children. The Town's costs for the library, consisting of the building rent and the IGA costs are actually much less than the total cost for the services provided to our Town because a county-wide library district property tax is used to supplement the cost of local service. The current estimate of the district's contribution in FY2012 is \$36,143 in addition to the amount budgeted by the Town.

### ***Strategic Community Partnership Grants (SCPG)***

The purpose of the Strategic Community Partnership Grant Program is to help create an attractive, safe town by providing grants to sponsor (1) community events and (2) aesthetic, health, and safety improvements. Last year's grant program sponsored the Agua Fria Festival and contributed towards the purchase of portable room dividers for the J.W. Mitchell Room at the Library.

Two SCPG grants were requested for the coming year. The first grant application is for the Agua Fria Festival Committee requesting funds for the upcoming 2011 festival. The Town has assisted with annual sponsorship of this event to promote community, this year \$5,000 has been requested. The second grant application is a request for support for the Dewey-Humboldt Little League in the amount of \$3,000. The complete request documents are attached as part of the ***Appendix***.

All approved programs must provide its funded goods or services in a fair, unprejudiced manner. The financial accounting for the funds must be detailed and transparent, and must include evidence. A matching commitment is needed, but can be in a form other than matching cash. Whenever possible, the Town contribution should be in the form of a reimbursement. Finally, the primary beneficiaries must be persons other than members of the organization receiving the funds, if a good or service is part of the application.

### ***Code Enforcement***

The Code Enforcement program provides public information and enforcement efforts to bring about compliance with Town zoning, property maintenance, and nuisance code requirements. This

program also engages in public education through community outreach wherein citizens are advised of their right to due process under the law whether they are filing a complaint or have been cited for a violation. As a part of his duties as Building Official, Gregory Arrington provides these services. When necessary, code enforcement cases are adjudicated by the Town's hearing officer.

### ***Community Outreach***

The Town's Community Outreach Program is coordinated by Gregory Arrington. Community outreach seeks to involve the community in the preservation of the Town's culture and quality of life. Activities such as the Citizen Academy serve to provide venues for citizen participation that will serve to foster thoughts and ideas that will benefit the community. Neighborhood beautification serves to enhance the overall appearance of the community and provide volunteer efforts to help others who may not have the financial or physical abilities to complete projects by themselves. In addition, Mr. Arrington offers an inspector ride-along as a way to promote awareness and the importance of community's code enforcement program.

The Roving Dumpster Program was initiated in FY10 as a pilot program intended to enable the Town to focus on neighborhoods. This program has been so successful that it will be continued into FY2012. The objective of the program is to assist our residents with the abatement of common household items and landscaping debris within their neighborhoods by placing roll-off dumpsters in several locations across the community on scheduled weekends. The entire program takes place over a nine-month period. There is no cost to our citizens, and all Town residents may take advantage of the program. The Town newsletter publicizes the dates and locations. The Town staff and volunteers coordinate and monitor the program.

Another pilot program which began in FY10 that we expect to continue into FY12 is the recycling program. As a community that believes in preserving the natural beauty and character of the region, it follows that we should act responsibly when it comes to our environment. By implementing a conservation program that preserves and protects our resources for ourselves and for future generations, we become better stewards of our community. Recycling is one of the simplest ways we can slow unneeded consumption of increasingly scarce natural resources. Through recycling we can contribute to the lowering of carbon emissions associated with extracting virgin materials, manufacturing products, and waste disposal. Consistent with Council direction, the recycling program involves recycling bins located in the parking lot at Town Hall.

On February 14, 2012 Arizona will reach its 100th anniversary of statehood. The Territory of Arizona was created by an act of Congress and signed into law by President Abraham Lincoln on February 24, 1863 (his image is near the top of the County Courthouse on both the North and South sides of the building). Yavapai County was one of four original counties in the Arizona Territory and at 65,000 square miles in size was believed to be the largest county ever created in the United States. The other three original counties were Mohave, Pima and Yuma. Yavapai County came to be known as the "Mother of Counties" because Apache, Coconino, Gila, Maricopa and Navajo counties were carved from it. Today, Yavapai County is 8,125 square miles in size – approximately the same size as the state of Massachusetts!

During FY11 the Town Council approved the purchase of three monuments as part of the Yavapai County – State Centennial Committee Monument Project. For Fiscal Year 2012, the Council has budgeted \$2,000 for local Centennial Celebration events and the completion of the engraving and placement of the monuments.



## Community Development: Planning, Zoning & Community Outreach

LINE ITEM	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2012	2012 Total Estimate	NOTES
Planner	\$ 59,459	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,459	Title/pay change effective July 1, 2010
Building Official	-	32,560	-	-	-	-	\$ 32,560	
Admin Assistant	21,597	-	-	-	-	-	\$ 21,597	
Retirement	9,727	1,628	-	-	-	-	\$ 11,355	
Health Insurance	8,922	990	-	-	-	-	\$ 9,912	
Medicare	1,175	472	-	-	-	-	\$ 1,647	
State Unemployment	463	232	-	-	-	-	\$ 695	
Workers Compensation	1,354	544	-	-	-	-	\$ 1,897	
OSP: Hearing Officer		250	-	-	-	-	\$ 250	
OSP: Planning & Zoning Support		2,150	-	-	-	-	\$ 2,150	Annexation, OSAT Support, GP Amendment
OSP: IGA Yavapai County Dev Svcs	-	15,400	-	-	-	-	\$ 15,400	Backup residential, full coverage Commercial
Facilities: Library YCO IGA	36,143	-	-	-	-	-	\$ 36,143	IGA with Yavapai County for Library Support
Facilities: Library CAP Lease	12,434	-	-	-	-	-	\$ 12,434	CAP owns building, Town leases for the Library
Dues and Memberships	532	-	-	-	-	-	\$ 532	APA, CELA, AACE; Anacronym defined below
Training and Travel	2,340	-	-	-	-	-	\$ 2,340	
SCP Agua Fria Days	5,000	-	-	-	-	-	\$ 5,000	AFF May17 Funding Approved
SCP Community Grant	3,000	-	-	-	-	-	\$ 3,000	DHLL May17 Funding Approved
Neighborhood Outreach	20,000	-	-	-	-	-	\$ 20,000	Neighborhood clean-up, recycle program, and Centennial Celebration
<b>TOTAL</b>	<b>\$ 182,146</b>	<b>\$ 54,226</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 236,372</b>	

Anacronyms defined:

OSP: Outside Service Providers, for example an Environmental Consultant, Hearing Officer,

APA - American Planning Association

AACE - American Association of Code Enforcement

CELA - Code Enforcement League of Arizona

NACOG - Northern Assn Council of Governments

## Chapter 6: Public Works

The Public Works program promotes safety while maintaining and developing the infrastructure of Dewey-Humboldt to preserve the rural atmosphere. The Public Works program is charged with providing direction and support to capital improvements, overall street maintenance, maintaining data on all Town infrastructure and assuring compliance with town code.

For fiscal year 2012 the engineer position title has been changed to Public Works Supervisor; an outcome of the Council's staffing study. The department name has also changed to Public Works (previously called Engineering), reflecting the Council's continued dedication towards public works responsibilities such as drainage and road improvements. The FY2012 public works budget will be very similar to FY11 with a ratcheting down of the budget. External funds brought into the Town through grants will be executed through contracts. Additional grants will be pursued throughout the year to assist the Town in maintaining and improving their infrastructure.

Public works staff researches, applies for and optimistically expects to continue to achieve grants. We also administer and execute contracts (rental equipment and signs), manage and maintain Town facilities (buildings and roads), represent the Town at meetings, complete roadway and facilities management/maintenance projects, and assisted the citizens of the Town with application of code.

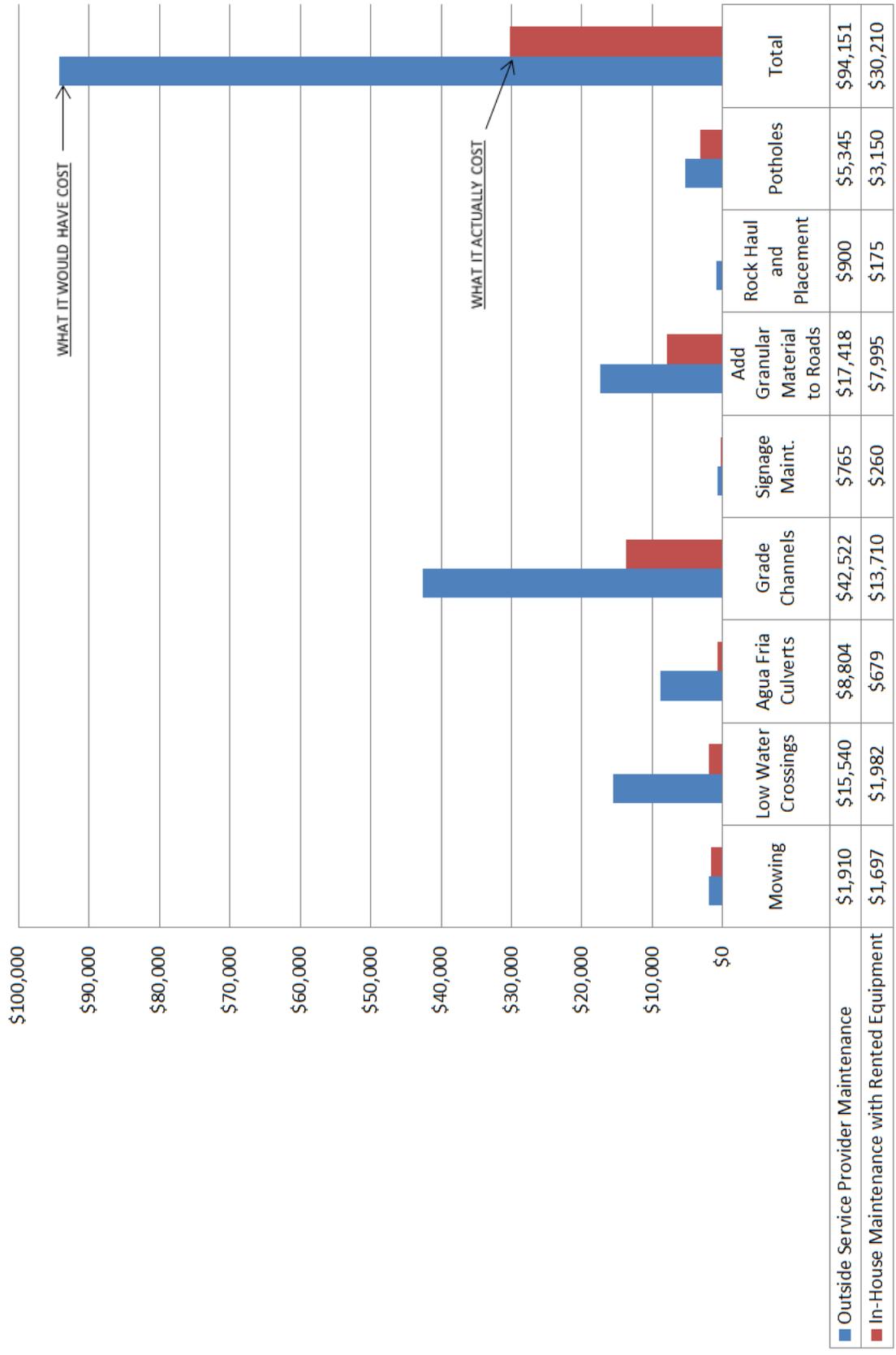
Willdan Engineering has been retained to provide on-call engineering services. The Town will utilize the on-call services for flexible and professional engineering services.

Past public works budgets did not have a high enough level of commitment to address Dewey-Humboldt's roadway deficiencies. As a result the FY2012 budget appropriates the entire expected revenue generated from the Highway User Revenue Funds (HURF) to be allocated to road surface and other right-of-way maintenance. The non-roadway portion of the budget for the public works program contains the contracts for the alarm system, leased facilities, utilities, etc. These costs come in at budgeted level due to the existing contracts.

The streets maintenance program provides for the care, repair, and maintenance of all Town-owned rights-of-way. For the first time ever, the Town had a dedicated public works operator on staff in FY2011 that was responsible for the streets maintenance program. Duties performed by the public works operator included performing right-of-way maintenance with rental equipment, overseeing right-of-way maintenance by outside service providers, and documenting all right-of-way deficiencies/improvements/complaints.

Secondary responsibilities of the public works operator include assisting the public works supervisor with contract management and administration, procedure formation, fleet maintenance scheduling, and deceased animal control. The addition of this position in FY2011 has increased, and will continue to increase the effectiveness of the public works program. The chart below shows the savings associated with having the public works operator on staff from September 2010 to February 2011.

## Actual Cost Comparison of Right-of-Way Maintenance Outside Service Provider Versus In-House



As a result on the savings in FY2011, Public Works is proposing to increase funding to maintain the roadways to a higher level. This can be accomplished through the continuation of the public works operator position and the continued acquisition of Town owned equipment in FY2012. The equipment will enable the staff member's ability to efficiently and cost effectively maintain and improve the Town's roadway system. Owning equipment will:

- ⊕ increase response time by having equipment at our disposal. This is currently problematic since numerous complaints need to arise before the Town can justify renting equipment.
- ⊕ improve time management.
- ⊕ perform maintenance as-needed rather than as dictated by equipment rental contracts.
- ⊕ provide greater flexibility and performance in the street maintenance activities.

The proposed equipment will be used to maintain and improve the Town's right-of-way, including weed abatement, low water crossings, signs, snow removal, distributing material, and drainage maintenance. The chart below uses actual FY2011 (from September 2010 to February 2011) data to compare three scenarios 1) outside service provider, 2) in-house maintenance with rental equipment, and 3) in-house maintenance with purchased equipment (including maintenance on the purchased equipment).

### Projected Cost Comparison of Right-of-Way Maintenance Outside Service Provider Rental In-House With Rental Versus In-House With Owned



### **FY2012 Road Maintenance Schedule**

FY2012 does not propose any new chip sealed miles. The Town has numerous failing roads and needs to concentrate money to repairing the existing roads rather than paving more roadways due to value engineering [it is less expensive to repair the failing roads now then it is to replace the same road later]. As a result this year's budget is committed to a higher level of maintenance standard to both the paved *and* dirt roads. The maintenance program will:

- Preserve the existing asphalt roads with a fog and crack seal.
- Increase maintenance on the chip seal roads by patching them and preparing them for single chip seal in future years.
- Increase the frequency of the grading on the dirt roads.

The road maintenance budget for FY2012 has been completely revamped based on data collected throughout FY2011. This data includes trends in field observations and community response. The increased levels of service in several maintenance activities are expected to address the trends. The associated costs, based on addressing these trends, are shown in the "level of service" chart on page 48. The costs are based on bringing a majority of the maintenance in-house, adjusting costs due to existing Town contracts, and estimates based from projects in our region. Page 49 in the FY2012 budget provides additional details corresponding to the "level of service" chart.

Item	Road Level of Service (LOS)	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
<b>PAVEMENT PRESERVATION, IMPROVEMENTS, AND MAINTENANCE</b>							
1	Fog coat & crack seal asphaltic concrete roads every 6 years	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -
2	Single chip seal on black roads every 6 years; 16.7% of roads	\$ -	\$ -	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000
3	Asphalt concrete for road failures; as needed	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
4	Equipment rental; if needed	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
<b>POTHOLES</b>							
5	Pothole repair by OSP; hot mix only; out to bid	\$ 7,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
6	Pothole repair by in-house staff; 25 tons	\$ In-House					
<b>ROADSIDE MAINTENANCE</b>							
7	ROW weed abatement; 2 times; all roads; where applicable	\$ In-House					
8	Tree trimming along right-of-way by in-house personnel; where applicable	\$ In-House					
9	Tree trimming along right-of-way by OSP; assumed two locations	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
10	Sloped area weed abatement; areas with poor sight distance; highly visible areas	\$ In-House					
<b>DIRT ROAD MAINTENANCE</b>							
11	Grade dirt roads; 3 times/year*	\$ 32,350	\$ 32,350	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
12	Place and stabilize ADOT supplied asphalt millings on dirt roads; 1.25 miles per year	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	\$ -
<b>DRAINAGE MAINTENANCE</b>							
13	Ditch Maintenance by OSP; as needed in high liability areas**	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
14	Ditch maintenance by in-house personnel; as needed	\$ In-House					
15	Agua Fria River crossing culvert clean out and roadway debris removal	\$ In-House					
16	Culvert Maintenance; 20 culverts/year**	\$ 10,000	\$ 10,000	\$ 10,000	\$ 7,500	\$ 5,000	\$ 5,000
<b>Total</b>		\$ 176,350	\$ 109,350	\$ 267,000	\$ 264,500	\$ 232,000	\$ 232,000

\$ In-House indicates that the activity will be included in the overall department budget

\* Roads may be graded by in-house staff when weather permits thereby potentially reducing this line item. Future year decreases due to road armoring (ADOT millings).

\*\* Diminishing values in future years once a "maintainable" level is reached.

