

**SPECIAL "BUDGET" SESSION MEETING NOTICE**

**WORKSHOP #5**

**TOWN COUNCIL OF DEWEY-HUMBOLDT**

**Tuesday, June 17, 2014, 2:00 P.M.**

**COUNCIL SPECIAL "BUDGET" SESSION MEETING  
2735 S. HWY 69**

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

**AGENDA**

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

**1. Call To Order.**

**2. Roll Call.**

**2.1. Town Council.** Town Council Members Jack Hamilton, Mark McBrady, Dennis Repan, Sonya Williams-Rowe, Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan.

**3. FY 2014-15 Budget Deliberation.** Legal Action can be taken. Council deliberation and possible action to modify Preliminary Budget content.

**3.1. Review of Preliminary Budget by Funds and Departments (General Fund – Revenues, Expenditures: Town Council and Management, Town Clerk, Finance, Legal, IT, Magistrate Court, Public Safety, Engineering, Public Works, and Community Development, non-Departmental; HURF – Revenues, Expenditures: Engineering, Public Works; Grant Fund).**

**3.2. Future meeting scheduling and additional budget-related discussion topics.**

**4. Comments from the Public.** The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. At the conclusion of Comments from the Public, Council members may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Council members are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. The total time for Public Comment is **3** minutes per person. The audience is asked to please be courteous and silent while others are speaking.

**5. Adjourn.**

**For Your Information:**

Next Town Council Meeting: Tuesday, June 24, 2014, at 6:30 p.m.

Next Planning & Zoning Commission Meeting: Thursday, July 3, 2014, at 6:00 p.m.

Next Town Council Work Session: Tuesday, July 8, 2014, at 2:00 p.m.

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

**Certification of Posting**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the \_\_\_\_ day of \_\_\_\_\_, 2014, at \_\_\_\_ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: \_\_\_\_\_, Town Clerk's Office.

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

**TOWN COUNCIL SPECIAL BUDGET (WORKSHOP #5) SESSION  
June 17, 2014, 2:00 p.m. Town Council Meeting Chambers**

**Agenda Items #3.1. Budget discussions**

**To: Mayor and Town Council Members**

**From: Yvonne Kimball, Town Manager**

**Date submitted: June 5, 2014**

**Purpose: Recap items that are pending and need to be discussed**

**Summary:** The memo below was originally composed for the June 3rd budget meeting. I have made changes to reflected the changes you made at the June 3rd meeting (the items are shown as ~~strike through~~). I added one additional (optional) item which is highlighted. I also added a few relevant documents which was referred to in this memo as attachments; they are also highlighted.

The Council began to have budget discussions in April. So far there have been four discussion meetings where the Council went through line-by-line into the main budget worksheet. Some items were left pending. As the budget document approaches its final form, the pending items need to be addressed at this meeting. Currently, the general fund's expenditure is \$550 over revenues. I expect that this shortage will disappear after the pending items are addressed.

Below is a list to recap the pending items.

Under the General Fund,

- ~~1. Council and Management Dues & Memberships (10-413-6010): Council decided on WAC — \$2,065 (half of the regular fee), GPREP membership fee — \$4,000. This reflects a reduction of \$2,065 from the previous expenditure total.~~
- ~~2. I.T. (10-417-5110 and 10-417-6950): Council decided to remove the Mayor's requested electronic devices for the council members. The total expense would have been \$6,500 for labor and equipment cost (\$2,000 labor to set up and conduct routine maintenance, \$4,500 for device purchase).~~
- ~~3. Public Works/truck (10-431-6900): Council decided to keep \$25,000 in the budget for consideration of an additional truck to meet the increased fleet needs. However, I recommend us focusing on used trucks which appear to have an adequate local inventory. If Council decides to choose the used vehicle option, this account can be reduced to \$15,000 or lower (which can be used to offset other growing expenses especially the increasing needs in HURF).~~
4. Community Development Community Outreach (10-465-6950): the current budget worksheet has included these expenditures: ~~D-H Historical Society Museum rent assistance — \$7,200 (at Mayor Nolan request); \$5,000 to support Aqua Fria Festival (Mayor~~

~~Nolan request); \$5,000 for branding the Town (VM Alen request); \$7,500 for a community-wide survey (CMs Wright and Hamilton request); \$2,500 Meals on Wheels/D-H area (CM Reapan request). Council decided to pay for the museum yearly rent in the amount of \$7,200 and the Aqua Fria Festival \$5,000. The other items are still pending. I have enclosed a blank accountability contract prepared by the town attorney for this kind of purposes (when Town gives financial support to other organizations).~~

In regards to the solicited contributions to non-profit organizations, VM Alen has spoken to me about reinstating the former “strategic partnership” program to create a mechanism to determine the eligibility and the amount to contribute. I believe she will discuss this concept with the Council at the meeting.

Additionally, I have budgeted \$10,000 for neighborhood clean-up programs following the previous year’s practice. The clean-up programs have been evolving throughout the years. While I believe \$10,000 is adequate allocation for a town of our size, I do want to bring Council’s attention to some details of the programs we are funding. In FY 13-14, the Town canceled the recycle program and the free twice a year dumpster’s day program. Instead, the town entered into IGA’s with neighboring municipalities to provide similar and/or extended services. In FY 13-14, the Household Hazardous Waste (HHW) program in which we partnered with the City of Prescott, cost over \$9,000 to serve 57 vehicles while the clean-up day with the Town of Prescott Valley cost \$822 to serve 40 vehicles. Due to all the changes last year, it would be difficult to predict these services’ long-term outcome or to judge the effectiveness of the new programs. I recommend we continue the same programs one more year to monitor the effectiveness. However, we won’t be able to institute any new “clean-up” programs as I had originally planned due to the high cost of the HHW event and uncertainty of the Clean-up day program. I have attached the current and historical billing information for both events.

5. Overrun contingency (10-499-9995): in addition to \$295,000 which represents 10% of the expenditures and required by the town’s financial policy, the current budget also considered these expenditures: \$30,000 for a professional fee study (CM Hamilton request); \$80,000 for property purchase (located off Reno Dr. west of SR. 69) (CM Wright request); \$25,000 for a town-wide comprehensive water study (VM Alen request).
6. Others (items below have been discussed before but have not been considered in the budget).
  - A. Earlier this year, Council had extended and contentious discussions on the town hall lease renewal. Seeing the Town Hall decision has been proven difficult to make, I suggested to Council conducting a facility needs study to determine the specifics of a permanent town hall. I spoke to a firm recommended by the Town Attorney and received a proposal for a D-H town hall space needs study. The cost for such is \$12,822. Therefore, I believe a space needs study is necessary if and when the Council feels it is the time to decide on the future of the town hall. If council decides to proceed in FY 14-15, this will be budgeted under the General Fund road/facility acquisition 10-431-7001. This expense has not be considered by the Council at your prior budget meetings.

- B. Recently, CM Wright requested to look into replacing the microphones in the council chamber. The Town Clerk located the invoice for the original equipment purchase and identified the cost for the microphones being \$400 per piece. Staff has contacted the vendor regarding upgrading or replace microphones. But we have not received a meaningful answer yet. We suspect that the microphones were part of the whole Granicus system; piece meal update may be more complicated than one would think. However, staff does believe that the microphones on the dais are ok for this coming year. Therefore, no money needs to be budgeted for the microphones or the system. Now that we have embarked on the investigation of the research, we should be able to have something meaningful for next year FY 15-16 budget consideration.
- C. At one of the budget meetings, we also discussed the overall town phone system in light of the need to provide cell phones for town staff, especially building safety personnel. The town phone system and the Building Inspection cell phones are two separate issues. The two cell phones are necessary to provide inspection services. The additional phone line would be nice to have, but it appears that the town's current system will not support an additional line with designated and reliable voice mail function. While staff is still doing research on phone system upgrade for near future needs, we have also discussed internally and believe that we can manage the inspection in-take using current phone system as it was done a few years ago when the town operated the inspection service in-house. Therefore, other than the two cell phone cost, I do not recommend major phone system upgrade in the FY 15 budget.
- D. Current budget reflects a total of a 2% raise, including COLA and merit increase, for all eligible employees. I would like to propose a 3% raise. The 1% represents approximately \$5,000 for all of eligible employees. I also would like to request \$5,000 to be used as salary contingency under Community Development Department to deal with uncertainties under the Department caused by Department function expansion and/or other unexpected events.

