TOWN OF DEWEY-HUMBOLDT
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Dewey-Humboldt, Arizona

Annual Budget

Fiscal Year 2015-2016

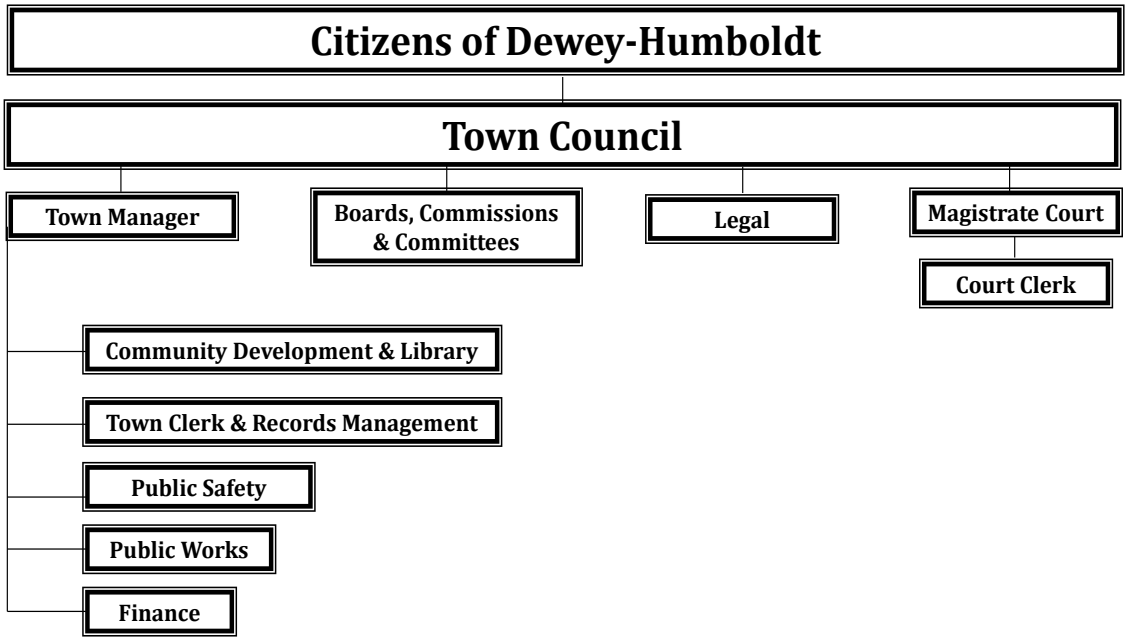
Tentative

Town of Dewey-Humboldt
Annual Budget
Fiscal Year 2015-2016

Town Council

Terry Nolan, Mayor
Jack Hamilton, Vice Mayor
Arlene Alen
Mark McBrady
Dennis Repan
Doug Treadway
Nancy Wright

Organizational Chart



Contact Town Hall at 928.632.7362

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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.

Transmittal - The Town Manager's Message**.**

Budget Overview - The overview provides a summary of the key policy issues, priorities and strategies which shaped the fiscal year 2016 budget, the budget process fiscal policies, revenue assumptions, and expenditure highlights.

Financial Summaries – 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 operating Department Summary provides a description, goals and objectives, major accomplishments, commentary on significant changes, budget and sources of funding.

Capital Improvements - 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.

Financial Policies and Background - 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**.**

Community Profile - 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, 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, in Adobe Acrobat format.

Message from Town Staff

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

Staff is pleased to present the budget for Fiscal Year 2015-2016. This budget is the result of months of dedicated work by all of us here in Dewey-Humboldt.

The municipal government of the Town of the Dewey-Humboldt operates under a council-manager form of government. The seven-member elected Town Council provides legislative directives, establishes town policy and monitors its execution by the town staff. The Town Manager serves as the Town's chief administrative officer and is responsible for directing the day-to-day administrative operations of the Town. The Town encompasses 23 square miles of area, with a population of 3,894.

The overall financial forecast is positive for Fiscal Year 2015-2016. The Town has three funds: the General Fund, the Highway User Revenues Fund (HURF) and the Grant Fund. The General Fund Revenues are $1.608 million which represents a 6.9% increase from FY 14-15. The HURF revenues are $304,162 compared to $290,537 last year. We also expect about $300,000 community development block grant funds and $65,000 from Yavapai County Flood Control in FY 15-16. These two funding sources are planned to complement HURF and be used towards roads and drainage. Additionally, as a tradition, we plan for $1.5 million in other grants to pay for large capital improvement projects. The total operational expenditures are approximately $1.59 million in the General Fund and $343,360 in HURF; the total budgeted expenditure including the General Fund, the HURF and the Grants is $3.98 million.

The Town's budget is subject to the "expenditure limitation requirement" established by the State of Arizona. The limitation, in general, sets the ceiling for a municipality's total expenditure in the coming year. FY 15-16's expenditure limitation is $4,228,381 which is above the town's total budgeted expenditure.

Led by the Town Council's conservative fiscal approach, the Town's financial status is solvent. At this level of expenditure, with sufficient contingency and reserve funds, the Town has $2.1 million in the unassigned fund balance. The Town does not have debt.

Throughout the budget, in each chapter, one will find the progress we are making in the current year and their impacts on the future years. I look forward to another year of productivity and team work in Dewey-Humboldt.

Sincerely,

Yvonne Kimball, ICMA-CM

Town Manager

Chapter 1: Budget Overview

Revenues are expected to increase in FY2016. Existing programs are to continue and improve with increases in public works service levels and building safety service in-house transition. We believe that those limited services that the Town does provide are being provided as efficiently, professionally, and sustainably as possible for the money.

There are increases in personnel related costs as a result of building safety service in house transition and reorganization to better utilize staff talents. We expect to expand the existing staff by one additional full time employee to be shared between the Town Clerk and the Finance Departments. The cost can be offset by increase in revenues, especially additional revenues generated by building inspection activities.

The FY16 Budget funds a cost overrun contingency of $200,000 and sets aside the maximum amount of reserves $744,182 (equal to 50% of the average General and HURF fund total revenues or expenditures for the preceding three years; whichever amount is higher). The Town's uncommitted, unallocated funds ending balance should be $2,132,193 after all budgeted expenditures occur.

The Town has no current debt obligations and no capital lease payments. The basis of budgeting for all funds is the same as the basis of accounting used in the annual audit.

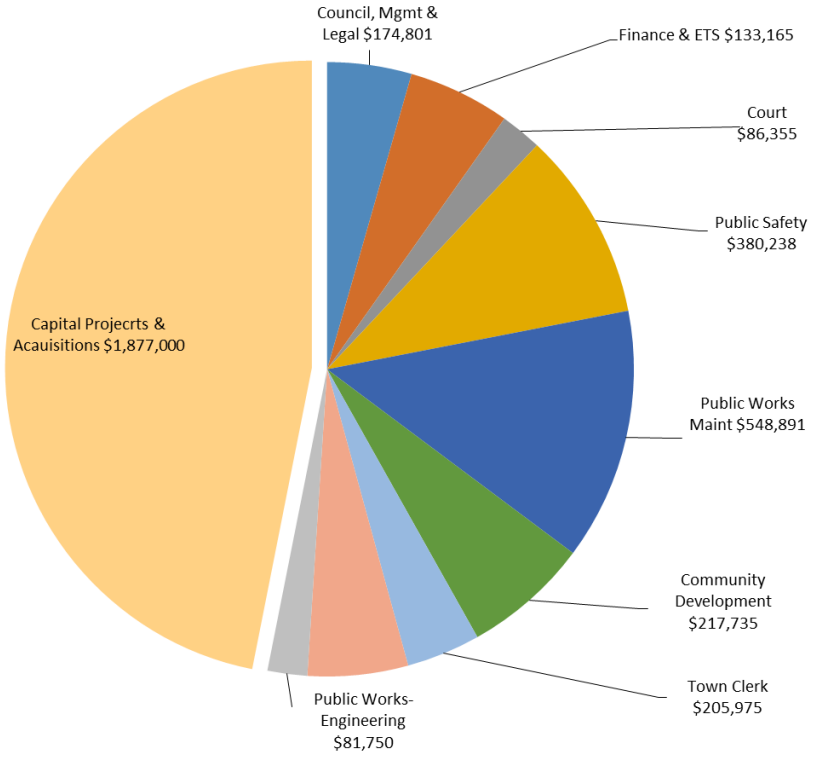
Summary of Changes in Major Programs and Projects

Most of the Town's expenses are on a modest scale. Accordingly, the best way to look at expenditures is to look at totals by program. Because the "Public Works and Engineering" program includes the allocations for road projects, it is the program with the largest amount of dedicated funds.

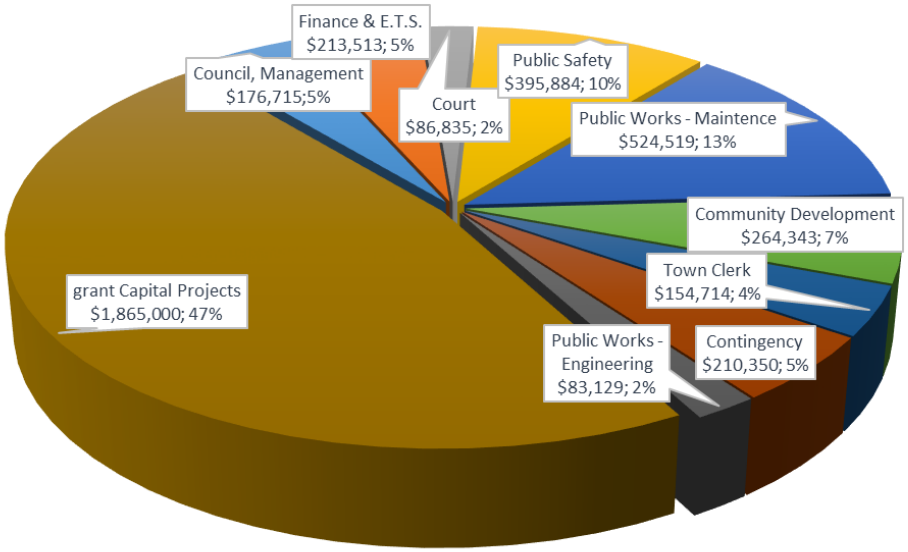
It is the intention of the Town to do everything reasonably possible to avoid consuming either the reserve or the contingency, except when clearly warranted after careful consideration by the Council. The total financial program proposed for FY2015-16 is $3,978,062 and consists of the following:

	EXPENDITURE SUMMARY BY FUNDING SOURCE (REVENUE)				
	GENERAL REVENUES	HURF REVENUES	GRANTS	CASH FUND BALANCE ALL FUNDS	TOTAL
Estimates of Revenues and Expenditures					
Revenues and Available CF Balance	**1,608,906**	**304,162**	**1,865,000**	**199,994**	**3,978,062**
Expenditures					
Town Council	176,715				176,715
Magistrate	86,835				86,835
Public Safety	395,884				395,884
Town Clerk	154,714				154,714
Finance	160,168				160,168
Legal & IT Support	53,405				53,405
Cost Over-run Contingency				210,350	210,350
Community Development	264,343				264,343
Public Works & Engineering					
Operational	279,486	86,162			365,648
Capital Expenditures	27,000	218,000	1,865,000		2,110,000
Other					-
Budgeted Expenditures	$ 1,598,550	$ 304,162	$ 1,865,000	$ 210,350	$ 3,978,062

EXPENDITURE SUMMARY ALL FUNDS



COMBINED EXPENDITURE SUMMARY: General Fund.HURF and Grants



Consolidated Expenditure Summary by Source of Funding

Expenditures	FUNDING SOURCE					
	General Fund FY2015-16		HURF Fund FY2015-16		Grant Effort 2016	
	Local, Intergovernment, and Misc	Existing Cash Fund Balance	Local, Intergovernment, and Misc	HURF Fund Existing Cash Fund Balance	Misc. Grant Revenues	TOTAL
Salary	$ 548,837	$ -	$ -	$ -	$ -	$ 548,837
Overtime	800					$ 800
Allowances	4,560					$ 4,560
Health Insurance (BCBS, Life, HS)	77,160					$ 77,160
Dental & Vision	7,020					$ 7,020
Retirement	59,002					$ 59,002
Medicare	7,974					$ 7,974
State Unemployment	5,880					$ 5,880
Workers Compensation	6,497					$ 6,497
OSP: on going Contracts, IGAs(for non-capital)	569,005		55,192			$ 624,197
OSP: Facility Leases	62,240					$ 62,240
Dues and Memberships- Town and Staff	13,725					$ 13,725
Training, Travel, Education - Staff	6,200					$ 6,200
Training, Education - Council/Committees	13,780					$ 13,780
Printing & Publishing Newsletter	18,000					$ 18,000
Printing Publishing Advertising	6,500					$ 6,500
General Supplies/Rd. Maintainance Materials	11,700					$ 11,700
Software: Granicus & American Legal	16,000					$ 16,000
Software Maint & Acquisition	27,475					$ 27,475
Hardware Maint & Acquisition	13,850					$ 13,850
Maintenance Town Hall office/PW Yard	1,500					$ 1,500
Facilities Utilities	23,320					$ 23,320
Building & Auto Liability Insurance	27,825					$ 27,825
Vehicle/Equip Maint & Fuel	2,500		23,470			$ 25,970
Facilities/ Open Space Maintenance	200					$ 200
Neighborhood Outreach	67,000					$ 67,000
Road Preservation & Chip Sealing			7,000			$ 7,000
Captil Outlay (property equipment accquisition)	-		218,500	-	1,865,000	$ 2,083,500
Operating Contingency		210,350				$ 210,350
Total Expenditure	**$ 1,598,550**	**$ 210,350**	**$ 304,162**	**-**	**$ 1,865,000**	**$ 3,978,062**