1. The fog coat line item has been changed to provide fog coat and crack seal on all of the Town's asphalt roads (not on chip sealed roads). The change is based on recommendations from neighboring municipalities' outcomes from their maintenance program. Chip sealed roads will be preserved with a single chip seal as detailed below.
2. Approximately 6 miles of single chip seal has been moved from FY2014 to FY2013 to expedite preservation on presently failing roads. The dollar amount has been updated based on recent cost estimates and road inventories.
3. This line item has been added for roads in need of large asphalt repairs. There are certain areas that require repairs above and beyond a "pothole". The line item will provide monies to replace large sections of failing chip seal roads.
4. The equipment rental is a contingency. This line item will be used in situations where Public Works needs specialized equipment to complete jobs (chainsaw, wheel loader, welder) that are not Town owned.
5. This line item will be put out to bid on an annual basis to maximize buying power. The amount has been estimated based on field observations and preparation for upcoming single chip seal maintenance.
6. This line item will allow staff to purchase and pick-up pothole patching material on an as-needed basis with the owned equipment throughout the fiscal year.
7. This work will be completed by staff with recently purchased equipment.
8. This work will be completed by staff, as-needed, where safety is compromised due to sight line obstructions.
9. This line item is a contingency for unanticipated tree trimming outside the capabilities of staff. The dollar figured is based on two "generic" locations using recent estimates.
10. This work will be completed by staff with the purchased equipment. The amount is based on field observations and recognition of high traffic areas that require extra attention.
11. This line item has been increased from years past due to trends in the data. The dollar amount will provide a minimum of three (3) grading on all Town dirt roads. In addition the roads may be graded more frequently by in-house staff, with purchased equipment, *when weather permits*, thereby potentially reducing this line item. Future year decreases are due to road armoring (ADOT millings, see item 13 below).
12. The Town expects to receive 1,500 to 2,000 cubic yards of asphalt millings from ADOT in FY2012. The millings will be stockpiled in Town and spread on dirt roads by staff. The dollar amount will also enable a contractor to grade, compact, and spray liquid asphalt on the millings to provide a temporary solution on various dirt roads.
13. This line item is a contingency for ditch cleaning outside the capabilities of staff. This includes high liability areas requiring traffic control, specialized equipment, or sensitivity to underground utilities. The values diminish in future years once a maintainable level is reached.
14. This work will be completed by staff with the purchased equipment. The amount is based on field observations and community complaints during the "wet" months.
15. This work will be completed by staff with the purchased equipment as-needed. The amount is based on field observations.
16. This line item will provide the Town monies to engage the on-call contractor to clean out plugged culverts crossing Town right-of-way. This work is consulted out due to the manpower and equipment required to perform the maintenance operation. The values diminish in future years once a maintainable level is reached.

The Town intends to only maintain public roads that have been dedicated to the Town via documents on record with the Yavapai County Recorder's Office. Roads with questionable ownership or roads that were not built to Town standards are maintained, with a lower level of priority. Roads that are clearly in private ownership are not maintained.

## **FY2011 Accomplishments**

- ⊕ Received the Planning Assistance for Rural Areas (PARA) grant through the Arizona Department of Transportation and the Federal Highways Administration to complete a small area transportation study. The study will provide the Town with a planning document to improve the roadway network. This project requires no dollar match from the town but will require staff time to manage the project. The Small Area Transportation Plan will be put out to bid in February 2011 by the Arizona Department of Transportation. The plan is expected to cost \$200,000 and is completely funded with the PARA grant.
- ⊕ Managed the first phase of the Yavapai Industrial Drainage project. An Intergovernmental Agreement (IGA) was extended at the August 17, 2010 council meeting. The IGA allows the Town to bill for \$85,500 reimbursable funds for assistance for drainage improvements related to upstream, inter-jurisdictional flooding. The consultant has completed the hydraulics and hydrologic phase of the project.
- ⊕ Applied and received authorization to accept "reimbursement funding" for \$48,860 for maintenance activities resulting from the January 18-22, 2010 winter storm. The monies were acquired through the Arizona Division of Emergency Management.
- ⊕ Received a grant through the Highway Safety Improvements Plan in the amount of \$82,900 for upgrading sign panels to new reflectivity standards. This project requires no dollar match from the town but will require staff time to manage the project. The project will focus on faded "stop", "yield", and other similar signs.
- ⊕ Hired one Public Works staff member to assist in continual maintenance activities, project management, and overall operations within the Public Works program.
- ⊕ Removed the Bar Gate Project at the Prescott Street Crossing of the Agua Fria.
- ⊕ Maintained the Town roadway system, prorated per the date of this document, per the council approved budget.
- ⊕ Updated the Town's Geographical Information System (GIS) system from data provided by Yavapai County GIS. Utilized the GIS data to create maps, provide addressing capabilities, and support requests.
- ⊕ Assisted the development community in understanding the Town's ordinance and codes as they related to Engineering and Public Works.
- ⊕ Acquired a mobile device that is enabling the Town to inventory pavement and sign characteristics. The mobile device will interface with the Town's GIS database to improve functionality and budgeting. This device will help to ensure that the Town is protecting their assets by creating an accurate database. In addition it assists in meeting reporting standards required by federal and state agencies for grant funding.
- ⊕ Replacement of failing sign post bases within Town right-of-way to provide a secure foundation for regulatory and advisory signage. The Town received reimbursement for a portion of this work through the Arizona Division of Emergency Management.

- ⊕ Established an account with Public Surplus® to auction unnecessary Town supplies (coffee pot, old server, etc...).
- ⊕ Detailed documentation on all street maintenance activities that will be transferred onto maps for future reference.
- ⊕ Documented daily activities and complaints to assist in developing subsequent budgets and work requests. Citizen complaints were handled by the Public Works Operator in a timely fashion.

#### Goals yet to be achieved

- ⊕ Apply fog coat to 16% of roads per FY11 budget. This project has been pushed out into early FY12 when the Town will fog coat 100% of roads.
- ⊕ Maintaining the Town roadway system, prorated per the date of this document, per the council approved budget.
- ⊕ Kachina Place road has not been completed. The Town Attorney instructed staff to pursue an easement with a hold harmless clause. The easements have been received and recorded. The project is ready for to be put out to bid for construction.
- ⊕ Acquire computer aided design software that enables the Town to design *basic* improvements. These designs could provide “shovel-ready” projects that will facilitate the grant process. This software has not been purchased due to lack of necessity. The software will be brought in front of council when the need arises.

### **FY2012 Performance Goals**

- ⊕ Extract data from existing daily public works log and compile trends (road failure locations, signs damaged, and complaints) pertaining to specific roads. Use this data to project budget costs and improve performance of street maintenance program.
- ⊕ Manage the Community Development Block Grant project.
- ⊕ Roadway and roadside maintenance will evolve using a hybrid approach with a *majority* of Town personnel performing the maintenance and *minor* portion being provided by an outside service provider. The continued goal is to increase maintenance activities while utilizing the Town’s HURF revenues to their maximum potential.
- ⊕ Achieve the maintenance level of effort described in the Public Works section of this chapter, and provide a complete report to Council of cost comparisons during FY2012.
- ⊕ Manage the implementation of the Highway Safety Improvements Plan for upgrading sign panels to new reflectivity standards. This will be carried out through an awarded grant through the Highway Safety Improvements Plan in the amount of \$82,900.
- ⊕ Manage the implementation of the PARA grant for a Small Area Transportation Plan.
- ⊕ Seek grants for the unfunded capital Improvement projects. Manage implementation of the fully funded FY2012 Capital Improvement Program.
- ⊕ Continue to apply and secure federal and state funding for the Town.
- ⊕ Use recently acquired handheld device to continually inventory roadway related assets.

- ✦ Purchase, setup, and use the CADD software for Capital Improvement projects. [If not already implemented in FY11]
- ✦ Manage and maintain the Town's leased facilities and property.

### ***Capital Improvement Program (C.I.P.)***

Public works with the assistance of the Town engineer is responsible for maintaining the orderly development and construction of the Town's infrastructure. Master plans of public works infrastructure are implemented through a Capital Improvement Program. Infrastructure design and construction are coordinated through this program, while actual construction is managed by the Public Works division. This program assures compliance with Town standards and code requirements for public and private development.

Town of Dewey-Humboldt FY2012 Capital Improvement Projects	
Project Title	
	FY2011-2012
<b>Community Facilities - Parks, Recreation, Trails, Open Space and Library</b>	
Multi-use trails	\$ 369,707
Chaparral Gulch Junction	50,000
Open Space Preservation - Planning Phase	40,000
<b>General Government</b>	
Grant Effort	161,487
<b>Transportation - Roads and Right-Of-Way</b>	
Small Area Transportation Plan	200,000
Kachina Road	40,000
Dewey Road	175,248
Rocky Hills Road	205,955
Prescott Dells Ranch Road	29,500
Community Development Block Grant	671,473
AzDEMA Recovery Funds	48,860
River Drive Tree Preservation	7,000
Sign Replacement	111,500
Capital Equipment	45,000
<b>Utilities - Drainage, Sanitation, Water, and Sewer</b>	
Drainage Improvements	85,500
<b>Total</b>	<u>\$ 2,241,230</u>
Project Funding	
General Funds	12,000
Grant Revenues	2,144,630
Impact Fees	18,900
HURF Funds	65,700
<b>Total</b>	<u>\$ 2,241,230</u>

### *Capital Improvement Program FY2012 Projects*

FY2010 saw the first implementation of the Capital Improvement Program (CIP). As the Principles of Sound Financial Management require, the purpose of the CIP is to systematically identify, plan, schedule, finance, track and monitor capital projects to ensure cost-effectiveness as well as conformance to established policies.

The Town Manager is responsible to annually submit a 10-year CIP for review by the Town Council pursuant to the timeline established in the annual budget preparation schedule. A 5-year program would be more accurate and give the public more assurance that all of the projects within the plan will be completed, but the Town's level of income is such that a full 10 years is needed to accumulate enough funds to include any significant improvements. Submission of the Capital Improvement Program is consistent with the requirements of Title 42, Chapter 17, Article 3, of the Arizona Revised Statutes. The Capital Improvement Program incorporates a methodology to determine a general sense of project priority according to developed criteria.

**FY2012 is a challenge:** to accomplish the entire list would take more funds than are available this year and would require a significant amount of additional new revenue. To avoid completely expending the entirety of the Town's capital reserves, this budget has allocated potential grant funding for the projects not able to be funded using existing resources (up to the maximum spending allowed by state law). That is, there is no known funding source for the projects projected to be funded by grants, but Council, by providing the allocation in the budget, enables Town staff to pursue and potentially apply those grant funds in FY2012.

It has been the policy of Council to limit transportation spending to the value of transportation impact fees collected (useable only for construction of transportation improvements), plus Highway User Revenue Funds (HURF) expected in the coming year (useable for both construction and operations). Accordingly, transportation projects in the CIP can be funded only from HURF, impact fees, and grants, while projects in other categories can be funded with General Fund capital reserves and grants. HURF funds are projected to decrease due to the updated census data and the state pulling the funds to balance their budget, reducing the Town's ability to fund road and maintenance projects with HURF alone.

### *Community Facilities projects*

Five community facilities projects were selected by the CIP Committee for inclusion in the FY2011 CIP. All five community facilities projects will be carried forward into the FY2012 budget.

A high priority is an open space preservation that will acquire Bureau of Land Management (BLM) and State Land. These open spaces will provide recreational areas as well as preserve the scenic hillside.

Priorities two through five are multi-use trails. These trails will provide educational and recreational amenities for all user types to enjoy. The Open Space and Trails Master Plan document shows a rough outline of the trail alignments being proposed.

### *Transportation projects*

Seven funded transportation projects are included in the FY2012 budget. These will be accomplished using acquired grant monies (4), HURF (2), and with general funds (1). The following highlights several of these projects.

The Small Area Transportation Plan will be completed during FY2012 using Planning Assistance for Rural Area (PARA) grant monies. The project will be delivered by Public Works in conjunction with

the Arizona Department of Transportation. A portion of the grant award includes a public involvement consortium to ensure that the public is afforded the opportunity to comment.

A sign panel replacement project will be completed during FY2012 using Highway Safety Improvement Plan (HSIP) monies. The project will replace timeworn signs with new highly reflective sign panels. This replacement is part of a federal requirement to meet reflectivity standards. The HSIP monies are coming to the Town through the Arizona Department of Transportation and the Federal Highways Administration with no matching dollars required by the Town.

The Community Development Block Grant (CDBG) project will take shape during FY2012. The project intent is to repair deteriorating roads, provide drainage facilities to alleviate substandard drainage, and sidewalk and/or pathway will be considered in downtown Humboldt. CDBG activities in FY2012 may include receiving authorization, establishing contracts, and hiring land and design professionals. Physical construction is not anticipated to begin until FY2013.

Three unfunded transportation projects are included in the FY2012 budget. These are all road projects, carried forward from FY2011, and will require grants pursued throughout FY2012 to accomplish.

### *Utilities projects*

One CIP utility project will be carried forward into FY2012 in a modified format. The Yavapai Industrial Park (also known as the Antelope Meadows Commercial Center) drainage project has been modified per council direction to spread the monies throughout Town to solve several drainage problems. The funding was stretched to cover as many of the eight projects as possible. Eight projects were ranked and approved by council to receive this funding, three projects have been completed. The reason for this funding is an existing approved IGA that allows the Town to be reimbursed for work related to qualifying drainage improvements. Therefore no money will be needed on a permanent basis to cover the expenses associated with this project. The IGA expires on June 30, 2011, and the Town will request an extension, as noted in the existing IGA, through Yavapai County Flood Control if necessary.



## Public Works, Facilities, Infrastructure

LINE ITEM	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2012	2012 Total Estimate	NOTES
Public Works Supervisor	\$ 30,408	\$ -	\$ -	\$ 23,892	\$ -	\$ -	\$ 54,300	
Retirement	3,649	-	-	2,867	-	-	\$ 6,516	
Health Insurance	5,551	-	-	4,361	-	-	\$ 9,912	
Medicare	441	-	-	346	-	-	\$ 787	
State Unemployment	130	-	-	102	-	-	\$ 232	
Workers Compensation	508	-	-	399	-	-	\$ 907	
OSP: Engineering Support	-	-	-	7,800	-	-	\$ 7,800	
Dues and Memberships	-	-	-	401	-	-	\$ 401	
NACOG EDA & Rural Liaison	621	-	-	-	-	-	\$ 621	Rural Transportation Liaison & EDA
CYMPO Operations costs	-	-	-	3,550	-	-	\$ 3,550	D-H 3% of Total costs
Training and Travel	394	-	-	1,329	-	-	\$ 1,723	Rural Transportation summit, APWA events
Software & Hardware	-	-	-	3,565	-	-	\$ 3,565	CADD, ESRI, CARTEGRAPH
DWR Fee	5,427	-	-	-	-	-	\$ 5,427	
Capital: Sign Replacement	-	-	-	4,600	-	106,900	\$ 111,500	
Capital: River Drive APS	-	-	7,000	-	-	-	\$ 7,000	Shared cost with APS, carried over from FY11
Capital: AzDEM Recovery Funds	-	-	-	-	-	48,860	\$ 48,860	storm recovery funds
Capital: CDBG	-	-	-	-	-	671,473	\$ 671,473	
Capital: OS Preservation	-	-	-	-	-	40,000	\$ 40,000	
Capital: Multi Use Trails	-	-	-	-	-	369,707	\$ 369,707	
Capital: Kachina Road	-	-	-	18,900	21,100	-	\$ 40,000	
Capital: Rocky Hills Road	-	-	-	-	-	205,955	\$ 205,955	
Capital: Prescott Dells Ranch	-	-	-	-	-	29,500	\$ 29,500	
Capital: Dewey Road	-	-	-	-	-	175,248	\$ 175,248	
Capital: Chaparral Gulch Jct	-	-	-	-	-	50,000	\$ 50,000	
Capital: YC Drainage IGA	-	-	-	-	-	85,500	\$ 85,500	
Capital: S.A.T.P.	-	-	-	-	-	200,000	\$ 200,000	
Capital: Grant Effort 2012	-	-	-	-	-	161,487	\$ 161,487	



## Public Works, Facilities, Infrastructure, *continued*

LINE ITEM	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2012	2012 Total Estimate	NOTES
Equipment Operator	\$ 3,362	\$ -	\$ -	\$ 30,254	\$ -	\$ -	\$ 33,616	
Retirement	403	-	-	3,631	-	-	\$ 4,034	
Health Insurance	991	-	-	8,921	-	-	\$ 9,912	
Medicare	5	-	-	395	-	-	\$ 400	
State Unemployment	23	-	-	209	-	-	\$ 232	
Workers Compensation	10	-	-	825	-	-	\$ 835	
OSP: Janitorial Service	2,940	-	-	-	-	-	\$ 2,940	Town hall cleaning service \$245/mo.
Facilities: Lease	36,240	-	-	855	-	-	\$ 37,095	Lease, Town Hall - see Court also
Facilities: Maintenance	2,650	-	-	-	-	-	\$ 2,650	Library \$1,200, Townhall 4% of lease
OSP: Alarm, & Fire	1,220	-	-	-	-	-	\$ 1,220	Alarm, fire, pest (rec'd 5% increase for pest)
OSP: Insurance	16,668	-	-	-	-	-	\$ 16,668	Auto, general and property coverages
OSP: Road Maintenance	-	-	-	128,900	47,450	-	\$ 176,350	
Dues and Memberships	-	-	-	161	-	-	\$ 161	APWA
Training and Travel	992	-	-	675	-	-	\$ 1,667	
General Supplies	14,103	-	-	6,097	-	-	\$ 20,200	TH office, HURF: Rd Maint supplies. \$100/CM reimbursement office supplies, \$2K AV Sys
Facilities: Electric	5,637	-	-	-	-	-	\$ 5,637	Townhall only, court separate
Facilities: UNS Gas	1,137	-	-	-	-	-	\$ 1,137	
Facilities: Telephone	7,500	-	-	-	-	-	\$ 7,500	
Facilities: Cellular	960	-	-	240	-	-	\$ 1,200	\$80/mo TM, \$20/mo Equipment Operator
Vehicle Maint	1,000	-	-	2,000	-	-	\$ 3,000	Increased use of public works truck
Fuel	2,000	-	-	5,000	-	-	\$ 7,000	Trucks and heavy equipment
Equipment Maintenance	-	-	-	8,125	-	-	\$ 8,125	Routine maintenance, repairs
Capital Equipment	5,000	-	-	-	40,000	-	\$ 45,000	Generator, Trailer, dumptruck implements
<b>TOTAL</b>	<b>\$ 149,969</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 268,400</b>	<b>\$ 108,550</b>	<b>\$ 2,144,630</b>	<b>\$ 2,678,549</b>	

## Chapter 7: Town Clerk

The Town Clerk's office is responsible for the preservation of legal documents and is the source of information on Town Council legislation and actions. The Town Clerk's office also conducts all municipal elections, assists the Town Council in administering the appointment of members to serve on various Town boards, commissions, and committees, and provides special services to the public, including notary services. With the on-going implementation of a new departmental-wide records management system, we have seen an improvement in the organization and accessibility of the Town's vital records.

