

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

**Tuesday, June 19, 2012, 6:30 P.M.**

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

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

## **AGENDA**

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

**1. Call To Order.**

**2. Opening Ceremonies.**

**2.1. Pledge of Allegiance.**

**2.2. Invocation.**

**3. Roll Call.** Town Council Members David Hiles, Mark McBrady, Dennis Repan, Denise Rogers, Nancy Wright; Vice Mayor John Dibble; and Mayor Terry Nolan.

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

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

**4.1. APS Grant Check presentation.** Matt Meierbachtol to present the check for the Butte Street Pocket Park.

**5. Town Manager's Report.** Update on Current Events.

**6. Consent Agenda.**

**6.1. Minutes.** Minutes from the May 15, 2012 Special Meeting and May 29-30, 2012 Special Meeting.

**7. Comments from the Public (on non-agendized items only).** The Council wishes to hear from

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

audience is asked to please be courteous and silent while others are speaking.

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

Page 13 **8.1. FY2012-2013 Budget Final Review.**

9. **Public Hearing Agenda.**

Page 51 **9.1. Sign Code. Final Revised Sign Code Review.**

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

Page 73 **10.1. Ordinance 12-92 to amend code 31.22 Board of Adjustment and related provisions.**

Page 89 **10.2. Ordinance 12-93 to amend Town Code 153.125 – 153.138 Sign Code.**

11. **Executive Session.** Upon a public majority vote of the members constituting a quorum, the ***Council may hold an Executive Session that is not open to the public for the following purposes.*** When the Executive Session ends, Council may act on any matter considered in this Agenda.

Page 93 **11.1. Call for Executive Session.** An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consultation of employment and salary of Warren Colvin for the position of Community Development Coordinator.

12. **Return to Open Session.** Legal Action can be taken.

**12.1. Ratification of hiring Warren Colvin for the Community Development Coordinator position.** Discussion and possible action.

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**THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.**

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13. **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 Comments from the Public is **20** minutes. No time limit is imposed on individuals within this total. The audience is asked to please be courteous and silent while others are speaking.

14. **Adjourn.**

**For Your Information:**

**Next Town Council Special Meeting (budget final adoption): Tuesday, June 26, 2012, at 10:00 a.m.**

Next Town Council Meeting: Tuesday, July 3, 2012, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, July 5, 2012, at 6:00 p.m.

Next Town Council Work Session: Tuesday, July 10, 2012, 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 \_\_\_\_\_, 2012, 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.

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**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
STUDY SESSION MEETING MINUTES  
TUESDAY, MAY 15, 2012, 10:00 A.M.**

**A SPECIAL BUDGET SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MAY 15, 2012, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call to Order.** The meeting was called to order at 10:07a.m.

2. **Roll Call.**

**2.1 Town Council.** Town Council Members David Hiles, Dennis Repan, Denise Rogers (arrived at 10:32AM), Nancy Wright; Vice Mayor Mark McBrady; and Mayor Terry Nolan were present. Council Member John Dibble was absent.

3. **Special Budget Agenda.**

**3.1. Council Review of Draft FY2012-13 Budget.** Discussion and possible action.

Town Manager Yvonne Kimball gave a presentation to Town Council on the draft budget document, noting a slight increase in revenues from last year and estimating 95% of the state figure. She spoke on CIP projects bringing the HURF fund balance low. She reviewed her recommendation for salary options, staffing and spoke on regrouping and reorganizing accounts within the budget.

Councilmember Wright suggested going page by page with her questions and inquired why there was a drop in revenue for building permits if economy is picking up. Town Manager Kimball stated it was based on the regrouping of accounts and it being the amount of money that comes in and goes back to the County, it is offset in another account. She spoke on estimating her figures based on the monthly activity reports.

Council Member Denise Rogers arrived at 10:32 a.m.

There was discussion on court fines.

Councilmember Wright asked what is in the miscellaneous category. Town Manager Kimball stated mainly Agua Fria funds, conference refunds, copies.

Councilmember Wright spoke on Council Management OSP Professional Services. Town Manager Kimball stated she was holding that for unanticipated legislation or other items that might come up throughout the year.

Councilmember Repan spoke on possible anticipated legal liability fees and if those were included. Town Manager Kimball stated it is under the legal account.

Town Manager Kimball spoke on Memberships/Dues, using the figure from last year. She also noted an anticipated \$5,000 CYMPO membership to join that organization which is not included.

There was discussion on Travel/Training for Planning & Zoning and/or Board of Adjustment and subscription for Planners. Town Manager Kimball is waiting on direction from Town Council, can draw from Community Development training, have people come here to train, or use part of the Travel/Training funds that exist in the fund. There was discussion about the importance of Planning and Zoning training.

There was discussion on revenues and expenditures and the need for additional budget meetings in the future.

Councilmember Wright spoke on the budget being a policy document and the Town cannot spend the money if it is not in there.

Town Manager Kimball spoke on capital expenditures. She reviewed the projects that need to be done and the cost.

There was discussion on the six year plan, possibility of extending it to 10 years and the repercussions of doing so, and the HURF fund changing every year which the state could cut in the future.

Councilmember Wright spoke on moving salaries out of the HURF fund versus coming out of the General Fund which would free up more money for roads and HURF being based on gas tax so it fluctuates.

Town Manager Kimball spoke on the Town's savings and the purpose for it.

Mayor Nolan left the dais at 11:33AM.

There was discussion on roads being a Town asset and the need for maintenance. Town Manager Kimball reviewed what the Town will do for roads in-house.

Mayor Nolan returned to the dais at 11:40AM.

There was discussion about Capital Expenditure, Contingency Fund, using Contingency for unexpected issues and purchasing property.

Councilmember Hiles made a motion to reduce the General Fund Capital Expenditure from \$200,000 to \$25,000, seconded by Councilmember Repan. The motion failed by a 3-3 vote with Councilmember Wright, Vice Mayor McBrady and Mayor Nolan voting against and Councilmember Dibble absent.

Public comment was taken on this item.

Jack Hamilton spoke on doing away with that particular line item; the purpose for it was to acquire property.

Councilmember Repan made a motion to reduce the Capital Expenditure to spend up to \$50,000, seconded by Councilmember Hiles. The motion passed by a 4-2 vote with Councilmembers Rogers and Wright voting against and Councilmember Dibble absent.

There was discussion on the copy machine and the newsletter line items in the budget.

There was discussion on resolution of Old Black Canyon Highway and maintaining Edd's Sand Road.

There was discussion on the four year contract on the Information Technology contract, the server, replacement computers, licensing, backup computer system, the phone system and whether the IT contract is set to expire this year. There was further discussion on the magistrate's salary and the new public safety contract.

Mayor Nolan made a motion to end the meeting at 1:00PM, seconded by Councilmember Repan. The motion passed with a 5-1 vote with Vice Mayor McBrady voting against and Councilmember Dibble absent.

There was discussion about economic development in the quad city area. Mayor Nolan made a motion to add the Central Yavapai Economic Development Council fee of \$4,000 to the budget. The motion failed for lack of a second.

Councilmember Wright made a motion to table this item to the next meeting when the Council has more information on it, seconded by Councilmember Repan. The motion passed unanimously.

There was discussion about the parks and recreation line item and maintenance of the Butte Street Park.

Councilmember Hiles made a motion to reduce the possible expenditures for Parks and Recreation to \$500, seconded by Councilmember Rogers. The motion passed by a 4-2 vote with Vice Mayor McBrady and Mayor Nolan voting against and Councilmember Dibble absent.

There was discussion about the newsletter with Town Manager Kimball noting that the attorney has not yet provided a legal opinion.

There was discussion on the roving dumpster program and possibly partnering with other local municipalities.

Councilmember Repan made a motion to decrease the roving dumpster day from 4 to 2 days per year, seconded by Councilmember Wright. The motion passed unanimously.

Public comment was taken on this item.

Jack Hamilton spoke on partnering with Prescott Valley's dump day for cost savings.

**4. Comments from the Public.**

Jack Hamilton spoke on having public comment during the budget process, roads and extra costs with lower revenues, balancing the budget, viewing the specifics of the budget and mentioning everything in the budget if planning to spend it.

Town Manager Kimball asked about the Community Outreach line item and for direction regarding Strategic Community Partnership Grant and Agua Fria Days.

**5. Adjourn.**

The meeting was adjourned at 1:07PM.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
SPECIAL BUDGET MEETING MINUTES  
TUESDAY, MAY 29, 2012, 10:00 A.M.**

**A SPECIAL BUDGET SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MAY 29, 2012, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call to Order.** The meeting was called to order at 10:00 a.m. Mayor Nolan presided.

2. **Roll Call.**

**2.1 Town Council.** Town Council Members John Dibble, David Hiles, Dennis Repan, Denise Rogers (absent at roll call, arrived at 10:08 a.m.), Nancy Wright; Vice Mayor Mark McBrady; and Mayor Terry Nolan were present.

Mayor Nolan made a motion to move item 4. Comments from the Public, before item 3. Special Budget Agenda, seconded by Vice Mayor McBrady. It was approved by a 5-1 vote in favor, Councilmember Wright voting against and Councilmember Rogers being absent.

4. **Comments from the Public.**

Bob Green spoke against cutting services such as the roving dumpster program to reduce the budget; problems with returning the Agua Fria Festival money to the committee.

Councilmember Rogers arrived at 10:08 a.m.

Bob Greene spoke on the Little League's needs; against buying the museum for the Historical Society, but for paying rent for the museum for a year.

David Nystrom spoke on fundraising for the museum (\$3100 raised), encouraged Council to fund the museum through the Strategic Community Partnership Grant.

Dale Poole spoke on the Little League's problems with their treasurer; a yard sale on June 9<sup>th</sup> to raise money for the D-HLL; Field usage fees needing to be paid (\$2200) and asking for grant monies to pay those.

Jerry Brady spoke on public comment at town meetings; work study session on transportation plan for regional tourism plan; Google search problems; changes to law regarding the General and Development Plans and bringing them up to date.

Jack Hamilton spoke in support of the budget work to date; safety and roads v. other services; suggested the D-HLL work with the Agua Fria Festival Committee on building a park/field with the money raised; stated he was told by Lydia Chapman, Chair of the BOA that the Mayor tried to cancel the Board of Adjustment meeting and suggested making changes to the process of cancelling meetings.

Mayor Nolan raised a point of information that he was not involved in the issue in which the BOA meeting might have been cancelled.

John Young asked Council to show up at their fundraising functions; spoke on displays for items in museum; importance of museum to bring people together.

Jim Lindell spoke on establishing the "Bank" building for the historical society's museum since it qualifies for the national registry; questioned opposition to the museum since support has been evidenced.

Kevin Leonard spoke on asking for the support from the town through the budget process for the museum; the success of the weekend festival; his prior experience building roads; and spending less money on roads.

### **3. Special Budget Agenda.**

#### **3.1. Council Deliberation of FY2012-13 Tentative Budget.** Discussion and possible action.

Town Manager Kimball spoke on updating the budget information since the last meeting, provided a detail sheet and explained Ed Hanks, Public Works Supervisor was in attendance to answer questions regarding roads.

Councilmember Repan asked for clarification on which items were coming out of HURF funds.

Ms. Kimball explained Items 1 (fog coat asphaltic concrete roads every 6 years and crack seal if necessary) and 2 (single chip seal on black roads every 6 years).

Ed Hanks, Public Works Supervisor spoke to council on the black road maintenance and options to keep roads in good condition. There was discussion.

There was discussion on whether to take public comment.

Councilmember Wright made a motion to take public comment on each individual item in the budget process, seconded by Councilmember Hiles. It was approved by a 6-1 vote in favor, Mayor Nolan voting against.

Public comment was taken.

Jerry Brady spoke on roads and floodplains and current roads being designed to be unpaved roads.

Bob Greene spoke on last year's budget pertaining to roads and moving any unused money over for next year's projects.

Kevin Leonard spoke on the weight of vehicles on roads being a problem as there is not enough base on roads.

David Nystrom spoke on roads being supported by those that drive on them and maintained through HURF funds alone.

Jack Hamilton spoke on HURF funds being used for roads but some salaries as well. He asked about grey-dirt roads.

Ed Hanks spoke on including a 1-year contingency for contracted grading, but planning for it to be done in-house. He explained there are 13.5 miles of town maintained dirt roads. There were questions from council answered by staff regarding employee wages from HURF funds, Kachina Place project coming from HURF reserve, bid document for Kachina Place, how many roads are chip sealed (approx. 38 miles).

Council reviewed the changes made to the documents from last meeting, based on council proposed changes. 70k is proposed for the Kachina Project to come out of reserve funds.

Councilmember Repan made a motion to take all salaries and associated costs over to the

General fund, out of the HURF fund, seconded by Councilmember Hiles. It was approved unanimously.

Public Comment was taken.

Jerry Brady spoke on the geo-technical study showing problems, Earth Resources experience with these issues and suggested doing more studies on Kachina integrating geo-tech with engineering study. Councilmember Repan called a point of order as the comment needed to be on the items being addressed. Mr. Brady responded it was directly related to moving funds.

Ms. Kimball explained \$92,966 will be moved to the General fund from the HURF fund. There was discussion on how that affected the bottom line for HURF funds. Ms. Kimball explained it put them at about \$10k in the green with rearranged personnel costs and council reductions. Council was satisfied with the Public Works Department as it was amended.

Councilmember Wright made a motion to move \$70k from unassigned funds to HURF funds for Kachina project, seconded by Councilmember Dibble.

There was discussion on the name of the fund it was coming from, designated funding from previous year for Kachina being moved for next year and if some of it might be used in this fiscal year.

Vice Mayor McBrady asked about using unused funds from Kachina for SCPGs such as the museum. There was discussion on how moneys can be moved within the budget and ways they cannot, and on the Principles of Sound Financial Management document.