Under the HURF (important and new information),

Last year (FY 13-14), the Council decided to allocate an additional \$60,000 to expedite road drainage work for the black top roads so that the roads would last. The work was primarily budgeted for contractors to conduct. In FY 14-15, however, the town hired an additional public works employee and staff was hopeful that much of the work that was expected of contractors would be done in-house. Therefore, staff did not request any additional HURF funds out of the reserves to pay for road maintenance in FY 14-15. However, recent chip sealing contract has indicated that the cost for chip seal, and perhaps all construction projects, have been rising substantially since a couple of years ago. However, the cost estimate in the FY 14-15 budget was at large based on last year's figures. Staff saw the need to ask Council to allocate additional \$20,000 under capital road maintenance 20-431-7006 to offset the unexpected rising cost for chip sealing and other major maintenances. The additional fund if needed would likely come out of HURF reserve. If Council approves the allocation, the total HURF expenditure will increase by \$20,000.

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as of 6/3/2014 meeting

Account Number	Account Title	2011-12	2012-13	Projected FY 14	2013-14	2014-15	NOTES
		Prior year 2 Actual	Prior year Actual		Current year Budget	Proposed Budget	
<b>GENERAL FUND</b>							
<b>Revenues</b>							
10-100-3100	Local Sales Tax	397,342.76	380,396.98	407,000.00	350,000.00	380,000.00	
10-100-3200	Business License	-	187.00	-	-	-	380,100.00
10-100-3202	Building Permits&Plan Check	45,893.87	43,596.91	50,000.00	30,000.00	40,000.00	
10-100-3310	Income Tax	328,656.46	397,763.76	433,000.00	434,000.00	471,365.00	0.08609447
10-100-3320	State Sales Tax	304,278.34	318,731.08	327,000.00	336,000.00	351,856.00	15,856.00
10-100-3330	Auto Lieu	200,048.21	203,138.72	190,000.00	202,000.00	214,929.00	12,929.00
10-100-3403	Planning & Zoning Fees	6,103.79	4,933.92	4,300.00	10,000.00	5,500.00	66,150.00
10-100-3420	Plan Check Fees_Engineering Permit	3,017.06	-	-	-	500.00	
10-100-3425	Utility Franchise Fees	10,727.78	10,987.57	10,700.00	11,000.00	10,000.00	
10-100-3501	Court Fines	28,865.71	36,714.89	24,000.00	25,000.00	20,000.00	
10-100-3504	Court Fines - JCEF Restricted	95.51	165.62	2,000.00	2,000.00	500.00	
10-100-3505	Court FTG Distribution	218.47	146.30	200.00	-	150.00	
10-100-3506	court Zcenh	-	-	5,800.00	-	5,000.00	
10-100-3801	Interest Earnings LGIP	56,057.89	(263.91)	24,500.00	30,000.00	5,000.00	TM suggest moving to a different area, not operational rever
10-100-3804	Miscellaneous	13,703.74	3,382.04	9,200.00	1,000.00	200.00	
<b>Total Revenues:</b>		<b>1,395,009.59</b>	<b>1,399,880.88</b>	<b>1,487,700.00</b>	<b>1,431,000.00</b>	<b>1,505,000.00</b>	<b>74,000.00</b>
<b>Town Council and Management</b>							
10-413-4000	Salary and Wages	37,166.94	69,452.37	70,666.00	76,076.00	77,597.52	
10-413-4100	Allowances	-	4,558.85	4,795.00	4,560.00	4,560.00	TM contract
	under 4100 - council stipent	-	-	-	-	-	200/mon/mayor, 100/mon/t mayor nolan
	under 4100 - telecom allowances	-	-	-	-	-	80/mon/CM mayor nolan
10-413-4101	Moving Allowance	5,362.62	-	-	-	-	\$9600removed
10-413-4110	Health Insurance(BCBS,life,HS)	3,234.22	7,630.68	8,469.00	8,140.00	7,080.00	\$6720 removed
10-413-4111	Dental & Vision Insurance	-	563.64	649.00	600.00	660.00	
10-413-4120	Retirement	5,184.72	9,032.11	9,018.00	9,129.00	9,311.70	
10-413-4150	Medicare	493.51	1,114.36	1,206.00	1,103.00	1,125.16	
10-413-4160	State Unemployment	300.20	256.90	474.00	350.00	420.00	
10-413-4170	Workers Compensation	71.00	159.00	111.00	200.00	212.00	
10-413-5001	OSP Professional	70.40	-	-	-	-	
10-413-5002	OSP Professional Services	-	-	-	1,000.00	-	
10-413-5100	OSP Technical	17,694.00	-	-	-	-	
10-413-6010	Dues & Memberships	8,864.69	10,906.40	11,644.00	11,900.00	14,110.00	
10-413-6020	Training and Travel	12,846.17	8,818.17	6,433.00	14,600.00	16,660.00	wac half per june 3
10-413-6300	General Supplies	42.52	-	-	-	-	21,685.00
<b>Total Town Council and Management:</b>		<b>91,330.99</b>	<b>112,492.48</b>	<b>113,465.00</b>	<b>127,658.00</b>	<b>131,736.39</b>	<b>172,736.39</b>
<b>Town Clerk and Public Records:</b>							
10-414-4000	Salary & Wages	66,240.75	70,128.71	85,075.00	92,749.00	94,093.64	
10-414-4010	Overtime	-	70.47	-	-	-	
10-414-4100	Employee Benefits - Town	-	-	-	-	-	
10-414-4110	Health Insurance(BCBS,life,HS)	10,248.84	10,768.84	15,228.00	16,100.00	14,160.00	15,960.00
10-414-4111	Dental & Vision Insurance	-	792.96	1,142.00	1,200.00	1,320.00	
10-414-4120	Retirement	7,328.03	7,951.21	9,211.00	11,130.00	11,291.24	
10-414-4150	Medicare	1,022.12	972.45	1,222.00	1,345.00	1,364.36	
10-414-4160	State Unemployment	653.33	378.08	874.00	350.00	840.00	
10-414-4170	Workers Compensation	146.00	140.00	115.00	232.00	245.92	
10-414-5100	Software Impl:Granicus & Amer	24,473.77	14,102.65	10,791.00	16,600.00	16,000.00	Grans-11000/yr, Code~5000
10-414-5300	OSP Elections (Yavapai Co. Elections)	-	6,143.82	-	-	26,000.00	election-2400*\$4.6*2+p.p.
10-414-6010	Professional Memberships	777.90	320.00	306.00	300.00	360.00	AMCA and IIMC
10-414-6020	Training and Travel	763.56	1,073.05	245.00	1,500.00	1,500.00	CMC training, annual conf.
10-414-6100	Publicat & Subscr(Newletter)	-	15,668.11	13,881.00	16,500.00	16,000.00	printing600/mon;post700+/mon
10-414-6200	Print, Publish, Advertise	3,692.06	2,880.64	2,903.00	5,000.00	5,500.00	NP.postings, ads; printer lease-\$2400
10-414-6380	Software Maint/Acquis-laserfic&permit	2,300.00	2,300.00	2,989.00	17,300.00	17,300.00	Cassele permit module-13000;laserfiche-2500;Permit-150/m
10-414-7400	Capital Equipment	-	-	-	-	-	
<b>Total Town Clerk and Public Records:</b>		<b>117,646.36</b>	<b>133,690.99</b>	<b>143,982.00</b>	<b>180,306.00</b>	<b>205,975.16</b>	
<b>Finance and Budget</b>							
10-415-4000	Salary & Wages	25,198.04	59,756.08	38,878.00	44,433.00	43,823.28	
10-415-4100	Employee Benefits - Town	-	-	-	-	-	
10-415-4110	Health Insurance(BCBS,life,HS)	3,318.92	12,571.75	7,898.00	8,220.00	7,460.00	
10-415-4111	Dental & Vision Insurance	-	897.96	612.00	600.00	660.00	
10-415-4120	Retirement	2,769.75	6,992.53	4,202.00	5,332.00	5,258.79	
10-415-4150	Medicare	346.69	833.71	545.00	644.00	635.44	
10-415-4160	State Unemployment	341.92	455.11	439.00	350.00	420.00	
10-415-4170	Workers Compensation	57.00	124.00	52.00	200.00	127.20	
10-415-5001	OSP Audit Services	18,087.36	12,754.56	15,000.00	13,000.00	13,000.00	audit cost+TM request investment \$ consultant
10-415-5200	OSP Contracts	30,974.14	4,922.41	11,890.00	12,000.00	10,000.00	Openbooks ADOA 2000, ADP/HS 5000, banking 2400, credit t
10-415-6010	Professional Memberships	60.00	-	72.00	500.00	500.00	GFOA, GFOAz, Budget
10-415-6020	Training and Travel	383.15	432.48	198.00	1,000.00	500.00	Prescott Conference
10-415-6380	Software Maint and Acquisition-cassell	5,810.00	5,936.00	2,145.00	2,500.00	2,300.00	Casselle 179/mon+5% <sup>^</sup>
<b>Total Finance and Budget:</b>		<b>87,346.97</b>	<b>105,676.59</b>	<b>81,931.00</b>	<b>88,779.00</b>	<b>84,684.71</b>	
<b>Legal</b>							
10-416-4150	Medicare	-	-	-	-	-	difficult to predict
10-416-5001	OSP Town Attorney	41,362.50	39,011.77	30,179.00	55,000.00	41,000.00	PPP legal involvement VM Alen
10-416-5100	OSP Technical	0	0	0	0	0	attend regular mtgs? +\$11880
<b>Total Legal:</b>		<b>41,362.50</b>	<b>39,011.77</b>	<b>30,179.00</b>	<b>55,000.00</b>	<b>41,000.00</b>	