For fiscal year 2012 the records manager position title has been changed to Admin Assistant; an outcome of the Council's staffing study.

### ***FY2011 Accomplishments***

- ⊕ Processed and conducted almost twice as many Council meetings in the last year as well as an increase in Board of Adjustment and Committee (ad hoc) meetings.
- ⊕ Provided training for the Citizens' Academy regarding the Town Clerk Office and Communication with the Citizens.
- ⊕ Provided a Candidate Orientation.
- ⊕ Conducted a Mayor and Council Candidate election with no protest or objection. The election process includes scheduling election deadlines, managing and providing election packets, managing candidate reporting timelines, liaison with Yavapai County Elections Department and other public entities.
- ⊕ Responded to requests for public records within 48 hours 95% of the time. All information requests were reviewed and processed (if possible) within hours.
- ⊕ Indexing of all existing records is on-going. With training and departmental procedures, the Town will move closer to the goal of indexing all existing records, along with a method for implementing the retention schedule. The process of establishing policies and procedures and indexing a large portion of records is on-going and achievable
- ⊕ Develop searchable electronic versions of existing records for staff and public on a continuing basis. As records get indexed they will also be searchable electronically
- ⊕ The Town Clerk attended all training that was offered for the Certified Municipal Clerk (CMC) program and obtained the maximum number of points possible. The Records Manager attended her first year of the 2010 Arizona Municipal Clerks' Institute, obtaining the maximum points possible. She applied for and received a scholarship in the amount of \$300 to cover the cost of tuition to the Institute. Both attended Elections training and will continue to apply for scholarships whenever possible.
- ⊕ The Records Manager attended 2010 Laserfiche Users' Conference hosted by Laserfiche. An agreement with Laserfiche at the time of purchase allowed Staff to attend a seminar at no cost to the Town, at a savings of \$350.
- ⊕ Adoption of records management protocols for all departments is on-going.
- ⊕ Received scholarships for Judy Morgan and Linda Baker to attend the 2011 Arizona Municipal Clerks' Institute.

- ⊕ Managed live and archived on-line audio and video broadcasts of Town Council and other meetings.
- ⊕ Arranged for placement of a computer with internet access at the front counter to better assist the public. This allows public access to the Service Arizona website to register voters, Yavapai County GIS website to assist customers with parcel related questions and access to State and Local laws, to name a few.

### **FY2012 Performance Goals**

- ⊕ Index all existing records (continuing).
- ⊕ Develop searchable electronic versions of existing records for staff and public.
- ⊕ Adopt records management protocols for all departments.
- ⊕ Continue to look for ways to make citizen participation in the legislative process more accessible.



## Town Clerk and Records Management

LINE ITEM	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2012	2012 Total Estimate	NOTES
Town Clerk	\$ 53,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,037	
Admin Assistant	14,398	-	-	-	-	-	\$ 14,398	
Retirement	8,092	-	-	-	-	-	\$ 8,092	
Health Insurance	10,488	-	-	-	-	-	\$ 10,488	
Medicare	978	-	-	-	-	-	\$ 978	
State Unemployment	463	-	-	-	-	-	\$ 463	
Workers Compensation	155	-	-	-	-	-	\$ 155	
Granicus	11,200	-	-	-	-	-	\$ 11,200	Broadcast & Agenda Automation
Copier Monthly Maint Fee	1,800	-	-	-	-	-	\$ 1,800	Based on usage (number of copies)
Newsletter Publication (OSP Tech)	14,000	-	-	-	-	-	\$ 14,000	12 B&W Newsletter Publications
Dues and Memberships	590	-	-	-	-	-	\$ 590	
Training and Travel	2,500	-	-	-	-	-	\$ 2,500	
Publications and Subscriptions	6,000	-	-	-	-	-	\$ 6,000	American Legal quarterly updates
Publish/Advertisements	6,262	-	-	-	-	-	\$ 6,262	Legal ads, Public Hearings, etc.
Software License	2,300	-	-	-	-	-	\$ 2,300	Annual Support Records Mgmt SW
<b>TOTAL</b>	<b>\$ 132,264</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 132,264</b>	



## **Chapter 8: Public Safety**

Dewey-Humboldt's Town public safety program is managed through an intergovernmental agreement with the Yavapai County Sheriff's Office. This program provides the resources to accomplish the mission of public safety for the citizens of Dewey-Humboldt. The Public Safety program handles law enforcement, and Silent Witness.

The Town's public safety is an effort that begins with law enforcement, continues through adjudication, and concludes with process improvements.



## Public Safety: Sheriff Services

LINE ITEM	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2012	2012 Total Estimate	NOTES
OSP: Sheriff Services	\$ 351,697	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 351,697	IGA 4.27% increase over FY11
OSP: YC Emergency Management	1,733	-	-	-	-	-	\$ 1,733	Intergovernmental Agreement (IGA)
Facilities: Sheriff Office	10,598	-	-	-	-	-	\$ 10,598	Local office for Sheriff and Deputies
Utilities	2,500	-	-	-	-	-	\$ 2,500	
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 366,528</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 366,528</b>	

## Chapter 9: Municipal Court

FY2012 budget separates the public safety budget from that of the municipal court. This program will now be comprised of the municipal court, the Town prosecutor, the public defender (also classified as criminal law services) and other services related specifically to the operation of the court (such as translators and court reporters or transcriptionists.)

This is the beginning of the third year that the magistrate court has its own offices within town hall. Costs associated with the transition from the court being physically located outside of Dewey-Humboldt to being housed locally have largely been recouped and our court is now fully functional, having experienced court staff and extending the personality and professionalism unique to our community, to the community, within the context of maintaining the independence, integrity and impartiality necessary to a properly functioning Judicial Branch of government.

### FY2011 Accomplishments

- ⊕ Public awareness of the “new” location of the court seems to have been largely accomplished during this past year. Citizens also seem to have begun to familiarize themselves with the variety of services that can now be obtained locally and are utilizing those services. (obtaining orders of protection, injunctions prohibiting harassment and marriages.)
- ⊕ Usage of the state automated case management system, FARE and TIP (the state-wide debt collection programs for courts) and the almost two year old track record of our court being completely separate from a much larger jurisdiction have clarified the type and size of case load our court can expect and where the court can absorb increases. For planning purposes, development of this information base was essential.
- ⊕ A "volunteer" court clerk position was initialized. The value of that position in a one clerk court was quickly realized and an "on-call" paid position was added.
- ⊕ Magistrate fees were finalized and are being added to fines as appropriate.
- ⊕ Communication between law enforcement, prosecution, defense and the court continued to grow. Both the Town prosecutor and public defender contracts were changed to new providers this year. This change benefited the Town financially in that appropriate caps were put on expenditures in those areas. Both the Town prosecutor and the public defender are consummate professionals who understand the nature and function of this level of court and represent both the Town and citizens in a highly skilled and personable manner. A solid foundation of trust has been built between all of the parties which ultimately leads to a court system the citizens can trust and rely on.
- ⊕ With the exception of dates that require multiple entities from the Justice System to be present (prosecution, police, defense) the Court has built a very fluid calendar based largely on the convenience of citizens. While only officially open three days a week from 8-5, Town staff calls upon the court on Mondays and Fridays if citizens need the services of the court, and a drop-box has been located in Town Hall for ease of paying fines.

## **FY2012 Performance Goals**

- ⊕ Community outreach, in conjunction with the court will begin a community service program with the dual purposes of providing a pool of volunteers for projects in the town and to allow defendants to have an alternative to jail for fines owed to the Court.
- ⊕ Continued efforts will be made to make locating and using the court easier for citizens through enhanced signage and information available from the Sheriff's office.
- ⊕ The Court will meet quarterly with public safety and the Council to report on caseload and court activity.
- ⊕ The Court will continue the training and use of volunteers for the court clerk position as necessary to allow for leave for the present court clerk.
- ⊕ The continuing emphasis of the court will be on providing convenient services for citizens - regardless of the type of need.
- ⊕ The several Town Ordinances that relate to the Magistrate and Magistrate Court will be reviewed for merger.



## Magistrate Court

LINE ITEM	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2012	2012 Total Estimate	NOTES
Salary: Town Magistrate	\$ 25,544	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,544	
Salary: Court Clerk	-	16,250	-	-	-	-	\$ 16,250	
Retirement	1,277	813	-	-	-	-	\$ 2,090	
Health	-	-	-	-	-	-	\$ -	
Medicare	370	236	-	-	-	-	\$ 606	
State Unemployment	232	232	-	-	-	-	\$ 463	
Workers Compensation	46	29	-	-	-	-	\$ 75	
OSP: Public Defender	6,800	-	-	-	-	-	\$ 6,800	
OSP: Prosecutor	19,200	-	-	-	-	-	\$ 19,200	
OSP: Interpretors, Transcription	1,026	1,974	-	-	-	-	\$ 3,000	
Facilities: Court office lease	3,540	-	-	-	-	-	\$ 3,540	236φ * \$1.25/sq foot
Dues and Memberships	500	-	-	-	-	-	\$ 500	
Training and Travel	-	3,000	-	-	-	-	\$ 3,000	52 trips to bank; 52 jail appearances, Mileage reimb, COJET training
Books & Subscription	-	751	-	-	-	-	\$ 751	Annual law updates
General Supplies	1,500	-	-	-	-	-	\$ 1,500	
Facilities: Electric	563	-	-	-	-	-	\$ 563	
Facilities: UNS Gas	102	-	-	-	-	-	\$ 102	
Facilities: Telephone	-	690	-	-	-	-	\$ 690	928.632.0008
Equipment Non-Capital	2,250	-	-	-	-	-	\$ 2,250	2 computers, 1 printer \$750/ea.
<b>TOTAL COURT</b>	<b>\$ 62,951</b>	<b>\$ 23,974</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 86,924</b>	

## Appendix A: Fund Summary

The Town's budgetary fund structure is organized around financial principles and legal requirements. Financial principles explain why the General Fund is divided into funds with fundamentally different purposes. Legal requirements attach to other income, like HURF, LTAF, and grant funds. Other funds are maintained to help match income available to the General Fund with activities supported by the General Fund, like the building and court fees.

Fund	Purpose	Source
<b>General Fund (on-going)</b>	Operational costs supporting programs and services that are intended to continue for more than one year	Current Revenues: Town sales tax; franchise fees. State Shared sales tax, income tax and vehicle license tax and finally, interest and miscellaneous revenues.
<b>General Fund (one-time)</b>	Operational or capital costs for programs and services that can be accomplished in a single year	Cash reserves of unspent Town sales tax; franchise fees. State Shared sales tax, income tax and vehicle license tax and finally, interest and miscellaneous revenues.
<b>General Fund (Fees)</b>	Support the costs associated with staff review	Current local fee revenues
<b>General Fund (Court Fines)</b>	Contribute to the costs associated with court administration	Current Court fine and fee revenues
<b>General Fund Operational Reserves</b>	Support committed	Cash reserves (savings)
<b>HURF</b>	Development and maintenance of transportation improvements	Current Highway User Revenue Fund distributions and cash fund balance ARS § 28-6501 and transportation impact fees
<b>LTAF</b>	Transportation, cultural, educational, historical, recreational or scientific facilities or programs	Current Local Transportation Assistance Fund revenue distributions assistance fund, ARS § 28-8101
<b>Grant funds</b>	Purpose in grant application	Grant donors
<b>Impact Fees</b>	Fees associated with paying for the costs of growth	Impact Fees levied per A.R.S. § 9-463.05

# A-1 Fund Summaries

 <b>Town of Dewey-Humboldt</b> <b>General Fund Summary</b>				
GENERAL FUND	2010 ACTUAL	2011 PROJECTED	2012 BUDGET	Notes
<b>REVENUES</b>				
<i>Local Taxes</i>	\$ 198,015	\$ 354,500	\$ 369,500	
<i>Permits and fees</i>	67,957	45,765	53,200	
<i>Intergovernmental</i>	1,035,110	912,420	830,500	
<i>Fines, forfeitures and penalties</i>	26,983	27,000	25,000	
<i>Interest earnings</i>	85,428	38,000	50,000	
<i>Miscellaneous</i>	18,983	2,800	7,000	
<b>Total Revenues</b>	<b>1,432,476</b>	<b>1,380,485</b>	<b>1,335,200</b>	
<b>EXPENDITURES</b>				
<i>Intergovernmental &amp; Legislative</i>				
<i>Town Council</i>	152,640	158,403	124,022	Town Council and Management
<i>Legal</i>	16,145	60,000	44,000	General Town Attorney Services
<i>Town Clerk</i>	146,610	129,000	132,264	
<i>Fiscal Responsibility</i>				
<i>Finance</i>	190,986	141,000	158,160	
<i>Enterprise Technical Support</i>	41,280	53,500	36,960	
<i>Human Resources</i>	9,068	-	-	
<i>Magistrate Court</i>	104,219	77,000	86,924	Court part of Public Safety prior to 2012
<i>Public Safety</i>	355,846	351,224	366,528	
<i>Public Works</i>				
<i>Capital Engineering</i>	173,361	19,000	54,128	See HURF Fund also
<i>Facilities and Roads</i>	144,593	91,318	102,841	Blended Road Maintenance Effort
<i>Community Development</i>	264,950	266,000	236,372	Building Safety program inhouse this year
<b>Total Expenditures</b>	<b>1,599,698</b>	<b>1,346,445</b>	<b>1,342,200</b>	
<i>Excess of Revenues over (under) Expenditures</i>	(167,222)	34,040	(7,000)	\$7,000 River Drive Project (FY11 Carryover) As required by the Financial Policies: the Town's Annual Budget will include a contingency appropriation to provide for unanticipated increases in service delivery costs, emergencies and needs that may arise throughout the fiscal year. The Contingency appropriation can only be expended upon separate Council Action.
<i>Other (Uses)</i>				
<i>Operating Contingency</i>	-	-	(134,220)	
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(167,222)</b>	<b>34,040</b>	<b>(141,220)</b>	
<i>Fund Balance at the Start of the Year.....</i>	<b>\$ 2,518,078</b>	<b>\$ 2,350,856</b>	<b>\$ 2,384,896</b>	
<i>Fund Balance at the End of the Year.....</i>	<b>\$ 2,350,856</b>	<b>\$ 2,384,896</b>	<b>\$ 2,243,676</b>	
<b>Summary</b>				
<i>Restricted for Contingencies</i>	\$ -	\$ -	\$ 134,220	
<i>Restricted for Reserves</i>	\$ -	\$ -	\$ 548,663	
<i>Unassigned Fund Balance</i>	\$ 2,350,856	\$ 2,384,896	\$ 1,560,793	
<b>Total Fund Balance</b>	<b>\$ 2,350,856</b>	<b>\$ 2,384,896</b>	<b>\$ 2,243,676</b>	