A vote was taken on the motion. It passed by a 6-1 vote in favor, Councilmember Hiles voting against.

Public comment was taken.

Bob Greene spoke on budgeting money in order to spend it and having grant money available for community projects.

Jerry Brady spoke on cost overruns being expected for Kachina project due to Thixotropic clay soils and doing their due diligence on this project.

Jack Hamilton spoke on taking a vote on the museum project.

Town Manager Kimball explained the council could put the museum project under the CIP section.

Councilmember Dibble spoke on finding a way to allow some flexibility with the budget, so if money is left over they can spend it appropriately.

Councilmember Wright read the Auditor General's FAQs on spending money that isn't budgeted.

Councilmember Wright made a motion to recess this meeting until tomorrow (May 30) at 10:00 a.m., seconded by Vice Mayor McBrady. It was approved by a 6-1 vote, Mayor Nolan voting against.

Council talked about the next scheduled budget meeting, and some councilmembers explained they were unavailable to meet the next day. If no quorum then they will decide the next meeting time.

The meeting was recessed at 12:32 p.m.

**Wednesday, May 30, 2012 at 10:00**

Mayor Nolan, Vice Mayor McBrady and Councilmember Wright were the only three council members in attendance. They waited until 10:42 a.m. for any additional members to arrive to constitute a quorum.

4. **Adjourn.** At 10:42 they reconvened the meeting, but as there was no quorum they adjourned the meeting at 10:42 a.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk

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

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**TOWN COUNCIL REGULAR MEETING**  
**June 19, 2012– 6:30 pm Town Council Meeting Chambers**  
**Agenda Item # 8.1 Final Budget Review**

**To: Mayor and Town Council Members**  
**From: Yvonne Kimball, Town Manager**

**Date submitted: June 13, 2012**

**Summary:**

Enclosed is the modified draft budget. It reflects all changes the Council authorized during the budget meetings. Since the Council decided to set the contingency fund to 20% of the total General Fund and HURF expenditures, I had to reduce the grant budget amount in order to stay within the stated imposed expenditure limitation. The total expenditure remains \$4,100,803.

The final adoption is scheduled for June 26 at 10 am. It is staff's sincere hope that the Council will adopt the budget at that time. A cover resolution is being prepared.

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

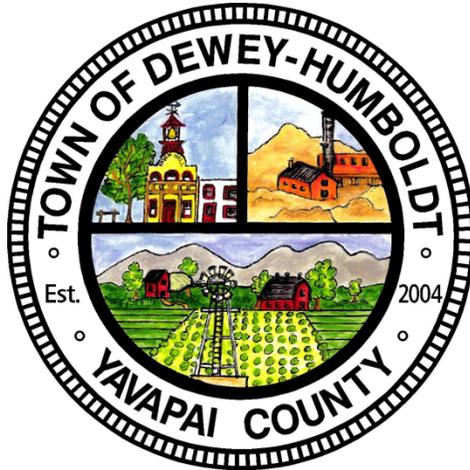
# Dewey-Humboldt, Arizona

# Annual Budget

# Fiscal Year 2012-2013



*June 19, 2012*  
*Modified Draft*



# **Town of Dewey-Humboldt**

## ***Proposed Annual Budget***

### **Fiscal Year 2012-2013**

#### **Town Council**

Terry Nolan, Mayor  
John Dibble, Vice Mayor  
Mark McBrady  
David Hiles  
Dennis Repan  
Denise Rogers  
Nancy Wright

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

## **Message from the Town Manager and Staff**

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

Staff is pleased to present the budget for Fiscal Year 2012-2013. This budget is the result of months of dedicated work by all of us here in Dewey-Humboldt.

The Town of the Dewey-Humboldt is a council-manager form of municipal government. The 7 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 3894.

The Fiscal Year 2011-12 has seen excitement and challenges both financially and operationally. Fortunately, the overall financial forecast is positive for the fiscal year 2012-2013. Revenues appear to be level with a slight increase thanks to the slow economic recovery. Operational expenditures are forecast to see a reasonable decrease primarily due to reduction in personnel costs and efficiency in otherwise very costly operations, such as road maintenance.

In early 2012, The Town welcomed several key staff members: the Town Manager, the Administrative Assistant, the Town Accountant and the Public Works Operator. Under the Town Council's direction, the staff team will continue its dedicated service to our citizens, through practical but effective management and operational approaches.

It is true that Dewey- Humboldt is a young town whose youthful exuberance has made us a special place. The following pages are inundated with information about the unique challenges that a young town faces. Even so, as the Town evolves, I believe there is much to look forward to in the future.

Being a new addition to the Town, I wish to express my gratitude to past councils, management and staff for today's organizational foundation. I also invite our readers to contact me should you have comments or suggestions about this document.

Sincerely,

Yvonne Kimball

Town Manager

# Budget Adoption Resolution

## RESOLUTION Nº 12-\_\_

### A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, ADOPTING THE DEWEY-HUMBOLDT FY2012-13 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 FY2012-13 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 furthering the health, safety, and welfare of the Town's citizens.

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

1. The Dewey-Humboldt FY2012 Budget shall be adopted as follows:
  - 1.1. The Budget is hereby adopted as an official Budget of the Town of Dewey-Humboldt for fiscal year 2012-13 (beginning on July 1, 2012, and ending on June 30, 2013).
  - 1.2. The Budget shall be implemented, monitored, and maintained by the officials and staff of the Town for a period of one year (FY2012-13) with the support of this resolution.
2. Effective Date. That this resolution shall be effective as of the 1<sup>st</sup> day of July 2012.

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this \_\_ day of June 2012.

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Terry Nolan, Mayor

APPROVED AS TO FORM:

ATTEST:

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Judy Morgan, Town Clerk

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Town Attorney

**Town of Dewey Humboldt  
Budget Summary  
General Fund, HURF (Special Revenue) Fund and Grants Fund  
2012-2013**

	General Fund	HURF Fund	Subtotal of General and HURF Funds	Grants Fund	2012-13 Total
<b>REVENUES</b>					
<i>Local Taxes</i>	350,000		350,000		350,000
<i>Permits and Fees</i>	50,000	1,500	51,500		51,500
<i>Intergovernmental</i>	906,000	260,000	1,166,000	1,896,646	3,062,646
<i>Fines, Forfeitures and Penalties</i>	21,000		21,000		21,000
<i>Interest Earnings</i>	40,000	500	40,500		40,500
<i>Miscellaneous</i>	3,000		3,000		3,000
	<u>1,370,000</u>	<u>262,000</u>	<u>1,632,000</u>	<u>1,896,646</u>	<u>3,528,646</u>
<b>Total Revenues</b>					
<b>EXPENDITURES</b>					
<i>Town Council &amp;Mgt</i>	125,128		125,128		125,128
<i>Magistrate Court</i>	83,950		83,950		83,950
<i>Public Safety</i>	370,311		370,311		370,311
<i>Town Clerk</i>	149,133		149,133		149,133
<i>Finance</i>	115,329		115,329		115,329
<i>Legal &amp; IT Support</i>	88,800		88,800		88,800
<i>Com. Devel.&amp; Library</i>	213,448		213,448		213,448
<i>Public Works &amp;Engineering</i>					
<i>Operational</i>	215,407	86,000	301,407		301,407
<i>Capital Expenditures</i>	2,000	246,000	248,000	1,896,646	2,144,646
	<u>1,363,505</u>	<u>332,000</u>	<u>1,695,505</u>	<u>1,896,646</u>	<u>3,592,151</u>
<b>Total Expenditures</b>					
<i>Excess of Revenues over (under) Expenditures</i>	6,495	(70,000)	(63,505)		(63,505)
	<u>6,495</u>	<u>(70,000)</u>	<u>(63,505)</u>		<u>(63,505)</u>
<b>Other (Uses)</b>					
<i>Operating Contingency</i>	(508,652)	-	(508,652)		(508,652)
	<u>(508,652)</u>	<u>-</u>	<u>(508,652)</u>		<u>(508,652)</u>
<b>Net Increase (Decrease) in Fund Balance</b>	(502,157)	(70,000)	(572,157)	-	(572,157)
	<u>(502,157)</u>	<u>(70,000)</u>	<u>(572,157)</u>	<u>-</u>	<u>(572,157)</u>
<b>Fund Balance at the Start of the Year</b>	2,429,668	302,875	2,732,543		2,732,543
	<u>2,429,668</u>	<u>302,875</u>	<u>2,732,543</u>		<u>2,732,543</u>
<b>Fund Balance at the End of the Year</b>	1,927,511	232,875	2,160,386		2,160,386
	<u>1,927,511</u>	<u>232,875</u>	<u>2,160,386</u>		<u>2,160,386</u>
<b>Summary</b>					
<i>Committed for Contingency</i>	508,652	-	508,652		508,652
<i>Committed for Reserves</i>	654,920	-	654,920		654,920
<i>Unassigned Fund Balance</i>	763,939	232,875	996,814	-	996,814
<b>Total Fund Balance</b>	1,927,511	232,875	2,160,386	-	2,160,386
	<u>1,927,511</u>	<u>232,875</u>	<u>2,160,386</u>	<u>-</u>	<u>2,160,386</u>



**EXPENDITURE SUMMARY BY FUNDING SOURCE (REVENUE)**

	<b>GENERAL REVENUES</b>	<b>HURF REVENUES</b>	<b>GRANTS</b>	<b>CASH FUND BALANCE ALL FUNDS</b>	<b>TOTAL</b>
<b>Estimates of Revenues and Expenditures</b>					
Revenues and Available CF Balance	1,370,000	262,000	1,896,646	572,157	4,100,803
<b>Expenditures</b>					
Town Council	125,128				125,128
Magistrate	83,950				83,950
Public Safety	370,311				370,311
Town Clerk	149,133				149,133
Finance	115,329				115,329
Legal & IT Support	88,800				88,800
Cost Over-run Contingency				508,652	508,652
Community Development	213,448				213,448
Public Works & Engineering					
Operational	215,407	86,000			301,407
Capital Expenditures	2,000	246,000			248,000
Other			1,896,646		1,896,646
<b>Budgeted Expenditures</b>	<b>\$ 1,363,505</b>	<b>\$ 332,000</b>	<b>\$ 1,896,646</b>	<b>\$ 508,652</b>	<b>\$ 4,100,803</b>

# Chapter 1: The Town Leaders and Its Staff

## ***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.

Terry Nolan, Mayor  
David Hiles, Vice Mayor  
Mark McBrady  
John Dibble  
Dennis Repan  
Denise Rogers  
Nancy Wright

The Council’s Vision:

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

Town Boards and Commissions provide support to Town Council by acting on Council's behalf in important issues 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**

Bob Bowman, Chairman

Glenn Allen

Arlene Alen, Vice Chair

Mel Scarbrough

Andy Peters

Chris Berry

Claire Clark

### **Board of Adjustment**

Lydia Chapman, Chairperson

Judy Davidson

Frank Davidson

Jack Hamilton

### **Clean Town Committee**

Mark Sinclair

Pete Kelley

Terry Cooper

Charlie Cook

### **Groundwater Resource Advisory Committee**

Jack Hamilton

Treesha deFrance

Bob Bowman

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

Sandra Goodwin, Chairperson

Skip Gladue

Jason Allen

Carl Marsee, Associate Member

Kevin Leonard

### **Environmental Issue Advisory Committee**

Treesha deFrance, Chairperson

Floyd Wright

Doris Cellarius, Associate Member

Bob Bowman

Linda Jacobs, Associate Member

The Town Council, its boards, commissions, committees and its staff adhere 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.

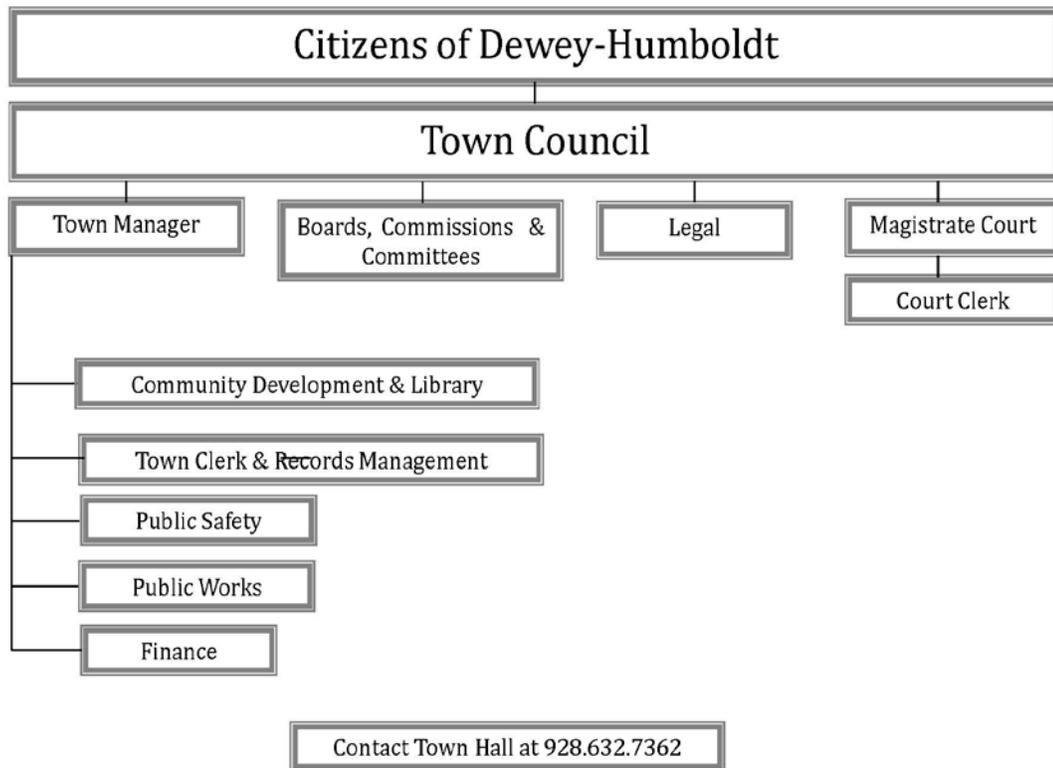
### ***Town Staff***

FY 11-12's budget provides for 11 employees, including 3 part time positions. As a result of personnel changes and re-organization, the FY 12-13 budget proposes 10 employees in total, 2 out of which are part time positions. FY 2012-2013 budget proposes a 2.325% Cost Of Living Adjustment and up to 1.675% merit increase for eligible employees.