SUMMARY OF EFFORTS BY PROGRAM

Expenditure Items	Town Council &Mgt&Legal	Town Clerk	Finance	E.T.S.	Magistrate Court	Public Safety	Com. Dev. (incl.library)	Public Works Engineering	Public Works Maintenance	2015 $ Total	% of Operating
OPERATIONS											
Salary	$ 79,821	$ 85,806	$ 85,599		$ 47,446		$ 126,281	$ 53,757	$ 70,127	**$ 548,837**	34.3%
Overtime									800	**$ 800**	0.1%
Allowances	4,560									**$ 4,560**	0.3%
Health Insurance BCNS, Life, HS)	8,640	8,640	17,640				17,100	8,460	16,680	**$ 77,160**	4.8%
Dental & Vision Insurance	780	780	1,560				1,560	780	1,560	**$ 7,020**	0.4%
Retirement	9,579	10,297	10,032		2,373		12,469	6,451	7,801	**$ 59,002**	3.7%
Medicare	1,158	1,245	1,242		688		1,832	780	1,029	**$ 7,974**	0.5%
State Unemployment	420	840	840		840		1,260	420	1,260	**$ 5,880**	0.4%
Workers Compensation	212	246	255		128		1,200	1,781	2,675	**$ 6,497**	0.4%
OSP: Contracts, IGAs (non-captial)	46,000	2,000	36,000	24,480	22,200	383,684	46,141	3,000	5,500	**$ 569,005**	35.6%
OSP: Facility Leases					3,540	9,500	13,000		36,200	**$ 62,240**	3.9%
Dues and Memberships	11,765	360	500		400		500	200		**$ 13,725**	0.9%
Training and Travel Staff		1,500	500		2,000		1,500	500	200	**$ 6,200**	0.4%
Training Council & Committees	13,780									**$ 13,780**	0.9%
Printing & Publishing Newsletter		18,000								**$ 18,000**	1.1%
Printing Publishing Advertising		6,500								**$ 6,500**	0.4%
General Supplies&Rd. Maint. Material					1,500		200		10,000	**$ 11,700**	0.7%
Software :Granicus & American Legal		16,000								**$ 16,000**	1.0%
Software Maint & Acquisition		2,500	6,000	17,675			1,300			**$ 27,475**	1.7%
Hardware Maint & Acquisition				11,250	2,600					**$ 13,850**	0.9%
Maintenance Town Hall office/PW yard									1,500	**$ 1,500**	0.1%
Facilities Utilities					3,120	2,500			17,700	**$ 23,320**	1.7%
Building and Auto Liability Insurance									27,825	**$ 27,825**	1.7%
Facilities/Open Space Maintenance						200				**$ 200**	0.0%
Vehicle/Equip Maint & Fuel									2,500	**$ 2,500**	0.2%
Neighborhood Outreach							40,000		27,000	**$ 67,000**	4.2%
TOTAL OPERATIONS	**$ 176,715**	**$ 154,714**	**$ 160,168**	**$ 53,405**	**$ 86,835**	**$ 395,884**	**$ 264,343**	**$ 76,129**	**$ 230,357**	**$ 1,598,550**	**100%**
OTHER											**% of Total**
Capital Outlay General Fund										**$ -**	0.0%
Major Maintainance HURF									**86,162**	**$ 86,162**	2.2%
Capital Outlay HURF								**7,000**	**211,000**	**$ 218,000**	5.5%
Capital Projects Grant Funded										**$ 1,865,000**	46.9%
Operating Contingency										$ 210,350	5.3%
TOTAL	**$ 176,715**	**$ 154,714**	**$ 160,168**	**$ 53,405**	**$ 86,835**	**$ 395,884**	**$ 264,343**	**$ 83,129**	**$ 527,519**	**$ 3,978,062**	

Personnel Detail

Many staffing changes have occurred in preparation for the FY2016 budget.

Under the Community Development Department, the Town resumed in-house building safety services on July 1, 2014 (beginning of the FY 15-16) which ended the service agreement with Yavapai County since 2009. In FY 15, the Town hired a part-time Building Official/Inspector and also reassigned the Administrative Assistant to carry out permitting responsibilities (and some records management duties). Before the transfer of in-house building services, the Administrative Assistant was assigned with records management duties and accounting duties. In order to accommodate the needs of Building Services, the Administrative Assistant position was assigned with permitting duties. The arrangement has been working well for the Community Development Department while the records management function and some accounting needs are still in need of additional human resources. As a result, we are hiring an additional staff member to perform the accounting duties and the records management duties. The total personnel information for FY 2015-16 is as follows:

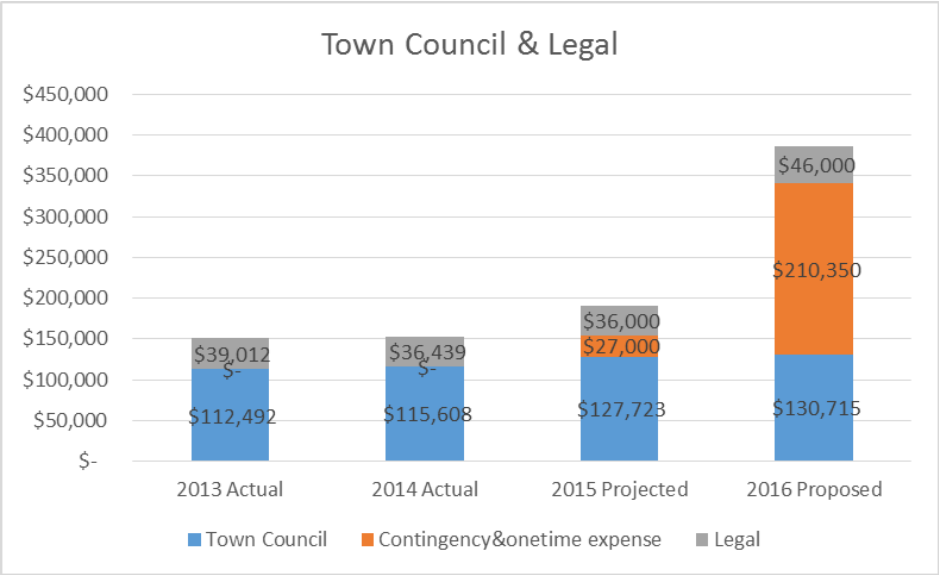
Town of Dewey-Humboldt
Personnel Detail - All Funds

Department	POSITION	FY2015 ACTUAL	FY 2016 PLANNED
Town Council	Town Manager	1.00	1.00
Community Development	Community Development FTE	1.00	1.00
	Building Official/Bldg Inspector	0.80	0.60
	Admin Asst and/or /Receptionist	1.00	1.50
Engineering/ Pubic Works	Public Works Supervisor	1.00	1.00
	Public Works Operator	2.00	2.00
Finance	Accountant	1.00	1.00
	Accounting Assistant		0.50
Town Clerk	Town Clerk	1.00	1.00
	Receptionist		0.50
	Records Manager / Acctg Asst	1.00	0.50
Magistrate Court	Magistrate	0.20	0.20
	Court Clerk	0.60	0.60
	Total	**10.60**	**11.40**

Town Council

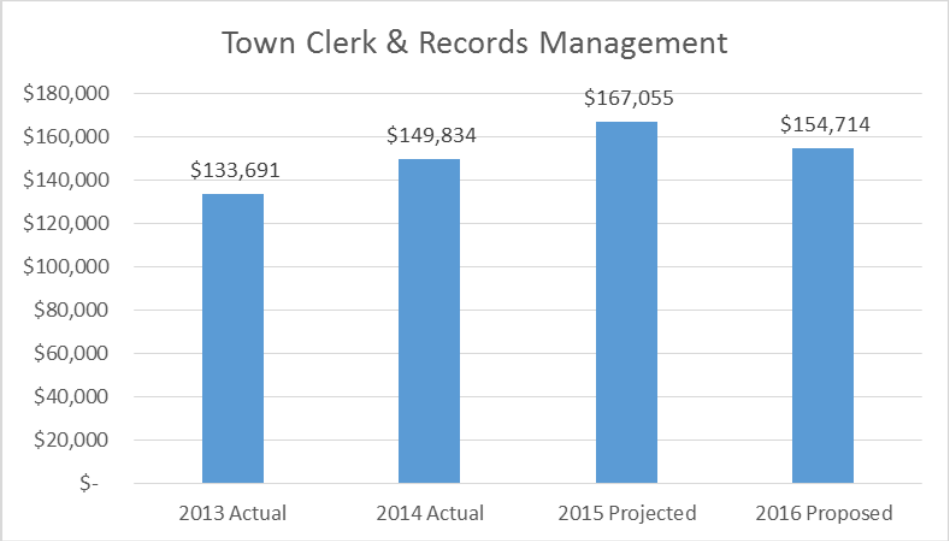
Through Council initiative, efficiency and effectiveness remains a strong focus as Council and Staff work on a continuous process of review and improvement. The Town has a Council-Manager form of government, with the Council and Manager roles defined by separate ordinances. The Town does not have a charter.

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.



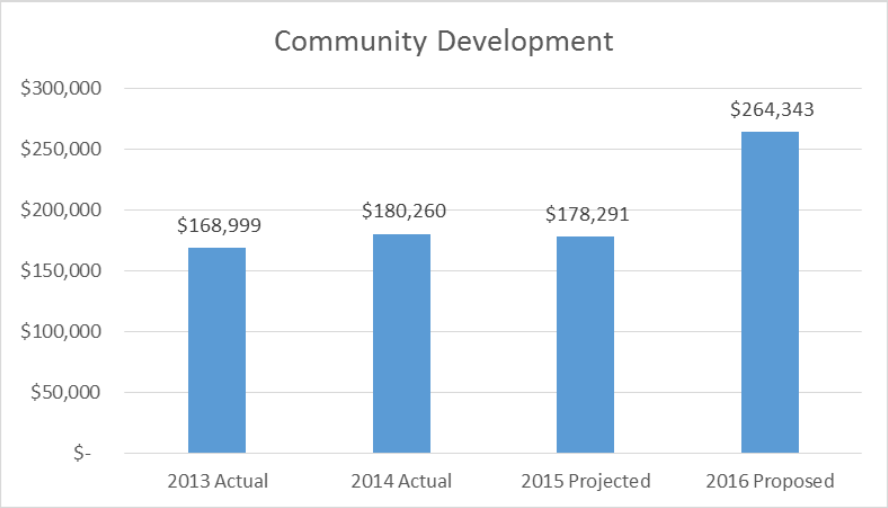
Town Clerk and Records Management

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



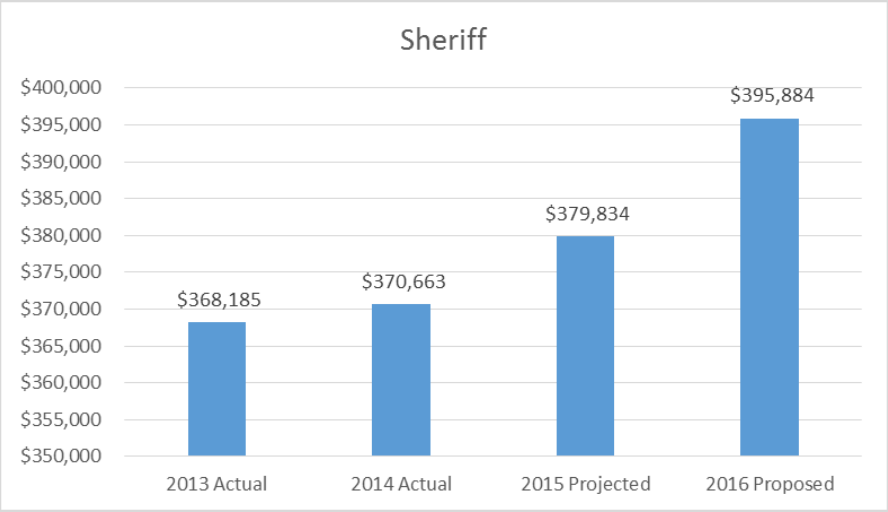
Community Development

The Community Development Department strives to promote sustainable and fair development in Dewey-Humboldt. In FY 15, Building Safety in-house transition was an operation priority. In FY16, the building safety function continues to operate in-house and the permit revenue has seen a trend of steady but gradual increase from prior years. To reflect the workload, in FY 16, a full time undivided, instead of a shared, Administrative Assistant is budgeted under the Department. The Department also plans to fill the Planner/Code Officer vacancy in early FY 16. We continue to restructure and improve the Community Development operating procedures. The goal is to provide a complete one-stop solution for development services while enhancing customer services. The Community Development Department also oversees the library expenditures.



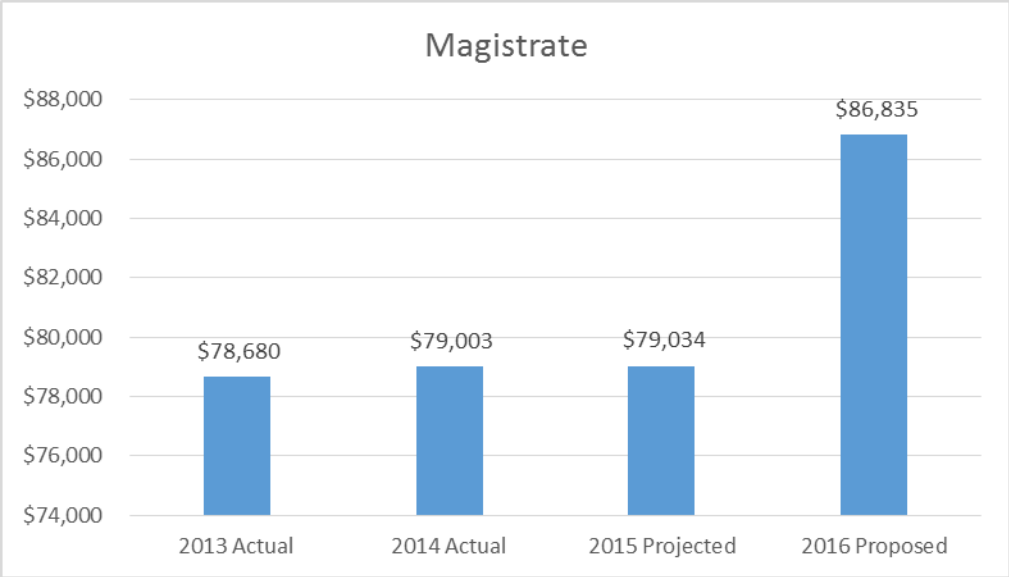
Public Safety

The town's Fire and Emergency Management Services are provided by Central Yavapai Fire District separately from the town's services. Dewey-Humboldt's policing services are 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. Under Public Safety Program, the Town also has an IGA with Yavapai County Emergency Management office for disaster planning and responses. The cost remains steady in FY16.



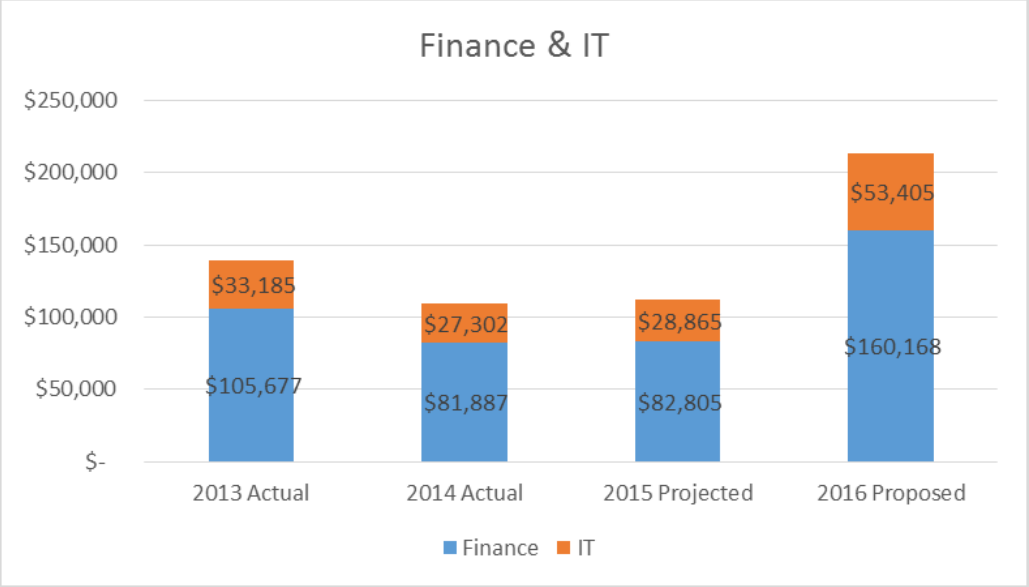
Municipal Court

The Town Magistrate oversees the Municipal Court. The Court's function is to promptly and fairly process all criminal and traffic violations filed in court and to effectively obtain compliance of the court's orders. The Court contracts out the prosecutor services.