**Town of Dewey-Humboldt  
HURF Fund Summary**

HURF FUND	2010 ACTUAL	2011 PROJECTED	2012 BUDGET	Notes
<b>REVENUES</b>				
<i>Impact Fees</i>	\$ 9,076	\$ 6,300	\$ 18,900	
<i>Intergovernmental</i>				
<i>Highway Urban Revenues</i>	300,192	300,500	243,000	
<i>Local Transportation Fund</i>	16,898	3,612	5,000	
<i>Interest earnings</i>	3,503	588	1,500	
<b>Total Revenues</b>	<b>329,669</b>	<b>311,000</b>	<b>268,400</b>	
<b>EXPENDITURES</b>				
<i>Public Works</i>				
<i>Capital Engineering</i>	340,847	83,000	93,213	
<i>Roads and Infrastructure</i>	185,731	140,000	283,737	
<i>Community Development</i>	25,658	-	-	
<b>Total Expenditures</b>	<b>552,236</b>	<b>223,000</b>	<b>376,950</b>	
<i>Excess of Revenues over (under) Expenditures</i>	<i>(222,567)</i>	<i>88,000</i>	<i>(108,550)</i>	See Public Works for the Capital Projects funded by Cash Fund Balance
<i>Fund Balance at the Start of the Year.....</i>	<i>\$ 420,178</i>	<i>\$ 197,611</i>	<i>\$ 285,611</i>	
<i>Fund Balance at the End of the Year.....</i>	<i>\$ 197,611</i>	<i>\$ 285,611</i>	<i>\$ 177,061</i>	



**Town of Dewey-Humboldt  
Combined Budget Summary  
General Fund, HURF (Special Revenue) Fund, and Grants Fund  
2011-2012**

	<i>General Fund</i>	<i>HURF Fund</i>	<i>Subtotal of General and HURF Funds</i>	<i>Grants Fund</i>	<i>2011-12 Total</i>
<b>REVENUES</b>					
<i>Local Taxes</i>	\$ 369,500	\$ 18,900	\$ 388,400	\$ -	\$ 388,400
<i>Permits and fees</i>	53,200	-	53,200	-	53,200
<i>Intergovernmental</i>	830,500	248,000	1,078,500	2,144,630	3,223,130
<i>Fines, forfeitures and penalties</i>	25,000	-	25,000	-	25,000
<i>Interest earnings</i>	50,000	1,500	51,500	-	51,500
<i>Miscellaneous</i>	7,000	-	7,000	-	7,000
<b>Total Revenues</b>	<u>1,335,200</u>	<u>268,400</u>	<u>1,603,600</u>	<u>2,144,630</u>	<u>3,748,230</u>
<b>EXPENDITURES</b>					
<i>Intergovernmental &amp; Legislative</i>					
<i>Town Council</i>	124,022	-	124,022	-	124,022
<i>Legal</i>	44,000	-	44,000	-	44,000
<i>Town Clerk</i>	132,264	-	132,264	-	132,264
<i>Fiscal Responsibility</i>					
<i>Finance</i>	158,160	-	158,160	-	158,160
<i>Contingency</i>	-	-	-	-	-
<i>Enterprise Technical Support</i>	36,960	-	36,960	-	36,960
<i>Magistrate Court</i>	86,924	-	86,924	-	86,924
<i>Public Safety</i>	366,528	-	366,528	-	366,528
<i>Public Works</i>					
<i>Capital Engineering</i>	54,128	93,213	147,341	2,144,630	2,291,971
<i>Facilities, Roads, Infrastructure</i>	102,841	283,737	386,579	-	386,579
<i>Community Development</i>	236,372	-	236,372	-	236,372
<b>Total Expenditures</b>	<u>1,342,200</u>	<u>376,950</u>	<u>1,719,150</u>	<u>2,144,630</u>	<u>3,863,780</u>
<i>Excess of Revenues over (under) Expenditures</i>	<u>(7,000)</u>	<u>(108,550)</u>	<u>(115,550)</u>	<u>-</u>	<u>(115,550)</u>
<i>Other (Uses)</i>					
<i>Operating Contingency</i>	<u>(134,220)</u>	<u>-</u>	<u>(134,220)</u>	<u>-</u>	<u>(134,220)</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<u>(141,220)</u>	<u>(108,550)</u>	<u>(249,770)</u>	<u>-</u>	<u>(249,770)</u>
<i>Fund Balance at the Start of the Year.....</i>	<u>\$ 2,384,896</u>	<u>\$ 285,611</u>	<u>2,670,507</u>	<u>\$ -</u>	<u>\$ 2,670,507</u>
<i>Fund Balance at the End of the Year.....</i>	<u>\$ 2,243,676</u>	<u>\$ 177,061</u>	<u>\$ 2,420,737</u>	<u>\$ -</u>	<u>\$ 2,420,737</u>
<b>Summary</b>					
<i>Committed for Contingency</i>	\$ 134,220	\$ -	\$ 134,220	\$ -	\$ 134,220
<i>Committed for Reserves</i>	\$ 548,663	\$ -	\$ 548,663	\$ -	\$ 548,663
<i>Unassigned Fund Balance</i>	\$ 1,560,793	\$ 177,061	\$ 1,737,854	\$ -	\$ 1,737,854
<b>Total Fund Balance</b>	<u>\$ 2,243,676</u>	<u>\$ 177,061</u>	<u>\$ 2,420,737</u>	<u>\$ -</u>	<u>\$ 2,420,737</u>

## Appendix B: Four Year Financial Detail

FUND 10 - GENERAL FUND REVENUES				REVENUE DETAIL				
				FY 2008-09	FY2009-10	FY2010-11	FY2010-11	FY2011-12
ACCOUNT CODE	CLASSIFICATION			ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
TAXES								
10	100	3100	Local Sales Tax	\$ 212,550	\$ 198,015	\$ 329,000	\$ 342,600	\$ 357,000
10	100	3425	Utility Franchise Fees	13,715	13,439	14,000	11,900	12,500
TOTAL TAXES				<u>226,265</u>	<u>211,454</u>	<u>343,000</u>	<u>354,500</u>	<u>369,500</u>
INTERGOVERNMENTAL								
10	100	3310	Income Tax	593,550	520,315	392,192	392,246	328,700
10	100	3320	State Sales Tax	315,658	295,743	302,349	305,174	295,000
10	100	3330	Auto Lieu	237,873	219,048	220,959	215,000	206,800
TOTAL INTERGOVERNMENTAL				<u>1,147,081</u>	<u>1,035,106</u>	<u>915,500</u>	<u>912,420</u>	<u>830,500</u>
LICENSE, PERMITS AND CHARGES FOR SERVICES								
10	100	3202	Building Permits	41,431	44,216	85,200	23,700	32,500
10	100	3403	Planning & Zoning Fees	-	3,801	5,000	13,056	8,700
10	100	3420	Plan Check Fees	16,193	6,502	7,780	9,009	12,000
TOTAL LICENSE, PERMITS AND CHARGES FOR SERVICES				<u>57,624</u>	<u>54,519</u>	<u>97,980</u>	<u>45,765</u>	<u>53,200</u>
FINES AND FORFEITURES								
10	100	3501	Court Fines	21,513	26,983	45,110	27,000	25,000
TOTAL FINES AND FORFEITURES				<u>21,513</u>	<u>26,983</u>	<u>45,110</u>	<u>27,000</u>	<u>25,000</u>
MISCELLANEOUS								
10	100	3801	Interest Earnings	113,437	85,427	48,000	38,000	50,000
10	100	3804	Miscellaneous	204	18,983	7,000	2,800	7,000
TOTAL MISCELLANEOUS				<u>113,641</u>	<u>104,410</u>	<u>55,000</u>	<u>40,800</u>	<u>57,000</u>
<b>TOTAL GENERAL FUND REVENUES</b>				<b><u>\$ 1,566,124</u></b>	<b><u>\$ 1,432,472</u></b>	<b><u>\$ 1,456,590</u></b>	<b><u>\$ 1,380,485</u></b>	<b><u>\$ 1,335,200</u></b>

FUND 10 - GENERAL FUND EXPENDITURES				EXPENDITURE DETAIL				
				FY 2008-09	FY2009-10	FY2010-11	FY2010-11	FY2011-12
ACCOUNT CODE	CLASSIFICATION			ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
TOWN COUNCIL								
10	413	4000	Salaries and Wages	\$ 96,751	\$ 97,070	\$ 95,160	\$ 95,160	\$ 67,000
10	413	4100	Allowances	-	-	3,600	3,600	8,600
10	413	4110	Health Insurance - Town	-	220	220	220	9,912
10	413	4120	Retirement	-	23,388	29,209	29,209	8,040
10	413	4150	Medicare	-	1,309	1,380	1,380	4,572
10	413	4160	State Unemployment	-	205	200	200	232
10	413	4170	Workers Compensation	-	-	600	600	1,179
10	413	6010	Professional Memberships	15,286	9,632	9,434	9,434	8,834
10	413	6020	Training and Travel	16,327	19,101	18,600	18,600	15,653
10	413	6300	General Supplies	-	1,715	-	-	-
TOTAL TOWN COUNCIL				<u>128,364</u>	<u>152,640</u>	<u>158,403</u>	<u>158,403</u>	<u>124,022</u>
TOWN CLERK								
10	414	4000	Salaries and Wages	47,057	63,208	71,739	68,348	67,435
10	414	4110	Health Insurance - Town	-	9,454	7,587	7,751	10,488
10	414	4120	Retirement	-	7,160	8,609	8,156	8,092
10	414	4150	Medicare	-	867	1,040	985	978
10	414	4160	State Unemployment	-	449	320	463	463
10	414	4170	Workers Compensation	-	-	950	372	155
10	414	5100	OSP: Technical & Contracts	30,530	35,905	45,140	34,068	33,000
10	414	6010	Professional Memberships	-	285	460	445	590
10	414	6020	Training and Travel	-	2,730	3,627	1,427	2,500

FUND 10 - GENERAL FUND EXPENDITURES				EXPENDITURE DETAIL				
				FY 2008-09	FY2009-10	FY2010-11	FY2010-11	FY2011-12
ACCOUNT CODE	CLASSIFICATION			ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
TOWN CLERK CONTINUED								
10 414 4000	Salaries and Wages			47,057	63,208	71,739	68,348	67,435
10 414 4110	Health Insurance - Town			-	9,454	7,587	7,751	10,488
10 414 4120	Retirement			-	7,160	8,609	8,156	8,092
10 414 4150	Medicare			-	867	1,040	985	978
10 414 4160	State Unemployment			-	449	320	463	463
10 414 4170	Workers Compensation			-	-	950	372	155
10 414 5100	OSP: Technical & Contracts			30,530	35,905	45,140	34,068	33,000
10 414 6010	Professional Memberships			-	285	460	445	590
10 414 6020	Training and Travel			-	2,730	3,627	1,427	2,500
10 414 6200	Printing, Publishing & Advertising			2,093	7,545	4,500	4,685	6,262
10 414 6380	Software Maint and Acquisition			-	-	2,300	2,300	2,300
10 414 7400	Equipment, Capital			39,897	19,007	-	-	-
TOTAL TOWN CLERK				119,577	146,610	146,272	129,000	132,264
FINANCE								
10 415 4000	Salaries and Wages			55,887	97,913	113,742	88,715	95,909
10 415 4110	Health Insurance - Town			-	16,200	15,394	10,832	19,824
10 415 4120	Retirement			-	11,776	13,649	10,646	11,509
10 415 4150	Medicare			-	1,317	1,649	1,286	1,391
10 415 4160	State Unemployment			-	616	400	463	463
10 415 4170	Workers Compensation			-	-	1,200	1,140	221
10 415 5001	Professional and Contracts			43,050	58,289	14,313	17,557	18,500
10 415 6010	Professional Memberships			-	700	800	714	980
10 415 6020	Training and Travel			-	4,174	5,687	1,154	3,241
10 415 6380	Software Maint and Acquisition			-	-	9,422	8,493	6,122
TOTAL FINANCE				98,937	190,985	176,256	141,000	158,160
LEGAL								
10 416 5001	Professional Services and Contract			35,860	16,145	35,400	60,000	44,000
TOTAL LEGAL				35,860	16,145	35,400	60,000	44,000
ENTERPRISE TECHNICAL SUPPORT								
10 417 5100	Outside Services Provider			17,423	19,429	30,500	24,198	25,460
10 417 6380	Software Maint and Acquisition			6,996	3,510	14,550	13,745	1,000
10 417 6950	Hardware&Equipment Acquisition			7,471	18,340	15,818	15,557	10,500
TOTAL ENTERPRISE TECHNICAL				32,088	41,279	60,868	53,500	36,960
HUMAN RESOURCES								
10 419 4100	Employee Benefits - Town			52,655	4,548	-	-	-
10 419 4150	Payroll Taxes - Town			26,417	-	-	-	-
10 419 5100	Outside Services Technical			356	3,398	-	-	-
10 419 6200	Printing, Publishing & Advertising			3,115	1,122	-	-	-
TOTAL HUMAN RESOURCES				100,960	9,068	-	-	-
MAGISTRATE COURT								
10 421 4000	Salaries and Wages			-	46,440	41,187	41,187	41,794
10 421 4120	Retirement			-	1,389	2,059	2,059	2,090
10 421 4150	Medicare			-	84	606	602	606
10 421 4160	State Unemployment			-	796	400	463	463
10 421 4170	Workers Compensation			-	-	1,200	414	75
10 421 5001	OSP Public Defender			5,220	4,452	6,800	3,820	6,800
10 421 5002	OSP Magistrate			14,949	-	-	-	-
10 421 5003	OSP Prosecutor			50,613	40,584	19,200	19,200	19,200
10 421 5005	OSP Specialized Court Fees			-	5,209	6,422	2,427	3,000
10 421 5303	Lease, Magistrate Court			12,588	-	-	-	3,540
10 421 6010	Professional Memberships			-	-	1,000	265	500
10 421 6020	Training and Travel			-	1,358	3,860	2,275	3,000
10 421 6300	General Supplies			-	1,706	2,988	850	1,500
10 421 6301	Books & Subscriptions			-	-	-	480	751
10 421 6500	Utilities			-	-	-	708	1,355
10 421 6900	Equipment, Non Capital			-	2,202	2,860	2,250	2,250
MAGISTRATE COURT				83,370	104,220	88,582	77,000	86,924

FUND 10 - GENERAL FUND EXPENDITURES				EXPENDITURE DETAIL				
				FY 2008-09	FY2009-10	FY2010-11	FY2010-11	FY2011-12
ACCOUNT CODE	CLASSIFICATION			ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
PUBLIC SAFETY								
10	425	5300	Town Sheriff YC IGA Contract	348,301	343,835	337,275	337,275	351,697
10	425	5301	Outside Services - Unified ER Mgm	-	-	1,733	1,733	1,733
10	425	5501	Lease, Sheriff Office	9,216	9,308	9,216	9,400	9,400
10	425	5503	Facilities Maintenance	-	-	-	-	1,198
10	425	6500	Utilities	-	2,702	3,000	1,855	2,500
TOTAL PUBLIC SAFETY				357,517	355,845	351,224	350,263	366,528
PUBLIC WORKS CAPITAL ENGINEERING								
10	430	4000	Salaries and Wages	61,938	8,900	16,767	14,992	30,408
10	430	4110	Health Insurance - Town	-	1,328	1,909	1,201	5,551
10	430	4120	Retirement	-	1,327	2,012	2,012	3,649
10	430	4150	Medicare	-	128	243	243	441
10	430	4160	State Unemployment	-	99	50	45	130
10	430	4170	Workers Compensation	-	-	150	142	508
10	430	5001	Professional and Technical	151,762	75,434	-	-	5,427
10	430	6010	Professional Memberships	-	8,095	400	195	621
10	430	6020	Training and Travel	-	109	210	170	393
10	430	7003	Capital Improvements	17,020	77,940	-	-	7,000
TOTAL ENGINEERING				230,720	173,360	21,741	19,000	54,128
PUBLIC WORKS								
10	431	4000	Salaries and Wages	46,182	42,313	-	-	3,362
10	431	4110	Health Insurance - Town	-	8,061	-	-	991
10	431	4120	Retirement	-	3,151	-	-	403
10	431	4150	Medicare	-	-	-	-	5
10	431	4160	State Unemployment	-	-	-	-	23
10	431	4170	Workers Compensation	-	896	-	-	10
10	431	5200	Janitorial Services	2,645	2,980	2,945	2,940	2,940
10	431	5300	Library Services YC IGA Contract	36,143	-	-	-	-
10	431	5500	Facilities , Town Hall	41,334	39,390	39,393	39,780	36,240
10	431	5501	Lease, Library	13,748	-	-	-	-
10	431	5503	Facilities Maintenance	-	-	-	1,360	2,650
10	431	5900	Facility Contracts & Ins	-	16,248	16,480	19,056	17,888
10	431	6010	Professional Memberships	1,095	161	-	-	-
10	431	6020	Training and Travel	-	2,890	-	-	992
10	431	6300	General Supplies - Town	12,247	9,293	11,500	11,500	14,103
10	431	6500	Facilities, Electric Utilities	5,512	6,127	8,500	6,262	5,637
10	431	6510	Facilities, Gas Utilities	1,222	1,232	1,500	1,391	1,137
10	431	6520	Facilities, Telephone	8,852	7,279	7,600	7,448	7,500
10	431	6530	Facilities, Cellular	1,253	1,081	1,560	382	960
10	431	6595	Facilities, Vehicle Maintenance	323	1,942	1,000	399	1,000
10	431	6600	Facilities, Fuel	1,856	1,111	840	800	2,000
10	431	7001	Equipment - Capital	4,723	437	-	-	5,000
TOTAL PUBLIC WORKS				219,907	144,592	91,318	91,318	102,841
COMMUNITY DEVELOPMENT								
10	465	4000	Salaries and Wages	50,730	108,957	111,056	115,828	113,616
10	465	4110	Health Insurance - Town	-	9,780	7,773	8,003	9,912
10	465	4120	Retirement	-	10,268	11,480	12,052	11,355
10	465	4150	Medicare	-	1,153	1,610	1,680	1,647
10	465	4160	State Unemployment	-	787	600	600	695
10	465	4170	Workers Compensation	-	-	1,440	1,517	1,897
10	465	5001	Outside Services Technical	120,214	54,297	61,465	28,317	17,800
10	465	5501	Library Services	-	48,050	48,577	48,577	48,578
10	465	6010	Dues and Memberships	-	459	20,529	20,457	532
10	465	6020	Training and Travel	-	3,734	5,553	1,484	2,340
10	465	6930	Agua Fria Days	2,500	2,718	4,000	4,001	5,000
10	465	6940	Strategic Community Partnerships	4,000	4,928	2,353	2,353	3,000
10	465	6950	Neighborhood Outreach	15,845	19,818	30,000	21,132	20,000
TOTAL COMMUNITY DEVELOPMENT				193,288	264,949	306,436	266,000	236,372