The Town's Departments / Offices are: Magistrate Court, Town Manager, Town Clerk, Finance, Community Development and Public Works. The library and public safety services are continued to be provided through contracts with Yavapai County agencies.

The Town also utilizes private firms for professional advisory and technical services, such as legal counsel, on call engineers, auditing and technology support.

# Organizational Chart



## **Chapter 2: Budget Overview**

### **FY 2012-13 Budget Introduction**

The Town's budget is comprised of three funds: the General Fund, the HURF Fund and the Grant Fund. The General Fund is the Town's chief operating fund which can be used for the Town's general operation. The Town's general fund revenues are derived from state shared revenues, local sales tax revenues, permit fees, fines and miscellaneous charges and donations. The "Highway User Revenue Fund" (HURF Fund) is compiled from the tax moneys collected from gasoline and diesel fuel sales, and other transportation related fees. It is, thereby, required by State Statutes that use of HURF moneys are to be limited to projects within the public right of way. The Grant Fund is the Town's option for counting on potential grant revenues which are specific in their usages. In FY 12-13, we are hoping for grants for purposes such as transportation and other infrastructure acquisition or improvement projects.

Unlike some other municipalities in the State, the Town of Dewey-Humboldt does not impose property taxes. Its revenues rely heavily on state shared revenues and local sales tax revenues. For the General Fund, the Town receives most of its regular income from a share of state income tax and state sales tax. The Town also collects local sales taxes (2% for general retail and 1% for construction).

The overall economy has a definite impact on the Town's budget. The current slow recovery is predicted to bring slightly higher revenues to the Town. However, factors like the anticipated rise in fuel prices would constitute a threat to the Town's current operating budget.

On the expenditure side, the State of Arizona imposes an expenditure limitation on all cities and towns each year; each municipality's total expenditure, including money from all funds, must not exceed this limit. In FY 12-13, the limitation is \$4,100,902 for the Town of Dewey-Humboldt.

### **FY 12-13 Budget Data Summary: revenue and expenditure**

The FY 2012-13 total budget, including all funds is \$4,100,803. Historically, FY 2011-12's total budget was \$3,998,000, FY 2010-11 was \$4,591,000.

The total operational revenues (including the General Fund expected revenue and the HURF expected revenue) are \$1,632,000 in FY 2012-13. The General Fund Revenue is expected to be at a total of \$1,370,000 which is a slight increase from FY2011-12's \$1,335,200; the expected HURF total is \$262,000 whereas \$268,400 in the previous year.

FY 2012-13's budget proposes a total expenditure (including capital projects) in the amount of \$1,695,505 (General Fund and HURF). \$262,000 under the HURF for engineering and construction costs for fog coating, crack-sealing and or chip-sealing roads, \$70,000 also is re-budgeted to improve sections of Kachina Pl. following a long time discussion. Please see Page 27 for detailed public works Level of Service Chart. FY 12-13's budget also hopes for \$1,896,646 in the Grant Fund for various projects. See Page 28 for Capital Improvement Project Chart.

Additionally, the Town's Principles of Sound Financial Management Policies requires certain amounts of contingency and reserve be set aside each year. For FY 12-13, the Town funds a contingency of \$508,652 pursuant to (30% of the general fund and HURF expenditures); FY 12-13's

budget is also able to set aside \$654,920 for operational reserve (40% of the average of the total GF and HURF revenues for the proceeding 5 years).

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 principles used in the annual audit.

Town of Dewey Humboldt Combined Budget Summary General Fund, HURF (Special Revenue) Fund and Grants Fund 2012-2013					
	General Fund	HURF Fund	Subtotal of General and HURF Funds	Grants Fund	2012-13 Total
Total Revenues	<u>1,370,000</u>	<u>262,000</u>	<u>1,632,000</u>	<u>1,896,646</u>	<u>3,528,646</u>
Total Expenditures	<u>1,363,505</u>	<u>332,000</u>	<u>1,695,505</u>	<u>1,896,646</u>	<u>3,592,151</u>
Excess of Revenues over (under) Expenditures	<u>6,495</u>	<u>(70,000)</u>	<u>(63,505)</u>	<u>-</u>	<u>(63,505)</u>
Other (Uses)					
Operating Contingency	<u>(508,652)</u>	<u>-</u>	<u>(508,652)</u>	<u>-</u>	<u>(508,652)</u>
Net Increase (Decrease) in Fund Balance	<u>(502,157)</u>	<u>(70,000)</u>	<u>(572,157)</u>	<u>-</u>	<u>(572,157)</u>
Fund Balance at the Start of the Year	<u>2,429,668</u>	<u>302,875</u>	<u>2,732,543</u>	<u>-</u>	<u>2,732,543</u>
Fund Balance at the End of the Year	<u><u>1,927,511</u></u>	<u><u>232,875</u></u>	<u><u>2,160,386</u></u>	<u><u>-</u></u>	<u><u>2,160,386</u></u>
Summary					
Committed for Contingency	508,652		508,652		508,652
Committed for Reserves	654,920		654,920		654,920
Unassigned Fund Balance	<u>763,939</u>	<u>232,875</u>	<u>996,814</u>		<u>996,814</u>
Total Fund Balance	<u><u>1,927,511</u></u>	<u><u>232,875</u></u>	<u><u>2,160,386</u></u>	<u><u>-</u></u>	<u><u>2,160,386</u></u>

**TOWN OF DEWEY-HUMBOLDT BUDGET FY2012-2013**

<b>Account Number</b>	<b>Account Title</b>	<b>2009-10 Prior year 2 Actual</b>	<b>2010-11 Prior year 1 Actual</b>	<b>2011-12 Current year Actual</b>	<b>2011-12 Current year Budget</b>	<b>2012-13 Proposed Budget</b>
<b>GENERAL FUND</b>						
<b>REVENUES</b>						
10-100-3100	Local Sales Tax	198,015.02	381,225.02	280,142.66	357,000	350,000
10-100-3202	Building Permits	44,216.23	24,692.06	30,357.52	32,500	25,000
10-100-3310	Income Tax	520,315.29	392,251.04	246,488.95	328,700	397,000
10-100-3320	State Sales Tax	295,743.37	307,402.68	222,709.58	295,000	309,000
10-100-3330	Auto Lieu	219,048.01	215,682.78	157,615.06	206,800	200,000
10-100-3403	Planning & Zoning Fees	1,244.63	13,385.72	5,905.79	8,700	15,000
10-100-3405	Planning & Zoning Review	2,057.40	740.88	-	-	-
10-100-3420	Plan Check Fees	6,502.59	10,002.94	3,017.06	12,000	-
10-100-3421	Land Use Fees	500.00	-	-	-	-
10-100-3425	Utility Franchise Fees	13,438.88	12,842.56	7,225.07	12,500	10,000
10-100-3501	Court Fines	25,591.04	25,542.77	17,287.99	24,000	12,000
10-100-3504	Court Fines - JCEF Restricted	819.00	703.54	28.88	1,000	9,000
10-100-3505	Court FTG Distribution	573.65	430.84	218.47	-	-
10-100-3801	Interest Earnings	85,427.67	36,214.00	31,290.65	50,000	40,000
10-100-3804	Miscellaneous	18,983.01	2,775.07	12,047.25	7,000	3,000
<b>Total General Fund Revenues</b>		<b>1,432,475.79</b>	<b>1,423,891.90</b>	<b>1,014,334.93</b>	<b>1,335,200</b>	<b>1,370,000</b>
<b>EXPENDITURES</b>						
<b><u>Town Council and Management</u></b>						
10-413-4000	Salary and Wages	97,070.76	102,974.49	18,353.21	67,000	72,800
10-413-4100	Allowances	23,607.62	25,905.48	-	3,600	4,560
10-413-4101	Moving Allowance	-	-	5,362.62	5,000	-
10-413-4110	Health Insurance(BCBS,life,HS)	-	-	107.87	9,912	8,400
10-413-4111	Dental & Vision Insurance	-	-	-	-	576
10-413-4120	Retirement	-	-	2,632.50	8,040	8,736
10-413-4150	Medicare	1,308.59	1,359.92	266.11	4,572	1,056
10-413-4160	State Unemployment	204.91	145.25	300.20	232	700
10-413-4170	Workers Compensation	-	1,190.71	-	1,179	1,200
10-413-5001	OSP Professional	-	680.00	70.40	-	-
10-413-5002	OSP Professional Services	-	-	-	-	1,000
10-413-5100	OSP Technical	-	-	17,694.00	-	-
10-413-6010	Dues & Memberships	9,631.18	7,039.68	7,911.00	8,834	10,500
10-413-6020	Training and Travel	19,101.46	19,057.40	10,112.34	15,653	15,600
10-413-6300	General Supplies	1,714.99	-	42.52	-	-
<b>Total Town Council and Management</b>		<b>152,639.51</b>	<b>158,352.93</b>	<b>62,852.77</b>	<b>124,022</b>	<b>125,128</b>
<b><u>Town Clerk and Public Records</u></b>						
10-414-4000	Salary & Wages	63,027.12	68,788.97	48,930.45	67,435	68,406
10-414-4010	Overtime	180.80	747.49	-	-	-
10-414-4100	Employee Benefits - Town	16,614.19	15,387.81	-	-	-
10-414-4110	Health Insurance(BCBS,life,HS)	-	-	7,274.68	10,488	11,760
10-414-4111	Dental & Vision Insurance	-	-	-	-	806
10-414-4120	Retirement	-	-	5,219.77	8,092	8,209
10-414-4150	Medicare	866.51	1,068.42	802.91	978	992
10-414-4160	State Unemployment	449.40	379.68	608.73	463	700
10-414-4170	Workers Compensation	-	560.12	75.00	155	160
10-414-5100	software impl:Granicus & Amer Legal	35,904.80	35,010.24	19,724.71	33,000	19,000
10-414-5300	OSP Elections	-	-	-	-	13,200
10-414-6010	Professional Memberships	285.00	435.00	571.00	590	600
10-414-6020	TRAINING AND TRAVEL	2,730.25	953.66	333.56	2,500	1,500
10-414-6100	Publicat and Subscr(Newspaper)	3,942.42	-	-	-	15,000

**TOWN OF DEWEY-HUMBOLDT BUDGET FY2012-2013**

Account Number	Account Title	2009-10	2010-11	2011-12	2011-12	2012-13
		Prior year 2 Actual	Prior year 1 Actual	Current year Actual	Current year Budget	Proposed Budget
10-414-6200	Print, Publish, Advertise	3,602.92	6,015.72	1,817.83	6,263	6,500
10-414-6380	Software Maint and Acquisition (laser)	-	2,300.00	2,300.00	2,300	2,300
10-414-7400	Equipment, Capital	19,006.91	-	-	-	-
<b>Total Town Clerk and Public Records</b>		<b>146,610.32</b>	<b>131,647.11</b>	<b>87,658.64</b>	<b>132,264</b>	<b>149,133</b>
<b><u>Finance and Budget</u></b>						
10-415-4000	Salary & Wages	97,913.52	89,908.93	15,552.04	95,909	62,498
10-415-4100	Employee Benefits - Town	27,976.04	22,411.35	-	-	-
10-415-4110	Health Insurance(BCBS,life,HS)	-	-	883.78	19,824	13,440
10-415-4111	Dental & FVision Insurance	-	-	-	-	922
10-415-4120	Retirement	-	-	1,582.55	11,509	7,200
10-415-4150	Medicare	1,317.16	1,138.15	232.18	1,391	870
10-415-4160	State Unemployment	615.61	591.95	260.53	463	700
10-415-4170	Workers Compensation	-	705.76	31.00	221	200
10-415-5001	OSP Audit Services	11,500.00	11,500.00	17,126.11	18,500	13,000
10-415-5200	OSP Contracts	46,788.98	6,036.16	29,288.90	-	10,000
10-415-6010	Professional Memberships	700.00	714.00	-	980	500
10-415-6020	TRAINING AND TRAVEL	4,174.45	1,180.76	49.99	3,241	1,000
10-415-6380	Software Maint and Acquisition	-	8,026.00	5,186.00	6,122	5,000
<b>Total Finance and Budget</b>		<b>190,985.76</b>	<b>142,213.06</b>	<b>70,193.08</b>	<b>158,160</b>	<b>115,329</b>
<b><u>Legal</u></b>						
10-416-5001	OSP Town Attorney	16,145.50	58,462.13	25,556.20	44,000	47,000
<b>Total Legal</b>		<b>16,145.50</b>	<b>58,462.13</b>	<b>25,556.20</b>	<b>44,000</b>	<b>47,000</b>
<b><u>Information Technology</u></b>						
10-417-4100	Employee Benefits - Town	-	-	-	-	-
10-417-5100	OSP Technical	19,429.90	24,768.20	11,082.64	25,460	20,800
10-417-6380	Software Maint and Acquisition	3,509.89	13,744.52	1,727.48	1,000	4,000
10-417-6900	Equipment - Non Capital-repair	-	-	-	-	3,000
10-417-6950	IT Hardware & Equipment Acquis	18,339.56	14,631.39	3,120.38	10,500	14,000
<b>Total Information Technology</b>		<b>41,279.35</b>	<b>53,144.11</b>	<b>15,930.50</b>	<b>36,960</b>	<b>41,800</b>
<b><u>Human Resources</u></b>						
10-419-4170	Workers Compensation	4,548.00	-	-	-	-
10-419-5100	OSP Technical	3,398.76	-	-	-	-
10-419-6021	TUITION AND BOOKS	-	-	-	-	-
10-419-6030	Travel, Lodging and Meals	-	-	275.20	-	-
10-419-6200	Print, Publish, Advertise	1,121.50	-	-	-	-
<b>Total Human Resources</b>		<b>9,068.26</b>	<b>-</b>	<b>275.20</b>	<b>-</b>	<b>-</b>
<b><u>Magistrate Court</u></b>						
10-421-4000	Salary and Wages	46,440.01	41,220.00	28,425.66	41,794	41,813
10-421-4100	Employee Benefits - Town	1,388.77	2,087.30	-	-	-
10-421-4120	Retirement	-	-	1,319.78	2,090	2,091
10-421-4150	Medicare	84.45	594.62	412.88	606	606
10-421-4160	State Unemployment	796.08	641.46	525.26	463	700
10-421-4170	Workers Compensation	-	66.88	37.00	75	200
10-421-5001	OSP Public Defender	47,035.60	3,764.00	2,684.00	6,800	3,500
10-421-5003	OSP Prosecutor	-	19,200.00	14,400.00	19,200	19,200
10-421-5005	OSP SPECIALIZED COURT FEES	-	647.12	150.78	3,000	1,000
10-421-5224	OSP Contracts	-	-	-	-	3,000
10-421-5300	OSP Sheriff Services	343,835.25	338,476.83	-	-	-
10-421-5301	OSP Emergency Response	-	1,733.00	-	-	-