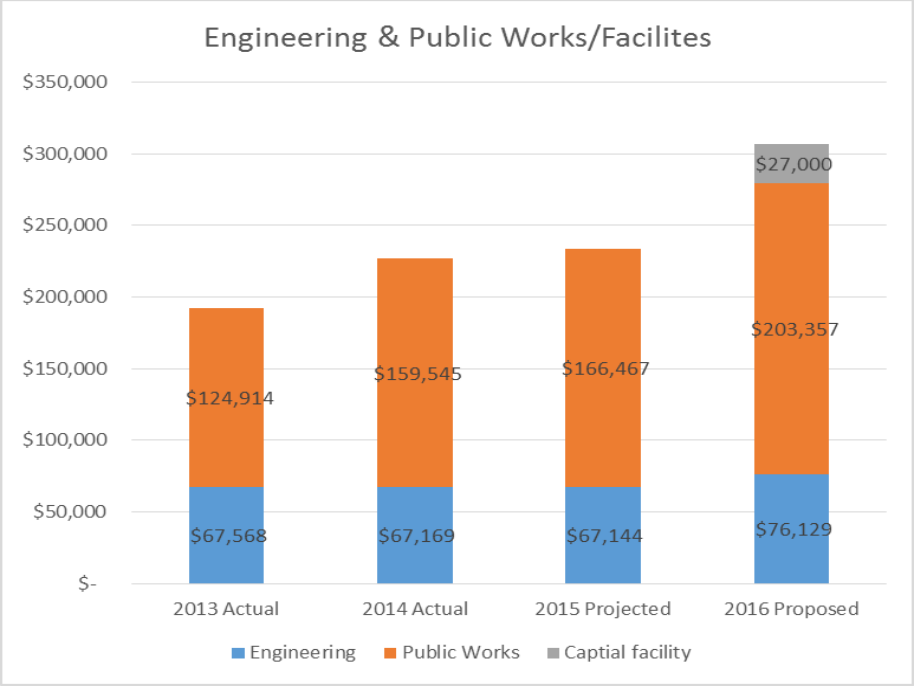
Finance

Under the direction of the Town Manager, the Finance Department coordinates activities related to budget, finance, investments, human resource, performance management, enterprise technology and grants. The Town's IT service is provided by a consultant firm through a service contract. The increase in the proposed budget is for an additional employee which was previously budgeted under the Town Clerk's Office.



Engineering & Public Works

Engineering and Public Works collectively manages the maintenance and development of Town infrastructure (i.e. roads, rights-of-way, culverts and river crossings). In FY 16, Council continues to emphasize road maintenance. The Town began to implement a six-year paved road maintenance plan in FY 13; staff designed and began to implement a five-year unpaved road maintenance plan in FY 16. As a result, overall road maintenance will see a higher level of services. Under Public Works, in addition to road services, facility maintenance is also a budget function. The town leases its Town Hall and Library Facilities. The Town Hall lease (including Dewey-Humboldt police station) is up for renewal in FY 16.



Capital Expenditures

The Capital Improvement Program (CIP) began in FY2008, and has progressed each year. The total dollar amount of capital improvement projects for FY2016 is approximately $1,877,000 and planned to be funded through grants. For a more detailed discussion of the FY2016 CIP, please see the Engineering Department chapter. Capital projects are included in the FY2016 CIP that can be funded

with one-time revenues, but most of the funding is planned to come from unidentified, even speculative, grant sources.

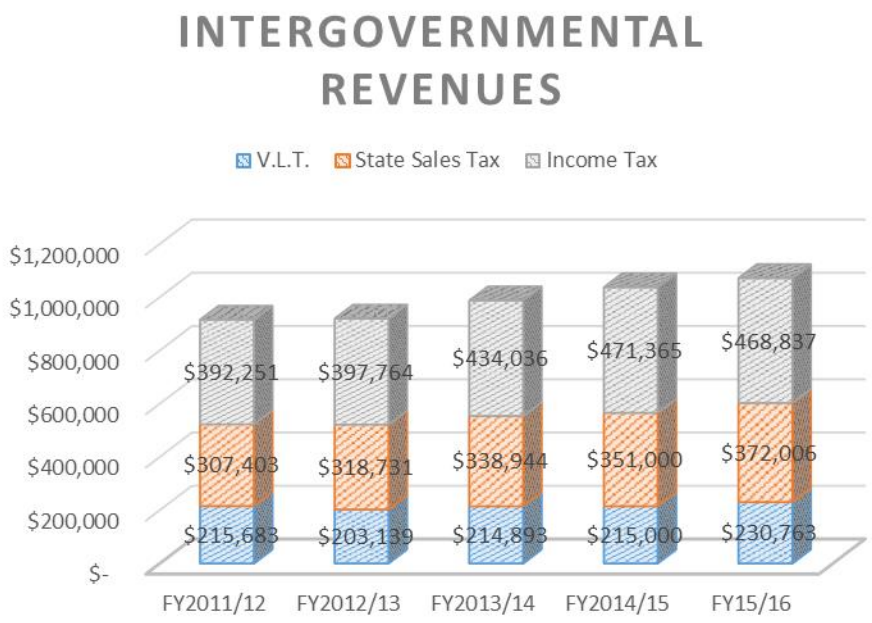
In FY 16, the town is expecting to receive an approximately $300,000 Community Development Block Grant. This fund will be utilized for drainage and sidewalk improvements for Blue Hills Farm #3 neighborhood and Huron Street sidewalk extension at the elementary school area.

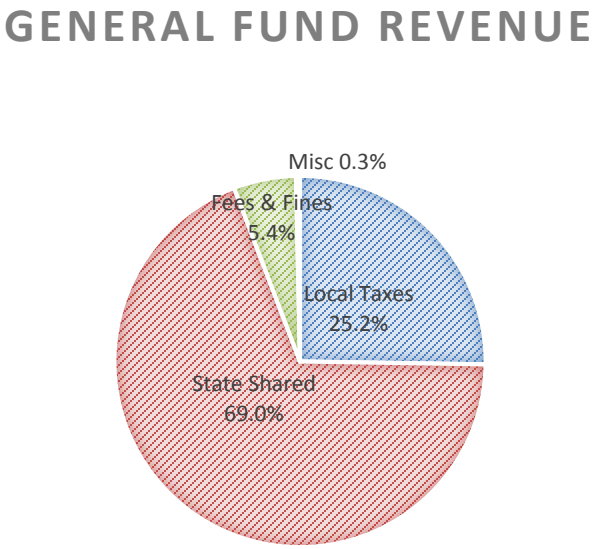
In FY 16, Yavapai County Flood Control fund continues to allocate funds for Dewey-Humboldt. The Town is scheduled to receive $65,000 for drainage improvement throughout the Town. In FY 14 and FY 15, the Town used the funds for a needed drainage project located off of Foothill Drive.

Also in FY 16, the Town is expecting to receive funding for a full signal traffic light at the intersection of Main St. and SR 69. This is a partnership between the Town, the Arizona Department of Transportation and Central Yavapai County Metropolitan Organization.

Summary of Changes in Major Revenues

As a result of the overall economic recovery, we expect FY2016 total general fund revenues to increase about 7%. The revenues are collected from across the state and fund most of our operations:





Projected Changes in Fund Balances

The General Fund Balance is projected to be $2,966,505 when FY2016 begins; with that, the Town will continue to fund a contingency of $200,000. The maximum amount of operational reserves is $744,182. Under the contingency fund, the Council is considering potential purchase of land. Should any or all of the activities be funded in FY16 under, Council direction, a change in the General Fund Balance would occur.

Although the level of service for roads is to increase, there is no projected change in the HURF Fund due to receiving the CDBG funding and County Flood Control funding.

	General Fund	HURF Fund	Subtotal of General and HURF Funds	Grants Fund	2015-16 Total
Excess of Revenues over (under) Expenditures	10,356	-	10,356	-	10,356
Other (Uses) Operatingy Contingency	(210,350)	-	(210,350)	-	(210,350)
Net Increase (Decrease) in Fund Balance	(199,994)	-	(199,994)	-	(199,994)
Fund Balance at the Start ot the Year	2,966,505	320,124	3,286,629	-	3,286,629
Fund Balance at the End ot the Year	2,766,511	320,124	3,086,635	-	3,086,635

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 $954,532 leaving an unassigned fund balance of $3,086,725.

	General Fund	HURF Fund	Subtotal of General and HURF Funds	Grants Fund	2015-16 Total
Summary					
Committed for Contingency	210,350		210,350		210,350
Committed for Reserves	744,182		744,182		744,182
Unassigned Fund Balance	1,811,979	320,214	2,132,193		2,132,193
Total Fund Balance	2,766,511	320,214	3,086,725		3,086,725

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 and master plans. 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

FISCAL YEAR 2015 - 16 BUDGET SCHEDULE (revised)	
Date	**Task**
February - March 2015	State Expenditure Limitation information available; Preliminary Budget guidelines provided to Staff, Developing Budget Calendar, State Shared Revenues provided by the League of Cities/Towns
March 14 - April 4, 2015	Departmental budget estimates and narrative due, including Sheriff and IT proposals
April 1 - 30, 2015	Revised Stateshared Revenues provided by the League of Cities/Towns
April 6, 2015	Council Budget Worksheet Completion Begin composing narrative and graphs and charts
April 30, 2015	Preliminary Budget worksheet Council Workshop @ special Council meeting begin at 9 am
May 5, 2015	Council Budget disucssion at regular counicl meeting beginning at 6.30 pm Revisions by staff
May 12, 2015	Council Budget disucsion at study session meeting beginning at 2 pm Revisions by staff, preparation of narratives and graphics
June 2, 2015	Council adoption of the Tentative Budget @ evening regular meeting Council deciding on final adoption public hearing date Publication of the Tentative Budget within 7 days, Prepare and post notice of Final budget hearing and adoption
June 9, 2015	Council Tentative Budget final review at study session beginning at 2.00 p.m. Revisions by staff
July 7, 2015	Public Hearing at 6.30pm regular council meeting Planned Adoption of FY 15-16 Budget; publication within 7 days upon adoption
June - July 2015	Fiscal Year 2015-16 Setup in accounting system
July 1, 2015	Fiscal Year 2015-2016 begins
July 1, 2015 - - June 30, 2016	FY 14-15 Audit; FY 15-16 Budget monitor, measure, assess, report

Budget Resolution

RESOLUTION № 16-_

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, ADOPTING THE DEWEY-HUMBOLDT FY2016 BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.

Whereas, the Town of Dewey-Humboldt 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 FY2016 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; and

Whereas, the Budget has been carefully reviewed by Council, who believes that it fairly provides for the provision of public goods and services to further 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 FY2016 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 2016 (beginning on July 1, 2014, and ending on June 30, 2016).
   1.2. The Budget shall be implemented, monitored, and maintained by the officials and staff of the Town for a period of one year (FY2016) with the support of this resolution.
2. Effective Date. That this resolution shall be effective as of the __ day of July 2015.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this ___ day of July 2015.

_____

Terry Nolan, Mayor

ATTEST:

_____

_____

Judy Morgan, Town Clerk

APPROVED AS TO FORM:

Town Attorney

Chapter 2: Town Council Department

This department's major focus 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.

One full-time employee, the Town Manager, is budgeted under this department. Pursuant to Town Code, the seven-member Town Council does not receive salary, benefits or other form of monetary compensation for their services.

In FY2015,

- The Town of Dewey-Humboldt celebrated its 10th year as an incorporated municipality.
- The Council revised and adopted the comprehensive Public Body Code of Ethics through Ordinance 15-112.
- The Town Council continued updating the town's codes to clarify procedures and policies governing the public bodies.
- The Council continued to emphasize road maintenance by allocating more resources to Public Works operation.
- The Council continued the Volunteer of the Year program to recognize volunteers in the community.
- Town successfully partnered with Prescott National Forest Office to proceed with constructing a multi-use trailhead at the end of Newtown Ave. The trailhead would improve the accessibility of Prescott National Forest which abuts the town's western boundary and hopefully enhance the town's economic development outlook.
- The Council accepted a property donation. The property is located on Main St. and is currently vacant. (Town Council greatly appreciates the generosity of the Peters Family.)
- The Town Council was able to secure a plan with ADOT and CYMPO to install a traffic light at the intersection of SR 69 and Main St. in FY 16.
- Town continued its financial assistance to D-H Historical Society (DHHS) by reimbursing museum rent.
- Town conducted a space study in consideration of a future town hall. Town Council considered the request made by DH HS to consider the Museum building for town's real estate acquisition. The Council also considered the sale offer made by the owner of the current town hall facility.
- Town completed a large drainage improvement project located at Foothill's Dr. utilizing two years funding allocated by Yavapai County Flood Control District. Town has secured a $65,000 Flood Control funding for FY 16 to use for daily drainage maintenance.
- The Council adopted the ordinance to clarify regulations regarding accessory dwelling units/ guest homes. Council also considered other code modifications, such as, revising animal related code of ordinances. Town also identified and corrected codification errors in ordinance 08-44 Omnibus Zoning Ordinance Amendment.
- Town underwent a code enforcement procedure review.
- The Town Council considered the town's marketing ideas and held a follow-up economic development related visioning session. The town installed a welcome sign at town's southern boundary.

- The Town Council continued exploring the historical right-of-way issues along Old Black Canyon and decided to allocate funds in a future budget to potentially address the maintenance issue.
- Town brought back Building Safety services in-house. This transition required collaboration from all departments and personnel. The Town also acquired and implemented new permitting software.
- Town updated its meeting management software which along with other features allows live streaming of meetings on both PC's and mobile devices.
- The Town Manager was selected as a board member for the Arizona City/County Management Association (ACMA) Board of Directors. She will serve a two-year term.

In FY 2016,

- The Council desires to continue its effort to address issues that are of the community's general interest and analyze the effects of proposed changes to ensure maximum efficiency and positive impact on the community.
- The Council continues to institute Town Code clarification and revisions.
- The Council continues to explore the historical Old Black Canyon Hwy ownership and maintenance issues. If the Council decides to proceed with its maintenance it could utilize funds in FY16 budget to address the issue.
- Town wishes to consider adopting and implementing 2012 International Building Codes.
- Town plans to conduct a citizens' survey.
- Town plans to improve the audio recording system for the council chambers.
- Under the direction of the Council, Town is considering a program to provide private well testing kits to residents.
- Under the Town Council's direction, the Town Manger will continue to:
  - implement Council's decisions and visions;
  - update the town codes, especially sections pertaining to land uses;
  - improve the organizational structure;
  - strengthen operational procedures and internal policies;
  - emphasize customer services;
  - work with the community to address daily issues;
  - explore alternative options to expedite the EPA Superfund clean-up process;
  - utilize technology to address financial transparency, performance measurement, citizen engagement, and other daily challenges.