		EXPENDITURE DETAIL					
<b>FUND 10 - GENERAL FUND EXPENDITURES</b>		FY 2008-09	FY2009-10	FY2010-11	FY2010-11	FY2011-12	
ACCOUNT CODE	CLASSIFICATION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	
NON-DEPARTMENTAL							
10	499 9995	Contingency	-	-	133,520	-	134,220
TOTAL NON-DEPARTMENTAL		-	-	133,520	-	134,220	
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>\$ 1,243,070</b>	<b>\$ 1,599,693</b>	<b>\$ 1,218,796</b>	<b>\$ 1,345,484</b>	<b>\$ 1,476,420</b>	

		REVENUE DETAIL					
<b>FUND 20 - HURF FUND</b>		FY 2008-09	FY2009-10	FY2010-11	FY2010-11	FY2011-12	
ACCOUNT CODE	CLASSIFICATION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	
INTERGOVERNMENTAL							
20	100 3340	HURF Distributions	\$ 299,260	\$ 300,192	\$ 290,000	\$ 289,388	\$ 243,000
20	100 3341	LTAf Distributions	18,750	16,898	-	3,612	5,000
TOTAL INTERGOVERNMENTAL		318,009	317,090	290,000	293,000	248,000	
FEES, PERMITS AND CHARGES FOR SERVICES							
20	100 3490	Impact Fees	19,079	9,076	17,125	6,300	18,900
TOTAL FEES, PERMITS AND CHARGES FOR SERVICES		19,079	9,076	17,125	6,300	18,900	
MISCELLANEOUS							
20	100 3600	Interest Earnings	8,193	3,503	120	564	1,500
TOTAL MISCELLANEOUS		8,193	3,503	120	564	1,500	
<b>TOTAL HURF FUND REVENUES</b>		<b>\$ 345,281</b>	<b>\$ 329,669</b>	<b>\$ 307,245</b>	<b>\$ 299,864</b>	<b>\$ 268,400</b>	

		EXPENDITURE DETAIL					
<b>FUND 10 - HURF FUND EXPENDITURES</b>		FY 2008-09	FY2009-10	FY2010-11	FY2010-11	FY2011-12	
ACCOUNT CODE	CLASSIFICATION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	
ENGINEERING							
20	430 4000	Salaries and Wages	-	-	50,300	44,977	23,892
20	430 4110	Health Insurance - Town	-	-	5,729	5,209	4,361
20	430 4120	Retirement	-	-	6,036	5,397	2,867
20	430 4150	Medicare	-	-	729	652	346
20	430 4160	State Unemployment	-	-	150	150	102
20	430 4170	Workers Compensation	-	-	450	450	399
20	430 5001	OSP: ENGINEERING	52,000	48,519	250	-	7,800
20	430 5300	Transportation Vouchers	15,423	25,658	-	-	-
20	430 6010	Professional Memberships	-	514	3,178	933	3,952
20	430 6020	Training and Travel	-	-	1,886	485	1,329
20	430 6200	Printing, Publishing & Advertising	61	-	-	-	-
20	430 6300	General Supplies	-	214	-	-	-
20	430 6380	Software Maint and Acquisition	-	-	6,940	746	3,565
20	430 7001	Roadway Maintenance	52,236	136,484	-	-	4,600
20	430 7002	Capital Improvements	737,044	340,847	88,000	24,000	40,000
TOTAL ENGINEERING		856,764	552,236	163,648	83,000	93,213	
PUBLIC WORKS							
20	431 4000	Salaries and Wages	-	-	32,637	28,000	30,254
20	431 4110	Health Insurance - Town	-	-	7,639	7,509	8,921
20	431 4120	Retirement	-	-	3,916	3,360	3,631
20	431 4150	Medicare	-	-	473	406	395
20	431 4160	State Unemployment	-	-	200	232	209
20	431 4170	Workers Compensation	-	-	600	681	825
20	431 5500	Facilities: Storage Lease	-	-	-	-	855
20	431 5900	Outside Service Providers	-	-	86,114	61,936	176,350
20	431 6010	Professional Memberships	-	-	205	205	161
20	431 6020	Training and Travel	-	-	1,632	860	675
20	431 6300	General Supplies	-	-	2,000	1,966	6,097
20	431 6530	Facilities: Cellular	-	-	-	200	240
20	431 6595	Vehicle Maintenance	-	-	2,000	917	2,000
20	431 6600	Fuel	-	-	9,275	3,800	5,000

FUND 10 - HURF FUND EXPENDITURES CONTINUED				EXPENDITURE DETAIL				
				FY 2008-09	FY2009-10	FY2010-11	FY2010-11	FY2011-12
ACCOUNT CODE	CLASSIFICATION			ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
PUBLIC WORKS CONTINUED								
20	431	6900	Equipment - Non Capital	-	-	19,136	15,613	8,125
20	431	7000	Equipment, Office	-	-	-	-	-
20	431	7001	Non-Capital Road Maintenance	-	-	34,504	14,315	-
10	431	7005	Road Maintenance	-	-	-	-	-
20	431	7002	Capital Road Improvement	-	-	-	-	40,000
TOTAL PUBLIC WORKS				-	-	200,331	140,000	283,737
<b>TOTAL HURF FUND EXPENDITURES</b>				<b>\$ 856,764</b>	<b>\$ 552,236</b>	<b>\$ 363,979</b>	<b>\$ 222,999</b>	<b>\$ 376,950</b>
FUND 20 - GRANTS FUND				FY 2008-09	FY2009-10	FY2010-11	FY2010-11	FY2011-12
ACCOUNT CODE	CLASSIFICATION			ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
INTERGOVERNMENTAL								
22	100	3380	CDBG Grant Revenue	63,872	180,378	-	-	671,473
22	100	3390	Miscellaneous Grant Revenue	-	-	2,610,475	25,000	1,473,157
22	100	3900	Transfer In From Other Funds	-	-	-	-	-
22	100	3999	Beginning Fund Balance	-	-	-	-	-
<b>TOTAL REVENUES</b>				<b>\$ 63,872</b>	<b>\$ 180,378</b>	<b>\$ 2,610,475</b>	<b>\$ 25,000</b>	<b>\$ 2,144,630</b>
22	430	7800	CDBG Qualified Expenditures	63,872	180,378	-	-	671,473
22	430	7810	Misc Grant Qualified Expenditures	-	-	2,610,475	25,000	1,473,157
<b>TOTAL EXPENDITURES</b>				<b>\$ 63,872</b>	<b>\$ 180,378</b>	<b>\$ 2,610,475</b>	<b>\$ 25,000</b>	<b>\$ 2,144,630</b>

## Appendix C: Glossary

AMRRP means the “Arizona Municipal Risk Retention Pool,” a not-for-profit corporation, owned and operated by its Members in a cooperative effort to provide protection from losses to Members’ resources.

ARS means “Arizona Revised Statutes,” as found at <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>.

CAFR means “Comprehensive Annual Financial Report,” an annual financial report prepared by local governments.

Capital Assets are assets of the Town costing more than \$10,000 with a useful life of longer than one year.

Capital Expenditures are expenditures for Capital Assets.

CIP means “Capital Improvement Program.” A CIP helps plan multi-year construction, supplementing the one-year Budget.

Development Agreements are agreements between the Town and a Developer to facilitate development. Described by ARS § 9-500.05, development agreements can be used in a variety of ways to ensure that capital facilities are adequate to serve new development. Some examples are a developer constructing capital facilities to serve a greater area than their particular development with an agreement that he or she will be paid back as new developments come on-line and tie into the facilities, or a development agreement that specifies that certain facilities will be constructed at different phases of development.

Development fees or Impact fees are defined under ARS § 9-463.05. A municipality may assess development fees to offset costs to the municipality associated with providing necessary public services to a development. Fees must be assessed in a nondiscriminatory manner. The Town has a development fee program.

Fiscal year (FY) means the year used by the Town for accounting and budgeting purposes, from July 1 to June 30. FY2012 begins on July 1, 2010, and ends on June 30, 2012.

FTE means “Full Time Equivalent,” that is, approximately the number of persons performing the work on a full time basis.

Fund Balance is the difference between assets and liabilities reported in a governmental fund.

GFOA means the “Government Finance Officers Association of the US & Canada,” a professional association of state, provincial and local finance officers in the United States and Canada.

HURF means “Highway User Revenue Fund” as outlined by ARS § 28-6501.

ICMA means the “International City/County Management Association,” the professional and educational association for appointed local government administrators throughout the world.

Impact fees: see “Development fees.”

Income Tax Revenues are the Town’s portion of the State income tax. Although local governments in Arizona do not have the authority to assess income tax, the State issues 15% of the

previous two years income tax collected by the State to the Town based on the Town's population as a percentage of total State population.

LTAF means "Local Transportation Assistance Fund" as outlined by ARS § 28-8101 and following.

NCS means "National Citizens Survey," which provides tailored data to help with performance management, longitudinal trends, and comparisons with other communities.

NFIP means "National Flood Insurance Program," the program provides flood insurance in more than 20,000 communities and is managed by the Federal Insurance and Mitigation Administration (FIMA). See <http://www.floodsmart.gov/> for more information

"Part 1 crimes" are murder, non-negligent manslaughter, forcible rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson.

State-Shared Revenues are the Town's portion of the state transaction privilege tax. All sales transactions in the State are subject to a 5% state transaction privilege tax. This is allocated to state government (50%), school districts (40%) and cities and towns (10%). The formula for calculating the share of these funds that will be distributed to a given municipality is based on the population as a percentage of the total State population

Town Staff means:

Building Official/Inspector Gregory Arrington

Town Clerk Judy Morgan

Admin Assistant Linda Baker

Public Works Supervisor Vacant

Equipment Operator Ed Hanks

Town Manager Vacant

Accountant Vacant

Accountant Jane Fuller

Court Clerk Therese Christopher

Town Magistrate Catherine Kelley

Planner Dennis Price, AICP

Town Attorney Curtis, Goodwin, Sullivan, Udall & Schwab PLC

Transaction Privilege Tax (TPT) is basically the same thing as a sales tax, except that the person responsible for paying the tax is the vendor, not the purchaser. In addition to sales tax received from State shared revenues, a municipality may assess a sales tax within its jurisdictional boundaries to fund a variety of capital facilities and services. The Town assesses TPT at the 2% rate for most activities in FY2011.

Transportation Revenues are revenues for street and highway funding distributed by the state to the Town from several sources. These include HURF, LTAF, State lottery, and vehicle license fees. There are restrictions on many of these funds.

User Fees mean revenues assessed per Council ordinance for work done by the Town primarily benefiting a specific person or parcel owner, and requested by that person or owner. Examples include zoning permits and building fees.

## Appendix D: Town Statistical and Supplemental Data

The Town of Dewey-Humboldt is located in Central Yavapai County approximately 18 miles west of Interstate 17 and 15 miles east of the City of Prescott. Two major state highways, SR 69 and SR 169, transect the Town, providing access to services, employment and transportation throughout the County and Arizona.

On December 20, 2004, the Town of Dewey-Humboldt was incorporated with an estimated population of approximately 4,005. The Arizona Department of Economic Security estimates the population of Dewey-Humboldt during its first 4 years since incorporation as shown in the following table. Also shown is the number of residential housing permits issued by the Town's Building Official.

As of July 1 <sup>st</sup>	Population Estimates*	Percent of Change	Site-Built Residence	Manufactured Home	Total Single Family Units
2004	4,005				
2005	4,030	0.6%	(1/2 year) 41	(1/2 year) 8	(1/2 year) 49
2006	4,230	5.0%	51	41	92
2007	4,434	4.8%	31	23	54
2008	4,444	0.2%	9	10	19
2009	4,499	1.2%	10	4	14
2010	3,894	-13.4%	6	11	17

The Arizona Department of Economic Security estimates the 2008 population based on a total housing stock of 1,978 housing units in the Town of Dewey-Humboldt, with a 12% vacancy rate and a household size of approximately 2.56 persons per household residing in 1,740 occupied homes.

The national economic downturn in 2008 is reflected in the reduction of new housing permits and the reduction in population growth. Within Yavapai County and the Central Region, the estimated percentage of population changes from July 2007 to July 2008 declined dramatically from that of the change between 2006 and 2007 as shown in the following table.

Regional Population Estimates	July 1, 2006	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010
Yavapai County	213,285	223,934	227,348	228,494	211,033
Dewey-Humboldt	4,230	4,434	4,444	4,499	3,894
Prescott Valley	35,740	38,357	38,962	38,958	38,822
Prescott	42,085	43,217	43,280	43,573	39,843
Chino Valley	12,700	13,098	13,069	13,080	10,817

Until the economy and the housing/mortgage industries become stable throughout the nation and the Central Yavapai County Region, it is not possible to accurately project population growth. It is recommended that projections on the rate of growth be deferred until data from the 2011 US Census is available.

The Town of Dewey-Humboldt's incorporation in December, 2004 combined two adjacent unincorporated communities: Dewey and Humboldt. These distinct but interconnected places share a rich history from the first non-Indian settlers in the area in the 1860's. The settlers found ruins providing evidence of Indians, engaged in raising livestock, growing crops, and mining from 900 to 1300 A.D. Rock Art was left by the earliest of these people who may have been known as the "Tribe with White Dogs." It is believed that they were the Hohokam People, and were later followed by the Yavapai Tribe who inhabited the area and continued the agricultural and mining traditions.

The 1860's brought prospectors to Dewey and Humboldt in search of gold. The first of these was King Woolsey, whose house near the Agua Fria River was built from stones of Indian ruins on his property. Later, Levi Bashford built a small smelter that operated from 1876 through 1884. When it was destroyed by fire, the remains were bought and operated by a company that built the Val Verde Smelter, a larger operation running from 1899 until 1904. The company-owned town of Val Verde developed, including a post office.

After another fire and subsequent purchase of the land and water rights by the Arizona Smelting Company, a new and larger smelter was constructed in 1906, and the Town was renamed Humboldt after the naturalist and explorer, Friedrich Heinrich Alexander Von Humboldt. This was the beginning of a period of growth and prosperity with the forming of the Humboldt Improvement District resulting in the building of a hospital, fire station, clubhouse, stores, large homes and a population over 1,000 in 1907. The area prospered until after World War I when the demand for ore diminished and the population declined. The smelter's closing in 1930 was followed by the closings of the hospital and many businesses during the Depression years.

In the Dewey area, formerly known as Cherry Siding, settlers came for ranching and growing crops in addition to mining. With a train stop and stage coach station, Dewey expanded. Just prior to the turn of the 20th Century, there was a hotel, boarding house, saloons, livery stable and grocery located near the present intersection of SR 69 and SR 169. After fires destroyed many buildings, the community rebuilt including a schoolhouse, which closed in 1931 during the Great Depression. Farming and ranching continued to be mainstays in the fertile, temperate area.

The populations of the Dewey and Humboldt communities continued to decline until the 1950's with the paving of SR-69, the rebuilding of the Humboldt Elementary School and the Blue Hills subdivision. Other land divisions and the Lazy River Acres subdivision in the 1960's resulted in population growth through the area, even with the closing of the Iron King Mine and later removal of the railroad tracks in 1971.