**TOWN OF DEWEY-HUMBOLDT BUDGET FY2012-2013**

Account Number	Account Title	2009-10	2010-11	2011-12	2011-12	2012-13
		Prior year 2 Actual	Prior year 1 Actual	Current year Actual	Current year Budget	Proposed Budget
10-421-5303	Lease, Magistrate Court	-	-	2,702.51	3,540	3,540
10-421-5501	Facilities Sheriff Office	9,308.16	9,408.00	-	-	-
10-421-6010	Professional Memberships	-	290.00	265.00	500	500
10-421-6020	TRAINING AND TRAVEL	1,357.54	2,420.01	1,970.70	3,000	2,000
10-421-6030	Travel, Lodging and Meals	-	-	-	-	-
10-421-6300	General Supplies	1,705.61	968.75	1,130.23	1,500	1,400
10-421-6301	Supply: BOOKS & SUBSCRIPTIONS	-	240.02	-	751	800
10-421-6302	Refunded Court Bonds / Restitu	3,209.00	-	-	-	-
10-421-6500	Utilities	2,702.51	2,102.51	835.75	1,355	1,300
10-421-6900	Equip supply-compu.rental	2,201.84	2,250.00	2,259.00	2,250	2,300
<b>Total Magistrate Court</b>		<b>460,064.82</b>	<b>426,110.50</b>	<b>57,118.55</b>	<b>86,924</b>	<b>83,950</b>
<b>Public Safety</b>						
10-425-5300	OSP Sheriff Services	-	-	234,464.64	351,697	357,111
10-425-5301	OSP Emergency Response	-	-	-	1,733	1,700
10-425-5501	Facilities Sheriff Office	-	-	7,034.89	9,400	9,500
10-425-5503	Maintenance Sheriff Office	-	-	-	1,198	500
10-425-6500	Utilities	-	-	1,087.95	2,500	1,500
<b>Total Public Safety</b>		<b>-</b>	<b>-</b>	<b>242,587.48</b>	<b>366,528</b>	<b>370,311</b>
<b>Engineering</b>						
10-430-4000	Salary and Wages-PW Sup 100%	8,899.97	14,992.34	-	30,408	49,029
10-430-4100	Employee Benefits - Town	2,655.88	3,009.87	-	-	-
10-430-4110	Health Insurance(BCBS,life,HS)	-	-	-	5,551	8,400
10-430-4111	Dental & Vision Insurance	-	-	-	-	576
10-430-4120	Retirement	-	-	-	3,649	5,883
10-430-4150	Medicare	128.01	167.11	-	441	711
10-430-4160	State Unemployment	99.75	45.25	-	130	350
10-430-4170	Workers Compensation	-	235.47	-	508	325
10-430-5001	OSP Engineering	17,457.50	805.00	2,120.00	5,427	1,000
10-430-5002	OSP Professional	7,765.00	-	-	-	-
10-430-5100	OSP Technical	57,975.91	-	-	-	-
10-430-6010	Professional Memberships	330.00	195.00	620.00	621	500
10-430-6020	TRAINING AND TRAVEL	109.00	39.90	-	393	1,000
10-430-7002	Capital Improvement	77,940.22	-	-	-	-
10-430-7003	CAPITAL PATHWAYS	-	-	-	7,000	-
<b>Total Engineering</b>		<b>173,361.24</b>	<b>19,489.94</b>	<b>2,740.00</b>	<b>54,128</b>	<b>67,774</b>
<b>Public Works</b>						
10-431-4000	Salary & Wages-PW Oper 100%	42,313.05	-	2,964.61	3,362	31,200
10-431-4010	Overtime	-	-	378.65	-	3,000
10-431-4100	Employee Benefits - Town	11,211.64	-	-	-	-
10-431-4110	Health Insurance(BCBS,life,HS)	-	-	707.30	991	8,400
10-431-4111	Dental & Vision Insurance	-	-	-	-	576
10-431-4120	Retirement	-	-	345.98	403	3,744
10-431-4150	Medicare	578.77	-	47.12	5	452
10-431-4160	State Unemployment	316.89	-	87.91	23	350
10-431-4170	Workers Compensation	-	-	22.00	10	510
10-431-5003	OSP Professional	-	1,360.00	-	-	-
10-431-5200	OSP Janitorial Services	2,980.00	3,223.72	2,273.48	2,940	3,000
10-431-5500	Facilities, Town Hall	39,390.00	39,812.50	27,083.16	36,240	37,000
10-431-5501	Facilities, Library	-	-	-	-	-
10-431-5503	Maintenance Town Hall Offices	-	-	160.49	2,650	3,000
10-431-5900	OSP Other	16,247.97	17,691.87	10,296.58	17,888	1,200

TOWN OF DEWEY-HUMBOLDT BUDGET FY2012-2013

Account Number	Account Title	2009-10 Prior year 2 Actual	2010-11 Prior year 1 Actual	2011-12 Current year Actual	2011-12 Current year Budget	2012-13 Proposed Budget
10-431-5903	Liability & Auto Insurance	-	-	-	-	18,000
10-431-6010	Organizational Memberships	161.00	-	-	-	-
10-431-6020	TRAINING AND TRAVEL	2,890.27	-	-	992	500
10-431-6300	General Supplies - Town	9,292.98	9,129.21	2,937.29	14,103	17,000
10-431-6500	Facilities, Electric Utilities	6,127.15	6,925.79	5,154.84	5,637	6,000
10-431-6510	Facilities, Gas Utilities	1,231.92	1,259.24	1,007.18	1,137	1,200
10-431-6520	Facilities, Telephone	7,279.91	7,505.91	5,731.26	7,500	7,500
10-431-6530	Facilities, Cellular	1,081.28	281.00	-	960	500
10-431-6595	Facilities, Vehicle Maint.	1,942.72	89.48	-	1,000	1,000
10-431-6600	Facilities, Fuel	1,111.26	659.00	168.35	2,000	3,000
10-431-6900	Facilities, Equip - NonCapital	436.84	-	-	-	-
10-431-7001	Road / Facility Acquisition	-	-	-	5,000	2,000
10-431-7006	Parks & Recreation	-	-	-	-	500
<b>Total Public Works</b>		<b>144,593.65</b>	<b>87,937.72</b>	<b>59,366.20</b>	<b>102,841</b>	<b>149,632</b>
<b>Community Development</b>						
10-465-4000	Salary & Wages	108,957.31	115,825.71	58,020.90	113,616	79,668
10-465-4010	Overtime	-	496.22	-	-	-
10-465-4100	Employee Benefits - Town	20,048.20	20,215.46	-	-	-
10-465-4110	Health Insurance(BCBS,life,HS)	-	-	4,037.08	9,912	16,800
10-465-4111	Dental & Vision Insurance	-	-	-	-	960
10-465-4120	Retirement	-	-	4,494.19	11,355	9,260
10-465-4150	Medicare	1,152.52	1,599.55	714.78	1,647	1,119
10-465-4160	State Unemployment	787.32	489.51	666.92	695	700
10-465-4170	Workers Compensation	-	1,526.08	600.00	1,897	1,000
10-465-5001	OSP P&Z Management	54,296.95	35,386.69	19,343.18	17,800	-
10-465-5002	OSP Planing Consultant	-	-	-	-	5,000
10-465-5005	IGA Library Service	-	-	-	-	36,141
10-465-5140	OSP Ordinance Maintenance	-	-	-	-	-
10-465-5501	Facilities, Library	48,050.48	48,618.45	36,317.63	48,578	13,000
10-465-5900	OSP Other (IGA Yav Bldg Insp)	-	-	-	-	25,000
10-465-6010	Professional Memberships	459.00	20,457.00	224.00	533	800
10-465-6020	TRAINING AND TRAVEL	3,734.11	1,338.88	1,547.69	2,340	2,000
10-465-6100	Supply: book Subscriptions	-	-	-	-	1,000
10-465-6930	Agua Fria Days	2,717.93	4,000.00	5,000.00	5,000	-
10-465-6940	Strategic Community Partnershi	4,928.04	2,353.00	3,000.00	3,000	-
10-465-6950	Neighborhood Outreach	19,818.08	15,415.72	11,496.08	20,000	21,000
<b>Total Community Development</b>		<b>264,949.94</b>	<b>267,722.27</b>	<b>145,462.45</b>	<b>236,373</b>	<b>213,448</b>
<b>Non-Departmental</b>						
10-499-9995	Cost Overruns Contingency	-	-	-	134,220	508,652
<b>Total Non-Departmental</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>134,220</b>	<b>508,652</b>
<b>REVENUES</b>		<b>1,432,475.79</b>	<b>1,423,891.90</b>	<b>1,014,334.93</b>	<b>1,335,200</b>	<b>1,370,000</b>
<b>EXPENDITURES</b>		<b>1,599,698.35</b>	<b>1,345,079.77</b>	<b>769,741.07</b>	<b>1,476,420</b>	<b>1,872,157</b>
<b>NET TOTAL REVNUES - GENERAL FUND</b>		<b>(167,222.56)</b>	<b>78,812.13</b>	<b>244,593.86</b>	<b>(141,220)</b>	<b>(502,157)</b>

TOWN OF DEWEY-HUMBOLDT BUDGET FY2012-2013

Account Number	Account Title	2009-10 Prior year 2 Actual	2010-11 Prior year 1 Actual	2011-12 Current year Actual	2011-12 Current year Budget	2012-13 Proposed Budget
<b>HURF FUND</b>						
<b>REVENUE</b>						
20-100-3340	HURF	300,192.24	297,815.73	172,279.20	243,000	260,000
20-100-3341	Local Transportation	16,898.30	3,612.33	-	5,000	-
20-100-3490	Impact Fees	9,076.00	6,300.00	-	18,900	1,500
20-100-3600	Interest Earnings	3,503.11	627.70	679.23	1,500	500
<b>Total HURF Fund Revenues</b>		<b>329,669.65</b>	<b>308,355.76</b>	<b>172,958.43</b>	<b>268,400</b>	<b>262,000</b>
<b>EXPENDITURES</b>						
<b>Engineering</b>						
20-430-4000	Salary & Wages-PW Sup 75%	-	44,977.30	-	23,892	-
20-430-4100	Employee Benefits - Town	-	10,668.84	-	-	-
20-430-4110	Health Insurance(BCBS,life,HS)	-	-	-	4,361	-
20-430-4111	Dental & Vision Insurance	-	-	-	-	-
20-430-4120	Retirement	-	-	-	2,867	-
20-430-4150	Medicare	-	504.00	-	346	-
20-430-4160	State Unemployment	-	-	-	102	-
20-430-4170	Workers Compensation	-	706.42	-	399	-
20-430-5001	OSP Engineering	47,667.00	4,600.00	9,062.50	7,800	1,000
20-430-5300	OSP NACOG Transportation	25,657.75	-	-	-	-
20-430-5900	OSP Other	852.00	-	-	-	-
20-430-6010	Dues & Memberships	514.24	855.00	6.94	3,952	-
20-430-6020	TRAINING AND TRAVEL	-	407.58	-	1,329	-
20-430-6300	General Supplies	214.01	-	-	-	-
20-430-6380	Software Maint and Acquisition	-	746.20	751.45	3,565	1,000
20-430-7001	Roadway Maintenance	136,483.84	-	349.76	4,600	-
20-430-7002	CAPITAL ROAD IMPROVEMENT eng.	340,846.95	24,078.00	-	40,000	21,000
<b>Total Engineering</b>		<b>552,235.79</b>	<b>87,543.34</b>	<b>10,170.65</b>	<b>93,213</b>	<b>23,000</b>
<b>Public Works</b>						
20-431-4000	Salary & Wages-PW Oper 90%	-	22,191.08	26,797.26	30,254	-
20-431-4010	Overtime	-	1,891.70	3,407.64	-	-
20-431-4100	Employee Benefits - Town	-	9,874.74	-	-	-
20-431-4110	Health Insurance(BCBS,life,HS)	-	-	6,376.32	8,921	-
20-431-4111	Dental & Vision Insurance	-	-	-	-	-
20-431-4120	Retirement	-	-	3,348.32	3,631	-
20-431-4150	Medicare	-	389.95	448.19	395	-
20-431-4160	State Unemployment	-	584.14	314.85	209	-
20-431-4170	Workers Compensation	-	635.56	425.00	825	-
20-431-5900	OSP Other(On-going Road Maint)	-	47,010.37	51,667.18	177,205	40,000
20-431-6010	Dues & Memberships	-	-	-	160	-
20-431-6020	TRAINING AND TRAVEL	-	759.82	-	675	-
20-431-6300	General Supplies	-	1,234.50	430.70	6,097	1,000
20-431-6530	Facilities, Cellular	-	200.00	160.00	240	-
20-431-6595	Vehicle Maintenance	-	1,056.21	-	2,000	1,000
20-431-6600	Facilities, Fuel	-	3,712.44	2,402.41	5,000	7,000
20-431-6900	Heavy Equip Maint/small parts - NonC	-	13,800.67	5,595.49	8,125	10,000
20-431-7001	In-house ROW Maint Materials	-	12,210.63	608.06	40,000	25,000
20-431-7006	CAPITAL ROAD Maint (OSP)	-	-	-	-	225,000
<b>Total Public Works</b>		<b>-</b>	<b>115,551.81</b>	<b>101,981.42</b>	<b>283,737</b>	<b>309,000</b>
<b>REVENUES</b>		<b>329,669.65</b>	<b>308,355.76</b>	<b>172,958.43</b>	<b>268,400</b>	<b>262,000</b>