Information Technology							
10-417-5100	OSP Technical	15,087.64	14,125.00	16,587.00	21,600.00	24,480.00	general maintenance and support, 16 hrs/mon+8hr/mon c
10-417-5110	OSP I.T. & Telecom-Townweb&such	-	-	-	-	2,000.00	town web maintainance
10-417-6380	Software Maint and Acquisition	3,126.76	9,341.66	2,491.00	6,700.00	5,500.00	E-device generated labor cos Mayor Nolan per june 3 metg
10-417-6900	Equipment - Non Capital-repair	-	204.98	2,287.00	3,700.00	1,600.00	routine licensing
10-417-6950	IT Hardware & Equipment Acquis under 6950	3,120.38	9,513.24	2,913.00	10,000.00	8,400.00	old phone system&remote storage backup decrease by 16l 6monitors1400, 4computers 7000
Total Information Technology:		21,334.78	33,184.88	24,278.00	42,000.00	41,980.00	E-device for 7 CM's Mayor Nolan per june 3 metg
Magistrate Court							
10-421-4000	Salary and Wages	39,422.70	41,007.71	40,833.00	44,287.00	46,170.30	note increased hours of operation?
10-421-4100	Employee Benefits - Town	-	-	-	-	-	
10-421-4120	Retirement	1,870.31	2,030.44	1,735.00	2,214.00	2,308.52	
10-421-4150	Medicare	538.53	594.61	592.00	642.00	669.47	
10-421-4160	State Unemployment	601.93	610.42	801.00	700.00	840.00	
	Workers Compensation	73.00	82.00	50.00	200.00	127.20	
10-421-5001	OSP Public Defender	2,792.00	666.00	598.00	2,000.00	2,000.00	\$60/hr
10-421-5002	OSP Magistrate	-	-	-	-	-	
10-421-5003	OSP Prosecutor	19,200.00	19,200.00	17,280.00	19,200.00	19,200.00	\$1600/mon
10-421-5005	OSP Specialized Court Fees	284.08	1,194.16	650.00	1,500.00	1,500.00	translator, Pro Tem Judge
10-421-5224	OSP Contracts	-	3,000.00	-	-	-	
10-421-5300	OSP Sheriff Services	-	-	-	-	-	
10-421-5303	Lease, Magistrate Court	3,605.21	3,610.80	3,611.00	3,540.00	3,540.00	\$300.9/mon
10-421-6010	Professional Memberships	265.00	295.00	354.00	500.00	-	
10-421-6020	Training and Travel	3,241.15	2,563.10	1,487.00	2,500.00	2,500.00	
10-421-6300	General Supplies	1,237.03	351.31	897.00	1,100.00	1,000.00	
10-421-6301	Supply:Books & Subscriptions	-	534.55	406.00	500.00	500.00	
10-421-6500	Utilities (electricity & gas)	1,001.77	689.54	1,874.00	2,620.00	2,620.00	
10-421-6520 (new FY 14-15)	telephone	-	-	-	-	780.00	begin FY 14-15, consistent with other divisions
10-421-6900	Equip Supply-computer rental, software	2,259.00	2,250.00	2,700.00	2,300.00	2,600.00	new Quick Book Pro \$250
Total Magistrate Court:		76,391.71	78,679.64	73,868.00	83,803.00	86,355.48	
Public Safety							
10-425-5300	OSP Sheriff Services	351,090.88	357,111.00	357,531.00	357,531.00	366,238.00	3/21/2014 request,2.5% ^
10-425-5301	OSP Emergency Response	-	1,674.00	2,009.00	1,800.00	1,800.00	
10-425-5501	Facilities Sheriff Office	9,384.97	9,400.32	9,400.00	9,500.00	9,500.00	783.6=768/mon+tax
10-425-5503	Maintenance Sheriff Office	-	-	-	500.00	200.00	
10-425-6500	Utilities (electricity)	1,087.95	-	2,246.00	1,500.00	2,500.00	electricity ^3%
Total Public Safety:		361,563.80	368,185.32	371,186.00	370,831.00	380,238.00	
Engineering							
10-430-4000	Salary and Wages-PW Sup 100%	-	49,778.09	47,654.00	51,235.00	52,260.01	
10-430-4110	Health Insurance(BCBS,life,HS)	-	7,476.96	7,430.00	7,922.00	6,900.00	
10-430-4111	Dental & Vision Insurance	-	563.64	585.00	600.00	660.00	
10-430-4120	Retirement	-	5,754.95	4,910.00	6,148.00	6,271.20	
10-430-4150	Medicare	-	701.32	642.00	743.00	757.77	
10-430-4160	State Unemployment	-	270.03	435.00	350.00	420.00	
10-430-4170	Workers Compensation	-	1,318.00	822.00	1,680.00	1,780.80	
10-430-5001	OSP Engineering	2,350.00	1,510.00	-	2,000.00	2,000.00	misc nonroadmaintaince eng cost., eg sign eng, survey
10-430-6010	Professional Memberships	912.09	(4.50)	-	500.00	200.00	
10-430-6020	Training and Travel	-	95.38	-	1,000.00	500.00	PW supervisor
10-430-6300	General Supplies	-	104.22	120.00	-	-	
Total Engineering:		3,262.09	67,568.09	62,598.00	72,178.00	71,749.78	
Public Works							
10-431-4000	Salary & Wages-PW Oper 100%	5,931.63	29,931.40	38,963.00	42,604.00	63,856.08	
10-431-4010	Overtime	378.65	741.21	312.00	-	800.00	
10-431-4110	Health Insurance(BCBS,life,HS)	1,043.82	7,333.80	8,920.00	7,778.00	13,560.00	2nd PW FTE started Jan. 2014
10-431-4111	Dental & Vision Insurance	-	563.64	701.00	600.00	1,320.00	
10-431-4120	Retirement	597.26	3,717.16	3,736.00	4,152.00	7,782.73	
10-431-4150	Medicare	70.34	423.94	550.00	618.00	937.51	
10-431-4160	State Unemployment	129.42	292.32	894.00	700.00	840.00	
10-431-4170	Workers Compensation	109.00	852.00	526.00	1,120.00	2,374.40	
10-431-5200	OSP Janitorial Services	3,008.48	3,000.00	2,940.00	3,000.00	3,000.00	clenaing 245/mon
10-431-5500	Facilities, Town Hall Rental	36,125.46	36,177.89	36,169.00	37,000.00	36,200.00	\$36169.20 inc. tax
10-431-5503	Maintenance Town Hall Offices/PW yards	160.49	164.05	178.00	3,000.00	3,000.00	general+carpet cleaning?
10-431-5900	OSP Other	15,317.72	2,055.20	2,649.00	2,300.00	2,300.00	alarm,storage,bug,misc insp 71*12+110*4+130*4+300
10-431-5903	Liability & Auto Insurance	-	11,932.25	29,604.00	20,200.00	26,500.00	AMRRP quarterly, 6%^
10-431-6010	Organizational Memberships	-	-	-	-	-	
10-431-6020	Training and Travel	-	-	113.00	500.00	200.00	PW employee
10-431-6300	General Supplies - Town	10,578.19	8,425.35	6,418.00	10,000.00	10,000.00	general office supplies &furniture, cleaning supplies, checks/
10-431-6500	Facilities, Electric Utilities	7,109.90	8,706.40	5,931.00	7,500.00	7,000.00	Kachina signal &town hall eli 150/mon-signal
10-431-6510	Facilities, Gas Utilities	1,240.06	1,293.55	849.00	1,200.00	1,560.00	
10-431-6520	Facilities, Telephone	7,651.14	7,503.64	5,358.00	8,180.00	6,000.00	not include potential B/I special line
10-431-6530	Facilities, Cellular	-	229.96	240.00	1,000.00	2,800.00	3 PW monthly allowance+BS phones
10-431-6595	Facilities, Vehicle Maint.	-	-	-	1,000.00	1,500.00	
10-431-6600	Facilities, Fuel	168.35	76.35	-	3,000.00	2,000.00	for non-PW uses,incl. building inspection
10-431-6900	Facilities, Equip - NonCapital	-	-	-	-	-	
10-431-7001	Road / Facility Acquisition preparation/Vehicle	-	-	124.00	5,000.00	30,000.00	search for real estate properties/facility study for town hall;
10-431-7006	Parks & Recreation	-	1,494.19	1,428.00	12,000.00	12,000.00	\$10000 for trails/ grant mat. OSATChair/TM
Total Public Works:		89,619.91	124,914.30	146,603.00	172,452.00	235,530.72	
Community Development							
10-465-4000	Salary & Wages	70,415.60	53,096.21	53,228.00	62,600.00	94,076.40	
10-465-4100	Employee Benefits - Town	-	-	7,453.00	-	-	