Young's Farm, established by Elmer Young in 1946 at the intersection of SR 69 and SR 169, was the center of activity in the area, hosting a variety of activities including a farmer's market, corn festival, and the annual pumpkin festival which drew 150,000 people from throughout the state in the 1980's, and continued to prosper until it closed in 2006. Through those 30 years and into the present, the Dewey-Humboldt area enjoys slow growth, which ensures the survival and continuation of the Town's rural character.

# Appendix E: State Auditor Forms

Town of Dewey-Humboldt  
 Summary Schedule of Estimated Revenues and Expenditures/Expenses  
 Fiscal Year 2012

FUND	ADOPTED BUDGETED EXPENDITURES/EXPENSES** 2011	ACTUAL EXPENDITURES/EXPENSES** 2011	FUND BALANCE/ NET ASSETS*** July 1, 2011**	PROPERTY TAX REVENUES 2012	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2012	OTHER FINANCING SOURCES -USES>		INTERFUND TRANSFERS		TOTAL FINANCIAL RESOURCES AVAILABLE 2012	BUDGETED EXPENDITURES/EXPENSES 2012
						2012	2012	IN	<OUT>		
1. General Fund	\$ 1,580,148	\$ 1,346,445	\$ 2,390,856	Primary: \$ 1,335,200 Secondary: \$ 2,413,030	\$	\$	\$	\$	\$ 3,686,056	\$ 1,476,419	
2. Special Revenue Funds	3,010,852	298,000	201,228						2,814,258	2,521,581	
3. Debt Service Funds Available											
4. Less: Amounts for Future Debt Refinement											
5. Total Debt Service Funds											
6. Capital Projects Funds											
7. Permanent Funds											
8. Enterprise Funds Available											
9. Less: Amounts for Future Debt Retirement											
10. Total Enterprise Funds											
11. Internal Service Funds											
12. TOTAL ALL FUNDS	\$ 4,591,000	\$ 1,644,445	\$ 2,592,084		\$ 3,748,230	\$	\$	\$	\$ 6,300,314	\$ 3,998,000	

**EXPENDITURE LIMITATION COMPARISON**

- Budgeted expenditures/expenses
- Add/subtract: estimated net reconciling items
- Budgeted expenditures/expenses adjusted for reconciling items
- Less: estimated exclusions
- Amount subject to the expenditure limitation
- EEC or voter-approved alternative expenditure limitation

	2011	2012
1. Budgeted expenditures/expenses	\$ 4,591,000	\$ 3,998,000
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	4,591,000	3,998,000
4. Less: estimated exclusions		
5. Amount subject to the expenditure limitation	\$ 4,591,000	\$ 3,998,000
6. EEC or voter-approved alternative expenditure limitation	\$ 4,591,000	\$ 4,010,466

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 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 in this column represent Fund Balance/Net Asset amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

Town of Dewey-Humboldt  
 Summary by Fund Type of Revenues Other Than Property Taxes  
 Fiscal Year 2012

SOURCE OF REVENUES	ESTIMATED REVENUES 2011	ACTUAL REVENUES* 2011	ESTIMATED REVENUES 2012
<b>GENERAL FUND</b>			
<b>Local taxes</b>			
Local Sales Tax	\$ 329,000	\$ 342,600	\$ 357,000
Utility Franchise Fees	14,000	11,900	12,500
<b>Licenses and permits</b>			
Building Permits	85,200	23,700	32,500
Planning and Zoning Fees	12,780	22,065	20,700
<b>Intergovernmental</b>			
Income Tax	392,192	392,246	328,700
State Sales Tax	302,349	305,174	295,000
Vehicle License Tax	220,959	215,000	206,800
<b>Charges for services</b>			
<b>Fines and forfeits</b>			
Magistrate Court Fines	45,110	27,000	25,000
<b>Interest on investments</b>			
Interest LGIP	48,000	38,000	50,000
<b>In-lieu property taxes</b>			
<b>Contributions</b>			
Voluntary contributions			
<b>Miscellaneous</b>			
Miscellaneous	7,000	2,800	7,000
<b>Total General Fund</b>	<b>\$ 1,456,590</b>	<b>\$ 1,380,485</b>	<b>\$ 1,335,200</b>

\* 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 Dewey-Humboldt**  
**Summary by Department of Expenditures/Expenses Within Each Fund Type**  
**Fiscal Year 2012**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2011	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2011	ACTUAL EXPENDITURES/ EXPENSES* 2011	BUDGETED EXPENDITURES/ EXPENSES 2012
<b>GENERAL FUND</b>				
Town Clerk	\$ 146,272	\$	\$ 129,000	\$ 132,264
Public Safety	351,224		351,224	366,528
Community Development	306,435	(28,000)	268,000	238,372
Finance	176,255		141,000	158,160
Contingency	143,650		-	134,220
Town Council and Management	158,403		158,403	124,022
Legal	35,400	28,000	60,000	44,000
Enterprise Technology	60,888		53,500	36,960
Magistrate Court	88,582		77,000	86,924
Engineering	21,741		19,000	54,128
Public Works	91,318		91,318	102,841
<b>Total General Fund</b>	<b>\$ 1,580,148</b>	<b>\$</b>	<b>\$ 1,346,445</b>	<b>\$ 1,476,419</b>
<b>SPECIAL REVENUE FUNDS</b>				
Engineering	\$ 163,648	\$	\$ 83,000	\$ 93,213
Public Works	200,331		140,000	283,737
Grants	2,610,475		75,000	2,144,630
Contingency	36,398		-	-
<b>Total Special Revenue Funds</b>	<b>\$ 3,010,852</b>	<b>\$</b>	<b>\$ 298,000</b>	<b>\$ 2,521,581</b>
<b>DEBT SERVICE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Debt Service Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>CAPITAL PROJECTS FUNDS</b>				
	\$	\$	\$	\$
<b>Total Capital Projects Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>PERMANENT FUNDS</b>				
	\$	\$	\$	\$
<b>Total Permanent Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>ENTERPRISE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Enterprise Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>INTERNAL SERVICE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Internal Service Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 4,591,000</b>	<b>\$</b>	<b>\$ 1,644,445</b>	<b>\$ 3,998,000</b>

\* 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 Dewey-Humboldt**  
**Summary by Department of Expenditures/Expenses**  
**Fiscal Year 2012**

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES	EXPENDITURE/ ADJUSTMENTS APPROVED	ACTUAL EXPENDITURES/ EXPENSES *	BUDGETED EXPENDITURES/ EXPENSES
	2011	2011	2011	2012
<b>Legis. Serv.</b>				
General Fund	\$ 146,272	\$	\$ 129,000	\$ 132,264
Department Total	\$ 146,272	\$	\$ 129,000	\$ 132,264
<b>List Department:</b>				
<b>Public Safety</b>				
General Fund	\$ 361,224	\$	\$ 361,224	\$ 366,678
Department Total	\$ 361,224	\$	\$ 361,224	\$ 366,678
<b>List Department:</b>				
<b>Community Development</b>				
General Fund	\$ 306,436	\$ (28,000)	\$ 288,000	\$ 236,372
Department Total	\$ 306,436	\$ (28,000)	\$ 288,000	\$ 236,372
<b>List Department:</b>				
<b>Police</b>				
General Fund	\$ 176,256	\$	\$ 141,000	\$ 156,180
Department Total	\$ 176,256	\$	\$ 141,000	\$ 156,180
<b>List Department:</b>				
<b>Contingency</b>				
General Fund	\$ 143,650	\$	\$	\$ 134,220
HURF Fund	36,396			
Department Total	\$ 180,046	\$	\$	\$ 134,220
<b>List Department:</b>				
<b>Town Council and Management</b>				
General Fund	\$ 156,403	\$	\$ 156,403	\$ 124,022
Department Total	\$ 156,403	\$	\$ 156,403	\$ 124,022
<b>List Department:</b>				
<b>Legal</b>				
General Fund	\$ 36,400	\$ 28,000	\$ 60,000	\$ 44,000
Department Total	\$ 36,400	\$ 28,000	\$ 60,000	\$ 44,000
<b>List Department:</b>				
<b>Enterprise Technology</b>				
General Fund	\$ 60,856	\$	\$ 53,500	\$ 36,950
Department Total	\$ 60,856	\$	\$ 53,500	\$ 36,950
<b>List Department:</b>				
<b>Municipal Court</b>				
General Fund	\$ 66,562	\$	\$ 77,000	\$ 66,924
Department Total	\$ 66,562	\$	\$ 77,000	\$ 66,924
<b>List Department:</b>				
<b>Engineering</b>				
General Fund	\$ 21,741	\$	\$ 19,000	\$ 54,176
PLUF Fund	160,546		83,000	93,215
Department Total	\$ 182,287	\$	\$ 102,000	\$ 147,391
<b>List Department:</b>				
<b>Public Works</b>				
General Fund	\$ 91,318	\$	\$ 91,318	\$ 102,641
HURF Fund	200,331		140,000	263,737
Department Total	\$ 291,649	\$	\$ 231,318	\$ 366,378
<b>List Department:</b>				
<b>Gravel</b>				
Gravel Fund	\$ 2,610,425	\$	\$ 75,000	\$ 2,144,630
Department Total	\$ 2,610,425	\$	\$ 75,000	\$ 2,144,630

\* 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.

# Appendix F: Financial Policies

## Dewey-Humboldt Principles of Sound Financial Management

### Introduction

The Town has an important responsibility to its citizens to carefully account for public funds, to manage its finances wisely, and to plan for the adequate funding of services desired by the public, including the provision and maintenance of public facilities. In these times of tight budgets, of major changes in federal and state policies toward local government, and of limited growth in the Town's tax base, the Town needs to ensure that it is capable of adequately funding and providing those government services desired by the community. Ultimately, the Town's reputation and success will depend on the public's awareness and acceptability of the management and delivery of these services.

These adopted Principles of Sound Financial Management establish guidelines for the Town's overall fiscal planning and management. These principles are intended to foster and support the continued financial strength and stability of the Town of Dewey-Humboldt as reflected in its financial goals. The Town's financial goals are broad, fairly timeless statements of the financial position the Town seeks to attain:

- ☑ To deliver quality services in an affordable, efficient and cost-effective basis providing full value for each tax dollar.
- ☑ To maintain an adequate financial base to sustain a sufficient level of municipal services, thereby preserving the quality of life in the Town of Dewey-Humboldt.
- ☑ To have the ability to withstand local and regional economic fluctuations, to adjust to changes in the service requirements of our community, and to respond to changes in Federal and State priorities and funding as they affect the Town's residents.
- ☑ To maintain a high bond credit rating to ensure the Town's access to the bond markets and to provide assurance to the Town's taxpayers that the Town government is well managed and financially sound.

Following these principles will enhance the Town's financial health as well as its image and credibility with its citizens; the public in general, bond rating agencies and investors. To achieve these purposes as the Town of Dewey-Humboldt continues to grow and develop, it is important to regularly engage in the process of financial planning including reaffirming and updating these financial guidelines. Policy changes will be needed as the Town continues to grow and become more diverse and complex in the services it provides, as well as the organization under which it operates to provide these services to its citizens.

### Fiscal Planning and Budgeting

Fiscal planning refers to the process of identifying resources and allocating those resources among numerous and complex competing purposes. The primary vehicle for this planning is the preparation, monitoring and analysis of the Town's budget. It is increasingly important to incorporate a long-term perspective and to monitor the performance of the programs competing to receive funding.

### Forecasting

The Chief Financial Officer will prepare a 3-year long-range financial forecast that will incorporate both revenue and expenditure estimates for the Town's major operating funds. The 3-year revenue forecast will focus solely on revenues that are anticipated to be sustainable over the 3-year period.

The estimates of non-agency revenues, grant and agency revenues, and inter-fund transfers will also be provided. Expenditure projections should include the anticipated operating impacts of the adopted capital improvement program. The 3-year long-range forecast will be updated annually and presented to the Town Council at the start of the Town budget process. In the event that the Town issues debt securities, the CFO will prepare 5-year forecasts, rather than 3-year. Additionally, the CFO will prepare less detailed 10-year forecasts for use in the Capital Improvement Program budget only.

### **Schedule**

The Town Manager shall submit a proposed annual budget to the Town Council before the March 31st in each year. This proposed budget must be based on Council's established goals. The Town Manager shall execute the budget as finally adopted, pursuant to Title 42, Chapter 7, Article 3, Section 17105 of the Arizona Revised Statutes, as amended. The Town will budget revenues and expenditures on the basis of a fiscal year which begins July 1st and ends on the following June 30th. The Town Council shall adopt the budget for the following fiscal year no later than June 1st. If the budget is not adopted before June 1st, the Council shall adopt a continuing resolution to allow the Town to expend funds until the budget is adopted.

The Town Manager shall provide annually a budget preparation schedule outlining the preparation timelines for the proposed budget. Budget packages for the preparation of the budget, including forms and instructions, shall be distributed to Town programs in a timely manner for the Programs' completion. Program officials shall prepare and return their budget proposals to the Budget Office, as required in the budget preparation schedule.

### **Standards**

The Town will prepare a budget in accordance with the framework established by the National Advisory Council on State and Local Budgeting in Recommended Budget Practices – A Framework for Improved State and Local Government Budgeting and the Government Finance Officers Association in its Distinguished Budget Award Program. The proposed budget will contain the following:

- Revenue estimates by major category, by fund;
- Expenditure estimates by program levels and major expenditure category, by fund;
- Estimated fund balance by fund;
- Debt service, by issue, detailing principal and interest amounts;
- Proposed personnel staffing levels per program;
- A detailed schedule of capital projects; and
- Any additional information, data, or analysis requested of management by the Town Council.

The Town maintains its financial records in accordance with accounting principles generally accepted in the United States of America known as GAAP. Although the Town's budget is prepared on a modified cash basis that differs from GAAP, the Town will attempt to minimize these differences between the budget basis of accounting and GAAP.

### **Operating Budget**

The operating budget will be organized around policy outcomes, typically in programs, intended to be achieved within the budget period. It is often appropriate to refer to interim outcomes towards a longer-term outcome beyond the current year. The preferred policy outcomes will be explicitly

outlined and will describe the changes in the lives of individuals, families, organizations, or the Town as a result of the program. Line items within programs should describe discrete actions, and should be neither so vague as to confuse the expected outcome nor so granular that the mass of detail is distracting.

Fiscally, the operating budget will be based on the principle that current operating expenditures, including debt service, will be funded with current revenues creating a balanced budget. The budget will not use one-time (non-recurring) sources to fund continuing (recurring) uses, postpone expenditures, or use external borrowing for operational requirements. The budget will incorporate the best available estimates of revenues and expenditures.

The budget will fully appropriate the estimated actual expenditures needed for authorized regular staffing. A system will be used to facilitate position control. At no time shall the number of full-time and regular part-time employees on the payroll exceed the total number of positions authorized by the Town Council. Pursuant to Personnel Administrative Regulations, additional temporary appointment of employees can be made with the approval of the Town Manager.

Unspent appropriations for significant programs and major projects will be considered for re-appropriation in the subsequent fiscal year. Such re-appropriation shall be included to finance the overall proposed budget. ***There may be transfers of appropriations between programs that occur only by Council action amending the adopted budget.***

### **Performance Measures**

Performance measurement indicators will be integrated into the budget process as appropriate. Performance measures will be monitored and reported on an annual basis.

Alternatives for improving the efficiency and effectiveness of the Town's programs and the productivity of its employees will be considered during the budget process. Duplication of services and inefficiency in service delivery should be eliminated wherever they are identified.

### **Budget Risk Management**

The Town's annual budget will include contingency appropriation to provide for unanticipated increases in service delivery costs, emergencies, and needs that may arise throughout the fiscal year. The contingency appropriation can only be expended upon separate Council action.

The Town shall establish appropriate management controls to monitor expenditure budgets to ensure they do not exceed authorizations. For operating budgets, this control shall be exercised at the program/fund level. For capital budgets, this control shall be at the project level.

A ***quarterly*** report on the status of the General Fund budget and trends will be prepared by the Finance Department and presented to the Town Council by ***no later than 60 days of the end of each quarter***. In addition, the ***quarterly*** report shall include revenue and expenditure projections through the end of the fiscal year.

If a deficit is projected during any fiscal year, the Town will take steps to reduce expenditures, increase revenues or, if a deficit is caused by an emergency, consider using the Undesignated General Fund Balance, to the extent necessary to ensure a balanced budget at the close of the fiscal year. The Town Manager may institute a cessation during the fiscal year on new hires, promotions, transfers, and capital equipment purchases. Such action will not be taken arbitrarily and without knowledge and support of the Town Council.

## **Capital Budget**

The Capital Budget will be prepared in accordance with the *Capital Improvement Program* section hereof.

## **Fund Balance**

Fund Balance is comprised of Nonspendable, Restricted, Committed, Assigned, or Unassigned components. This policy refers to unrestricted fund balances which would include the latter three fund balance components: Committed, Assigned, or Unassigned. See the chart at the end of this section for an explanation of Fund Balance Reporting.