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.

Unlike many other cities and towns, D-H Town Council members and all other public body members receive no financial compensation for any of the services and support they provide to the Town. Members are only reimbursed for mileage and travel expenses when on Town duty.

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 League of Cities and Towns
- Arizona City and County Management Association
- Arizona Bar Association
- Arizona Municipal Clerks Association
- Arizona Planning Association
- Arizona Building Officials Association – Grand Canyon Chapter
- Central Yavapai Metropolitan Planning Organization
- Government Finance Officers Association of Arizona
- Governor's Groundwater User Council
- Greater Prescott Regional Economic Partnership
- International Code Council
- International Institute of Municipal Clerks
- Northern Arizona Council of Governments
- International City and County Management Association
- Yavapai Regional Medical Center Board

The Council's Vision is central to everything done by the Town. It is 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

Barry Smylie, Chairperson
Dee Parker
Jeff Siereveld
Vacant
Joe Garcia
Ruth Szanto
Victor Hambrick

Open Space and Trails Committee

Sandra Goodwin, Chairperson
Laurence McCormick
Kevin Szanto
Carl Marsee, Associate Member
Skip Gladue
Kevin Leonard
Becky Paloutzian, Associate Member
Ruth Szanto, Associate Member

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

ACCT#	DESCRIPTION	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2016	2016 Total Estimate	NOTES
10-413-4000	Salary Town Manager	$ 79,821	$ -	$ -	$ -	$ -	$ -	$ 79,821	Salary
10-413-4100	Allowances	$ 4,560						$ 4,560	TM Phone & Vehicle
10-413-4110	Health Insurance (BCBS, Life, HS)	$ 8,640						$ 8,640	BCBS, Fort Dearborn, Health Equity
10-413-4111	Dental & Vision Insurance	$ 780						$ 780	Delta Dental, Avesis Vision
10-413-4120	Retirement	$ 9,579						$ 9,579	ICMA 401A
10-413-4150	Medicare	$ 1,158						$ 1,158	ADP Payroll
10-413-4160	State Unemployment	$ 420						$ 420	ADP Payroll
10-414-4160	Workers Compensation	$ 212						$ 212	AMRRP
10-413-6010	Dues and Memberships	$ 11,765						$ 11,765	League of Az Cities and Towns, CYMPO, NACOG, GPREP, WAC, APA, AZBO and ICC: Anacronyms defined below
10-413-6020	Training: Town Manager	$ 2,100						$ 2,100	ICMA, ACMA and professional development per contract
10-413-6020	Training: Council Individualized	$ 10,980						$ 10,980	Council to Annual League Conf, routine representations and individual trainings
10-413-6020	Training:Boards, Committee and Commission	$ 700						$ 700	
10-416-5001	OSP Town Attorney	$ 46,000						$ 46,000	municipal legal services
	TOTAL	**$ 176,715**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 176,715**	

Non-departmental Expenditures

10-499-9995	cost overurns contigency	$210,350	-	210,350	-	-	-	$ 210,350	11% of total GF expenditure for contigency. Ccouncil considers to fund possible real proeprty purchases and rental needs. This expenditure is paid by the town's sufficient fund balance.
10-499-9998	employee one time bonus	$10,350	-	-	-	-	-	$ 10,350	For FY 15-16, in liue of merit increases, Council decides one time bonuses in a total of up to $7,500 for all employees to share and up to $1,500 for the TM, up to $1,000 for the Magistrate and up to $350 for the Court Clerk.
	TOTAL	**$ 459,242**	**$ -**	**$ 210,350**	**$ -**	**$ -**	**$ -**	**$ 220,700**	

Acronyms defined:

CYMPO - Central Yavapai Metropolitan Planning Association (4% + State Transportation Board Meeting),

ACMA - Arizona City/County Management Association, ICMA -International City/County Management Association,

APA- American Planning Association

AZBO - Arizona Building Officlais(DH belongs to AZBO's Grand Canyon Chapter), ICC- Interntational Code Council

NACOG - Northern Arizona Council of Governments, and the Water Advisory Committee

Chapter 3: Finance Department

Under direction of the Town Manager, the Finance Department oversees Budget, Finance, Performance Management, Grants, Human Resources, and Enterprise Technology. Currently two full time employees are budgeted under the Finance Department (one employee is shared with the Town Clerk's Department).

FY2015 Accomplishments

- Achieved a clean, comprehensive audit.
- Revised reporting procedures to improve audit trail.
- Closely monitored the Town's LGIP investment fund. Staff attended a training session on LGIP investment.
- Updated IT hardware inventory.
- Researched for telephone system options for town offices.
- Assisted D-H community organizations with grant seeking and application.
- Handled payroll, personnel records and other payroll related personnel matters as a result of personnel changes and town service priority change.
- Handled three incidents with Town's insurance and workers compensation carriers.
- Assisted the Building safety services in house transition and permitting software implementation.
- Banking change through a request for proposal process.

FY2016 Performance Goals

- Banking transition.
- Coordinate the current CDBG process. Increase the number and amount of grant awards.
- Update the Town's Principles of Sound Finance Management document; make recommendations to the Town Manager and Town Council.
- Continue updating and revising operational procedures.
- Support Building Safety services transition as they relates to finance and accounting.
- Research and attempt to earn the GFOA Distinguished Budget presentation award.
- Continue to improve local sales tax collections by working with the Arizona Department of Revenue, town consultant, and local businesses to bring noncompliant taxpayers into compliance.
- Continue to closely monitor LGIP fund and research investment options for the Town. Inform Town Council and the public about investment process.
- Monitor employee health insurance costs and explore options.
- Consider implementing a web-based portal to promote financial transparency, performance measurement, bench making for the Town.

Finance

Under the direction of the Town Manager, the Finance Department 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 department 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.

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. In FY 16, Council desires to consider a town-wide survey to gauge the current satisfaction for the current service provision and future service needs.

Grants Acquisition and Management

Staff has ongoing research into Federal, State and private grant opportunities with several applications pending. 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.

Human Resources

This program strives to provide human resources services and 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.

Finance

ACCT#	DESCRIPTION	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2016	2016 Total Estimate	NOTES
10-415-4000	Salary Accountant	$ 85,599	$ -	$ -	$ -	$ -	$ -	$ 85,599	Salary
10-415-4110	Health Insurance (BCBS, Life, HS)	17,640	-	-	-	-	-	$ 17,640	BCBS, Fort Dearborn, Health Equity
10-415-4111	Dental & Vision Insurance	1,560						$ 1,560	Delta Dental, Avesis Vision
10-415-4120	Retirement	10,032						$ 10,032	ICMA 401A
10-415-4150	Medicare	1,242	-	-	-	-	-	$ 1,242	ADP Payroll
10-415-4160	State Unemployment	840	-	-	-	-	-	$ 840	ADP Payroll
10-415-4160	Workers Compensation	255	-	-	-	-	-	$ 255	AMRRP
10-415-5001	OSP: Audit Services	16,000	-	-	-	-	-	$ 16,000	Audit
10-415-5200	OSP: miscellenous	20,000						$ 20,000	ADOR sales tax collection, Open books, ADP, Banking,HS and miscellenaous servcie fees
10-415-5200	ICMA Citizens Survey	-	-	-	-	-	-	$ -	$9600 in FY12
10-415-6010	Dues and Memberships	500	-	-	-	-	-	$ 500	GFOA, GFOAz Anacronyms below
10-415-6020	Training and Travel	500	-	-	-	-	-	$ 500	annual conference
10-415-6380	Software Maint & Acquisition	6,000	-	-	-	-	-	$ 6,000	Accounting software annual license and Clarity* upgrade, grant software, transpenrancy software
	TOTAL	**$ 160,168**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 160,168**	

Acronyms defined:

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

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.

FY2015 Accomplishments

Hardware:

We continued with our hardware rotation plan to keep all critical hardware in warranty or under service contract. In 2014 we purchased the following:

- SonicWall Firewall and Content Filter with three years of maintenance. This device enhances network security, helps with malware prevention, and blocks access to inappropriate web sites.
- Replaced four old Desktop PC systems and six old monitors.
- Replaced the old public access counter PC with Dell All-In-One Touchscreen PC.
- Replaced two old desk printers

Software:

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

- Renewed the subscriptions for Symantec AntiVirus, Postlayer Email Filtering, and iBackup Offsite Cloud Backup service.

FY2016 Performance Goals

Hardware:

- SonicWall Firewall and Content Filter with three years of maintenance. This device enhances network security, helps with malware prevention, and blocks access to inappropriate web sites.
- Replaced two old Desktop PC systems and two old laptop systems.
- Replaced WiFi access points with current technology to allow support for new WiFi radio spectrum.

Software:

- Renew the subscriptions for Symantec AntiVirus, Postlayer Email Filtering, and iBackup Offsite Cloud Backup service.
- Renew Microsoft Software Assurance maintenance (once every three years)
- Renew email server PKI Security Certificate (once every three years)

Enterprise Technical Support

ACCT#	DESCRIPTION	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 2016	2016 Total Estimate	NOTES
10-417-5100	Enterprise Technical Support ETS	$ 24,480	$ -	$ -	$ -	$ -	$ -	$ 24,480	Contract with Four D, general maintainance @ 16 hours/week+8 hrs/month contigency
10-417-5110	Town Website	5,000						$ 5,000	Town website maintenance
10-417-6380	Software Maint & Acquisition	12,675						$ 12,675	routine licensing and maintenance
10-417-6900	Equipment Non Capital repair	2,500						$ 2,500	repair hardware, remote storage
10-417-6950	Hardware Maint & Acquisition	8,750						$ 8,750	4 computers replacement and possible monitors for town office
	TOTAL	**$ 53,405**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 53,405**	

Chapter 5: Community Development Department

The Community Development Department handles a broad range of municipal services. The Department strives to promote sustainable and fair development in Dewey-Humboldt. The Department is responsible for the overall functioning of planning, code enforcement, building safety and permitting functions (Town brought building safety back in-house beginning FY 15). Library Services and community outreach programs are accounted for under the Community Development Department. All duties are carried out within the department and are provided by Town Staff, contract consultants, or in coordination with intergovernmental agreements. Currently two full-time employees and one part-time employee are budgeted under this Department.

FY2015 Accomplishments

- Completed the adoption of the code revisions to guest home and accessory structures in the form of Ordinance 15-110.
- Researched animal-related code of ordinances and conducted community outreach activities along with recommendations.
- Conducted a comprehensive review of the code enforcement process.
- Completed building safety service in-house transition with instrumental contributions from Town Clerk Office's staff.
- Began to implement new permitting software.
- Library: continue to expand computer classes, provide summer programs.

FY2016 Performance Goals

- Continue the Building safety services in-house and fine tuning operational procedures.
- Planning and code enforcement personnel transition.
- Continue to revise and strengthen the zoning ordinances of the Town Code. Complete the animal-related code of ordinance revision task.
- Complete the adoption process for the 2012 International Building Codes.
- Continue to fine-tune procedures for zoning requests and code enforcement.
- Continue to enhance customer service and accountability.
- Increase library patron visits.

Planning

The Planning and Zoning services are provided by in-house town staff – the Community Development Coordinator, the Town Manager/Zoning Administrator and other supporting town staff.

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 codes, 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. In 2009, an IGA was established with Yavapai County Development Services to provide plan review and inspection services. This year upon expiration of the IGA, building safety was brought back in-house in July 2014. Due to lack of staff, all town staff was impacted for the smooth transition. In FY 15-16 the Building Safety function will continue to improve its operational procedures. The 2012 International Building Code is expected to be adopted in FY 15-16.

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. When necessary, code enforcement cases are adjudicated by the Town's Hearing Officer.

Community Outreach

Under this program, the Town reimbursed Historical Society's museum rent for in FY 13, FY 14 and FY 15. In FY 16, Council decided to reimburse 80% of the rent.

The Town began to partner with the Town of Prescott Valley and Yavapai County in the roving dumpster program in FY 14. The partnerships are expected to continue.

The Town will continue the Volunteer(s) of the Year program into the FY 16. Also in FY 15, Council is planning for a community-wide survey to evaluate services that the Town currently provides and assess the need for any additional services in the future. In consideration of the federal Environmental Protection Agency's superfund project in town, the Council also allocated $10,000 to consider providing private well-testing kits to residents.

Library

The Library services are provided by Yavapai County Library District through an inter-governmental agreement (IGA) with the Town. Under the direction of the Town Librarian, Mr. Jeff Franklin, the library is entering its ninth year as a valued service and asset to the citizens of our community. The library provides numerous programs especially for children. The Town leases the building where the Library is located. The current estimate of the district's contribution in FY2016 is $36,143 in addition to the amount budgeted by the Town for the building lease.

Community Development: Planning, Zoning & Community Outreach

ACCT#	DESCRIPTION	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2016	2016 Total Estimate	NOTES
10-465-4000	Salary -Community Development Dep	$ 126,281	$ 65,500	$ -	$ -	$ -	$ -	$ 126,281	Salary for Planer/Code Officer, receptionist, and Temp. B/O /personnel change once building services is brought in house.
10-465-4110	Health Insurance (BCBS, Life, HS)	17,100						$ 17,100	BCBS, Fort Dearborn, Health Equity
10-465-4111	Dental & Vision Insurance	1,560						$ 1,560	Delta Dental, Avesis Vision
10-465-4120	Retirement	12,469						$ 12,469	ICMA 401A
10-465-4100	Medicare	1,832						$ 1,832	ADP Payroll
10-465-4150	State Unemployment	1,260						$ 1,260	ADP Payroll
10-465-4170	Workers Compensation	1,200						$ 1,200	AMRRP
10-465-5001	OSP: Planning & Zoning Support	5,000						$ 5,000	Building inspection service OSP if needed
10-465-5505	Facilities: Library YCO IGA	36,141						$ 36,141	IGA with Yavapai County for Library Support
10-465-5501	Facilities: Library CAP Lease	13,000						$ 13,000	Library buidling lease and up to $1200 repair.
10-465-5900	OSP: Other (IGA Yav Bldg Insp)	5,000						$ 5,000	in-house transition service overlap.
10-465-6010	Dues and Memberships	500						$ 500	APA, CELA, AACE; Anacronym defined below
10-465-6020	Training and Travel	1,500						$ 1,500	Building inspection certs training and testing
10-465-6100	Supply: Book Subscriptions	200						$ 200	
10-465-6380	Software Maint - Windoware	1,300						$ 1,300	
10-465-6950	Neighborhood Outreach	15,000						$ 15,000	Council Events, clean-up programs& 80% for musuem rent
10-465-6590	Neighborhood Outreach	15,000						$ 15,000	commnity wide survey
10-465-6950	Neighborhood Outreach	10,000						$ 10,000	private well testing kits
	TOTAL	**$ 264,343**	**$ 65,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 264,343**	

Acronyms 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: Engineering and Public Works Department

The Engineering and Public Works program promotes safety while maintaining and developing the infrastructure of Dewey-Humboldt to preserve the rural atmosphere. The Town Engineer, Shepard and Wesnitzer Inc., has been retained to provide on-call engineering services. The Town utilizes the on-call services for flexible and professional outside engineering services.