TOWN OF DEWEY-HUMBOLDT BUDGET FY2012-2013

Account Number	Account Title	2009-10 Prior year 2 Actual	2010-11 Prior year 1 Actual	2011-12 Current year Actual	2011-12 Current year Budget	2012-13 Proposed Budget
<b>EXPENDITURES</b>		552,235.79	203,095.15	112,152.07	376,950	332,000
<b>NET TOTAL REVENUES - HURF FUND</b>		(222,566.14)	105,260.61	60,806.36	(108,550)	(70,000)
<b>GRANT FUND</b>						
<b>REVENUE</b>						
22-100-3380	CDBG Grant Revenue	180,377.50	-	25,000.00	671,473	671,473
22-100-3390	Miscellaneous Grant Revenue	-	75,370.32	-	1,473,157	1,225,173
		180,377.50	75,370.32	25,000.00	2,144,630	1,896,646
<b>EXPENDITURES</b>						
<b>Public Works</b>						
22-430-7800	CDBG Qualified Expenditures	180,377.50	383.96	25,000.00	671,473	671,473
22-430-7810	Misc Grant Qualified Expenditure	-	74,986.36	-	1,473,157	1,225,173
		180,377.50	75,370.32	25,000.00	2,144,630	1,896,646
<b>REVENUES</b>		180,377.50	75,370.32	25,000.00	2,144,630	1,896,646
<b>EXPENDITURES</b>		180,377.50	75,370.32	25,000.00	2,144,630	1,896,646
<b>NET TOTAL REVENUES - GRANT FUND</b>		-	-	-	-	-
<b>NET GRAND TOTALS - ALL FUNDS</b>		(389,788.70)	184,072.74	305,400.22	(249,770)	(572,157)

## **Chapter 3: Expenditure Details**

Page 12 through 18 are the complete worksheet by account and department. The following pages contain Consolidated Expenditure Summary by Funding Sources and by Functions. This chapter reviews each Department / Office functions.

## Consolidated Expenditure Summary by Source of Funding

 Expenditures	FUNDING SOURCE					TOTAL
	General Fund FY2012-13		HURF Fund FY2012-13		Grant Effort 2012	
	Local, Intergovernment, and Misc	Existing Cash Fund Balance	Local, Intergovernment, and Misc	HURF Fund Existing Cash Fund Balance	Misc. Grant Revenues	
Salaries, Medicare, State Unemployment Taxes	\$ 418,420	\$ -	\$ -	\$ -	\$ -	\$ 418,420
Retirement	45,123	-	-	-	-	\$ 45,123
Health Insurance & other Benefits	76,176	-	-	-	-	\$ 76,176
Workers Compensation	3,595	-	-	-	-	\$ 3,595
Liability, auto insurances	18,000	-	-	-	-	\$ 18,000
OSP: on going Contracts, IGAs(for non-capital)	560,652	-	41,000	-	-	\$ 601,652
OSP: Facility Leases	63,040	-	-	-	-	\$ 63,040
Dues and Memberships- Town and Staff	13,400	-	-	-	-	\$ 13,400
Training, Travel, Education - Staff	8,000	-	-	-	-	\$ 8,000
Training, Education - Council/Committees	15,600	-	-	-	-	\$ 15,600
Printing Publishing Advertising	21,500	-	-	-	-	\$ 21,500
General Supplies & Equipment	22,500	-	11,000	-	-	\$ 33,500
Software Maintenance & Acquisition	30,300	-	1,000	-	-	\$ 31,300
Hardware Maint & Acquisition	14,000	-	-	-	-	\$ 14,000
Facilities Utilities	18,000	-	-	-	-	\$ 18,000
Vehicle/Equip Maint & Fuel	4,000	-	8,000	-	-	\$ 12,000
Facilities Repair Maintenance	8,200	-	25,000	-	-	\$ 33,200
Neighborhood Outreach & SCPG	21,000	-	-	-	-	\$ 21,000
Capital	2,000	-	176,000	70,000	1,896,646	\$ 2,144,646
Operating Contingency	-	508,652	-	-	-	\$ 508,652
	<b>\$ 1,363,505</b>	<b>\$ 508,652</b>	<b>\$ 262,000</b>	<b>\$ 70,000</b>	<b>\$ 1,896,646</b>	<b>\$ 4,100,803</b>



## Consolidated Expenditure Summary by Activities

Expenditure Items	Town Council &Mgt&Legal	Com. Dev. (incl.library)	Magistrate Court	Public Safety	Public Works Engineering	Public Works Maintenance	Town Clerk	E.T.S.	Finance	2013 \$ Total	% of Operating
<b>OPERATIONS</b>											
Salaries, Medicare & Other Taxes	\$ 74,556	\$ 81,487	\$ 43,119	\$ -	\$ 50,090	\$ 35,002	\$ 70,097	\$ -	\$ 64,068	\$ 418,420	28.9%
Retirement	8,736	9,260	2,091	-	5,883	3,744	8,209	-	7,200	\$ 45,123	3.1%
Health Care & Other Benefits	13,536	17,760	-	-	8,976	8,976	12,566	-	14,362	\$ 76,176	5.3%
Workers Compensation	1,200	1,000	200	-	325	510	160	-	200	\$ 3,595	0.2%
Liability, auto and other insurances						18,000				\$ 18,000	1.2%
OSP: Contracts, IGAs (non-capital)	48,000	66,141	26,700	358,811	2,000	43,000	13,200	20,800	23,000	\$ 601,652	41.6%
OSP: Facility Leases		13,000	3,540	9,500	-	37,000	-	-	-	\$ 63,040	4.4%
Dues and Memberships	10,500	800	500	-	500	-	600	-	500	\$ 13,400	0.9%
Training and Travel Staff		2,000	2,000	-	1,000	500	1,500	-	1,000	\$ 8,000	0.6%
Training Council & Committees	15,600	-	-	-	-	-	-	-	-	\$ 15,600	1.1%
Printing Publishing Advertising	-	-	-	-	-	-	21,500	-	-	\$ 21,500	1.5%
General Supplies& Equipment		1,000	4,500	-	-	18,000	-	3,000	5,000	\$ 26,500	1.8%
Software Maint & Acquisition		-	-	-	1,000	-	21,300	4,000	5,000	\$ 31,300	2.2%
Hardware Maint & Acquisition		-	-	-	-	-	-	14,000	-	\$ 14,000	1.0%
Facilities Utilities		-	1,300	1,500	-	15,200	-	-	-	\$ 18,000	1.2%
Facilities / Infrastructure Maintenance				500		29,700				\$ 30,200	2.1%
Vehicle/Equip Maint & Fuel				-		22,000				\$ 22,000	1.5%
Neighborhood Outreach		21,000	-	-	-	-	-	-	-	\$ 21,000	1.5%
<b>TOTAL OPERATIONS</b>	<b>\$ 172,128</b>	<b>\$ 213,448</b>	<b>\$ 83,950</b>	<b>\$ 370,311</b>	<b>\$ 69,774</b>	<b>\$ 231,632</b>	<b>\$ 149,133</b>	<b>\$ 41,800</b>	<b>\$ 115,329</b>	<b>\$ 1,447,505</b>	<b>100%</b>
<b>OTHER</b>											
Capital Projects General Fund-Rd/Facility Acq.		-	-	-		2,000	-	-	-	\$ 2,000	0.0%
Capital Projects HURF Fund		-	-	-	21,000	225,000	-	-	-	\$ 246,000	6.0%
Capital Projects Grant Funded		-	-	-		-	-	-	-	\$ 1,896,646	46.3%
Blended Roads Maint.Grants		-	-	-		-	-	-	-	\$ -	0.0%
Operating Contingency		-	-	-		-	-	-	-	\$ 508,652	12.4%
<b>TOTAL</b>	<b>\$ 172,128</b>	<b>\$ 213,448</b>	<b>\$ 83,950</b>	<b>\$ 370,311</b>	<b>\$ 90,774</b>	<b>\$ 458,632</b>	<b>\$ 149,133</b>	<b>\$ 41,800</b>	<b>\$ 115,329</b>	<b>\$ 4,100,803</b>	

## **Budget Function Descriptions**

### ***Town Council and Management***

This General Fund expenditure unit covers expenses by the Town Council, its board, commission and committees, and the Town manager.

FY 2011-12 has been an eventful year. Some were of budgetary significance:

- The Town's current Council was seated in June 2011.
- Upon several employees' departure, the Town welcomed several new employees in key positions in 2011, including the Town Manager, the Administrative Assistant, the Accountant, and the Public Works Operator.
- The Town has secured and conducted ADOT funded "Planning Assistance for Rural Area" transportation study. This study outlined the current transportation circulation status and proposed future recommendations.
- The Town was awarded with a total of \$671,473 Community Development Block Grant and the fund is utilized for road improvement projects in old town Humboldt area. The project will continue into FY 12-13.
- The Town Council allocated \$10,000 to establish the first ever street park at Butte St. right of way.
- The Town began looking into land-banking and possible property purchase for town facilities.
- The Town also secured a few small grants in 2012, such as an APS grant for park equipment and State funded summer intern program.

Looking ahead into FY 2012-13 (July 1, 2012 – June 30, 2013):

- 2013 is an election year for the Town of Dewey-Humboldt.
- In FY 2012-13, the Town Manager's focus is on the "nuts and bolts" of the operation in order to strengthen the foundation to endure future challenges. Under the Town Council's direction, the management desires to:
  - establish a streamlined organization structure;
  - update the town codes, especially sections pertaining to land uses;
  - establish or update operational procedures and internal policies;
  - emphasis customer services;
  - work closely with the community to address daily issues.

### ***Municipal Court (Town Magistrate)***

The Town Court budget unit accounts for costs associated with the judicial branch of the town government. The Town Court consists of one Judge, one 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. In 2012, the magistrate Judge filled in for the "hearing officer" position to hear some code appeals and violations. The expenditures are funded by the general fund revenues.

In the following years, with the support of other town staff, the court personnel will vigorously collect past-due fines. The public prosecutor's contract will be renegotiated. The Court staff may also assist with Town Code update.

### ***Town Clerk Office***

This Office acts in an administrative capacity for processing, maintaining and protecting the official records of the Town, providing courteous and timely customer service to the Council, staff and the public. The Town Clerk's office 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.

Town Clerk Office consists of the Town clerk and an Administrative Assistant who is also sharing duties with other departments. In addition to personnel cost and records related operating cost, this budget unit also accounts for state of art technologies such as Granucis live meeting streaming and minutes-taking tool, Laserfichs system for record archiving and searching. The town's monthly newsletter cost is also included in the Clerk's budget.

This past year, the Town Clerk's office has taken on additional responsibilities during the absence of a Town Manager and other key staff members. In the coming year, the Office will conduct a mayor and council candidate election, continue developing searchable electronic versions of existing records, and continue assisting other departments in their service delivery.

### ***Community Development & Library Services***

This budget unit is responsible for functions of library services, land use administration, building safety, code enforcement, and various community outreach programs.

The Town provides **library services** through an inter-governmental-agreement (IGA) with Yavapai County Library District. The library operates 40 Hours a week including weekend and evening hours. It also provides numerous programs for citizens of all age. The annual IGA cost is \$36,143 for FY 12-13. The library facility is a leased facility with an annual rent approximately \$13,000.

**Community Outreach** programs seek to involve the community in the preservation of the Town's culture and quality of life. Activities include a roving dumpster program (to assist residents with the abatement of common household items and landscaping debris) and recycle bins open for the residents daily. Those activities are expected to continue.

**Land Use/Zoning Administration** handles long range and short range planning and zoning activities. Staff provides direct support to the Planning and Zoning Commission, Board of Adjustment. The land use and zoning codes are expected to be updated in FY 12-13.

**Building Safety** consists of building plan application and review, permit issuance and inspections for all development projects. Those functions are handled together by the Town staff and Yavapai County's building inspection team. the Town staff handles permit application intake, permit requirement related consultation and permit violations while Yavapai County's building inspection team reviews the plans and performs inspections, issues the permits. This arrangement was established in 2010. In FY 2011-12 It was intended to bring back residential inspection services back to the Town. This transition has yet taken place. While planning for the transition, the services are likely to maintain at the current status.