The Town's Unrestricted Fund Balances will be maintained to provide the Town with a comfortable margin of safety to address emergencies and/or unexpected declines in revenue without borrowing.

### Committed Fund Balance

Mayor and Council action is required to "Commit" and "Uncommit" funds for a specific purpose.

The Town will maintain a Contingency Reserve Fund as part of the committed component. This fund will maintain a balance of at least 10% and no more than 30% of the general fund budgeted expenditures for the current fiscal year. The exact percentage will be set by Council each year as part of the budget process.

The Town will maintain an Operational Reserve at least 30% and no more than 50% of the average General and HURF fund total revenues or expenditures for the preceding three years; whichever amount is higher. The intent of this is to provide additional stability to the General Fund recognizing the cyclical nature of the economy. The Operational Reserve may only be used to cover unforeseen emergencies and unexpected declines in revenue.

To the extent these reserves are expended, the Town will increase its General Fund revenues or decrease its expenditures as necessary to prevent the continued use of these reserves. The Town must restore to the minimum limit over a period not to exceed three years.

### Assigned Fund Balance

Use of any Assigned Fund Balance up to \$4,999 requires approval of both the Town Manager and finance. Amounts \$5,000 and up requires finance, Town Manager and Council approval.

### Unassigned

Funds in excess of the minimum targets will be retained in the Unassigned General Fund Balance, and may be considered to supplement "pay as you go" capital outlay and one-time operating expenditures, or may be used to prepay existing Town debt. These funds may not be used to establish or support costs that are recurring in nature.

<b>Fund Balance Reporting</b>		
<b>CLASSIFICATION</b>	<b>DEFINITION</b>	<b>EXAMPLES</b>
<b>NONSPENDABLE</b>	"Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact."	Permanent principal of an endowment fund, Prepaid items, inventories
<b>RESTRICTED</b>	"Fund balance should be reported as restricted when constraints placed on the use of resources are either: a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b. Imposed by law through constitutional provisions or enabling legislation."	Restricted by state statute, Taxes dedicated to a specific purpose (HURF), Revenues restricted by enabling legislation, Grants earned but not spent, Unspent bond proceeds, Debt covenants
<b>UNRESTRICTED</b>	<b>COMMITTED</b>	"Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority"  Formal Minimum Fund Balance Contingency Reserve Fund Economic Uncertainty Fund Town Council decides to set aside \$1M for a new town hall
	<b>ASSIGNED</b>	"Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed"  Other Specified Contingencies, Appropriated Fund Balance, Council delegates the authority to assign fund balance to the Town Manager (during budget process)
	<b>UNASSIGNED</b>	Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned.

### **Expenditure Control**

Management must ensure compliance with the legally adopted budget. In addition, purchases and expenditures must comply with legal requirements and policies and procedures set forth by the Town.

Expenditures will be controlled by an annual appropriated budget at the program/fund level. The Town Council shall establish appropriations through the budget process. The Town Manager may transfer expenditure authority between line items within a program, but only the Council may transfer appropriations between programs. Written procedures will be maintained for administrative approval and processing of budget transfers between line items, programs, and funds. All purchases, including contracts exceeding **\$5,000** must be executed by the Town Council: other purchases, including contracts and financial obligations may be executed by the Town Manager when appropriated in the annual budget.

Program heads are responsible for monitoring expenditures to prevent exceeding their total program expenditure budget. It is the responsibility of these program heads to immediately notify the Town's Chief Financial Officer and the Town Manager of any circumstances that could result in a program budget being exceeded.

The Town will maintain a purchasing system that provides needed commodities and services in a timely manner to avoid interruptions in the delivery of services. All purchases shall be made in accordance with the Town's procurement code, purchasing policies, guidelines and procedures and applicable state and federal laws. The Town will endeavor to obtain supplies, equipment and services that provide the best value.

A system of appropriate internal controls and procedures using best practices shall be maintained for the procurement and payment processes. These internal controls will be reviewed in conjunction with the Town's annual financial audit.

The Town will make all payments within the established terms. The Town shall pay applicable contractor invoices in accordance with the requirements of Arizona Revised Statutes § 34-221.

The State of Arizona sets a limit on the expenditures of local jurisdictions. The Town will comply with these expenditure limitations and will submit an audited expenditure limitation report, audited financial statements, and audited reconciliation report as defined by the Uniform Expenditure Reporting System (A.R.S. § 41-1279.07) to the State Auditor General within the prescribed timelines.

The Town Council will pursue local override of the State expenditure limitation as provided by the State Constitution if the projected expenditures within **2 years** are anticipated to exceed the expenditure limitation. This override may be through local voter approval of a permanent base adjustment (Article IX, Section 20, Subsection 6), or by local voter approval of Home Rule (Article IX, Section 20, Subsection 9).

### **Revenues and Collections**

In order to provide funding for service delivery, the Town must have reliable revenue sources. These diverse revenues must be assessed and collected equitably, timely, and efficiently.

The Town's goal is a General Fund revenue base balanced between local sales (transaction privilege) taxes, state shared revenues (including state sales taxes), and other revenue sources.

The Town will maintain a diversified and stable revenue base to shelter it from economic changes or short-term fluctuations by doing the following:

- Conducting a cost of service study every 3 years to determine if all allowable fees are being properly calculated and set at an appropriate level.
- Establishing new charges and fees as appropriate and as permitted by law.
- Pursuing legislative change, when necessary, to permit changes or establishment of user charges and fees.
- Aggressively collecting all revenues, late penalties and related interest as authorized by the Arizona Revised Statutes.

### **Grants**

Many grants require Council's appropriation of funds, either for the original grant or to continue programs after the grant funding has expired. Council should review these grant programs prior to determining whether application should be made for these grant funds.

The Town shall apply for only those grants that are consistent with the objectives and high priority needs previously identified by Council. The potential for incurring ongoing costs, to include the assumption of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

The Town shall attempt to recover all allowable costs – direct and indirect – associated with the administration and implementation of programs funded through grants. The Town may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.

All grant submittals shall be reviewed for their cash match requirements, their potential impact on the operating budget, and the extent to which they meet the Town’s policy objectives. When the potential for ongoing expenditures exceeds the program budget allocation, programs shall seek Council approval prior to submission of the grant application. If time constraints under the grant program make this impossible, the program shall obtain approval to submit an application from the Town Manager and then, at the earliest feasible time, seek formal Council approval. If there is a cash match requirement, the source of funding shall be identified prior to application.

The Town may terminate grant-funded programs and associated positions when grant funds are no longer available unless alternate funding is identified. When such grant funding is terminated, Town staff will prepare a report evaluating the results of the grant program and will make a finding to determine whether to continue funding the project with other financial resources. Many grants are given to enable towns to try a program or to provide seed money to establish a program, and follow-up analysis is required to make the best use of such funds.

### **User Fee Cost Recovery and Indirect Cost Allocations**

User fees and charges are payments for voluntarily purchased, publicly provided services that benefit specific individuals. The Town relies on user fees and charges to supplement other revenue sources in order to provide public services.

Indirect cost charges are assessed to recover a portion of the costs for services provided between various funds.

The Town may establish user fees and charges for certain services provided to users receiving a specific benefit.

The Town will conduct a cost of service study to identify the full cost of providing a service for which fees are charged. The calculation of full cost will include all reasonable and justifiable direct and indirect cost components. Fees and charges will be established to recover the full cost of service, unless the percentage of full cost recovery has been reduced by specific action of the Town Council. It is recognized that occasionally competing policy objectives may result in reduced user fees and charges that recover only a portion of service costs.

User fees shall be reviewed every **3 years** to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.

The Town shall establish a cost allocation plan to determine **annually** the administrative service charges due to the appropriate operating fund for overhead and staff support provided to another fund. Funds shall pay these indirect cost charges for services provided by another fund.

### **Development Impact Fees**

The Council’s policy is that growth should pay for itself to the maximum extent possible. As such, the Council has adopted a system of development impact fees. Development impact fees are one-time charges assessed against new customers to recover a proportional share of capital costs incurred to provide service capacity for new customers. Appropriate development fees are an important component in the overall strategy for pricing services.

The Town’s objectives for development impact fees shall include the following:

- Support the cost of growth.

- ☑ Minimize the impact of growth on existing residents.
- ☑ Develop cost justified development fees.
- ☑ Address infrastructure requirements.
- ☑ Promote economic development.
- ☑ Provide financial capacity.
- ☑ In general, development impact fees must be based on a rational analysis. This analysis will include:
  - an assessment of the impacts of growth on the Town’s capital needs;
  - a determination that the amount of the fee does not exceed the reasonable cost to provide capacity to accommodate growth;
  - the funds collected must be adequately allocated to pay for growth related impacts; and
  - an identification of potential waivers or offsets to recognize other financial commitments resulting from development.

The Town will monitor the use of impact fee credits (both offsets and reimbursements) and will track and report liabilities associated with these credits.

Development impact fees will be assessed for the purposes allowed by law. The Town is allowed to adopt impact fees for the following:

- ☑ Libraries
- ☑ Parks, recreation facilities, rivers and trails and open space
- ☑ Law enforcement
- ☑ General government
- ☑ Transportation

The Town shall conduct a review of its development impact fees every **3 years**.

### **Capital Improvement Program**

The purpose of the Capital Improvement Program is to systematically identify, plan, schedule, finance, track and monitor capital projects to ensure cost-effectiveness as well as conformance to established policies.

The Town Manager will **annually** submit a **10-year** Capital Improvement Program for review by the Town Council pursuant to the timeline established in the annual budget preparation schedule. A **5-year** program would be more accurate and give the public more assurance that all of the projects within the plan will be completed, but the Town’s level of income is such that a full **10 years** is needed to accumulate enough funds to include any significant improvements. Submission of the Capital Improvement Program shall be consistent with the requirements of Title 42, Chapter 17, Article 3 of the Arizona Revised Statutes. The Capital Improvement Program will incorporate a methodology to determine a general sense of project priority according to developed criteria.

The Capital Improvement Program shall provide:

- ☑ A statement of the objectives of the Capital Improvement Program and the relationship with the Town's General Plan, program master plans, necessary service levels, and expected facility needs.
- ☑ An implementation program for each of the capital improvements that provides for the coordination and timing of project construction among various Town programs.
- ☑ An estimate of each project's costs, anticipated sources of revenue for financing the project, and an estimate of the impact of each project on Town revenues and operating budgets. The operating impact information shall be provided for the period covered in the Town's current 10-year Capital Improvement Program. No capital project shall be funded unless operating impacts have been assessed and the necessary funds can be reasonably anticipated to be available when needed for the systematic improvement and maintenance of the Town's capital infrastructure.
- ☑ Revenues and project costs will be calculated in current dollars.
- ☑ Debt ratio targets that comply with the Debt Management section of these policies.
- ☑ A schedule of proposed debt issuance.

The Town will match programs and activities identified in the Capital Improvement Program with associated funding sources. The Town will also seek to match project costs with project users, with may require the issuance of debt to allow future users to pay in the future and to maintain intergenerational equity.

When current revenues or resources are available for capital improvement projects, consideration will be given first to those capital assets with the shortest useful life and to those capital assets whose nature makes them comparatively more difficult to finance with bonds or lease financing. Using cash for projects with shorter lives and bonds for projects with longer lives facilitates intergenerational equity, wherein projects with long useful lives are paid over several generations using the project through debt service payments.

Capital improvement projects will not be authorized or awarded until the funding sources have been identified to finance the project and operating costs have been accounted.

Staff will monitor projects in progress to insure their timely completion or the adjustment of the Capital Improvement Program as approved by Council if a project is delayed or deferred. A quarterly status report will be presented to Town Council to monitor each project's progress and to identify any significant issues associated with a project. A prior year capital project status report shall be presented to the Town Council for information purposes when the capital improvement budget is considered.

Within 90 days of the completion of a capital project any remaining appropriated funds for the project will be closed off and will revert to the fund balance of the funding source.

The Capital Improvement Program will be updated annually as a multi-program effort.

### **Cash Management and Investment**

Cash management includes the activities undertaken to ensure maximum cash availability and maximum investment yield on a government's idle cash, and the cash collection function.

The Town shall maintain and comply with a written Investment Policy that has been approved by the Town Council. The Chief Financial Officer, as Chief Investment Officer, or his designee shall invest all funds of the Town according to the approved Investment Policy.

The Town will collect, deposit and disburse all funds on a schedule that insures optimum cash availability for investment.

In order to maximize yields from its overall portfolio, the Town will consolidate cash balances from various funds for investment purposes, and will allocate investment earnings to each participating fund.

Bond funds will be segregated from all other funds for arbitrage and accounting purposes.

The Town will project the cash needs of the Town to optimize the efficiency of the Town's investment and cash management program.

The Town will conduct its treasury activities with financial institution(s) based upon written contracts.

Ownership of the Town's investment securities will be protected through third party custodial safekeeping.

All Town bank accounts shall be reconciled and reviewed on a **monthly** basis.

Investment performance will be measured using standard indices specified in the Town's written investment policy. The Chief Financial Officer shall provide the Town Council with a **quarterly** investment report within **45 days** of the end of each **quarter**.

The Town's Cash Management and Investment processes will be in accordance with written internal controls and procedures.

### **Debt Management**

It is the Town's intention to 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 costs of the asset.

The purpose of this debt management policy is to provide for the preservation and eventual enhancement of the Town's bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions, and required disclosures to investors, underwriters and rating agencies. These policy guidelines will also be used when evaluating the purpose, necessity and condition under which debt will be issued. These policies are meant to supplement the legal framework of public debt laws provided by the Arizona Constitution, State Statutes, Town incorporation documents, federal tax laws, and any future bond resolutions and covenants.

The Arizona Constitution limits a Town's bonded debt capacity (outstanding principal) to certain percentages of the Town's secondary assessed valuation by the type of project to be constructed. There is a limit of **20%** of secondary assessed valuation for projects involving water, sewer, artificial lighting, parks, open space, and recreational facility improvements. There is a limit of **6%** of secondary assessed valuation for any other general-purpose project.

All projects funded with Town general obligation bonds or revenue bonds must be included in the Town's Capital Improvement Plan and can only be undertaken after voter authorization is obtained through a Town-wide bond election.

The overall debt management policy of the Town is to ensure that financial resources of the Town are adequate in any general economic situation to not preclude the Town's ability to pay its debt when due.

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 utilize "pay as you go" capital financing and/or the use of operating funds or impact fees where applicable.

The Town does not intend to issue commercial paper (CP) or bond anticipation notes (BANs) for periods longer than **2 years** or for the term of a construction project. If CP or a BAN is issued for a capital project, it will be converted to a long-term bond or redeemed at its maturity.

The issuance of variable rate debt by the Town will be subject to the most careful review and will be issued only in a prudent and fiscally responsible manner.

The Town shall make every effort to combine debt issuances in order to minimize issuance costs.

Whenever the Town finds it necessary to issue tax-supported bonds, the following policy will be adhered to:

- Tax supported bonds are bonds for which funds used to make annual debt service expenditures are derived from Ad Valorem Tax (property tax) revenue of the Town.
- The target for the maturity of general obligation bonds will typically be between 20 and 30 years. The target for the "average weighted maturities" for general obligation bonds of the Town will be 12 years and 6 months.
- Where applicable, the Town will structure general obligation bond issues to create level debt service payments over the life of the issue.
- Debt supported by the Town's General Fund will not exceed 10% of the annual General Fund revenues.
- Secondary property tax rates will be determined each year as part of the budgetary process (pursuant to State law) to pay the necessary debt service payments of general obligation bonds currently outstanding or expected to be issued within the fiscal year.
- In accordance with requirements of the State of Arizona Constitution, total bonded debt will not exceed the 20% limitation and 6% limitation of the total secondary assessed valuation of taxable property in the Town.
- Reserve funds, when required, will be provided to adequately meet debt service requirements in subsequent years.
- Interest earnings on bond fund balances will only be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
- The term of any bond will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended.

Revenue bonds are defined as a bond on which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as highway user's revenues, excise tax, or special fees or taxes. For any bonds or lease-purchase obligations in which the debt service is paid from revenue generated by the project and/or partially paid from non-property tax sources, that debt service is deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:

- ☑ Revenue bonds of the Town will be analyzed carefully by the Finance Department for fiscal soundness. Part of this analysis shall include a feasibility report prepared by an independent consultant prior to the issuance of utility supported revenue bonds to ensure the generation of sufficient revenues to meet debt service requirements, compliance with existing bond covenants and to protect the bondholders.
- ☑ Revenue bonds should be structured to provide level annual debt service over the life of the issue.
- ☑ Debt Service Reserve Funds will be provided when required by rating agencies, bond insurers or existing bond covenants.
- ☑ Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
- ☑ The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended.
- ☑ The target for the term of revenue bonds will typically be between 20 and 30 years. The target for the “average weighted maturities” for revenue bonds of the Town (except for those issued through the Arizona-Water Infrastructure Finance Authority) will be 12 years and 6 months.