10-465-4110	Health Insurance(BCBS,life,HS)	5,809.90	6,658.96	1,169.00	8,780.00	6,900.00	
10-465-4111	Dental & Vision Insurance	-	798.49	5,756.00	1,200.00	1,320.00	
10-465-4120	Retirement	5,583.46	5,566.46	800.00	7,512.00	8,133.17	
10-465-4150	Medicare	863.28	827.47	865.00	908.00	1,364.11	
10-465-4160	State Unemployment	685.91	1,061.03	349.00	700.00	1,680.00	
10-465-4170	Workers Compensation	842.00	539.00	-	700.00	1,420.40	
10-465-5001	OSP P&Z Management	26,688.48	-	-	-	5,000.00	Buidling inspection OSP as needed
10-465-5002	OSP Planning Consultant	-	-	-	5,000.00	-	
10-465-5005	IGA Library Service	-	36,143.00	43,372.00	36,141.00	36,141.00	
10-465-5501	Facilities, Library (rental+repair)	48,389.77	12,145.56	13,538.00	15,000.00	14,000.00	1012.13/mon+1200 rep/yr
10-465-5900	OSP Other (IGA Yav Bldg Insp)	4,410.04	31,571.65	31,055.00	30,000.00	5,000.00	in house transition period overlap
10-465-6010	Professional Memberships	224.00	-	180.00	500.00	500.00	APA, AZBo, Bo's
10-465-6020	Training and Travel	1,677.41	1,093.91	210.00	1,500.00	2,500.00	B/I trainings
10-465-6100	Supply: Book Subscriptions	-	723.17	-	500.00	500.00	code related
10-465-6930	Agua Fria Days	-	-	-	-	-	
10-465-6940	Strategic Community Partnership	-	-	-	-	-	
10-465-6950	Neighborhood Outreach	37,039.40	18,774.24	14,133.00	25,000.00	12,000.00	annual dumpster day (PV)/HHW(Prs)+com clean-up&misc. sr
	under 6950					7,200.00	musuem yearly rent Mayor Nolan
	under 6950					2,500.00	Meals on Wheels CM Repan request recd M
	udner 6950					5,000.00	Aqua Fria festival Mayor Nolan
	under 6950					7,500.00	community wide survey CM Wright&CM Hamilton
	under 6950					5,000.00	branding VM Alen
Total Community Development:		202,629.25	168,999.15	172,108.00	196,041.00	217,735.08	
<b>Non-Departmental (out of fund balance)</b>							
10-499-9995	Cost Overruns Contingency	-	-	-	511,520.00	295,000.00	? 10% of budgeted expenditures and CM requests
							professional fee study CM Hamilton 30,000.00
							purchasing Zeglar properties CM Wright 80,000.00
							town wide water study VM Alen 25,000.00
Total Non-Departmental:		-	-	-	511,520.00	295,000.00	
GENERAL FUND REVENUE TOTAL:		1,395,009.59	1,399,880.88	1,487,700.00	1,431,000.00	1,505,000.00	
GENERAL FUND Opertional EXPENDITURES:		1,092,488.36	1,232,403.21	1,220,198.00	1,389,048.00	1,496,985.32	
GENERAL FUND EXPENDITURE TOTAL:		1,092,488.36	1,232,403.21	1,220,198.00	1,900,568.00	1,791,985.32	
Net GENERAL FUND Excess (under):		302,521.23	167,477.67	267,502.00	41,952.00	8,014.68	
Net Increase (decrease) in FUND BALANCE:						(286,985.32)	
<b>HURF FUND</b>							
Revenues							
20-100-3340	HURF	247,314.54	269,865.64	264,000.00	274,000.00	290,037.00	
20-100-3490	Impact Fees	9,450.00	4,207.00	50,000.00	3,000.00	-	going away 8/1/2014
20-100-3600	Interest Earnings	2,665.12	906.24	600.00	850.00	500.00	
Total Revenues:		259,429.66	274,978.88	314,600.00	277,850.00	290,537.00	
<b>Engineering</b>							
20-430-5001	OSP Engineering	9,062.50	700.00	-	1,000.00	-	
20-430-6010	Dues & Memberships	11.44	-	-	-	-	
20-430-6380	Software Maint and Acquisition	751.45	-	-	-	-	
20-430-7001	Roadway Maintenance	349.76	-	-	-	-	
20-430-7002	CAPITAL ROAD IMPROVEMENT-ENG	-	-	-	10,000.00	10,000.00	drainage /road related project;grant project contribution;eg.
Total Engineering:		10,175.15	700.00	-	11,000.00	10,000.00	
<b>Public Works</b>							
20-431-4000	Salary & Wages-PW Oper 90%	43,115.99	-	-	-	-	
20-431-4010	Overtime	3,515.81	-	-	-	-	
20-431-4100	Employee Benefits - Town	-	-	-	-	-	
20-431-4110	Health Insurance(BCBS,life,HS)	9,411.88	-	-	-	-	
20-431-4120	Retirement	5,413.68	-	-	-	-	
20-431-4150	Medicare	657.21	-	-	-	-	
20-431-4160	State Unemployment	447.22	-	-	-	-	
20-431-4170	Workers Compensation	1,212.00	-	-	-	-	
20-431-5900	OSP Other(On-going Road Maint)	97,896.79	29,643.25	31,191.00	47,800.00	38,000.00	
20-431-6300	General Supplies	845.40	-	-	-	-	
20-431-6530	Facilities, Cellular	230.04	-	-	-	-	
20-431-6595	Vehicle Maintenance	297.43	238.63	871.00	1,000.00	1,000.00	
20-431-6600	Facilities, Fuel	5,390.81	6,006.36	5,542.00	7,000.00	9,000.00	
20-431-6900	Heavy Equip Maint/Sm parts-ND	6,772.81	4,652.72	6,139.00	12,000.00	10,000.00	
20-431-7001	In-house ROW Maint Materials	4,716.44	23,938.95	14,798.00	16,000.00	34,000.00	
20-431-7006	CAPITAL ROAD Maint (OSP)	-	209,058.66	71,054.00	244,000.00	191,360.00	
20-431-7400	Capital Equipment	-	-	23,133.00	25,000.00	30,000.00	water wagon, excavator/fund balance\$
Total Public Works:		179,923.51	273,538.57	152,728.00	352,800.00	313,360.00	283,360.00 without using fund balance
HURF FUND REVENUE TOTAL:		259,429.66	274,978.88	314,600.00	277,850.00	290,537.00	
HURF FUND EXPENDITURE TOTAL:		190,098.66	274,238.57	152,728.00	363,800.00	323,360.00	
Net HURF FUND:		69,331.00	740.31	161,872.00	(85,950.00)	(32,823.00)	
<b>GRANT FUND</b>							
22-100-3380	CDBG Grant Revenue	140,562.11	458,695.89	-	-	-	
22-100-3390	Miscellaneous Grant Revenue	-	4,000.00	-	1,654,471.00	1,802,000.00	
22-100-3400	Yav Co. flood control for foothill drainage	-	-	-	-	75,000.00	
Total Revenues:		140,562.11	462,695.89	-	1,654,471.00	1,877,000.00	
22-430-7800	CDBG Qualified Expenditures	133,062.11	458,695.89	-	-	-	