The Department has gone through some personnel changes last year. It is currently staffed by one full time position and one part time position. In FY 12-13, two full time positions are proposed. Some amount is budgeted to utilize contract services for complex projects.

### ***Public Safety***

Dewey-Humboldt's Town public safety program is managed through an intergovernmental agreement (IGA) with the Yavapai County Sheriff's office. FY 2012- 13's Inter Governmental Agreement maintains previous years' level of services which provides for 1 deputy Sherriff to the Town for 20 hours per day between the hours of 6 am and 2 am daily (rotation of 3 full time Deputy Sherriff positions). The Yavapai County Sherriff's Department also provides related ancillary and support services, such as sergeant supervision, dispatch services, and animal control services. This year's total IGA cost is \$357,111, a 1.24% of increase from last year mainly due to payroll increase.

### ***Finance***

The Finance Department budget unit accounts for the overall financial administration of the Town. Services provided by the Finance Department include: accounts payable, accounts receivable, payroll, financial reporting, budgeting, data processing and grant administration.

There have been two positions budgeted for the Finance department since FY 2009-10. The Department has been operating with one accountant since late 2010. The department also underwent transitions last year until a full time accountant was hired early 2012. FY 12-13 proposes to eliminate the second full time position; instead staff from the Clerk's Department will share some financial duties. Some money is also budgeted for retaining financial consultants.

Under the Town Manager's direction, Finance staff will focus on establishing daily operational procedures, increasing accountability and accuracy, and employee cross training.

### ***Legal Counsel Services***

The Town of Dewey-Humboldt utilizes the services of an outside law firm to serve as legal advisor to the Town on matters including but not limited to zoning contract, public bidding, personnel, water, real estate and environmental; they also represent the town in all legal proceedings. The town attorneys prepare town ordinances, resolutions, leases, contracts, and other legal documents; provide legal opinions to the town.

In FY 12-13, the Town Attorneys will assist the Town in updating the Town Code.

### ***Enterprise Technology***

The Town of Dewey-Humboldt utilizes the services of an outside IT firm to develop and coordinate the use of technology across various programs of the town government and maintain the Town's technology capacity to ensure that accurate and timely information is provided to residents, elected officials, management, and staff. The Town takes pride in its capabilities in utilizing state of art technologies for service delivery and record management. This budget unit accounts for the costs

involving technology investments and asset maintenance and updates. FY 12-13 budget allows for renewal of a variety of software and one replacement server.

## ***Public Works***

The Public Works Department promotes safety while maintaining and developing the Town's infrastructure to preserve the rural atmosphere. The Public Works is charged with overall street maintenance, providing direction and support to capital improvements, maintaining data on all Town infrastructure and assuring compliance with pertinent town codes.

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 is designated for maintenance and development of Town's road way infrastructure (i.e. roads, rights-of-way, culverts and river crossings).

Two positions have been under this Department: a Public Works Supervisor and a Public Works Operator. An on-call engineering firm supplements services when needed.

The town owns 38 miles of roads including dirt and paved ones. The Town plans to perform as many road maintenance tasks as possible in house in order to reduce cost and improve accountability. FY 2012-13's total road related operational expenditures (funded by HURF) are \$332,000, including \$70,000 for re-budgeted Kachina Pl. project. Please see Page 27 and 28 for details.

The Town's roads have been an operational priority for the Public Works Department. FY 12-13's budget continues to commit to a higher level of maintenance standards to both the paved *and* dirt roads. Some highlights are:

- Preserving existing asphalt roads with a fog and crack seal (to be conducted by utilizing continuing contract services).

Suggested roads for crack sealing:

Main St. from Highway 69 to Third St.

S.Coral St. from Prescott St. to Elementary school entrance.

Old Black Canyon Highway from Prescott St. to S. Edds Sand Trl.

Meadow Rd. from Foothills Dr. to dirt road transition.

Martha Way from Henderson to dirt road transition

Wicklowl Dr. from Newtown Rd. to Cranberry Rd.

Suggested roads for fog Coating:

Antelope Dr. from Kachina Pl. to dirt transition

Dewey Rd. from Kachina Pl. to dirt transition

Grantham Way from Kachina Pl. to Montezuma Dr.

McAllister Dr. from Manzanita Dr. to Dewey Rd.

Montezuma Dr. from Manzanita Dr. to Dewey Rd.

Manzanita Dr. from Kachina Pl. to dirt transition at Pinto Pl.

Blue Ridge Rd., White Dr. and Eagle Dr. Loop

- Increasing maintenance on existing chip-sealed roads by patching them and preparing them for single chip seal in future years (to be conducted by utilizing continuing contract services).
- Increasing frequency of dirt roads grading (combination of in-house and continuing contract services).
- The on-going Kachina Pl. project once again is included in this year's budget. \$40,000 was budgeted in FY 11-12's budget; but in anticipation of delay and extension of the original scope of work, \$70,000 was included in FY 12-13.
- New in this year's budget: Single chip seal approximately 3-4 miles of the existing "black" roads in addition to CDBG funding covered 2 mile road improvement in down-town Humboldt area. Suggested road sessions are:
  - Sierra Dr. from Quarterhorse Ln to Trails End
  - River Dr. from Highway 169 to Sierra Dr. and Deer Pass intersection (suggest some hot patch repairs before chip-sealing)
  - Kachina Pl. From Horseshoe Ln. to Hill at Nancy Dr. (suggest a little hot patch repair prior to chip-sealing)

The total road related expenditures, including the cost for the newly proposed single chip seal projects, are \$332,000 which is funded by HURF's operational revenues and fund balances.

*\*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 at this time.*

Item	Road Level of Service (LOS)						
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	
<b>PAVEMENT PRESERVATION, IMPROVEMENTS, AND MAINTENANCE</b>							
1	Fog coat asphaltic concrete roads every 6 years and crack seal if necessary	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
2	Single chip seal on black roads every 6 years; 16.7% of roads	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
3	Asphalt concrete for road failures; as needed	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
<b>ROADSIDE MAINTENANCE</b>							
4	Pothole repair by in-house staff; 30 tons	\$ 2,500	\$ 3,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
5	ROW weed abatement; 2 times; all roads; where applicable	\$ In-House					
6	Tree trimming along right-of-way by in-house personnel; where applicable	\$ In-House					
7	Tree trimming along right-of-way by OSP; assumed two locations	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
8	Sloped area weed abatement; areas with poor sight distance; highly visible areas	\$ In-House					
<b>DIRT ROAD MAINTENANCE</b>							
9	Grade dirt roads; 1 time/year if needed**	\$ 11,000	\$ 10,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
10	In House Dirt Road Grading	\$ 6,500	\$ 10,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
<b>DRAINAGE MAINTENANCE</b>							
11	Ditch Maintenance by OSP; as needed in high liability areas**	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
12	Ditch maintenance by in-house personnel; as needed	\$ In-House	\$ 7,500	\$ In-House	\$ In-House	\$ In-House	\$ In-House
13	Agua Fria River crossing culvert clean out and roadway debris removal	\$ In-House					
14	Culvert Maintenance; 20 culverts/year**	\$ 2,500	\$ 4,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
<b>Total</b>		<b>\$ 217,500</b>	<b>\$ 222,500</b>	<b>\$ 217,500</b>	<b>\$ 217,500</b>	<b>\$ 217,500</b>	<b>\$ 217,500</b>

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

\*\* Values set aside for Outside Service Provider if it is needed.

1+2	20-431-7006 HURF Capital Maint (OSP): \$225,000 (\$60,000 for Kachina re-budget)	\$ 165,000
3+7+9+11	20-431-5900 OSP other (on-going) maintenance: \$40,000	\$ 40,000
4+10+12+14	20-431-7001 In-house maint; Materials: \$25,000	\$ 25,000

Town of Dewey-Humboldt FY2013 Capital Improvement Projects		
Project Title		
	FY2012-2013	
<b>Community Facilities - Parks, Recreation, Trails, Open Space and Library</b>		
Multi-use trails	\$ 146,768	grant
Chaparral Gulch Junction	50,000	grant
Open Space Preservation - Planning Phase	40,000	grant
Butte St. Park Equip & Trees	5,000	APS grant
<b>General Government</b>		
Grant Effort	270,842	grant
Road/Facility Acquisition	2,000	General F.
<b>Transportation - Roads and Right-Of-Way</b>		
Kachina Road	70,000	HURF
Dewey Road	175,248	grant
Rocky Hills Road	205,955	grant
Prescott Dells Ranch Road	29,500	grant
Community Development Block Grant (Humboldt DT)	671,473	grant
AzDEMA Recovery Funds	48,860	grant
River Drive Tree Preservation	7,000	grant
Sign Replacement	111,500	grant
Capital Equipment	45,000	grant
<b>Utilities - Drainage, Sanitation, Water, and Sewer</b>		
Drainage Improvements	85,500	grant
<b>Total</b>	<b>\$ 1,964,646</b>	
Project Funding		
General Funds	2,000	land/road
Grant Revenues	1,896,646	
Impact Fees	-	
HURF Funds	70,000	Kachina Pl.
<b>Total</b>	<b>\$ 1,968,646</b>	

## Appendix

### Appendix 1 - Budget Calendar

FISCAL YEAR 2012 - 13 BUDGET REVISED SCHEDULE	
Date	Activity
February 23, 2012	Preliminary Budget Guidelines Provided to Departments
March 20, 2012	State Shared Revenue Estimate Received from AZ League of Cities and Towns
March 22, 2012	Departmental Budget Estimates and Requests Due
March 26-30, 2012	Town Manager Preliminary Budget Discussions with Council Members Town Manager Individual Review and Discussion with Each Department Department Budget Narratives Begin
March 30, 2011	Council, Commission, and Committee Funding Request Forms Due No-for-Profit Grant Funding Request Forms Due (SCP program)
April 3, 2012	Budget Tentative Calendar Acknowledgement
April 6, 2012	Budget Worksheet Completion
Mid April	State Expenditure Limitation Information Available
May 1, 2012	Revised Shared Revenue Estimates Provided by AZ League
May 3, 2012	Budget Worksheet Data and Narratives Due to All Council Members
May 15, 2012	Council Budget Deliberation Meeting ( 10am – 1 pm)
May 22, 2012	Council Budget Deliberation Meeting (beginning @10 am) Tentative Budget Due to the Council for acknowledgement Publication of Tentative Budget Notice of Public Hearings
May 29, 2012	Council Budget Deliberation Meeting (beginning @ 10am)
June 5, 2012	Public Hearing #1 at Regular Council Meeting Revisions of Tentative Budget Upon Council Review
June 11, 2012	Council Budget Deliberation Meeting
June 12, 2012	Public Hearing #2 at Regular Council Meeting
June 19, 2012	Final Review of FY 12-13 Budget at Regular Council Meeting
June 26, 2012	Budget Adoption of at Council Special Meeting (beginning @ 10am)
June 2012	Fiscal Year 2012-2013 Setup in Accounting System
July 1, 2012	Fiscal Year 2012-2013 Begins
July 1, 2012 - June 30, 2013	FY 11-12 Closeout; FY 11-12 Audit FY 12-13 Budget: Monitor, Measure, Assess, Report, Adjust

Appendix 2 – Financial Form

TOWN OF DEMEY-HUMBOLDT  
 Summary Schedule of Estimated Revenues and Expenditures/Expenses  
 Fiscal Year 2013

FUND	ADOPTED BUDGETED EXPENDITURES/EXPENSES* 2012	ACTUAL EXPENDITURES/EXPENSES ** 2012	FUND BALANCE/ NET ASSETS*** July 1, 2012**	PROPERTY TAX REVENUES 2013		ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2013	OTHER FINANCING 2013 <USES>	INTERFUND TRANSFERS 2013 IN	INTERFUND TRANSFERS 2013 <OUT>	TOTAL FINANCIAL RESOURCES AVAILABLE 2013	BUDGETED EXPENDITURES/EXPENSES 2013
				Primary:	Secondary:						
1. General Fund	\$ 1,478,420	\$ 1,028,327	\$	\$	\$	\$	\$	\$	\$	\$ 1,370,000	\$ 1,872,157
2. Special Revenue Funds	2,821,580	149,537		Secondary:	\$ 2,158,646					2,158,646	2,228,646
3. Debt Service Funds Available											
4. Less: Amounts for Future Debt Retirement											
5. Total Debt Service Funds											
6. Capital Projects Funds											
7. Permanent Funds											
8. Enterprise Funds Available											
9. Less: Amounts for Future Debt Retirement											
10. Total Enterprise Funds											
11. Internal Service Funds											
12. TOTAL ALL FUNDS	\$ 3,998,000	\$ 1,175,864	\$	\$	\$ 3,528,646	\$	\$	\$	\$	\$ 3,528,646	\$ 4,100,803

EXPENDITURE LIMITATION COMPARISON

	2012	2013
1. Budgeted expenditures/expenses	\$ 3,998,000	\$ 4,100,803
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	3,998,000	4,100,803
4. Less: estimated exclusions		
5. Amount subject to the expenditure limitation	\$ 3,998,000	\$ 4,100,803
6. EEC or voter-approved alternative expenditure limitation	\$	\$

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

\* Includes Expenditure/Expense Adjustments Approved in current year from Schedule E.