Public Works

The Public Works Department is charged with providing management direction and support to capital improvements and overall street maintenance. The Town Public Works Supervisor is in charge of the public works program, which maintains data on all Town's infrastructure and assures compliance with town code.

The streets maintenance program provides for the care, repair, and maintenance of all Town-owned rights-of-way. As a result of the personnel and equipment inventory expansion in the last couple of years, the Department is able to maintain the roadways at a higher level of standard. In FY 16, a 5-year dirt road maintenance plan will be implemented. The Town has implemented a 6-year paved road maintenance plan since FY12. The town maintains about 38 miles of paved roads and 10 miles of dirt roads

This Department's expenditure is made up by two budget units under General Fund and HURF: Engineering and Maintenance. The General Fund funds all personnel expenses and the costs for town facilities (rents, maintenance and utilities), Park and Recreation services and general supplies for all town offices. The HURF portion is designated for maintenance and development of the Town's roadway infrastructure (i.e. roads, rights-of-way, culverts and river crossings). Additionally, in FY 16, the Town is expecting a $300,000 CDBG fund and a $65,000 County Flood Control fund. Both moneys are budgeted under the Grant Fund and to be used towards roads projects.

The Public Works budget unit under the General Fund also accounts for the expenses of town facility and its maintenance. The budget unit includes town hall yearly rent. In FY 16, the lease is up for renewal. Town also plans for a new audio recording system in FY 16 for the council chamber.

Three full time positions are under this Department: a Public Works Supervisor and two Public Works Operators. An on-call engineering firm supplements services when needed.

FY2016 Road Maintenance Schedule

Like previous years, FY2016 does not propose to add any new chip sealed miles. The Town has numerous failing roads and needs to concentrate money on repairing the existing roads rather than paving more roadways. Total expenditure for road maintenance is higher than previous years partially because of expected grant funds. The higher expenditures indicated 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.
- Implement a 5-year dirt road maintenance plan which includes grading, rebuilding and stabilization by adding AB and/or millings.
- Implement a snow removal plan.

The increased levels of service in several maintenance activities are expected to continue. The associated costs, based on addressing these trends, are shown in the "level of service" chart. The

costs are based on bringing a majority of the maintenance in-house, adjusting costs due to existing Town contracts, and estimates based on projects in our region.

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. However, the Council has discussed the Old Black Canyon Hwy issue during the budget discussions and decided to set aside funds in the FY 15 budget should the town decide to do some additional maintenance on the road in order to bring the road condition to a higher standard.

For Town-owned paved roads sections suggested for pavement preservation:

Sierra Dr. – 1.00 Mile
River Road – 1.47 Miles
Kachina Rd./Horse Shoe to Pony Pl. - .60 Mile
Kachina Rd. (Horseshoe to end) – 1.60 Miles
E. McCabe Street - .25 Mile
E. Phoenix Street - .25 Mile
E. Prescott Street Main Street to River Crossing - .32 Mile
S. Azurite Street - .14 Mile
S. Dana Street - .25 Mile
S. Butte Street - .20 Mile
S. Calumet Street - .25 Mile
S. Hecla Street - .26 Mile
S. Jones street - .10 Mile
E. Wells Street - .18 Mile
S. Old Black Canyon Hwy -(from E. Prescott street to E. Comanche Trail) - .34 Mile
S. Third street(from main to Calumet)- .09 Mile

Suggested road sections for chip sealing:

Quarterhorse Ln. - .52 mile
E. Antelope Way.25 mile
E. Deer Pass - .26 mile
E. Quail Run - .25 mile
E. Ridge Way - .25 mile
E. Glenn Dr. - .25 mile
E. Henderson Rd. - .25 miles
E. Quail Court - .12 mile
E. Crest Circle - .16 mile
Wagon Wheel Dr. - .51 mile
E. Bradshaw Rd (Foothills to Rancho Pl.) - .50 mile
Martha Way - .60 mile
Graham Way - .11 mile
E. Janet Way - .46 mile
E. McAllister Dr. - .25 mile

E. Montezuma Way - .25 mile
Manzanita Blvd and E. Indian Hills Dr. S. - .68 mile
E. Indian Hills Dr. North - .25 mile
Richards Ln. - .15 mile
Rancho Place - .12 mile
S. Pony Pl. (from Kachina to Horseshoe) - .19 mile
Pony Dr. (from Henderson to Antelope) - .40 mile
Green Valley (From Lazy River to Bradshaw Rd.)- .12 mile
Bradshaw Rd.(From Green Valley to Foothills) - .24 mile

For Town owned unpaved (dirt) roads, in FY 16, the Town will implement a 5-year enhanced maintenance plan. Based on the plan, the Town will grade all 10 miles of roads twice a year and some roads, based on their condition, will receive a higher level of the maintenances of road profile rebuilding. Also additional materials will be added to stabilize the road. In FY 16, the dirt roads that are scheduled to receive higher levels of maintenance are:

Agua Fria Lane (From Green Valley Road to End) - .18 Mile
Rancho Place (From Lazy River to end of Town Maintenance) - .25 Mile
Chestnut Hill road - .60 Mile
Cranberry Road - .35 Mile
Newtown Road (From end of asphalt to fence line) - .23 Mile

Item	Road Level of Service (LOS)	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018
						tentative	tentative
	PAVEMENT PRESERVATION, IMPROVEMENTS, AND MAINTENANCE						
1	Fog coat asphaltic concrete roads by OSP every 6 years and crack seal if necessary	$ 40,000	$ 40,000	$ 41,600	$ 44,000	$ 44,000	$ 48,510
2	Single chip seal on black roads by OSP every 6 years; 16.7% of roads	$ 125,000	$ 144,000	$ 149,760	$ 167,000	$ 140,000	$ 184,118
3	Road rebuild to prepare for preservation and chip sealing (potentially funded by Flood Control Funding)	$ -	$ 60,000	$ 20,000	$ 10,000	$ 8,000	$ 8,000
4	Asphalt concrete for road failures (hot patch) by OSP	$ 25,000	$ 28,800	$ 21,000	$ 30,000	$ 21,000	$ 20,000
	ROADSIDE MAINTENANCE						
5	Pothole repair by in-house staff: 30 tons cold patch	$ 3,500	$ 4,000	$ 4,000	$ 5,000	$ 4,000	$ 3,000
6	ROW weed abatement; 2 times; all roads; where applicable	$ In-House	$ In-House	$ In-House	$ In-House	$ In-House	$ 20,000
7	Tree trimming along right-of-way by in-house personnel; where applicable	$ In-House	$ In-House	$ In-House	$ In-House	$ In-House	$ In-House
8	Tree trimming along right-of-way by OSP or in-house personnel;	$ 2,000	$ 2,000	$ In-House	$ In-House	$ In-House	$ In-House
9	Sloped area weed abatement; areas with poor sight distance; highly visible areas	$ In-House	$ In-House	$ In-House	$ In-House	$ In-House	$ In-House
	DIRT ROAD MAINTENANCE						
10	Grade dirt roads; 2 times/year and additional maintenance	$ 10,000	$ 14,000	$ 14,000	$ 25,192	$ 25,192	$ 25,192
11	Dirt Road Grading in-house with rental equipment; as needed by weather condition	$ 10,000	$ 8,000	$ 6,000	$ 2,500	$ 2,500	$ 2,500
	DRAINAGE MAINTENANCE						
12	Ditch maintenance by OSP; in high liability areas (potentially funded by Flood Control Fund	$ 3,000	$ 3,000	$ 3,000	$ 26,000	$ 3,000	$ 3,000
13	Ditch maintenance by in-house personnel (potntially funded by Flood Control Funding)	$ 7,500	$ In-House	$ 20,000	$ 29,000	$ 20,000	$ 20,000
14	Agua Fria River crossing culvert clean out and roadway debris removal	$ In-House	$ In-House	$ In-House	$ In-House	$ In-House	$ In-House
15	Culvert Maintenance conducted by in- house (potentailly funded by Flood Control fund)	$ 4,000	$ 4,000	$ 4,000	$ In-House	$ In-House	$ In-House
16	Snow removal according to snow removal procedure (created in 2015)				$ In-House	$ In-House	$ In-House
17(CDBG)	side walks in Herron St. and east end of Kachina St.; drainage improvement near east end of Kachina	$ -	$ -	$ -	$ 300,000	$ -	?
	FISCAL YEAR TOTALS (obligated projects)						
	Total Level of Services (funded by the combination revenues of HURF, Flood Control fund, and CDBG)	**N/A**	**N/A**	**N/A**	**$ 638,692**	**$ 267,692**	**$ 314,320**
	Total Level of Servcies (funded by the combiation revenues of HURF and Flood Control fund)	**N/A**	**N/A**	**N/A**	**$ 338,692**	**$ 267,692**	**$ 314,320**
	Total Level of Servcies (funded by HURF revenue only)	**$ 222,500**	**$ 307,800**	**$ 283,360**	**$ 273,692**	**$ 267,692**	**$ 314,320**

Notes:

* In FY 16, Town expects $65k Flood Control District fund allocation(22-100-3400); the fund is utlized for activities in Lines 3,12, 13.
* $ In-House indicates that the activity will be included in the overall department budget
* Lines 1+2 Pavement preservation and Chip Seal Projects - show 5% increase due to Material cost Increase.
* Lines 6 New to In-House kept low for trial purposes. Euipment Rental Needed.
* Old Black Canyon Hwy drainage/hotpatch work is included in Lines 3,4, 13.
* Lines 1+2: 202-431-7006 capital road maintenance (done by contractors)
* Lines 4+10: 20-431-5900 OSP other (ongoing maitenance done by contractors)
* Lines 5+11: 20-431-7001 In house ROW materials

FY2015 Accomplishments

- In-house staff applied approximately 60 tons of pot-hole repair material on town roads, maintained / repaired 51 low-water crossings (some areas required multiple times of cleaning), cleaned out and rebuilt approximately 17,000 linear feet of ditches, installed 80 linear feet of new culverts, cleaned and flushed culverts (too many to count). Utilizing outside contractors, the Town preserved 6.53 miles of black roads through crack sealing and fog coating and chip sealed 5.92 miles of additional black road, graded a total of 12 miles of roads twice and had Gabions basket headwalls and spillways installed on the existing drainage systems that had erosion concerns.
- Implemented a higher level of maintenance of dirt roads in addition to the bi-annual grading schedule. Some dirt road's condition can be improved by applying milling material (in-house work)
- Coordinated with federal, state, county transportation agencies to complete the grant-funded town-wide road sign replacement project.
- Continued the level of maintenance established the last two years by:

    * Preserving approximately 6 miles of existing "black" roads with fog coating and crack sealing (to be conducted by utilizing continuing contract services).
    * Single chip sealing approximately 6 miles of existing "black" roads (to be conducted by utilizing continuing contract services).
- Received $75,000 from Yavapai County Flood Control District. Completed the Foothill Dr. drainage construction project.
- Acquired an excavator, a water-wagon, and a snow plow.
- Instituted some safety procedures.
- 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 to support departmental requests.
- Coordinated with Central Yavapai Metropolitan Planning Organization (CYMPO) and Arizona Department of Transportation (ADOT) on the Main St. traffic light project. The projects were to utilize federal and state dollars to replace failing signs and their post bases within Town right-of-way to provide a secure foundation for regulatory and advisory signage.
- Documented daily activities and complaints to assist in developing subsequent budgets and work requests. Citizen complaints were handled by the Public Works Department in a timely fashion.
- Researched and installed a Town welcome sign.
- Assisted in revising the Town's ordinance and codes as they related to Engineering and Public Works. Responded to residents' concerns regarding grading, code enforcement, and ROW issues.

FY2016 Performance Goals

- Continue high level and responsive roadway and roadside maintenance. The continued goal is to increase maintenance activities while utilizing the Town's HURF revenues and grant revenues to their maximum potential.
- Continue repairing the drainage so that needed paving or preservation maintenance can last through expected lifespan.
- Continue the level of maintenance established the last three years by:
    * Preserving approximately 7 miles of existing "black" roads with fog coating and crack sealing (to be conducted by utilizing continuing contract services).

* Single chip sealing approximately 6.5 miles of existing “black” roads (to be conducted by utilizing continuing contract services).
* Providing a higher level dirt roads maintenance according to the 5 year dirt road plan.

- Continue to seek grants for the unfunded capital Improvement projects. Manage implementation of the fully-funded FY2016 Capital Improvement Program.
- Assist the Open Space and Trail Committee’s trail initiative.
- Continue to manage and maintain the Town’s leased facilities and property.

Capital Engineering

Capital Engineering 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

FY2016 Capital Improvement Projects (primarily funded by grant funding)

Project Title		
		FY 2015-16
Community Facilities - Parks, Recreation, Trails, Open Space and Library		
Multi-use trails	$	146,768
Open Space project - Planning Phase		35,000
Equine uses &Trailhead Parking Area by Precott N. Forest		10,000
General Government		
Road/Facility Acquisition (OBCHwy, Town Facilties)		200,000
General Office Operations		20,000
Audio Vedio System for Town Hall		15,000
Transportation - Roads and Right-Of-Way		
Miscellanous road acquisition and improvement		341,732
Sign Replacement		111,500
Capital Equipment		45,000
Traffic Control/ Light at Main St. and SR 69		600,000
CDBG		300,000
Utilities - Drainage, Sanitation, Water, and Sewer		
Drainage Improvements		65,000
Total	$	1,890,000

Project Funding		
Other Funds(general fund)		25,000
Grant Revenues		1,865,000
Total	$	1,890,000