22-430-7810	Misc Grant Qualified Expenditu flood control foothill	7,500.00	4,000.00	1,654,471.00	1,802,000.00
					<u>75,000.00</u>
Total Expenditures		<u>140,562.11</u>	<u>462,695.89</u>	<u>1,654,471.00</u>	<u>1,877,000.00</u>
Net GRANT FUND:		-	-	-	-
GRAND TOTALS - ALL FUNDS					
REVENUES		1,795,001.36	2,137,555.65	3,363,321.00	3,672,537.00
EXPENDITURES		1,423,149.13	1,969,337.67	3,918,839.00	3,992,345.32
NET GRAND TOTALS		<u>371,852.23</u>	<u>168,217.98</u>	<u>(555,518.00)</u>	<u>(319,808.32)</u>

**DELETE THESE INSTRUCTIONS  
BEFORE FINALIZING CONTRACT**

**INSTRUCTIONS FOR ACCOUNTABILITY CONTRACT FORM**

**PURPOSE:** The purpose of this document is to specify the responsibilities of a non-profit organization receiving an appropriation from Dewey-Humboldt to provide a service in Dewey-Humboldt. This form is most often used for social service non-profit organizations such as the Boys and Girls Club, , homeless shelter services and similar organizations as part of Dewey-Humboldt's annual budgeting and appropriations process.

**ITEMS TO BE FILLED OUT PRIOR TO EXECUTION:**

1. Contract term usually will be the fiscal year.
2. Prepare Exhibit A. It is important that the *specific public services* that will be provided are set forth.
3. Amount of the appropriation. If it is to be awarded over time, specify payment intervals.
13. Insurance paragraph may be omitted with permission of the Town Manager. If omitted, delete the text and insert the word "Reserved."

## ACCOUNTABILITY CONTRACT

This Agreement is entered into the \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the Town of Dewey-Humboldt, Arizona, an Arizona municipal corporation (hereinafter referred to as “Dewey-Humboldt”) and \_\_\_\_\_ (hereinafter referred to as “Contractor”).

It is the finding of the Dewey-Humboldt Council that Contractor is offering services that benefit the Dewey-Humboldt community and Dewey-Humboldt should receive public funds in support of its facility, services and operations.

Now, therefore, in consideration of the mutual covenants between the parties, it is agreed as follows:

1. **DURATION OF AGREEMENT:** The duration of the Agreement shall be from \_\_\_\_\_, 20\_\_ until \_\_\_\_\_, 20\_\_.
2. **SCOPE OF WORK:** Contractor agrees to use funds received from Dewey-Humboldt to provide \_\_\_\_\_ (“Services”) meeting the criteria set forth in **Exhibit A** of this Agreement. Contractor also agrees to maintain accurate financial records to enable Dewey-Humboldt to verify that the funds provided under this Agreement are expended in accordance with this Contract. Contractor shall be responsible for compliance with all applicable federal, state and local laws and regulations.
3. **COMPENSATION:** Dewey-Humboldt shall compensate Contractor for the Services in the amount of \$ \_\_\_\_\_. Such funds shall only be used for the purposes set forth in **Exhibit A**.
4. **REPORTING:** At the completion of the Services, Contractor shall submit to Dewey-Humboldt an itemized report setting forth how the funds received from Dewey-Humboldt were expended.
5. **INSPECTION:** Within five (5) days of receipt of a written request from Dewey-Humboldt, Contractor agrees to open for inspection and to make available all financial records relating to the Services.
6. **CONTRACT NONCOMPLIANCE:** If Dewey-Humboldt, in its sole discretion, determines Contractor is in breach of this Agreement, Dewey-Humboldt shall give written notice to Contractor of the specific area of noncompliance. Contractor shall comply within 30 calendar days of the date of notice.
7. **TERMINATION FOR CAUSE:** If Contractor does not comply within 30 calendar days from the date of the notice of breach, Dewey-Humboldt may terminate this Agreement.

Contractor shall immediately return to Dewey-Humboldt all funds not spent for the services described in **Exhibit A**.

8. **TERMINATION PURSUANT TO A.R.S. § 38-511:** Dewey-Humboldt may terminate this Agreement pursuant to A.R.S. § 38-511.
9. **INDEMNIFICATION:** Contractor agrees to hold harmless and indemnify Dewey-Humboldt from any loss, damage, liability, cost, charge or expense, whether direct or indirect, including reasonable attorney's fees, and whether to any person or property to which Dewey-Humboldt, its agents, employees or said parties may be subject to related to the Services, including, but not limited to, actions for bodily injury, illness, death or property damage.
10. **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor and not an agent or employee of Dewey-Humboldt. Contractor shall supervise and direct the Services using Contractor's best skill and attention. Contractor shall be solely responsible for all staffing, curriculum, scheduling, supplies, equipment for and transportation of participants to events for Services. Contractor shall be responsible to its employees, volunteers, Dewey-Humboldt employees and other persons performing any services related to the Services as set forth in this Agreement.
11. **ENTIRE AGREEMENT; AMENDMENTS:** This Agreement represents the entire agreement between the parties with respect to the subject matter hereof. This Agreement may not be amended except through an appropriate writing signed by both parties.
12. **ASSIGNMENT PROHIBITED:** Contractor shall not assign any rights acquired hereby, without first obtaining the written consent of Dewey-Humboldt.
13. **INSURANCE:** Contractor agrees that it will carry the following insurance coverage during the term of this Agreement:  
  
General Liability Insurance: \$1,000,000.00 per occurrence.  
  
Contractor shall submit certificates of insurance acceptable to Dewey-Humboldt and warrants that such coverage(s) shall be maintained in full force and effect until Contractor is released from this Contract. Further, Dewey-Humboldt shall be named as an additional insured with respect to the services to be performed under this Contract.
14. **NO DISCRIMINATION:** Neither Contractor nor its employees or agents will discriminate on the basis of race, religion, handicap, gender or national origin in providing the Services.
15. **SUDAN AND IRAN:** Contractor warrants that it does not have scrutinized business operations in Sudan or Iran, as prohibited by A.R.S. §§ 35-391.06 and 35-393.06 and further acknowledge that any subcontractor who is contracted by Contractor to perform

work pursuant to this Contract shall warrant that they do not have scrutinized business operations in Sudan or Iran.

16. **IMMIGRATION LAW WARRANTY:** As required by A.R.S. § 41-4401, Contractor hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). Contractor further warrants that after hiring an employee, Contractor verifies the employment eligibility of the employee through the E-Verify program. If Contractor uses any subcontractors in performance of the services, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A), and subcontractors shall further warrant that after hiring an employee, such subcontractor verifies the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract.
17. **NOTICES:** All notice provided for herein shall be hand delivered, delivered by overnight courier (e.g., Federal Express) or sent by certified or registered mail, return receipt requested, addressed to all parties hereto at the address designated for each party beside its signature or at such other address as the party who is to receive such notice may designate in writing. Notice shall be deemed completed upon: (i) such hand delivery or courier delivery or (ii) three (3) days after the deposit of same in a letter box or other means provided for the posting of mail, addressed to the party and with the proper amount of postage affixed thereto. Except as otherwise herein provided, actual receipt of notice shall not be required to effect notice hereunder.