\*\* Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

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

**TOWN OF DEWEY-HUMBOLDT**  
**Summary by Fund Type of Revenues Other Than Property Taxes**  
**Fiscal Year 2013**

SOURCE OF REVENUES	ESTIMATED REVENUES 2012	ACTUAL REVENUES* 2012	ESTIMATED REVENUES 2013
<b>GENERAL FUND</b>			
<b>Local taxes</b>			
Local State Taxes	\$ 357,000	\$ 373,524	\$ 350,000
<b>Licenses and permits</b>			
Building Permits	32,500	40,477	25,000
Planning and Zoning Fees	20,700	11,897	15,000
Utility Franchise Fees	12,500	9,633	10,000
<b>Intergovernmental</b>			
Income Tax	328,700	328,652	397,000
State Sales Tax	295,000	296,946	309,000
Vehicle License Tax	206,800	210,153	200,000
<b>Charges for services</b>			
<b>Fines and forfeits</b>			
Magistrate Court Fines	25,000	23,381	21,000
<b>Interest on investments</b>			
Interest Earnings LGIP	50,000	41,721	40,000
<b>In-lieu property taxes</b>			
<b>Contributions</b>			
Voluntary contributions			
<b>Miscellaneous</b>			
Miscellaneous	7,000	16,063	3,000
<b>Total General Fund</b>	<b>\$ 1,335,200</b>	<b>\$ 1,352,447</b>	<b>\$ 1,370,000</b>

\* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.





**TOWN OF DEWEY-HUMBOLDT**  
**Summary by Department of Expenditures/Expenses Within Each Fund Type**  
**Fiscal Year 2013**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2012	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2012	ACTUAL EXPENDITURES/ EXPENSES* 2012	BUDGETED EXPENDITURES/ EXPENSES 2013
<b>GENERAL FUND</b>				
Town Council and Management	\$ 124,022	\$	\$ 83,804	\$ 125,128
Magistrate Court	86,924		76,158	83,950
Public Safety	366,528		323,451	370,311
Town Clerk	132,264		116,881	149,133
Finance and Budget	158,160		93,958	115,329
Legal and IT Support	80,960		55,316	88,800
Community Develop. & Library	236,372		193,951	213,448
Public Works & Eng - Operational	144,970		82,808	215,406
Public Works & Eng - Capital Exp	12,000			2,000
Contingency	134,220			508,652
<b>Total General Fund</b>	<b>\$ 1,476,420</b>	<b>\$</b>	<b>\$ 1,026,327</b>	<b>\$ 1,872,157</b>
<b>SPECIAL REVENUE FUNDS</b>				
Engineering	\$ 93,213	\$	\$ 13,560	\$ 23,000
Public Works	283,737		135,977	309,000
Grants	2,144,630			1,896,646
<b>Total Special Revenue Funds</b>	<b>\$ 2,521,580</b>	<b>\$</b>	<b>\$ 149,537</b>	<b>\$ 2,228,646</b>
<b>DEBT SERVICE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Debt Service Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>CAPITAL PROJECTS FUNDS</b>				
	\$	\$	\$	\$
<b>Total Capital Projects Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>PERMANENT FUNDS</b>				
	\$	\$	\$	\$
<b>Total Permanent Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>ENTERPRISE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Enterprise Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>INTERNAL SERVICE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Internal Service Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 3,998,000</b>	<b>\$</b>	<b>\$ 1,175,864</b>	<b>\$ 4,100,803</b>

\* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

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

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2012	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2012	ACTUAL EXPENDITURES/ EXPENSES * 2012	BUDGETED EXPENDITURES/ EXPENSES 2013
<b>Town Clerk</b>				
General Fund	\$ 132,264	\$	\$ 116,881	\$ 149,133
<b>Department Total</b>	\$ 132,264	\$	\$ 116,881	\$ 149,133
<b>List Department: Public Safety</b>				
General Fund	\$ 365,528	\$	\$ 323,451	\$ 370,311
<b>Department Total</b>	\$ 365,528	\$	\$ 323,451	\$ 370,311
<b>List Department: Community Develop &amp; Library</b>				
General Fund	\$ 235,372	\$	\$ 193,951	\$ 213,448
<b>Department Total</b>	\$ 235,372	\$	\$ 193,951	\$ 213,448
<b>List Department: Finance and Budget</b>				
General Fund	\$ 158,180	\$	\$ 93,958	\$ 115,329
<b>Department Total</b>	\$ 158,180	\$	\$ 93,958	\$ 115,329
<b>List Department: Contingency</b>				
General Fund	\$ 134,220	\$	\$	\$ 508,652
<b>Department Total</b>	\$ 134,220	\$	\$	\$ 508,652
<b>List Department: Town Council and Management</b>				
General Fund	\$ 124,022	\$	\$ 83,804	\$ 125,128
<b>Department Total</b>	\$ 124,022	\$	\$ 83,804	\$ 125,128
<b>List Department: Legal &amp; IT</b>				
General Fund	\$ 80,960	\$	\$ 55,316	\$ 88,800
<b>Department Total</b>	\$ 80,960	\$	\$ 55,316	\$ 88,800
<b>List Department: Magistrate Court</b>				
General Fund	\$ 86,824	\$	\$ 76,158	\$ 83,950
<b>Department Total</b>	\$ 86,824	\$	\$ 76,158	\$ 83,950
<b>List Department: Public Works &amp; Eng - Operational</b>				
General Fund	\$ 144,970	\$	\$ 82,808	\$ 215,406
<b>Department Total</b>	\$ 144,970	\$	\$ 82,808	\$ 215,406
<b>List Department: Public Works &amp; Eng - Capital Exp</b>				
General Fund	\$ 12,000	\$	\$	\$ 2,000
<b>Department Total</b>	\$ 12,000	\$	\$	\$ 2,000
<b>List Department: Engineering</b>				
HURF Fund	\$ 93,213	\$	\$ 13,560	\$ 23,000
<b>Department Total</b>	\$ 93,213	\$	\$ 13,560	\$ 23,000
<b>List Department: Public Works</b>				
HURF Fund	\$ 283,737	\$	\$ 135,977	\$ 309,000
<b>Department Total</b>	\$ 283,737	\$	\$ 135,977	\$ 309,000
<b>List Department: Grants</b>				
Grants Fund	\$ 2,144,630	\$	\$ 33,333	\$ 1,896,646
<b>Department Total</b>	\$ 2,144,630	\$	\$ 33,333	\$ 1,896,646

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

# **Dewey-Humboldt, Arizona**

# **2012-13**

## **Town of Dewey-Humboldt**

## **Annual Budget**

## **2012-2013**



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
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**TOWN COUNCIL REGULAR MEETING**  
**June 19, 2012– 6:30 pm Town Council Meeting Chambers**  
**Agenda Item # 9.1 Sign Code Public Hearing**

**To: Mayor and Town Council Members**  
**From: Yvonne Kimball, Town Manager**

**Date submitted: June 13, 2012**

**Summary:**

It was my understanding that the sign code update has been a long process. The P&Z and the Town staff have been working on it since a year ago.

In April 2012, the updated sign code was discussed a few times by the Council. Staff was directed to proceed with its adoption. I then contacted the attorneys to review the updated language and prepare ordinance reference for adoption. Attorney's advice was to re-advertise the public hearing and follow the public hearing by reading the reference ordinance. The attorney also provided a few changes to the codes. On June 7, P&Z reviewed the final changes and also made a couple of tweaking changes.

Attached is the final copy of the updated sign code. The original sign code is on the Town's website. Considering the mark-up copies have been presented to you before and the mark-ups are confusing to follow, we did not include it in the packet, but it is available for review.

Upon conclusion of the public hearing, you can adopt the updated sign code via Ordinance 12-93 as a separate agenda item for June 19's meeting.

## **DEWEY-HUMBOLDT SIGN CODE**

### **§153.125 PURPOSE.**

- (A) The purpose of the Dewey-Humboldt Sign Code is to provide freedom and flexibility for the design, construction and maintenance of signs that are in harmony with the values, and character of this country community, which are to preserve aesthetics, maintain property values protect the general public from damage or injury caused by distractions/hazards/obstructions which result from improperly designed or located signs and insuring that the Constitutionally guaranteed right of free speech is protected. -
- (B) The following subchapter shall be known and cited as the Town of Dewey-Humboldt Sign Code.

### **§153.126 DEFINITIONS.**

**AWNING:** A shelter or cover projecting from and supported by an exterior wall of a building.

**BANNER:** A temporary sign composed of lightweight material, enclosed or not enclosed in a rigid frame, secured or mounted so as to allow movement of the sign.

**CANOPY:** Same as awning.

**CHANGEABLE COPY:** A sign on which copy is changed electronically or manually.

**COMMERCIAL COMPLEX, OFFICE, OR INDUSTRIAL:** One or more parcels occupied by more than two commercial use tenants. Typically, the aggregate area of the buildings is 10,000 sq. ft. or more.

**COMPREHENSIVE SIGN PLAN:** A coordinated program of all signs, including exempt and temporary signs for a business, or businesses if applicable, located on a development site, The sign program shall include, but not be limited to indications of the locations, dimensions, and sign types of all signs to be located on a site.

**ERECT:** To build, construct, alter, repair, display, relocate, attach, hand, place, suspend, affix, or maintain any sign including the painting of exterior wall signs.

**FLAG:** Any fabric or banner containing distinctive colors, patterns, or symbols used as a symbol of a government, whether state, federal or local.

**EMBLEM:** A symbol representing any government, whether state, federal or local.

**POSTER:** A temporary bill or placard for advertising community events.

**FRONTAGE:** The length of the property line of a premise along a public right-of-way.

**GROUND LEVEL:** The average ground elevation within 10 feet measured horizontally of the sign base.

**LOGO:** A symbol, graphic, trademark or emblem associated with or representing a specific entity, product or concept.

**RELIGIOUS ASSEMBLY:** Facilities for worship and other religious ceremonies , with incidental religious education, religious bookstores, rectories and parsonages, offices, social services, day care and community programs.

**RELIGIOUS SYMBOLS:** Works of art as signs which convey compelling ideas or ideals such as, but not limited to, a Christian cross, Star of David, Crescent and Star, fish (ICITHUS), or statuary depicting (for example) a nativity scene.

**SIGN, ABANDONED:** A permanent sign which is no longer safe or no longer serves its intended purpose.

**SIGN, COMMEMORATIVE:** A symbol or plaque commemorating a person or event.

**SIGN, CANOPY:** Any sign erected directly upon or suspended from a canopy (awning).

**SIGN, CONSTRUCTION:** A temporary sign identifying the persons, firms or businesses directly connected with a construction project

**SIGN, DIRECTIONAL:** A sign commonly associated with and limited to information and directions necessary and convenient for persons coming on the property, including sign marking entrances, parking areas, one-way drives, restrooms, pick-up and delivery areas and the like.

**SIGN, DIRECTORY:** Any sign listing the names, use or location of the businesses or activities conducted within a building or group of buildings.

**SIGN FREESTANDING:** A sign which is erected on its own self-supporting permanent structure, not attached to a building.

**SIGN, GOVERNMENTAL:** A sign erected and maintained pursuant to and in discharge of any governmental function or required by a law or ordinance or governmental regulations.

**SIGN, IDENTIFICATION:** A sign identifying by name, message or symbol a business, residence, occupant activity, institution, establishment, operation, merchandise, product or service available at the property at which the sign is displayed.

**SIGN, ILLUMINATED:** A sign with an artificial light source incorporated internally or externally.

**SIGN, INFORMATIONAL:** A sign clearly intended for informational (instructional or warning) purposes, other than an identification-sign.

**SIGN, MANSARD:** A sign mounted on a mansard façade.

**SIGN, MENU BOARD:** A variable-message sign that allows a retailer to list products and prices (for example, the bill of fare for a fast-food restaurant).

**SIGN, NONCONFORMING:** Any sign which is not allowed under this Code but when first constructed was lawful and currently does not jeopardize public safety.

**SIGN, NUMBER OF FACES ON:**

- (1) **Single-faced:** If a sign has copy on one side-only or if the interior angle between the two sign faces is greater than 45 degrees, it shall be considered one face; the area of will be considered to be the sum of both sides.
- (2) **Double-face:**
  - (a) If the angle between the two sign faces is less than 45 degrees, the sign shall be considered double-faced; the sign area will be the area of one face only.
  - (b) If two sign faces are attached to a structure with a thickness exceeding 36 inches, then the sign area will be the sum of both faces.
- (3) **Multi-faced:** Any sign containing more than two sides. The area shall be the area of the largest side plus the area of any other side whose interior angle with any other side exceeds 45 degrees.

**SIGN, OFF-PREMISES:** A sign advertising a business, place, activity, goods, services or products on a different property from where the sign is located.

**SIGN, ON PREMISES:** A sign advertising a business, place, activity, goods, services or products on the same property on which the sign is located.

**SIGN, PERMANENT:** A sign with an expected useful life of more than 6 months.

**SIGN, POLITICAL:** A temporary sign announcing or supporting political candidates or issues connected with any national, state or local election.

**SIGN, PORTABLE:** A sign designed or constructed in such a manner that it can be moved or relocated without involving any structural or support changes.

**SIGN, PROJECTING:** Any sign attached to a building or other structure and extending in whole or in part more than 12 inches beyond the building, shall be considered "freestanding" signs with reference to square footage allowances.

**SIGN, READER PANEL:** A sign on which copy is changed manually or electronically. Reader boards may typically display time, temperature, dates or messages.

**SIGN, PROPERTY:** A sign pertaining to the sale or lease of the premises, or a portion of the premises on which the sign is located or for open houses for premises for sale or lease.

**SIGN, ROOF:** A sign erected upon the roof of any building or which is partially or totally supported by the roof or roof structure of the building.

**SIGN, SUBDIVISION:** A sign advertising lots or units for sale or lease in a subdivision, apartment or condominium project.

**SIGN, TEMPORARY:** A sign intended to remain in use for a period of time which is 6 months or less.

**SIGN, UNDER-CANOPY:** A sign suspended beneath a canopy, ceiling, roof, or marquee shall be considered a “freestanding” sign with reference to square-footage allowances.