Engineering: Public Works, Facilities, Infrastructure

ACCT#	DESCRIPTION	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2016	2016 Total Estimate	NOTES
	ENGINEERING								
10-430-4000	Public Works Operator	$ 53,757	$ 1,000	$ -	$ -	$ -	$ -	53,757	1 FTE salary
10-430-4110	Health Insurance (BCBS, Life, HS)	8,460						8,460	
10-430-4111	Dental & Vision Insurance	780						780	
10-430-4120	Retirement	6,451						6,451	ICMA 401A
10-430-4150	Medicare	780						780	ADP Payroll
10-430-4160	State Unemployment	420						420	ADP Payroll
10-414-4160	Workers Compensation	1,781						1,781	AMRRP
10-430-5001	OSP: Engineering	3,000						3,000	general engineering needs, such as sign enginering, surveys
10-430-6010	Dues and Memberships	200						200	APWA
10-430-6020	Training and Travel	500						500	conferences or trainings
	Total Engineering	$ 76,129	$ 1,000	$ -	$ -	$ -	$ -	$ 76,129	
	PUBLIC WORKS, FACILITIES								
10-431-4000	Salary - Public Works Operators	70,127						$ 70,127	2 FTE's salary and benefits
10-431-4010	Overtime	800						$ 800	
10-431-4110	Health Insurance (BCBS, Life, HS)	16,680						$ 16,680	
20-431-4111	Dental & Vision Insurance	1,560						$ 1,560	
10-431-4120	Retirement	7,801						$ 7,801	
10-431-4150	Medicare	1,029						$ 1,029	
10-431-4160	State Unemployment	1,260						$ 1,260	
10-431-4170	Workers Compensation	2,675						$ 2,675	
10-431-5200	OSP: Janitorial Service	3,000						$ 3,000	Town hall cleaning service.
10-431-5500	Facilities Town Hall Rent	36,200						$ 36,200	Lease, Town Hall
10-431-5503	Maint Town Hall Offices/PW Yard	1,500						$ 1,500	
10-431-5900	OSP: Other	2,500						$ 2,500	Town Hall alarm,insect control, storage and misc. inpsections
10-431-5903	Liability & Auto Insurance	27,825						$ 27,825	AMRRP
10-431-6020	Training and Travel	200						$ 200	
10-431-6300	General Supplies	10,000						$ 10,000	office supplies, furnitures
10-431-6500	Facilities: Electric	9,000						$ 9,000	Town Hall Utilities&traffic signal @Kachina Pl. and Main St.
10-431-6510	Facilities: UNS Gas	1,500						$ 1,500	Town Hall Utilities
10-431-6520	Facilities: Telephone	6,000						$ 6,000	town offices phones
10-431-6530	Facilities: Cellular	1,200						$ 1,200	cell phones/ allowances for PW and B/S
10-431-6600	Facilities: Fuel	1,000						$ 1,000	non-road maintenance related
10-431-6595	Facilities: Vehicle Maint	1,500						$ 1,500	Increased use of trucks for inpsections
10-431-7001	Road/Facility Accquisition	15,000						$ 15,000	property purchase related, assessment
10-431-7006	Parks & Recreation	12,000						$ 12,000	park operation & $10,000 for trails
HURF									
20-430-7002	Capital Road Improvement - Eng				7,000			$ 7,000	
20-431-5900	OSP: Road Maintenance				55,192			$ 55,192	see Level of Service sheet
20-431-6600	Facilities: Fuel				12,000			$ 12,000	
20-431-6595	Facilities: Vehicle Maint				1,470			$ 1,470	
20-431-6900	Heavy Equip Maintenance				10,000			$ 10,000	
20-431-7001	In-House ROW Maint Materials				7,500			$ 7,500	see Level of Service sheet
20-431-7006	Capital Road Improvements - PW				211,000			$ 211,000	see Level of Service sheet
	Total Public Works	$ 230,357	$ -	$ -	$ 304,162	$ -	$ -	$ 534,519	
	TOTAL	**$ 306,486**	**$ 1,000**	**$ -**	**$ 304,162**	**$ -**	**$ -**	**$ 610,648**	

Acronyms defined: *APWA* *American Public Works Association* *AZBTR* *Arizona Board of Technical Registration*

22-430-7810	Capital: Flood Control Fund	-	-	-	-	-	$ 65,000	$ 65,000	variosu drainage projects (reimbusable by County Flood Control District)
22-430-7800	Capital: CDBG fund	-	-	-	-	-	$ 300,000	$ 300,000	road and drainage improvement for BlueHills Farm subdivision #2 and sidewalk along Hurron St.
	Total Grant Funded PW projects							$ 365,000	

Chapter 7: Town Clerk Department

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. The Town Clerk's Office is also the direct liaison with the Town's insurance provider – AZ municipal risk retention pool. With the on-going implementation of a new departmental-wide records management system, we expect to improve the organization and accessibility of the Town's vital records.

The Town Clerk's Office consists of the Town Clerk, an Administrative Assistant who is also sharing duties with other departments and a Receptionist who assists the Community Development on permitting and case entry. In FY 16, the Office's budget accounts for the personnel cost for the Clerk and the Receptionist (the Administrative Assistant's personnel cost is reflected under the Community Development Department). In addition to personnel cost and records related operating costs, this budget unit also accounts for state of the art technologies such as the Granicus live meeting streaming and minutes-taking tool and the Laserfiche system for record archiving and searching. The Town's monthly newsletter cost is also included in the Clerk's budget.

Additionally, Town Clerk's Office has been providing vital support to the Community Development in the past few years. The tradition will continue necessitated by limited staff resources.

FY2015 Accomplishments

- Processed and conducted all Council meetings; managed live and archived on-line audio and video broadcasts of Town Council and other meetings.
- Vital support for the transitions in Community Development Department.
- Received and processed a recall election petition.
- Corrected a codification error in Ordinance 2008-44.
- Implemented new software for building permitting.
- Successfully produced the town's 10th anniversary celebration.
- Receptionist obtained the Notary Public credential.
- Town Clerk earned the Certified Municipal Clerk (CMA) designation.
- Entered all old permit records into the town's current permitting system. Organized all old code enforcement files.

FY2016 Performance Goals

- Will continue to index records.
- Develop searchable electronic versions of existing records for staff and public.
- Adopt records management protocols for all departments.
- Town Council Chamber audio recording system replacement.
- Town website overhaul.

Town Clerk

ACCT#	DESCRIPTION	General Revenues: Local & Shared	General Revenues: Fines & Fees	General Fund Existing Cash Fund Balance	HURF Revenues	HURF Fund Existing Cash Fund Balance	Grant Effort 2016	2016 Total Estimate	NOTES
10-414-4000	Salary: Town Clerk Department	$ 85,806	$ -	$ -	$ -	$ -	$ -	$ 85,806	Salary for town clerk & admin asst
10-414-4110	Health Insurance (BCBS, Life, HS)	$ 8,640	-	-	-	-	-	$ 8,640	BCBS, Fort Dearborn, Health Equity
10-414-4111	Dental & Vision Insurance	$ 780						$ 780	Delta Dental, Avesis Vision
10-414-4120	Retirement	$ 10,297						$ 10,297	ICMA 401A
10-414-4150	Medicare	$ 1,245	-	-	-	-	-	$ 1,245	ADP Payroll
10-414-4160	State Unemployment	$ 840	-	-	-	-	-	$ 840	ADP Payroll
10-414-4160	Workers Compensation	$ 246	-	-	-	-	-	$ 246	AMRRP
10-414-5100	Softwar Impl: Granicus & Amer Legal	$ 18,000	-	-	-	-	-	$ 18,000	$11,000 Granicus annual; Am Legal $5000 annual/rate depending on quantity
10-414-5300	OSP Elections	$ 2,000	-	-	-	-	-	$ 2,000	in case of recall elections(not planned)
10-414-6010	Dues and Memberships	$ 360						$ 360	AMCA and IIMC Acronym defined below
10-414-6020	Training and Travel	$ 1,500						$ 1,500	clerk's institute/academy, annual conf.
10-414-6100	Newsletter Publication	$ 16,000	-	-	-	-	-	$ 16,000	monthly issue(Melcher),12 B&W Publications, Postage, 6-page limit
10-41-6200	Print,Publish,Advertise-printer	$ 3,400						$ 3,400	SHARP printer lease
10-414-6200	Print,Publish,Advertise-other	$ 3,100	-	-	-	-	-	$ 3,100	Legal ads, Public Hearings, etc.
10-414-6380	Software License	2,500	-	-	-	-	-	$ 2,500	Annual Support Records Mgmt Software (Laserfiche)$2500; new permit module(rebudget)
	TOTAL	**$ 154,714**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 154,714**	

Acronyms defined:

AMCA - American Municipal Clerks Association, IIMC - International Institute of Municipal Clerks

Chapter 8: Public Safety

Dewey-Humboldt's Town public safety program is managed through an inter-governmental 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 Town's public safety is an effort that begins with law enforcement, continues through adjudication, and concludes with process improvements.

The Public Safety department handles law enforcement while the Municipal Court includes the Magistrate Judge, the Town prosecutor, the public defender, and related services.

FY 2015- 16's IGA maintains the previous years' level of services which provides for one Deputy Sheriff to the Town for 20 hours per day between the hours of 6 am and 2 am daily (rotation of 3 full-time Deputy Sheriff positions). The Yavapai County Sheriff's Department also provides related ancillary and support services, such as sergeant supervision, dispatch services, and animal control services. FY16 IGA cost will be $381,884 which represents a 4% increase from FY15. The Town is responsible for the facility and utility costs of the Sheriff's D-H station.

The Town also anticipates an approximate $1,800 for emergency response services that the County's Emergency Management Office provides through an inter-governmental agreement.

Public Safety (Sheriff Services, Emergency Management)

ACCT#	DESCRIPTION	General Revenues: Local & Shared	General Revenues: Fines & Fees	Grant Effort 2016	2016 Total Estimate	NOTES
10-425-5300	OSP: Sheriff Services	381,884	-	-	$ 381,884	Intergovernmental Agreement (IGA) with Yavapai County;4.3% increase from FY 15
10-425-5301	OSP: YC Emergency Management	1,800	-	-	$ 1,800	Intergovernmental Agreement (IGA) with Yavapai County
10-425-5501	Facilities: Sheriff Office Rent	9,500	-	-	$ 9,500	Local office for Sheriff and Deputies
10-425-5503	Maintenance Sheriff's Office	200	-	-	$ 200	maintenance and supplies
10-425-6500	Utilities	2,500	-	-	$ 2,500	electricity
	TOTAL	**$ 395,884**	**$ -**	**$ -**	**$ 395,884**	

Chapter 9: Municipal Court

The Town Court budget unit accounts for costs associated with the judicial branch of the town government. The Town Court consists of one (part-time) Judge, one (part-time) Court Clerk, one contracted Prosecutor and one contracted Public Defender. The Judge of the Town Court hears cases involving violations of town ordinances, civil and criminal traffic cases, and misdemeanor cases that occur within the Town limits. The court also issues orders of protection, injunctions against harassment and marriage licenses. The expenditures are funded by the general fund revenues.

FY2015 Accomplishments

- Communication between law enforcement, prosecution, defense and the court continued to grow. Both the Town prosecutor and public defender contracts remained the same this year.
- Reported to the Council every quarter along with other public safety personnel.
- Heard three code enforcement cases as the Town's Hearing Officer.
- Purchased an all-in-one computer to use for fine collection. The equipment aims to make it easier for customer to pay fines online at their convenience.
- Purchased a Town Logo and a State Seal. Both were used in the court room/council chambers.
- Provided vital research and analysis for the Town's code enforcement review. It was a joint effort between the court personnel, the town attorney and the town's Community Development Department.

FY2016 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.
- Court clerk will complete court supervisory training through the Arizona Supreme 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 continuing emphasis of the court will be on providing convenient services for citizens - regardless of the type of need.
- Continue hearing code violation cases as the Hearing Officer free of charge to the Town.

Magistrate Court

ACCT#	DESCRIPTION	General Revenues: Local & Shared	General Revenues: Fines & Fees	Grant Effort 2016	2016 Total Estimate	NOTES
10-421-4000	Salary: Town Magistrate	$ 47,446	$ 35,000	$ -	$ 82,446	Salary
10-421-4120	Retirement	2,373	-		$ 2,373	ICMA 457
10-421-4150	Medicare	688	-	-	$ 688	ADP Payroll
10-421-4160	State Unemployment	840	-	-	$ 840	ADP Payroll
10-421-4170	Workers Compensation	128	-	-	$ 128	AMRP
10-421-5303	Lease, Magistrate Court	3,540			$ 3,540	
10-421-6300	OSP: Specialized Court Fees	2,000	-	-	$ 2,000	translator, judge Pro Term
10-421-6010	Dues and Memberships	400	-	-	$ 400	
10-421-6020	Training and Travel	2,000	-	-	$ 2,000	Includes travel to Jail appearances
10-421-6300	Books & Subscription	500	-	-	$ 500	Legal research
10-421-6300	General Supplies	1,000	-	-	$ 1,000	General office supplies as related to Court
10-421-6500	Utilities - Electric & Gas	2,620			$ 2,620	
10-421-6520	Telephone	500			$ 500	
10-421-6900	Equipment Non-Capital	2,600	-	-	$ 2,600	Annual hardware lease from State and new quick book software
10-421-5001	OSP:Legal Services -Public Defender	1,000	-	-	$ 1,000	Public Defender $60/hr
10-421-5003	OSP:Legal Services - Prosecutor	19,200			$ 19,200	Prosecutor Contract $1,600/mo
	TOTAL	**$ 86,835**	**$ 35,000**	**$ -**	**$ 121,835**	

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
General Fund (on-going)	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.
General Fund (one-time)	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.
General Fund (Fees)	Support the costs associated with staff review	Current local fee revenues
General Fund (Court Fines)	Contribute to the costs associated with court administration	Current Court fine and fee revenues
General Fund Operational Reserves	Support committed	Cash reserves (savings)
HURF	Development and maintenance of transportation improvements	Current Highway User Revenue Fund distributions and cash fund balance ARS § 28-6501 and transportation impact fees
LTAF	Transportation, cultural, educational, historical, recreational or scientific facilities or programs	Current Local Transportation Assistance Fund revenue distributions assistance fund, ARS § 28-8101
Grant funds	Purpose in grant application	Grant donors
Impact Fees	Fees associated with paying for the costs of growth	Impact Fees levied per A.R.S. § 9-463.05

Town of Dewey Humboldt
General Fund Summary

GENERAL FUND	2014 BUDGET	2015 BUDGET	2016 BUDGET
REVENUES			
Local Taxes	350,000	380,000	403,000
Permits and Fees	51,000	56,000	77,500
Intergovernmental	972,000	1,038,150	1,071,606
Fines, Forfeitures and Penalties	27,000	25,650	41,600
Interest Earnings	30,000	5,000	15,000
Miscellaneous	1,000	200	200
Total Revenues	1,431,000	1,505,000	1,608,906
EXPENDITURES			
Town Council, Mgt & Legal	127,658	173,599	176,715
Magistrate Court	83,804	86,837	86,835
Public Safety	370,831	380,238	395,884
Town Clerk	180,305	207,022	154,714
Finance	88,779	85,172	160,168
IT Support	97,000	41,980	53,405
Com. Devel.& Library	196,041	219,242	264,343
Public Works &Engineering			
Operational	239,631	266,572	279,486
Capital Expenditures	5,000	30,000	27,000
Total Expenditures	1,389,049	1,490,662	1,598,550
Excess of Revenues over (under)	41,951	14,338	10,356
Other (Uses)			
Operating Contingency	(511,520)	(240,000)	(210,350)
Net Increase (Decrease) in Fund	(469,569)	(225,662)	(199,994)
Fund Balance at the Start of the Year	2,899,668	3,192,167	2,966,505
Fund Balance at the End of the Year	2,430,099	2,966,505	2,766,511
Summary			
Committed for Contingency	511,520	240,000	210,350
Committed for Reserves	654,920	654,920	654,920
Unassigned Fund Balance	1,263,659	2,071,585	1,901,241
Total Fund Balance	2,430,099	2,966,505	2,766,511