**IN WITNESS WHEREOF**, the parties hereto have hereunto subscribed their names,

For Contractor

For Dewey-Humboldt

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Title

Attest:

\_\_\_\_\_  
Town Clerk

Approved as to Form:

\_\_\_\_\_  
By: Curtis, Goodwin, Sullivan, Udall  
& Schwab, P.L.C., Town Attorneys

**EXHIBIT A**  
**SCOPE OF WORK**

The Contractor agrees to use the funds received from Dewey-Humboldt only for the following services:

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**HHW**  
**BILLING SUMMARY**

**HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT**

Site: City of Prescott

Date: March 29, 2014

Event Totals: 64,712#, 32.36 tons collected; 481 vehicles

Invoice #: 29200852264

P.O. #:

Item	Amount
<b>Mobilization (13 peronnel)</b>	<b>\$4,170.00</b>
<b>On -Site Labor Summary</b>	
<b>03/29/14 -</b>	
1 x Project Manager - 14 hrs @ \$53.00/ hour (6:30am - 8:30pm)	\$742.00
2 x Chemists - 14 hours @ \$55.00/ hour (6:30am - 8:30pm)	\$1,540.00
10 Technicians - 8 @ 12.5 hrs. (6:30am - 7:00pm); 2 @ 14 hrs. (6:30am-8:30pm) = 128 hrs @ \$45.00/ hr.	\$5,760.00
31 personel @ 7hrs (6:30am - 1:30pm) = 217 hrs @ \$28.00/ hr.	\$6,076.00
<b>Supplies</b>	
5 Gallon Poly Open Top Pail - 8 drums @ \$11.25/pail	\$90.00
55 Gallon Poly Open Top Drum - 56 drums @ \$43/drum	\$2,408.00
55 Gallon Metal Closed Top Drum - 4 drums @ \$43/drum	\$172.00
85 Gallon Metal Open Top Drum - 1 drums @ \$175/drum	\$175.00
Cubic Yard Box w/ liner - 35 boxes @ \$50/box	\$1,750.00
45 Drum liners @ \$4/liner	\$180.00
Personal Protective Equipment	\$186.25
Printed ID cards for event	\$281.71
Propane for Fork Lift	\$54.50
Food for Event	\$457.37
Tire Disposal	\$249.86
<b>RECYCLING AND DISPOSAL</b> (see manifest summary attached)	
	<b>\$52,255.04</b>

**Subtotal \$76,547.73**

**TOTAL \$76,547.73**

**HHW**  
**BILLING SUMMARY**

**HHW Event Cost Breakdown**

Vehicles	
Dewey-Humboldt	57
Prescott	298
Yavapai County	99
Other	27
<b>Total</b>	<b>481</b>
Percentage	
Dewey-Humboldt	11.9
Prescott	62
Yavapai County	20.6
Other	5.5
Cost Allocation	
Dewey-Humboldt	\$9,109.18
Prescott	\$47,459.59
Yavapai County	\$15,768.83
Other	\$4,210.13
<b>Total</b>	<b>\$76,547.73</b>
<b>Total for City of Prescott</b>	<b>\$51,669.72</b>

**HHW Manifest Summary**

Site: City of Prescott  
 008794851.JJK, 012949128.JJK,  
 Manifest #: 012949129.JJK  
 Date of Event: 3/29/2014  
 Households: 481

Page	Line Item	DOT	Waste Description	Disposal Method	Packaging	Philip Profile	Drum Size	Qty	Weight (pounds)	pricing conversion	Unit Price*	Unit	Total Price
			<b>012949128.JJK</b>										
			Lines 1- 2 Not Used										
1	3	3	Flammable Liquids	Fuels	Bulk	635753	55	4	1925		\$63.00	ea.	\$332.00
1	4	4.1	Flammable Solids	Fuels	Loosepack	635756		2	475		\$640.00	ea.	\$1,280.00
			Lines 5 - 12 Not Used										
2	13	2.1	Aerosols	Fuels	Loosepack	637192	cyb	2	879		\$552.00	ea.	\$1,104.00
2	14	3	Paint Related Material	Fuels	Loosepack	635776	cyb	20	12970		\$462.00	ea.	\$9,240.00
			Lines 15 -20 Not Used										
3	21	3	Paint Related Material	Fuels	Loosepack	635776	pallets	9	6380		\$462.00	ea.	\$4,158.00
3	22	NR	Latex Paint	Fuels	Loosepack	635805	pallets	4	2762		\$420.00	ea.	\$1,680.00
			Lines 23 -28 Not Used										
3	27	NR	Latex Paint	Fuels	Loosepack	635805	cyb	6	2923		\$420.00	ea.	\$2,520.00
			<b>012949129.JJK</b>										
1	1	6.1/3	Poison Liquids	Fuels	Loosepack	635747	55	33	5946		\$270.00	ea.	\$8,910.00
1	1	6.1/3	Poison Liquids	Fuels	Loosepack	635747	85	1			\$405.00	ea.	\$405.00
1	1	6.1/3	Poison Liquids	Fuels	Loosepack	635747	15	3			\$162.00	ea.	\$486.00
1	2	6.1	Poison Solids	Fuels	Loosepack	635753	cyb	1	596		\$625.00	ea.	\$625.00
1	3	3	Flammable Liquids	Incin	Bulk	635753	55	2	1840		\$83.00	ea.	\$166.00
1	3	3	Flammable Liquids	Fuels	Bulk	635753	30	2			\$62.00	ea.	\$124.00
1	4	4.1	Flammable Solids	Fuels	Loosepack	635756	cyb	2	2887		\$640.00	ea.	\$1,280.00
2	5	8	Corrosive Acids	Treatment	Loosepack	635767	55	4	547		\$216.00	ea.	\$864.00
2	6	8	Corrosive Bases	Treatment	Loosepack	635768	55	6	760		\$179.00	ea.	\$1,074.00
2	7	5.1	Oxidizers (oxidizing liquid, toxic)	Treatment	Loosepack	635769	55	1	57		\$525.00	ea.	\$525.00
			Lines 8 - 9 Not Used										
2	10	5.1	Oxidizers (Organic Chlorinated Solids)	Treatment	Loosepack	635772	55	1	147		\$525.00	ea.	\$525.00
2	11	8	Mercury	Recycle	Loosepack	635773	5	1	1		\$275.00	ea.	\$275.00
2	12	3	Paint Related Material	Fuels	Loosepack	635776	pallets	8	5192		\$462.00	ea.	\$3,696.00
2	13	2.2	Fire Extinguishers (4 cylinders)	Recycle	Loosepack	635815	cyl	4	30		\$15.00	ea.	\$60.00
2	14	3	Paint Related Material	Fuels	Loosepack	635776	cyb	4	2472		\$462.00	ea.	\$1,848.00
3	15	6.1/3	Reactives (Isocyanates)	Incinerate	Loosepack	635777	5	1	7		\$137.00	ea.	\$137.00
3	16	4.1	Reactives (Flammable /Solids)	Incinerate	Loosepack	635779	5	1	4		\$137.00	ea.	\$137.00
3	17	4.1	Reactives (Road Flares Under Water)	Incinerate	Loosepack	635779	5	1	9		\$137.00	ea.	\$137.00
3	18	2.1	Propanes (14 x camp stove size)	Recycle	Loosepack	635780	cyl	14	30		\$9.50	ea.	\$133.00
3	19	2.1	Propanes (10 x BBQ size)	Recycle	Loosepack	635780	cyl	10	200		\$25.00	ea.	\$250.00
3	20	3	Paint Related Material	Fuels	Loosepack	635776	55	7	1180		\$168.00	ea.	\$1,176.00
3	21	2.1	Aerosols	Fuels	Loosepack	637192	55	2	229		\$210.00	ea.	\$420.00
3	22	2.2	Helium Cylinder	Recycle	Loosepack	635815	cyl	1	7		\$25.00	ea.	\$25.00
3	23		Line Not Used										
3	24	NR	Fluorescent Bulbs ( 73 x 4 feet)	Recycle	Loosepack	635803	boxes	3	34		\$1.31	lb	\$44.54
4	25	NR	Compact Fluorescent Bulbs (265 x CFLs)	Recycle	Loosepack	635803	55	1	50		\$1.31	lb	\$65.50
			Line Not Used										
4	26	NR	Latex Paint	Fuels	Loosepack	635805	pallets	10	6438		\$420.00	ea.	\$4,200.00
4	28	2.2	Freon Cylinders (1 cylinder)	Recycle	Loosepack	635807	cyl	1	12		\$25.00	ea.	\$25.00
4	29	6.1	Reactives (Potassium Cyanide)	Incinerate	Loosepack	635815	5	1	2		\$137.00	ea.	\$137.00
4	30	6.1	Reactives (Arsenic)	Incinerate	Loosepack	635815	5	1	4		\$137.00	ea.	\$137.00
4	31	4.1	Reactives (Metal Powders)	Incinerate	Loosepack	635815	5	1	7		\$137.00	ea.	\$137.00
4	32	4.3	Reactives (Calcium Carbide)	Incinerate	Loosepack	635815	5	1	5		\$137.00	ea.	\$137.00
			<b>008794851.JJK</b>										
1	1	NR	Latex Paint	Fuels	Loosepack	635805	pallets	9	7695		\$420.00	ea.	\$3,780.00
<b>TOTALS</b>								<b>185</b>	<b>64712</b>				<b>\$62,255.04</b>