Improvement District (ID) and Community Facility District (CFD) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District and Community Facility District bonds will be primarily issued for neighborhoods desiring improvements to their property such as roads, water lines, sewer lines, street lights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, and analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specified criteria. Both ID and CFD bonds will be utilized only when it is expected that they will be outstanding for their full term.

An expanded policy will be maintained detailing the policy and procedures of the Town related to any future consideration of the formation of a Community Facilities District. Use of a CFD would require compliance with the new guidelines and procedures and specific Council approval.

Refunding bonds will be measured against a standard of the net present value debt service savings exceeding **5%** of the debt service amount of the bonds being refunded, or if savings exceed **\$250,000**, or for the purposes of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.

The investment of bond proceeds shall at all times be in compliance with the Town’s Investment and Portfolio Policies and meet all requirements of bond covenants. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness. The Town shall comply with Arizona Revised Statutes and all other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authorities. The Town will maintain contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued when economically feasible.

The Town shall maintain a debt profile for all bonds issued and update the profile on an annual basis. The debt profile shall include specific information regarding the size and type of debt issued,

projects financed by the bonds, debt service schedules and other pertinent information related to each specific bond issue.

### **Risk Management**

Risk management has become increasingly important in guarding against economic loss and in ensuring public safety in a time of increasing public liability and litigation. Risk management is involved in the identification, evaluation, and treatment of the Town's risk.

The Town shall make diligent efforts to prevent or mitigate the loss of Town assets and to reduce the Town's exposure to liability through training, safety, risk financing and the transfer of risk when cost effective.

When cost effective, the Town shall manage its exposure to risk through self-insurance or through the purchase of traditional third-party insurance in the following areas: general liability, automobile liability, public officials' errors and omissions, police professional liability, property loss and workers' compensation. The use of risk-pooling opportunities should be maximized, e.g., by use of the Arizona risk retention pool.

When cost effective, the Town will further control its exposure to risk through the use of "hold harmless" agreements in Town contracts and by requiring contractors to carry liability insurance, including errors and omissions coverage for architectural, engineering, and other applicable professional firms.

Insurance reserves shall be maintained at a level which, together with any purchased insurance, will adequately indemnify the Town's assets and its elected officials, officers and directors against loss. A study will be conducted every **3 years** for potential liability areas and shall be used as a basis for determining self-insurance reserves based on historical loss data. The Town will strive to fully fund actual and estimated liabilities including reserves for incurred-but-not-reported (IBNR) claims.

The Town will identify and disclose material contingent liabilities in the Town's Comprehensive Annual Financial Report (CAFR).

Cost allocations to various funds will be based on an analysis of contributing factors.

### **Accounting, Auditing and Financial Reporting**

Accounting, auditing and financial reporting form the informational infrastructure for public finance. Internal and external financial reports provide important information to the Town's legislative body, management, citizens, investors and creditors.

The Town will comply with accounting principles generally accepted in the United States in its accounting and financial reporting, as contained in the following publications:

- Codification of Governmental Accounting and Financial Reporting Standards, issued by the Governmental Accounting Standard Board (GASB).
- Pronouncements of the Financial Accounting Standards Board, (FASB).
- Governmental Accounting, Auditing, and Financial Reporting (GAAFR), issued by the Government Finance Officers Association (GFOA) of the United States and Canada.
- Municipal Budget and Finance Manual, prepared by the League of Arizona Cities and Towns.
- Audits of State and Local Governmental Units, an industry audit guide published by the American Institute of Certified Public Accounts (AICPA).
- Government Accounting Standards, issued by the Comptroller General of the United States.

- U.S. Office of Management and Budget (OMB) Circular A-133, issued by the U.S. Office of Management and Budget.

**Quarterly** financial reports will be provided for all programs summarizing financial activity comparing actual revenues and expenditures with budgeted amounts.

A system of internal accounting controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions of the Town and compliance with applicable laws and regulations.

In accordance with State law, a comprehensive financial audit, including an audit of federal grants according to the Single Audit Act and the OMB Circular A-133, will be performed **annually** by an independent public accounting firm, with the objective of expressing an opinion on the Town's financial statements. The Town will prepare its financial statements in accordance with applicable standards and will account for its operations in a manner consistent with the goal of obtaining an unqualified opinion from its auditors.

The Town will prepare a Comprehensive Annual Financial Report (CAFR) in accordance with the principles and guidelines established by the Government Finance Officers Association "Certificate of Achievement for Excellence in Financial Reporting" program. Staff will issue the CAFR to the Town Council by the 2nd Council meeting in November and to the Government Finance Officers Association by **December 31<sup>st</sup>** of each year for the preceding fiscal year or as required by the Arizona Revised Statutes.

All programs will provide notice of all significant events and financial and related matters to the Chief Financial Officer for the Town's annual disclosures, as required by the SEC Rule 15c2-12, for the municipal markets, financial statements and bond representations. A listing of significant events is included in **Appendix A** to this document. The Chief Financial Officer will notify all Nationally Recognized Municipal Securities Information Repositories of these significant events.

The Town's Comprehensive Annual Financial Report (CAFR) will include the bond related on-going disclosure requirements and will fully disclose all significant events and financial and related issues. The Town will provide the CAFR to the Town Council, rating agencies, municipal bond insurers, national bond disclosure repositories and other interested parties.

### **Policy Review**

By their nature policies must change and evolve over time. As with any other policies, these financial policies should be subject to periodic review and revision. Accordingly, the Town Council will review and affirm the financial policies contained in this document every **3 years**.

### **Reporting of Significant Events (Continuing Disclosure Requirements)**

If knowledge of the occurrence of a listed event would be material to the Town, the Town shall promptly file a "Notice of Material Event" with the Municipal Securities Rulemaking Board and with each depository. The following events are defined as significant events with respect to municipal securities:

- Principal and interest payment delinquencies.
- Non-payment related defaults.
- Unscheduled draws on debt service reserves reflecting financial difficulties.
- Unscheduled draws on credit enhancements reflecting financial difficulties.
- Substitution of credit or liquidity providers or their failure to perform.

- Adverse tax opinions or events affecting the tax-exempt status of the securities.
- Modifications to rights of holders (i.e., owners).
- Bond calls (which are other than mandatory or scheduled redemptions, not otherwise contingent upon the occurrence of an event are optional or unscheduled).
- Defeasances.
- Release, substitutions or sale of property securing repayment of the securities (including property leased, mortgaged or pledged as such security).
- Bond rating changes.

## Appendix G: SCPG Applications



Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, Az. 86329

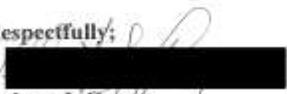
23 Feb 2011

Re: Agua Fria Festival 2011 Grant Request

Mayor and Town Council:

The Agua Fria Festival Committee produced the "Finest Festival" known to this Town on 9 and 10 October 2010 with over 10,000 visitors the first day. Its is again time to request funds and start early planning for the annual festival. The Committee requests that the Town consider a Grant of \$5000.00 for the 2011 Agua Fria Festival. The proposed dates are the 8th and 9th of October 2011, a two day festival. The increased budget is necessary as the production costs have escalated over the last few years and as seen last year the size and scope of the event has grown significantly. Vendors and other participants have requested that we continue a two days event which will draw even more people. Please remember this is an investment in the future of the Town as all proceeds will eventually be turned over to the Town for Park use. It should also be pointed out that the high volume of visitors to the area also increases Sales Tax Revenues and generates additional traffic for Dewey-Humboldt businesses. Members of the Town Council are currently serving on the Board of Directors. I am available for question at either Work Study or Regular Council Meeting and may be reached at 632-0802.

Respectfully;

  
Robert J. Greene  
President

Post Office Box 818 Humboldt, Arizona 86329  
Phone 928-632-0802 E-Mail: [aguafriafestival@gmail.com](mailto:aguafriafestival@gmail.com)

**Agua Fria Festival 2011  
Proposed Budget  
Proposed Dates 8<sup>th</sup> and 9<sup>th</sup> October 2011**

<b>1. Grand Rental</b>	
a. Chairs Folding 2 days \$205.00	
b. Ninja Jump Infaltable 2 days \$300.00	
c. Clown Face Jump Inflatable 2 days \$200.00	
	<b>Sub-total \$705.00</b>
<b>2. Sun State Equipment</b>	
a. Towable Generator; 80 KW	
	<b>Sub-total \$840.00</b>
<b>3. Awards Etc.</b>	
A. Parade & Event Awards	
	<b>Sub-total \$300.00</b>
<b>4.Highway Technologies</b>	
a. Message Boards for Hwy 69 (2)	
	<b>Sub-total \$1204.86</b>
<b>5. Waste Managment</b>	
a. Dumpsters (3)	
\$507.16	
	<b>Sub-total</b>
<b>6. Melchers Printing</b>	
A. Brochures, Flyers, Mailers, Posters, Aplications, Vendor Packets, Coping and Bindery	
\$1500.00	
	<b>Sub-total</b>
<b>7. Advertsing</b>	
a. Radio(KPPV, KDDL & KQNA)	
b. Newspaper	
c. TV	
\$2500.00	
	<b>Sub-total</b>
<b>8. U.S. Postage</b>	
\$250.00	
	<b>Sub-total</b>

9. Rental Vehicle (2 days)	<b>Sub-total</b>
\$250.00	
10. Misc. Expenses	<b><u>Sub-total</u></b>
\$2500.00	
11. Farm Breau Insurance	
a. Event (Town and and Committee)	
b. Poker Run	<b><u>Sub-Total</u></b>
<b><u>\$850.00</u></b>	
	<b>Projected Budget</b>
<b>\$11406.16</b>	

Amount of funds Requested \$5000.00. Last year 1<sup>st</sup> day attendance over 10,000 visitors. The event continues to grow with this years theme "Mountain Men". It is projected that after this year the event should become self sustaining. The grant of these fund is an investment for the Town as all profits will be turned over to the Town at some point in the future. New elections and new officers have taken place this past month. It is further request that the Town Council consider advanced funding of this event due to the projected expenditures. This event is our biggest event and can be much better this year with and expanded two day schedule. The Committee thanks you for you consideration. The estimates of cost are taken from the reciepts from last years event.

7.1 Price Quotes

a. Price quotes will be provided prior to funding.

7.2 Private Property Approval

a. Private property approval has been given by Yavapai Land Holding Co. LLC  
Kevin Burdette, Town Manager has Phone number. Yavapai Land Holding Co.  
will be listed as additional insured as well as Town of Dewey-Humboldt.

7.3 Fed Tax ID [REDACTED]

7.5 Bank Statement attached.

7.6 Community Support

a. The Agua Fria Festival this years will celebrate it's 107 th year. This speaks for  
the support of the Community.

8. Event Name: Agua Fria Festival

9. Description: See attached brochure. The residents of our Town are all members  
of the Agua Fria Festival Committee and may attend any and all meetings as  
voting members.

9.1 Notification:

a. All Community members will be notified by flyers, mail, Town Newsletter as  
well as mast media.

9.3 The purpose of the Agua Fria Festival Committee is to raise funds for the  
purchase of land and the construction of a Dewey-Humboldt Community Park  
and Sports Fields for the Youth and resident of our Town. Should the Town  
establish a park first the funds raised by the Committee will be turned over to  
the Town to help defray the cost. The Committee will then continue the event  
and seek a new project that will benefit the Town and its community.  
organizations.

9.4 The Committee would not be able to fund the event without the grant.

9.5 The Committee will be responsible for event clean up.

9.6 Event will be Oct 8th & 9<sup>th</sup> 2011.

9.7 The event final clean up will be the morning of October 10<sup>th</sup>.

9.8 We recieved a grant last year.

## Strategic Community Partnership Program.



TOWN OF DEWEY-HUMBOLDT  
Not-For-Profit Funding Request  
Fiscal Year 2011-2012 Application

most  
ion

Organization Agua Fria Festival Committee  
 Priorities, Mission, or Objectives Raise funds to provide TOWN PARK & Sports Complex  
 Contact Person Robert GREENE Title President  
 Telephone No. 928-632-0802 Website Address \_\_\_\_\_  
 Fax No. \_\_\_\_\_ Email Address FishingbobGREENE@gmail.com  
 Mailing Address P.O. Box 818 Humboldt, Az 86329  
 Physical Address 13125 Tobiano Way DEWEY, AZ 86329  
 Chief Officer Robert GREENE Federal ID [REDACTED]

Program/Event Name Agua Fria Festival  
 Summary Description Community fun, Rides, Entertainment, VENDORS, food, Gun Show, Raffles, Cultural & Educational  
Give an introductory Description here. Write a more detailed explanation on back.

Program Budget			
Line Item: <small>Describe each proposed expenditure, i.e., materials, supplies, meals, consultant, repairs</small>	Current Project Expenditures \$	Proposed Project Expenditures \$	Basic Guidelines: Provide detailed justification for each line item; attach catalogue, brochure, and quotes as estimate support.
<u>see attached</u>			
<b>Total Costs</b>			
<b>Current Revenues</b>			

Signature [REDACTED] Date 23 Feb 2011  
 Print Name Robert J. GREENE Title PRESIDENT

# Strategic Community Partnership Program.



TOWN OF DEWEY-HUMBOLDT  
Not-For-Profit Funding Request

Fiscal Year 2011-2012 Application

mission

Organization DEWEY-HUMBOLDT LITTLE LEAGUE

Priorities, Mission, or Objectives Provide your strategic plan to align the organization and budget structure with organizational priorities, missions, and objectives.

TO PROVIDE LITTLE LEAGUE SPORTS TO LOCAL AREA YOUTH.

Contact Person DALE POOLE Title PRESIDENT

Telephone No. 908-533-1170 Website Address www.dhll.org

Fax No. 908-759-4420 Email Address poole.dale@coablewe.net

Mailing Address P.O. BOX 99 DEWEY AZ 86327

Physical Address \_\_\_\_\_

Chief Officer DALE POOLE Federal ID [REDACTED]

Program/Event Name \_\_\_\_\_  
Summary Description \_\_\_\_\_

*Give an Introductory Description here. Write a more detailed explanation on back.*

Program Budget			
Line Item: <small>Describe each proposed expenditure, i.e., materials, supplies, meals, consultant, repairs</small>	Current Project Expenditures \$	Proposed Project Expenditures\$	Basic Guidelines: Provide detailed justification for each line item; attach catalogue, brochure, and quotes as estimate support.
<u>All uniforms</u>		<u>1,500</u>	<u>All-star uniforms</u>
<u>Equipment</u>		<u>1,000</u>	<u>New equipment ie balls, bats, catchers gear, helmet etc.</u>
<u>Field upkeep</u>		<u>500</u>	<u>Chalk for lining all fields used by league</u>
<b>Total Costs</b>			
<b>Current Revenues</b>			
<b>Total Funding Request</b>		<u>3,000</u>	

Signature [REDACTED] Date 2/28/11  
Print Name DALE POOLE Title President



## DEWEY-HUMBOLDT TOWN LIBRARY

2735 Corral Street, P.O. Box 217, Humboldt, Arizona 8632

TO: Honorable Mayor and Council  
Town of Dewey-Humboldt

DATE: January 27, 2011

FROM: Sandra Goodwin, President  
Friends of the Dewey-Humboldt Town Library

I write on behalf of the Board of the Friends of the Dewey-Humboldt Library to thank you for your past support of our programs and services. You have attended our events, regularly patronized the library, and approved grant requests that greatly improved our ability to meet the literary and social needs of our community. The attached year-end patronage report validates the value of your investments in your library.

And today, because we understand the difficult budget decisions facing you, the FOL Board, at its meeting on January 24, concurred that we should not be making your decisions more difficult by applying for grants this budget year. We look forward to the time when a solid economy returns and we can continue to make the quantum leaps that grants make possible.

In the meantime, we will not sit idle. With the revenue generated from our semi-annual book sales, we will continue to expand quality programs and services as best we can. Again, thank you for your support. We look forward to seeing you in the coming year.

CC: Interim Town Manager  
Attachments: 1

<p><b>DEWEY-HUMBOLDT LIBRARY</b>  <b>PATRONAGE AND USE STATISTICS FOR 2010</b></p>
--

<u>Description</u>	<u>2010</u>
Hours Open for Library Purposes	1501*
Circulation	**
Library items lent to borrowers at other libraries	**
Reference Questions	1,884***
No. of Library Programs	88
Program attendance	1,098
No. of Children's Programs in above	77
Children's Program attendance	909
Volunteer Hours for Library Services	2091
Volunteer Hours for Book Sale	108

**NOTES:**

\*The town and library partnered to have the J.W. Mitchell Room open an additional 44 hours for citizen Census questions which is not included in this number.

\*\*The Yavapai County Free Library District compiles these numbers and current statistics are not available at this time due to recent significant computer modifications. Circulation was 10,927 in 2009; items lent to other libraries was 2,890 in 2009.

\*\*\*Reference questions exploded this year more than doubling the 664 from 2009. This reflects a significant increase in community use.

*January, 2011*





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

# **Dewey-Humboldt, Arizona**

# **2011**

**11**

**Town of Dewey-Humboldt**  
**Annual Budget**  
**2011-2012**