Town of Dewey Humboldt
HURF Fund Summary

HURF FUND	2014 BUDGET	2015 BUDGET	2016 BUDGET
REVENUES			
HURF	274,000	290,037	303,662
Impact Fees	3,000		
Interest Earnings	850	500	500
Total Revenues	277,850	290,537	304,162
EXPENDITURES			
Operational	84,800	92,000	86,162
Capital Expenditures	279,000	251,360	218,000
Total Expenditures	363,800	343,360	304,162
Expenditures	(85,950)	(52,823)	-
Other (Uses)			
Operating Contingency			
Net Increase (Decrease) in Fund Balance	(85,950)	(52,823)	-
Fund Balance at the Start of the Year	372,206	372,947	320,124
Fund Balance at the End of the Year	286,256	320,124	320,124
Summary			
Committed for Contingency			
Committed for Reserves			
Unassigned Fund Balance	286,256	372,947	320,124
Total Fund Balance	286,256	372,947	320,124

Town of Dewey Humboldt
Combined Budget Summary
General Fund, HURF (Special Revenue) Fund and Grants Fund
2015-2016

	General Fund	HURF Fund	Subtotal of General and HURF Funds	Grants Fund	2015-16 Total
Total Revenues	1,608,906	304,162	1,913,068	1,865,000	3,778,068
Total Expenditures	1,598,550	304,162	1,902,712	1,865,000	3,767,712
Excess of Revenues over (under) Expenditures	10,356	-	10,356		10,356
Other (Uses) Operating Contingency	(210,350)		(210,350)		(210,350)
Net Increase (Decrease) in Fund Balance	(199,994)	-	(199,994)		(199,994)
Fund Balance at the Start of the Year	2,966,505	320,214	3,286,719	-	3,286,719
Fund Balance at the End of the Year	2,766,511	320,214	3,086,725		3,086,725
Summary					
Committed for Contingency	210,350		210,350		210,350
Committed for Reserves	744,182		744,182		744,182
Unassigned Fund Balance	1,811,979	320,214	2,132,193		2,132,193
Total Fund Balance	2,766,511	320,214	3,086,725		3,086,725

Appendix B: Four Year Financial Detail

FY 2015-16 Budget worksheets

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	Projected 2014-15 Projecction	2014-15 Current year Budget	2015-16 Proposed Budget
GENERAL FUND						
Revenues						
10-100-3100	Local Sales Tax	380,396.98	422,434.50	407,000.00	380,000.00	403,000.00
10-100-3200	Business License	187.00	-	-	-	-
10-100-3202	Building Permits&Plan Check	43,596.91	47,234.09	78,000.00	40,000.00	60,000.00
10-100-3310	Income Tax	397,763.76	434,035.68	471,365.00	471,365.00	468,837.00
10-100-3320	State Sales Tax	318,731.08	338,944.44	351,000.00	351,856.00	372,006.00
10-100-3330	Auto Lieu	203,138.72	214,892.72	215,000.00	214,929.00	230,763.00
10-100-3403	Planning & Zoning Fees	4,933.92	4,228.00	4,200.00	5,500.00	5,500.00
10-100-3420	Engineering/Public Works) Permit	-	-	-	500.00	1,000.00
10-100-3425	Utility Franchise Fees	10,987.57	13,467.14	10,700.00	10,000.00	11,000.00
10-100-3501	Court Fines	36,714.89	26,698.33	24,000.00	20,000.00	35,000.00
10-100-3504	Court Fines - JCEF Restricted	165.62	1,962.45	2,000.00	500.00	800.00
10-100-3505	Court FTG Distribution	146.30	400.81	200.00	150.00	300.00
10-100-3506	court Zcenh	-	7,135.07	5,800.00	5,000.00	5,500.00
10-100-3801	Interest Earnings LGIP	(263.91)	39,095.31	24,500.00	5,000.00	15,000.00
10-100-3804	Miscellaneous	3,382.04	9,682.71	600.00	200.00	200.00
Total Revenues:		1,399,880.88	1,560,211.25	1,594,365.00	1,505,000.00	1,608,906.00
Town Council and Management						
10-413-4000	Salary and Wages	69,452.37	75,292.58	76,666.00	78,358.28	79,821.00
10-413-4100	Allowances	4,558.85	4,472.85	4,650.00	4,560.00	4,560.00
10-413-4110	Health Insurance(BCBS,life,HS)	7,630.68	7,459.22	7,460.00	7,080.00	8,640.00
10-413-4111	Dental & Vision Insurance	563.64	584.52	649.00	660.00	780.00
10-413-4120	Retirement	9,032.11	8,998.12	9,018.00	9,402.99	9,579.00
10-413-4150	Medicare	1,114.36	1,156.07	1,160.00	1,136.20	1,158.00
10-413-4160	State Unemployment	256.90	355.44	365.00	420.00	420.00
10-413-4170	Workers Compensation	159.00	171.00	111.00	212.00	212.00
10-413-6010	Dues & Memberships	10,906.40	9,456.83	11,644.00	14,110.00	11,765.00
10-413-6020	Training and Travel	8,818.17	7,661.55	16,000.00	16,660.00	13,780.00
Total Town Council and Management:		112,492.48	115,608.18	127,723.00	132,599.47	130,715.00
10-414-4000	Salary & Wages	70,128.71	88,100.05	85,075.00	95,016.13	85,806.00
10-414-4010	Overtime	70.47	-	-	-	-
10-414-4110	Health Insurance(BCBS,life,HS)	10,768.84	14,399.56	15,228.00	14,160.00	8,640.00
10-414-4111	Dental & Vision Insurance	792.96	1,097.43	1,142.00	1,320.00	780.00
10-414-4120	Retirement	7,951.21	9,997.98	9,211.00	11,401.94	10,297.00
10-414-4150	Medicare	972.45	1,268.13	1,222.00	1,377.73	1,245.00
10-414-4160	State Unemployment	378.08	728.38	874.00	840.00	840.00
10-414-4170	Workers Compensation	140.00	192.00	115.00	245.92	246.00
10-414-5100	Software Impl:Granicus & Amer	14,102.65	11,079.96	14,000.00	16,000.00	18,000.00
10-414-5300	OSP Elections	6,143.82	-	6,082.00	26,000.00	2,000.00
10-414-6010	Professional Memberships	320.00	255.00	306.00	360.00	360.00
10-414-6020	Training and Travel	1,073.05	357.92	800.00	1,500.00	1,500.00
10-414-6100	Publicat & Subscr(Newsletter)	15,668.11	15,481.18	16,000.00	16,000.00	16,000.00
10-414-6200	Print, Publish, Advertise	2,880.64	3,480.68	5,000.00	5,500.00	6,500.00
10-414-6380	Software Maint	2,300.00	2,490.90	12,000.00	17,300.00	2,500.00
10-414-7400	Capital Equipment	-	904.40	-	-	-
Total Town Clerk and Public Records:		133,690.99	149,833.57	167,055.00	207,021.72	154,714.00
Finance and Budget						
10-415-4000	Salary & Wages	59,756.08	41,655.46	42,000.00	44,252.92	85,599.00
10-415-4110	Health Insurance(BCBS,life,HS)	12,571.75	7,705.52	7,898.00	7,460.00	17,640.00
10-415-4111	Dental & Vision Insurance	897.96	607.42	612.00	660.00	1,560.00
10-415-4120	Retirement	6,992.53	4,691.26	4,202.00	5,310.35	10,032.00
10-415-4150	Medicare	833.71	584.01	545.00	641.67	1,242.00

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	Projected 2014-15 Projecction	2014-15 Current year Budget	2015-16 Proposed Budget
10-415-4160	State Unemployment	455.11	365.62	439.00	420.00	840.00
10-415-4170	Workers Compensation	124.00	90.00	52.00	127.20	255.00
10-415-5001	OSP Audit Services	12,754.56	12,500.00	12,500.00	13,000.00	16,000.00
10-415-5200	OSP Contracts	4,922.41	11,314.44	11,890.00	10,000.00	20,000.00
10-415-6010	Professional Memberships	-	60.00	72.00	500.00	500.00
10-415-6020	Training and Travel	432.48	165.00	450.00	500.00	500.00
10-415-6380	Software Maint and Acquisition	5,936.00	2,148.00	2,145.00	2,300.00	6,000.00
Total Finance and Budget:		105,676.59	81,886.73	82,805.00	85,172.14	160,168.00
Legal						
10-416-5001	OSP Town Attorney	39,011.77	36,438.54	36,000.00	41,000.00	46,000.00
Total Legal:		39,011.77	36,438.54	36,000.00	41,000.00	46,000.00
Information Technology						
10-417-5100	OSP Technical	14,125.00	17,197.50	16,587.00	24,480.00	24,480.00
10-417-5110	OSP I.T. & Telecom-Townweb&such	-	3,618.75		2,000.00	5,000.00
10-417-6380	Software Maint and Acquisition	9,341.66	2,150.55	2,491.00	5,500.00	12,675.00
10-417-6900	Equipment - Non Capital	204.98	1,905.50	2,287.00	1,600.00	2,500.00
10-417-6950	IT Hardware & Equipment Acquis	9,513.24	2,429.91	7,500.00	8,400.00	8,750.00
Total Information Technology:		33,184.88	27,302.21	28,865.00	41,980.00	53,405.00
Magistrate Court						
10-421-4000	Salary and Wages	41,007.71	42,958.28	40,833.00	46,622.95	47,446.00
10-421-4120	Retirement	2,030.44	1,945.39	2,300.00	2,331.15	2,373.00
10-421-4150	Medicare	594.61	628.07	592.00	676.03	688.00
10-421-4160	State Unemployment	610.42	742.96	801.00	840.00	840.00
10-421-4170	Workers Compensation	82.00	89.00	50.00	127.20	128.00
10-421-5001	OSP Public Defender	666.00	924.00	1,000.00	2,000.00	1,000.00
10-421-5003	OSP Prosecutor	19,200.00	19,200.00	19,200.00	19,200.00	19,200.00
10-421-5005	OSP Specialized Court Fees	1,194.16	1,214.28	2,000.00	1,500.00	2,000.00
10-421-5224	OSP Contracts	3,000.00	-	-	-	-
10-421-5303	Lease, Magistrate Court	3,610.80	3,610.80	3,611.00	3,540.00	3,540.00
10-421-6010	Professional Memberships	295.00	295.00	354.00	-	400.00
10-421-6020	Training and Travel	2,563.10	1,401.38	1,487.00	2,500.00	2,000.00
10-421-6300	General Supplies	351.31	1,455.19	1,000.00	1,000.00	1,000.00
10-421-6301	Supply:Books & Subscriptions	534.55	338.60	406.00	500.00	500.00
10-421-6500	Utilities (electricity & gas)	689.54	1,950.53	2,200.00	2,620.00	2,620.00
10-421-6520	telephone			500.00	780.00	500.00
10-421-6900	Equip Supply	2,250.00	2,250.00	2,700.00	2,600.00	2,600.00
Total Magistrate Court:		78,679.64	79,003.48	79,034.00	86,837.33	86,835.00
Public Safety						
10-425-5300	OSP Sheriff Services	357,111.00	357,531.00	366,238.00	366,238.00	381,884.00
10-425-5301	OSP Emergency Response	1,674.00	1,674.00	1,800.00	1,800.00	1,800.00
10-425-5501	Facilities Sheriff Office	9,400.32	9,400.32	9,400.00	9,500.00	9,500.00
10-425-5503	Maintenance Sheriff Office	-	-	150.00	200.00	200.00
10-425-6500	Utilities (electricity)	-	2,057.93	2,246.00	2,500.00	2,500.00
Total Public Safety:		368,185.32	370,663.25	379,834.00	380,238.00	395,884.00
Engineering						
10-430-4000	Salary and Wages-PW Sup 100%	49,778.09	51,201.55	51,000.00	52,772.36	53,757.00
10-430-4110	Health Insurance(BCBS,life,HS)	7,476.96	7,304.95	7,430.00	6,900.00	8,460.00
10-430-4111	Dental & Vision Insurance	563.64	584.52	585.00	660.00	780.00
10-430-4120	Retirement	5,754.95	5,280.11	4,910.00	6,332.68	6,451.00
10-430-4150	Medicare	701.32	927.50	642.00	765.20	780.00
10-430-4160	State Unemployment	270.03	362.77	435.00	420.00	420.00
10-430-4170	Workers Compensation	1,318.00	1,408.00	822.00	1,780.80	1,781.00
10-430-5001	OSP Engineering	1,510.00	-	1,000.00	2,000.00	3,000.00
10-430-6010	Professional Memberships	(4.50)	-	-	200.00	200.00

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	Projected 2014-15 Projecction	2014-15 Current year Budget	2015-16 Proposed Budget
10-430-6020	Training and Travel	95.38	-	200.00	500.00	500.00
10-430-6300	General Supplies	104.22	100.02	120.00	-	-
Total Engineering:		67,568.09	67,169.42	67,144.00	72,331.04	76,129.00
Public Works						
10-431-4000	Salary & Wages-PW Oper 100%	29,931.40	45,797.90	55,000.00	64,482.12	70,127.00
10-431-4010	Overtime	741.21	501.06	312.00	800.00	800.00
10-431-4110	Health Insurance(BCBS,life,HS)	7,333.80	9,654.78	8,920.00	13,560.00	16,680.00
10-431-4111	Dental & Vision Insurance	563.64	779.36	701.00	1,320.00	1,560.00
10-431-4120	Retirement	3,717.16	4,437.05	3,736.00	7,857.85	7,801.00
10-431-4150	Medicare	423.94	650.00	550.00	946.59	1,029.00
10-431-4160	State Unemployment	292.32	744.66	894.00	840.00	1,260.00
10-431-4170	Workers Compensation	852.00	1,266.00	526.00	2,374.40	2,675.00
10-431-5200	OSP Janitorial Services	3,000.00	2,940.00	2,940.00	3,000.00	3,000.00
10-431-5500	Facilities, Town Hall Rental	36,177.89	36,169.20	36,169.00	36,200.00	36,200.00
10-431-5503	Maintenance Offices/PW yards	164.05	183.92	178.00	3,000.00	1,500.00
10-431-5900	OSP Other	2,055.20	2,459.58	2,649.00	2,300.00	2,500.00
10-431-5903	Liability & Auto Insurance	11,932.25	28,540.19	29,604.00	26,500.00	27,825.00
10-431-6020	Training and Travel	-	93.79	113.00	200.00	200.00
10-431-6300	General Supplies - Town	8,425.35	7,477.81	8,000.00	10,000.00	10,000.00
10-431-6500	Facilities, Electric Utilities	8,706.40	5,883.57	6,300.00	7,000.00	9,000.00
10-431-6510	Facilities, Gas Utilities	1,293.55	893.25	849.00	1,560.00	1,500.00
10-431-6520	Facilities, Telephone	7,503.64	5,876.67	5,358.00	6,000.00	6,000.00
10-431-6530	Facilities, Cellular	229.96	220.00	240.00	2,800.00	1,200.00
10-431-6595	Facilities, Vehicle Maint.	-	-	1,000.00	1,500.00	1,500.00
10-431-6600	Facilities, Fuel	76.35	-	1,000.00	2,000.00	1,000.00
10-431-7001	Road / Facility Acquisit	-	103.50	-	18,000.00	15,000.00
10-431-7006	Open Space & Park	1,494.19	4,872.50	1,428.00	12,000.00	12,000.00
Total Public Works:		124,914.30	159,544.79	166,467.00	224,240.96	230,357.00
Community Development						
10-465-4000	Salary & Wages	53,096.21	54,003.13	90,000.00	99,679.60	126,281.00
10-465-4010	Overtime		26.65			-
10-465-4110	Health Insurance(BCBS,life,HS)	6,658.96	7,224.25	2,000.00	6,900.00	17,100.00
10-465-4111	Dental & Vision Insurance	798.49	1,169.04	1,320.00	1,320.00	1,560.00
10-465-4120	Retirement	5,566.46	5,907.20	6,000.00	8,455.55	12,469.00
10-465-4150	Medicare	827.47	787.11	1,000.00	1,445.35	1,832.00
10-465-4160	State Unemployment	1,061.03	748.50	800.00	1,680.00	1,260.00
10-465-4170	Workers Compensation	539.00	534.00	1,000.00	1,420.40	1,200.00
10-465-5001	OSP P&Z Management	-	-	-	5,000.00	5,000.00
10-465-5005	IGA Library Service	36,143.00	36,143.00	36,143.00	36,141.00	36,141.00
10-465-5501	Facilities, Library (rental+repair)	12,145.56	13,306.32	13,538.00	14,000.00	13,000.00
10-465-5900	OSP Other (IGA Yav Bldg Insp)	31,571.65	32,186.63	6,000.00	5,000.00	5,000.00
10-465-6010	Professional Memberships	-	192.00	180.00	500.00	500.00
10-465-6020	Training and Travel	1,093.91	879.68	210.00	2,500.00	1,500.00
10-465-6100	Supply: Book Subscriptions	723.17	-	100.00	500.00	200.00
10-465-6380	software maint(windoware)					1,300.00
10-465-6950	Neighborhood Outreach	18,774.24	27,152.56	20,000.00	34,700.00	40,000.00
Total Community Development:		168,999.15	180,260.07	178,291.00	219,241.90	264,343.00
Non-Departmental						
10-499-9995	Cost Overruns Contingency	-	-	27,000.00	240,000.00	200,000.00
10-499-9998	employee one time bonus	-	-	-	-	10,350.00
Total Non-Departmental:		-	-	27,000.00	240,000.00	210,350.00
GENERAL FUND REVENUE TOTAL:		1,399,880.88	1,560,211.25	1,594,365.00	1,505,000.00	1,608,906.00
GENERAL FUND Opertional EXPENDITURES:		1,232,403.21	1,267,710.24	1,313,218.00	1,490,662.56	1,598,550.00