32.36 TONS



PHILIP RECLAMATION SERVICES HOUSTON, LLC.  
HOUSEHOLD HAZARDOUS WASTE  
COLLECTION EVENT SUMMARY REPORT

EVENT LOCATION: City of Prescott  
DATE: March 29, 2014

Wastestream Breakdown

Manifest page & line item	Wastestream	Drums <sup>a</sup>	Total Weight (Lbs)	Percent of total weight	Final Treatment
	008794851JJK, 012949128JJK, 012949129JJK				
1.1;3.22; 3.27;3.27	Latex Paint <sup>1</sup>	101.5	19818	30.62	Fuels
1.1;1.2	Pesticides/ Herbicides <sup>2</sup>	40.5	6542	10.11	Fuels
1.3;1.3	Flammable Liquids <sup>3</sup>	8	3765	5.82	Fuels
1.4;1.4	Flammable Solids <sup>4</sup>	14	3362	5.20	Fuels
2.13;3.21	Aerosols <sup>5</sup>	9	1108	1.71	Fuels
2.14;3.21 ;2.12;2.1 4;3.20	Oil Base Paint <sup>6</sup>	150.5	28204	43.58	Fuels
2.5'	Acids	4	547	0.85	Treatment
2.6'	Bases	6	760	1.17	Treatment
2.7;2.10	Oxidizers	2	204	0.32	Treatment
2.11'	Mercury <sup>7</sup>	1	1	0.00	Recycle
2.13'	Fire Extinguishers (4 x cylinders in drum)	1	30	0.05	Recycle
3.15;3.16 ;3.17;4.2 9;4.30;4. 31;4.32	Reactives - (Isocyanates, Flammable Solids, Cyanide, Arsenic, Metal Powders, & Dangerous When Wet) <sup>7</sup>	7	38	0.06	Incinerate
3.18;3.19	Propane Cylinders (14 x small size & 10 x BBQ)	4.5	230	0.36	Recycle
3.22'	Helium (1 x cylinders)	1	7	0.01	Recycle
3.24;4.25	Fluorescent/Compact Bulbs(73 x 4' & 265CFLs) <sup>8</sup>	4	84	0.13	Recycle
4.28'	Refrigerant Cylinders (1 x BBQ size)	1	12	0.02	Recycle
<b>TOTALS</b>		<b>355</b>	<b>64712</b>	<b>100.00</b>	

\* Cubic Yard boxes and pallets converted to 55 gallon

- <sup>1</sup> 23 x pallets of paint cans
- <sup>2</sup> 33 x 55 gallon, 1 x 85 gallon overpack, 3 x 15 gallon and 1 x cubic yard box
- <sup>3</sup> 6 x 55 gallon and 2 x 30 gallon drums
- <sup>4</sup> 2 x cubic yard boxes and 2 x pallets of 5 gallon pails
- <sup>5</sup> 2 x cubic yard boxes and 2 x 55 gallon drums
- <sup>6</sup> 20 x cubic yard boxes, 17 x pallets of paint cans, and 7 x 55 gallon drums.
- <sup>7</sup> 5 gallon pail
- <sup>8</sup> 3 x 4 foot bulb boxes and 1 x 55 gallon drum of compact bulbs

Collection Site Summary\*

Participants (vehicles)	481
Drums	355
Weight (pounds)	64712
Weight per Participant	134.54
Cost	\$64,242.04
Cost per Participant	\$ 133.56

Waste Management Method Breakdown

Alternative Fuels	95.39%
Non Hazardous Landfill	0.00%
Destructive Incineration	1.72%
Treatment	2.33%
Recycle*	0.56%
Total	100.00%

\* This number only reflects PRS managed materials.



**Town of Prescott Valley  
Public Works Department  
Clean-up Day May 2014**

	Weight	Tonnage	Project Cost
General Haul off with PV C&D Landfill		389.11	\$18,729.91
Steel recycle credit		Quan.	total cost \$ -
Refrigerator Disposal		7	\$175.00
Cost on Tires disposal (3 40 yard containers)		3	\$375.00
DOT Tires unmounted		404	\$606.00
DOT Tires mounted		100	\$380.00
Misc. tires		50	\$92.50
<b>PV C&amp;D Landfill Total Cost</b>			<b>\$20,358.41</b>

<b>Total Funds Collected at Gate</b>	<b>\$6,314.50</b>
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<b>Labor &amp; Equipment Furnished by Town of Prescott Valley</b>	
Town Provided Equipment Cost	\$1,932.50
Town Provided Labor Cost	\$4,578.43
Town of Prescott Valley Internal Costs	\$6,510.93
<b>Total Event Cost</b>	
	<b>\$20,554.84</b>

<b>Other numbers</b>	
Steel hauled and recycled by Waste Management	0.00
Batteries hauled off	0
Aluminum recycled	
Plastic recycled	

<b>Participants</b>		
Town of Prescott Valley	872	90.000%
Yavapai County	58	6.000%
Dewey/Humboldt	40	4.000%
<b>Total Participants</b>	<b>970</b>	<b>100.00%</b>

<b>Prescott Valley Total Cost</b>	<b>\$18,499.36</b>
<b>Yavapai County Total Cost</b>	<b>\$1,233.29</b>
<b>Dewey/Humboldt Total Cost</b>	<b>\$822.19</b>

Vendor:

675 CITY OF PRESCOTT  
 P.O. BOX 2059  
  
 PRESCOTT AZ 86302

Balance: .00  
 Contact: Steve Norwood  
 Phone 1: 928-777-1380 Phone 2:  
 Fax:

Vendor Purchase Orders Invoices Checks Totals

Summary Detail Single

Display: Vendor

Check Number	Check Issue...	GL Period	Type	Amount	Invoice Nu...	Invoice Date	Discount Taken	Discount Lost
06/09 1767	12/08/2006	12/06	Calculated	3,000.00	120805	12/05/2006	.00	.00
2880	09/09/2008	09/08	Calculated	200.00	Multiple		.00	.00
3027	12/02/2008	12/08	Calculated	2,561.80	MOU2009-072	11/18/2008	.00	.00
3027	08/25/2009	08/08	Calculated	500.00	MOU2009-072	08/08/2009	.00	.00

08/09

*clean-up day*

Caselle Clarity®

Vendor Inquiry

Vendor:

729

TOWN OF PRESCOTT VALLEY

7501 E. CIVIC CIRCLE

PRESCOTT VALLEY AZ 86314

Balance: .00

Contact: Bill Kauppi

Phone 1: 759-3008

Fax:

Phone 2:

Vendor Purchase Orders Invoices Checks Totals

Summary Detail Single

Display: Vendor

Check Number	Check Iss...	GL Period	Type	Amount	Invoice Nu...	Invoice Date	Discount Taken	Discount Lost
<i>07/08</i> 2194	08/27/2007	08/07	Calculated	6,000.00	564	08/24/2007	.00	.00
2303	06/26/2008	06/08	Void	.00	102907	10/26/2007	.00	.00
2749	07/08/2008	07/08	Calculated	6,000.00	674	07/02/2008	.00	.00
<i>08/09</i> 2986	11/04/2008	11/08	✓ Calculated	5,298.74	102308	10/23/2008	.00	.00 - <i>clean up</i>
4271	06/02/2009	06/09	✓ Calculated	3,344.93	782	06/01/2009	.00	.00 - <i>clean up</i>
4587	11/03/2009	11/09	Calculated	1,846.17	828	10/28/2009	.00	.00
1444	11/23/2010	11/10	Calculated	1,407.19	972	11/18/2010	.00	.00

*10/11*

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# ABACUS

## Fee Proposal

**Town of Dewey-Humboldt**

**Dewey-Humboldt, AZ**

**Professional Project Management & Space Needs / Programming  
Consultant Services  
For  
Municipal Facilities**

Submitted to

The Town of Dewey-Humboldt  
Attn: Yvonne Kimball, Town Manager  
2735 South Highway 69  
Humboldt, Arizona 86329

April 17, 2014

**Fee Proposal**  
**Project Management & Space Needs / Programming Consultant Services**  
**Town of Dewey-Humboldt, AZ**

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**Project Background / Scope:**

The Town of Dewey-Humboldt's current municipal facilities are housed in approximately 2,600SF of leased commercial space in an existing commercial strip mall type facility located at the intersection of Highway 69 and Main Street in Dewey-Humboldt, AZ. The Town has been leasing this space since approximately 2008 with the most recent lease renewal occurring in December of 2013. The existing lease term is 2-years, and will expire in December of 2015. In addition to the 2,600SF of space, the Town also has approximately 600SF of space in an adjacent building that currently houses 2 ½ sheriff deputies. They also have a Library of approximately 2,000SF with 1 full-time Librarian and 1 part-time volunteer. These two additional spaces are also currently housed in leased spaces.