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	Projected 2014-15 Projecction	2014-15 Current year Budget	2015-16 Proposed Budget
GENERAL FUND EXPENDITURE TOTAL:		1,232,403.21	1,267,710.24	1,340,218.00	1,730,662.56	1,808,900.00
Net GENERAL FUND Excess (under):		167,477.67	292,501.01	281,147.00	14,337.44	10,356.00
Net Increase (decrease) in FUND BALANCE:						(199,994.00)
HURF FUND						
Revenues						
20-100-3340	HURF	269,865.64	279,319.19	290,000.00	290,037.00	303,662.00
20-100-3490	Impact Fees	4,207.00	6,342.00	-	-	-
20-100-3600	Interest Earnings	906.24	768.96	600.00	500.00	500.00
Total Revenues:		274,978.88	286,430.15	290,600.00	290,537.00	304,162.00
Engineering						
20-430-5001	OSP Engineering	700.00	-		-	-
20-430-6380	Software Maint and Acquisition	-	2,233.35		-	-
20-430-7001	Roadway Maintenance	-	4,770.64		-	-
20-430-7002	CAPITAL ROAD IMPROVEMENT-ENG	-	6,384.92	7,000.00	10,000.00	7,000.00
Total Engineering:		700.00	13,388.91	7,000.00	10,000.00	7,000.00
Public Works						
20-431-5900	OSP Other(On-going Road Maint)	29,643.25	43,829.44	43,000.00	38,000.00	55,192.00
20-431-6595	Vehicle Maintenance	238.63	1,515.27	1,600.00	1,000.00	1,470.00
20-431-6600	Facilities, Fuel	6,006.36	7,663.95	8,000.00	9,000.00	12,000.00
20-431-6900	Heavy Equip Maint/Sm parts-ND	4,652.72	12,850.52	6,139.00	10,000.00	10,000.00
20-431-7001	In-house ROW Maint Materials	23,938.95	12,997.15	221,000.00	34,000.00	7,500.00
20-431-7006	CAPITAL ROAD Maint (OSP)	209,058.66	228,846.41	39,385.00	211,360.00	211,000.00
20-431-7400	Capital Equipment	-	20,175.47	23,133.00	30,000.00	-
Total Public Works:		273,538.57	327,878.21	342,257.00	333,360.00	297,162.00
HURF FUND REVENUE TOTAL:		274,978.88	286,430.15	290,600.00	290,537.00	304,162.00
HURF FUND EXPENDITURE TOTAL:		274,238.57	341,267.12	349,257.00	343,360.00	304,162.00
Net HURF FUND:		740.31	(54,836.97)	(58,657.00)	(52,823.00)	-
GRANT FUND						
22-100-3380	CDBG Grant Revenue	458,695.89	-	-	-	300,000.00
22-100-3390	Miscellaneous Grant Revenue	4,000.00	11,780.00	-	1,802,000.00	1,500,000.00
22-100-3400	Yav Co. flood control fund	-	63,220.00	75,000.00	75,000.00	65,000.00
Total Revenues:		462,695.89	75,000.00	75,000.00	1,877,000.00	1,865,000.00
22-430-7800	CDBG Qualified Expenditures	458,695.89	9,565.00	-	-	300,000.00
22-430-7810	Misc Grant Qualified Expenditu	4,000.00	11,780.00	-	1,802,000.00	1,500,000.00
22-430-3400	flood control reimburse	-	63,220.00	75,000.00	75,000.00	65,000.00
Total Expenditures		462,695.89	84,565.00	75,000.00	1,877,000.00	1,865,000.00
Net GRANT FUND:		-	(9,565.00)	-	-	-
GRAND TOTALS - ALL FUNDS						
REVENUES		2,137,555.65	1,921,641.40	1,959,965.00	3,672,537.00	3,778,068.00
EXPENDITURES		1,969,337.67	1,693,542.36	1,737,475.00	3,951,022.56	3,978,062.00
NET GRAND TOTALS		168,217.98	228,099.04	222,490.00	(278,485.56)	(199,994.00)

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. FY2016 begins on July 1, 2014, and ends on June 30, 2016.

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:
Town Manager
Building Official/Inspector
Community Planner/Code Officer
Town Clerk
Administrative Assistants
Receptionist
Public Works Supervisor
Public Works Operators
Accountant
Town Magistrate
Court Clerk
Town IT Consultants: Four D. LLC
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 FY2015-16.

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 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 form 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 Hohokom 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: Financial Policies

Dewey-Humboldt Principals 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.

Fund Balance Reporting			
CLASSIFICATION		***DEFINITION***	***EXAMPLES***
NONSPENDABLE		"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
RESTRICTED		"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
UNRESTRICTED	***COMMITTED***	"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
	ASSIGNED	"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 deligates the authority to assign fund balance to the Town Manager (during budget process)
	UNASSIGNED	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 Statues.

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 31st*** of each year for the preceding fiscal year or as required by the Arizona Revised Statues.

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 F: State Auditor Forms

1. Schedule A - Summary schedule of estimated revenues and expenditures
2. Schedule C - Revenues other than property taxes
3. Schedule E - Expenditures/Expenses by Fund
4. Schedule F - Expenditures/expense by department

TOWN OF DEWEY-HUMBOLDT
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2016

			FUNDS							
Fiscal Year		Sch	General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds
2015	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	1,730,662	2,220,360	0	0	0	0	0	3,951,022
2015	Actual Expenditures/Expenses**	E	1,308,052	424,257	0	0	0	0	0	1,732,309
2016	Fund Balance/Net Position at July 1***									0
2016	Primary Property Tax Levy	B	0							0
2016	Secondary Property Tax Levy	B								0
2016	Estimated Revenues Other than Property Taxes	C	1,608,906	2,169,162	0	0	0	0	0	3,778,068
2016	Other Financing Sources	D	0	0	0	0	0	0	0	0
2016	Other Financing (Uses)	D	0	0	0	0	0	0	0	0
2016	Interfund Transfers In	D	0	0	0	0	0	0	0	0
2016	Interfund Transfers (Out)	D	0	0	0	0	0	0	0	0
2016	Reduction for Amounts Not Available:									
LESS:	Amounts for Future Debt Retirement:									0
										0
										0
										0
2016	Total Financial Resources Available		1,608,906	2,169,162	0	0	0	0	0	3,778,068
2016	Budgeted Expenditures/Expenses	E	1,808,900	2,169,162	0	0	0	0	0	3,978,062

EXPENDITURE LIMITATION COMPARISON	2015	2016
1. Budgeted expenditures/expenses	$ 3,951,022	$ 3,978,062
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	3,951,022	3,978,062
4. Less: estimated exclusions		
5. Amount subject to the expenditure limitation	$ 3,951,022	$ 3,978,062
6. EEC expenditure limitation	$	$

x 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 the 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 on this line represent Fund Balance/Net Position 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
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
GENERAL FUND			
Local taxes			
Local Sales Tax	$ 380,000	$ 407,000	$ 403,000
Licenses and permits			
Building Permits	40,000	78,000	60,000
Planning & Zoning Fees	5,500	4,200	5,500
Plan Check Fees	500		1,000
Utility Franchise Fees	10,000	10,700	11,000
Intergovernmental			
Income Tax	471,365	471,365	468,837
State Sales Tax	351,856	351,000	372,006
Vehicle License Tax	214,929	215,000	230,763
Charges for services			
Fines and forfeits			
Magistrate Court Fines	20,150	24,200	35,300
Magistrate Court Fines - Restricted	5,500	7,800	6,300
Interest on investments			
Interest on LGIP	5,000	24,500	15,000
In-lieu property taxes			
Contributions			
Voluntary contributions			
Miscellaneous			
Miscellaneous	200	600	200
Total General Fund	$ 1,505,000	$ 1,594,365	$ 1,608,906

* 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.

SPECIAL REVENUE FUNDS			
HURF	$ 290,037	$ 290,000	$ 303,662
Impact Fees			
Interest Earned	500	600	500
	$ 290,537	$ 290,600	$ 304,162
Miscellaneous Grants	$ 1,802,000	$	$ 1,500,000
Flood Control Foothill	75,000	75,000	65,000
CDBG			300,000
	$ 1,877,000	$ 75,000	$ 1,865,000
	$ 2,167,537	$ 365,600	$ 2,169,162
Total Special Revenue Funds	$ 2,167,537	$ 365,600	$ 2,169,162

* 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.

TOTAL ALL FUNDS	$ 3,672,537	$ 1,959,965	$ 3,778,068

* 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
Expenditures/Expenses by Fund
Fiscal Year 2016

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2015	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2015	ACTUAL EXPENDITURES/ EXPENSES* 2015	BUDGETED EXPENDITURES/ EXPENSES 2016
GENERAL FUND				
Town Council	$ 132,599	$	$ 127,723	$ 130,715
Magistrate court	86,837		73,868	86,835
Public Safety	380,238		379,834	395,884
Town Clerk	207,022		167,055	154,714
Finance & Budget	85,172		82,805	160,168
Legal & IT Support	82,980		64,865	99,405
Community Develop & Library	219,242		178,291	264,343
Public Works & Eng-Operational	266,572		205,183	279,486
Public Works & Eng-Capital Exp	30,000		1,428	27,000
Contingency	240,000		27,000	210,350
Total General Fund	$ 1,730,662	$	$ 1,308,052	$ 1,808,900
SPECIAL REVENUE FUNDS				
Engineering	$ 10,000	$	$ 7,000	$ 7,000
Public Works	333,360		342,257	297,162
Grants	1,877,000		75,000	1,865,000
Total Special Revenue Funds	$ 2,220,360	$	$ 424,257	$ 2,169,162
DEBT SERVICE FUNDS				
	$	$	$	$
Total Debt Service Funds	$	$	$	$
CAPITAL PROJECTS FUNDS				
Total Capital Projects Funds	$	$	$	$
PERMANENT FUNDS				
	$	$	$	$
Total Permanent Funds	$	$	$	$
ENTERPRISE FUNDS				
	$	$	$	$
Total Enterprise Funds	$	$	$	$
INTERNAL SERVICE FUNDS				
	$	$	$	$
Total Internal Service Funds	$	$	$	$
TOTAL ALL FUNDS	$ 3,951,022	$	$ 1,732,309	$ 3,978,062

* 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
Expenditures/Expenses by Department
Fiscal Year 2016

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2015	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2015	ACTUAL EXPENDITURES/ EXPENSES* 2015	BUDGETED EXPENDITURES/ EXPENSES 2016
Town Council & Management				
General Fund	$ 132,599	$	$ 127,723	$ 130,715
Department Total	$ 132,599	$	$ 127,723	$ 130,715
Magistrate Court				
General Fund	$ 86,837	$	$ 127,723	$ 86,835
Department Total	$ 86,837	$	$ 127,723	$ 86,835
Public Safety				
General Fund	$ 380,238	$	$ 379,834	$ 395,884
Department Total	$ 380,238	$	$ 379,834	$ 395,884
Town Clerk				
General Fund	$ 207,022	$	$ 167,055	$ 154,714
Department Total	$ 207,022	$	$ 167,055	$ 154,714
Finance & Budget				
General Fund	$ 85,172	$	$ 82,805	$ 160,168
Department Total	$ 85,172	$	$ 82,805	$ 160,168
Legal & IT Support.				
General Fund	$ 82,980	$	$ 64,865	$ 99,405
Department Total	$ 82,980	$	$ 64,865	$ 99,405
Community Development				
General Fund	$ 219,242	$	$ 178,291	$ 264,343
Department Total	$ 219,242	$	$ 178,291	$ 264,343
Public Works & Eng-Operational				
General Fund	$ 266,572	$	$ 205,183	$ 279,486
Department Total	$ 266,572	$	$ 205,183	$ 279,486
Public Works & Eng-Capital				
General Fund	$ 30,000	$	$ 1,428	$ 27,000
Department Total	$ 30,000	$	$ 1,428	$ 27,000
Contingency				
General Fund	$ 240,000	$	$ 27,000	$ 210,350
Department Total	$ 240,000	$	$ 27,000	$ 210,350
Engineering				
HURF Fund	$ 10,000	$	$ 7,000	$ 7,000
Department Total	$ 10,000	$	$ 7,000	$ 7,000
Public Works				
HURF Fund	$ 333,360	$	$ 342,257	$ 297,162
Department Total	$ 333,360	$	$ 342,257	$ 297,162
Grants				
Grant Fund	$ 1,877,000	$	$ 75,000	$ 1,865,000
Department Total	$ 1,877,000	$	$ 75,000	$ 1,865,000

* 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.

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Dewey-Humboldt, Arizona

2016

Town of Dewey-Humboldt
Annual Budget
2015-2016