The current population of Dewey-Humboldt is approximately 4,000 residents, and the Town anticipates that in a favorable economic environment, this could potentially grow to 5,000 residents over the next 10-20 years.

The 9 full-time and 2 part-time employees currently employed by the Town, along with the Town's limited storage space are pushing the existing square footage in their leased space to its limits of functionality. Additionally, the Town is anticipated that they could potentially grow anywhere from 1-2 on up to perhaps 5 additional employees to accommodate the Town's potential growth over the duration noted above.

The Town is desirous to have a study done to evaluate their current space & facility needs, and develop a preliminary program and cost estimate to help them evaluate their options moving forward at the expiration of their lease in December of 2015. With that in mind, and based on conversations between Adam Brill and Yvonne Kimball on April 3, 2014, our team is prepared to offer the following services to address the Town of Dewey-Humboldt's needs.

**Project Management & Space Needs / Programming Consultant Services include:**

**A. Existing Facilities Assessment:**

Our team will provide an in-depth review of the city's existing facilities. We will document the existing furniture, fixtures and equipment that the Town would like to keep, and the special system needs for each department.

**B. Precedence Study / History Research:**

Our architectural partner; Architekton takes pride in making sure that the architecture they create fits within the surrounding context. Our team will assess the existing architecture of Dewey-Humboldt, and search for elements to draw inspiration from. We will do in depth research into the history of Dewey-Humboldt, and look for those unique characteristics to develop a strong design direction.

**C. Programming Meeting, Stakeholder Interviews and Preliminary Program Development:**

Our approach to planning is to engage the city of Dewey-Humboldt collaboratively in a programming and design workshop. We will ask to have all the stakeholders participate in this meeting. We start with a visioning session to receive direction on the qualitative needs of the city. We then hold short interviews with the key stakeholders to quantify their needs. We balance that information with future projections of population growth and

trends within the city administration to arrive at a complete program document.

**D. Create Adjacency Plan of the Preliminary Program:**

The team will then take the program document and formalize it into a conceptual floor plan that represents needed adjacencies, department separations and areas of future growth for city review, comment and approval.

**E. Elevation Study – Prepare 3-D Model of the Plan:**

Taking the preliminary program, the conceptual floor plan and the information obtained during our precedence and history research, we will then extrude the plan into a 3-D representation and develop preliminary imagery as to what the potential building or buildings could start to look like. This could involve elevation studies or a 3-D massing model that includes design elements and architecture that are specific to the Town of Dewey-Humboldt.

**F. Develop Budgetary Cost Estimate:**

Based on the above preliminary program, floor plan and elevation / massing study, our team will develop a budgetary cost estimate that will identify all the main scope elements and their anticipated hard construction costs and other construction related costs. We will develop this cost based on our historic experience with similar facilities, the local construction climate and the anticipated complexity of the architecture and program. This cost estimate will be presented in a format that is acceptable to the Client, and that can be easily understood by the project team and all project stakeholders. This budgetary cost estimate can then serve as a baseline road map should the Town elect to move forward with the project.

As an additional service, we could also take this cost estimate and develop a more comprehensive “Total Program Development Budget” that would identify all project related costs; soft costs, construction, land, entitlements, furniture, fixture and equipment (FF&E) costs.

**Proposed Fee (see attached Manpower Loading Plan for additional details):**

• Lump Sum Fee	<b>\$12,060.00</b>
• Reimbursables*	<b>\$762.00</b>
	-----
• TOTAL	<b>\$12,822.00</b>

**\*Reimbursable Costs:**

- 1) Mileage – travel incurred by the Abacus & Architekton personnel in the administration of this program would be charged at \$0.566 per mile.
- 2) Printing / Reproduction Costs – We are including \$400 for all costs related to the reproduction of plans, specifications and reports as may be required.

**Additional Services / Hourly Rate Schedule:**

Should Abacus be requested to provide Additional Services, we would bill our personnel per the following hourly rate schedule:

<b>Position Title</b>	<b>Billable Rate</b>
Principal	\$200.00
Project Director	\$150.00
Project Manager	\$135.00
Sr. Cost Estimator	\$140.00
Project Architect	\$150.00
Interior Designer	\$125.00
Administrative Support	\$60.00

# Dewey-Humboldt Manpower Loading Plan

Project: Municipal Facilities  
Phase: Preliminary Programming Study & Facilities Needs Assessment  
Date: 17-Apr-14

Item	Date	Phase	Abacus			Architekton			Total Proposed Hours Per Task	Total Labor Fee Per Task
			Principal	Program Director	Sr. Cost Est.	Principal	Project Architect	Interior Designer		
1	April / May	<b>Preparation Phase</b>								<b>\$2,000</b>
2		Existing Facility Assessment	0	4	0	2	0	0	6	\$1,000
3		Precedence Study	0	0	0	2	0	0	2	\$400
4		History Research	0	2	0	0	2	0	4	\$600
5										
6	April / May	<b>Visioning &amp; Programming Phase</b>								<b>\$10,060</b>
7		Programming Mtg & Stakeholder Interviews	0	4	0	4	0	0	8	\$1,400
8		Develop the Program	0	2	0	0	4	6	12	\$1,650
9		Create Adjacency Plan of the Program	0	0	0	0	2	8	10	\$1,300
10		Elevation Study - Prepare 3-D Model of the Plan	0	0	0	0	8	2	10	\$1,450
11		Develop Budgetary / Program Cost Estimate	0	6	24	0	0	0	30	\$4,260
<b>Total Hours</b>			<b>0</b>	<b>18</b>	<b>24</b>	<b>8</b>	<b>16</b>	<b>16</b>	<b>82</b>	
<b>Total Hourly Rate - 2014 (Labor + OH + Profit)</b>			<b>\$200.00</b>	<b>\$150.00</b>	<b>\$140.00</b>	<b>\$200.00</b>	<b>\$150.00</b>	<b>\$125.00</b>		
<b>Total Hourly Rate - 2015 (Labor + OH + Profit)</b>			<b>\$200.00</b>	<b>\$150.00</b>	<b>\$140.00</b>	<b>\$200.00</b>	<b>\$150.00</b>	<b>\$125.00</b>		
<b>Sub-Total</b>			<b>\$0</b>	<b>\$2,700</b>	<b>\$3,360</b>	<b>\$1,600</b>	<b>\$2,400</b>	<b>\$2,000</b>	<b>\$12,060</b>	<b>\$12,060</b>

Summary								Fee & Reimb.
<b>Total Reimbursables</b>								
- Mileage (Pre-Const Phase)*	4	Trips	x		160 miles	640		\$362
- Mileage (Construction / Closeout Phase)*	0	Trips	x		0 miles	0		\$0
- Reproduction Costs (printing, scanning etc.)								\$400
- Cellphones, Postage, Insurance, Etc.								Included
<b>Grand Total</b>								<b>\$762</b>

\* Mileage assumes (4) trips at 160 miles round trip from office; .566 per mile  
Only actual miles will be billed and used if needed.

Construction Budget (assume): TBD  
Total (Fee + Reimbursables): **\$12,822**  
Fee only as a % of Construction: TBD  
Total as a % of Construction: TBD