**SIGN, WALL:** A sign fastened to or painted on the wall of a building in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign and which does not project more than 12 inches from the building.

**SIGN, WINDOW:** A sign that is applied or attached to the interior of a window or is located within three feet of the interior of the window and which can be seen from the exterior of the structure, and which is non-electric in nature.

**STANDARD:** A post embedded in the ground on which a sign is mounted.

## **§153.127 GENERAL PROVISIONS**

Except as may be further restricted in specific zones, all signs shall be subject to the following:

- (A) No sign shall be audible and/or suspended by balloons.
- (B) Lighted beacons, searchlights or similar lights, are prohibited (see *Dark Sky*, Town Code Sections §150.150 – 150.153).
- (C) No sign may encroach on or overhang an adjacent property, public right-of-way, including any utility right-of-way or easements. No sign shall be attached to a utility pole, light standard, bridge or other fixture in the public right-of-way.
- (D) No sign shall be painted directly on or affixed to any natural object in its natural location.
- (E) No sign shall exceed 30 feet in height.

- (F) No sign shall be located as to obstruct or interfere with any official traffic signs and/or devices or in such a manner as to obstruct a driver's view of any oncoming, merging or intersecting traffic.
- (G) No sign shall display any statement, symbol or picture of an obscene nature.
- (H) Signs may be painted directly onto vertical structural surfaces.
- (I) Signs that are not permitted in a residential zone shall not be placed closer than 20 feet of any residentially zoned lot.
- (J) New signs exceeding 6 sq. ft. in area or exceeding eight feet in height shall follow the permitting requirements specified under sign permits, in §153.138. Relocation or substantial reconstruction, i.e., costing more than 50% of the present value of a sign, shall be considered a new sign for building permit purposes.
- (K) Signs located within the triangular area on a corner lot formed by measuring 30 feet along both street lines from their intersection or at the intersection of a public street and a private street or driveway, shall maintain a maximum eight-foot top height and contain a maximum of two supports with a maximum 12-inch diameter each (see accompanying diagram Figure 13).

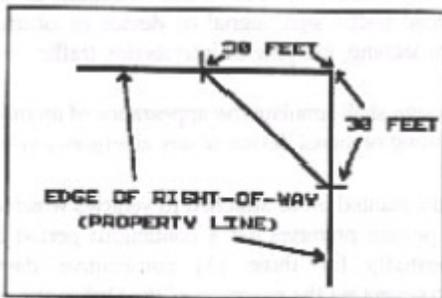


Figure 13

- (L) All freestanding signs will comply with § 153.076 (i.e., one foot setback for each foot in height shall be required).
- (M) The square footage of a sign made up of letters, words, or symbols within a frame or border shall be determined from the outside edge of the frame or boarder itself. The square footage of a sign composed only of letters, words or symbols shall be determined from imaginary straight lines drawn around the entire copy or grouping of such letters words or symbols. Only those portions of the construction elements that are an integral part of the sign itself shall be considered in the allocation of square footage allowed.
- (N) Signs deemed dangerous, abandoned or in substantial violation of this Sign Code by the Zoning Administrator, shall require correction within 30 days of official

notification, or the Town may remove the sign in accordance with State Law ARS §9-462.02(C).

- (M) An informational sign *shall not be included in the permitted sum of the sign area of identification wall signs, provided such sign is not larger than necessary to serve the intended instructional purpose, and such sign is not in a location, nor includes design characteristics, that constitute or serve the purposes of an identification sign.*

**§153.128 EXEMPT SIGNS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>Official Notices Authorized by a court, public body or public safety official</b>		No Limit	No Limit	N
<b>Directory or Informational Signs Authorized by federal, state, county or municipal government</b>	Wall or ground-mounted standard	No Limit	No Limit	N
<b>Commemorative Signs</b>	Wall or Monument			N
<b>Flags , Emblems and Posters</b>				N
<b>Religious Symbols</b>				N
<b>Signs Located within Structures</b>	Window Signs (i)			N
<b>Political Signs, Residential (not in right-of-way)</b>	Wall, window or ground-mounted standard	No Limit. Remove within -15 days of last day of vote casting	10 Sq. Ft. Max.	N
<b>Political Signs, Residential (in right-of-way)</b>	Wall or ground-mounted standard	No Limit. Install 60 days prior to election. Remove within 15 days of last day of vote casting	16 Sq. Ft. Max.	N
<b>Political Signs, Commercial / Industrial (not in right-of-way) <u>Not in ROW</u></b>	Wall or ground-mounted standard	No Limit. Install 60 days prior to election-Remove w/in <del>10</del> 15 days of last day of vote casting	32 Sq. Ft. Max.	N
<b>Political Signs, Commercial / Industrial (not in right-of-way)</b>	Wall or ground-mounted standard	No limit. Remove within 15 days of last day of vote casting.	32 Sq. Ft. Max.	

**§153.129 SPECIAL PURPOSE SIGNS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<p><b>Directory or Informational Signs</b></p> <p><b>Permitted in all zoning districts.</b></p>	<p>Wall or Ground-mounted standard which can be double-sided.</p>	<p>1 per sign for each building entrance and exit from a parking area.</p>	<p>4 sq. ft., 8 ft. in height</p>	<p>Y</p>
<p><b>Directory Signs for Hospitals, Clinics, Law Enforcement facilities religious assemblies and subdivisions. May be located on property other than the hospital, clinic, law enforcement facilities, religious assembly or subdivisions</b></p> <p><b>Directory signs for tourist and recreational-related businesses shall be located at the arterial highway and / or intersection of roads that access the business.</b></p>	<p>Wall or Ground-mounted standard which can be double-sided.</p> <p>Ground-mounted standard where more than one collocated business is located.</p>	<p>Limited to no more than 3 signs per business or service.</p> <p>Limit 1</p>	<p>4 sq. ft., 8 ft. in height</p> <p>6 sq. ft., 8 ft. in height limited in context to a symbol description of the business or service.</p>	<p>Y</p> <p>1 off-premise sign permit is required for each sign</p> <p>Y</p>

**§153.129 SPECIAL PURPOSE SIGNS (CONT'D)**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<p><b>Property signs</b></p> <p><b>Permitted in all zoning districts</b></p> <p><b>Unlighted</b></p> <p><b>Shall not impede traffic and shall not be located in any public ROW</b></p>	<p>Wall or Freestanding</p>	<p>1 each – on each street frontage.</p>	<p>6 sq. ft. 6 ft. in height</p>	<p>N</p> <p>To be removed w/in 30 days of sale or rental.</p>
<p><b>Property Signs for larger Properties abutting Highways</b></p> <p><b>Only permitted adjacent to ROW at least 150 feet wide.</b></p> <p><b>Permitted in all zoning districts</b></p> <p><b>Unlighted</b></p>	<p>Wall or Freestanding</p>	<p>1 sign per ROW frontage</p>	<p>32 sq. ft. and 8 ft. in height</p> <p>Property to be at least 2 acres.</p>	<p>Y</p> <p>To be removed w/in 30 days of sale.</p>

**§153.129 SPECIAL PURPOSE SIGNS (CONT'D)**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<p><b>Temporary Off-site Residential Property Signs.</b></p> <p><b>Permitted in all zoning districts.</b></p> <p><b>Unlighted</b></p>	<p>Wall or Freestanding</p>	<p>No property may host more than 3 off-site “for sale” signs.</p>	<p>Each off-site “for sale” sign shall not exceed 3 sq. ft. and does not exceed 5 ft. in height except within a 30-foot triangular area of a corner lot as regulated in Sec 153.127(K) and is not within the public right-of-way. Any off-site “for sale” sign within the 30-foot triangular area may not exceed 3 ft. in height.</p>	<p>N</p> <p>To be removed w/in 30 days of sale.</p>
<p><b>Construction Signs</b></p> <p><b>Permitted in all zoning districts.</b></p> <p><b>Unlighted</b></p>	<p>Unspecified</p>	<p>1 each for each construction site.</p>	<p>Maximum area shall not exceed 40 sq. ft.</p>	<p>Y</p>
<p><b>Subdivision Signs</b></p>	<p>Freestanding</p>	<p>Up to 5 signs</p>	<p>100 sq. ft. aggregate total.</p> <p>12 ft. in height maximum</p>	<p>Y</p> <p>2-year duration. Requires a Use Permit thereafter.</p> <p>Apartment complexes may display directional signs for one year subsequent to the completion of construction subject to obtaining temp. sign permits.</p>

**§153.129 SPECIAL PURPOSE SIGNS (CONT'D)**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>Property Signs for Office Complexes, Shopping Centers and Industrial Centers.</b>	Wall or Freestanding (g)	1 Freestanding 2 Wall	100 sq. ft. aggregate total.  Freestanding signs shall not exceed 8 ft. in height	Y  Temporary sign status can be maintained for 1 year subsequent to completion.
<b>Property Signs for Self-Service Storage Facility.</b>	Wall or Freestanding (g)	1 sign for each property line abutting a street ROW.	40 sq. ft. each.  15 ft. in height maximum	Y

**§153.130 OFF-PREMISE SIGNS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<p><b>Off-Premise Signs</b></p> <p><b>Other than directional or temporary property signs.</b></p> <p><b>Permitted only in C3, M1 &amp; M2.</b></p>	<p>Ground-mounted, not to be constructed on more than three supports.</p> <p>Lighting shall be either internal or by indirect source per Town Code Sections §153.150-153</p>	<p>Must be min. of 1,000 ft. from advertised property and not within 1,500 ft. of an existing off-site sign or within 200 ft. of a residential zoning district.</p>	<p>Each sign 160 sq. ft. max. 20 ft. in height max.</p>	<p>Y</p>
<p><b>Temporary Off-Premise Signs for Community Events, Festivals &amp; Similar Public Gatherings of a not-for-profit nature.</b></p> <p><b>Permitted only in C2, C3, M1 &amp; M2.</b></p>	<p>Banners or other temporary means of advertising.</p>	<p>Signs may be placed within or across a public ROW with the Town's authorization but shall be limited to one entrance to the Town from a State Hwy.</p>	<p>To comply with General Provisions and those of each zoning district.</p>	<p>Y</p> <p>One temporary off-premise sign permit is required for each sign.</p>

**§153.131 SIGN REGULATIONS FOR USE DISTRICTS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>R1-L, RMM, R1, R2, Residential</b>				
<b>Residential Dwelling</b>	Name Plate (a.)	1	4 sq. ft., 8 ft. in height	N
<b>Multi-family</b>	Wall or Freestanding (g)	1 per street frontage	16 sq. f, 10 ft. in height	Y
<b>Subdivision</b>	Monument	2	20 sq. ft. each, 6 ft. in height	Y
<b>School, Religious assemblies</b>	Wall or Freestanding which can be dbl. sided (b,d,e,f,h,m1.)	1 total , 2 if more than 5 ac. & frontage on two roads	24 sq. ft., 10 ft. in height	Y

**§153.132 SIGN REGULATIONS FOR USE DISTRICTS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>C1, Neighborhood Commercial</b>	Wall (c,d,e,f,h)	Varies	<p>Aggregate area on any one property shall not exceed 1 sq. ft. per lin. ft. of street frontage except that the total need not be &lt; 24 sq. ft. or &gt; 96 sq. ft.</p> <p>The allowed aggregate sign area less the combined areas of the freestanding and portable signs.</p>	Y
	Freestanding (g)	1	The sign area shall be > 1/3 of the aggregate area but not < 16 sq. ft. and may be dbl. sided, No more than 12 ft. in height.	Y
	Portable	1	6 sq. ft. & dbl. sided, no more than 4 ft. in height, The area of this sign shall be included in the total aggregate area.	Y

**§153.133 SIGN REGULATIONS FOR USE DISTRICTS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<p><b>C2, General Sales &amp; Services Commercial</b></p>	<p>Wall (c,d,e,f,h,n)</p>	<p>Varies</p>	<p>Aggregate area on any one property shall not exceed 1 sq. ft. per lin. ft. of street frontage except that the total need not be &lt; than 24 sq. ft. or &gt; 128 sq. ft.</p>	<p>Y</p>
	<p>Freestanding (g), (m2)</p>	<p>1</p>	<p>The allowed aggregate sign area less the combined areas of the freestanding and portable signs.</p> <p>The area of the sign shall not exceed one half of the aggregate area but not be less than 24 sq. ft. and may be dbl. sided. No more than 15 ft. in height.</p>	<p>Y</p>
	<p>Window (i,j)</p>	<p>Varies with number of windows</p>		<p>N</p>
	<p>Portable</p>	<p>1</p>	<p>6 sq. ft. &amp; dbl. sided, no more than 4 ft. in height, The area of this sign shall be included in the total aggregate area.</p>	<p>N</p>
	<p>Off-Premises</p>	<p>1 per entrance</p>	<p>Banners or other temporary means of advertising for purposes of identifying community events.</p>	<p>N</p>

**§153.134 SIGN REGULATIONS FOR USE DISTRICTS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<b>C3, M1, M2, Commercial &amp; Industrial</b>	Wall (c,d,e,f,h,)	Varies	Aggregate area on any one property shall not exceed 1- sq. ft. per lin. ft. of street frontage except that the total need not be less than 60 sq. ft. or more than 160 sq. ft.  The allowed aggregate sign area less the combined areas of the freestanding and portable signs.	Y
	Freestanding (g, m2)	1	The area of the sign shall not exceed one half of the aggregate area but not be less than 24 sq. ft. and may be dbl. sided, No more than 15 ft. in height except if located at interstate freeway interchanges where the height may not exceed 30 feet.	Y
	Window (i,j)	Varies with number of windows		N
	Off-Premise	Varies	Max. Area + 160 sq. ft. Max. Height = 20 feet. (See. §153.130)	Y
		1 per entrance to community from highway. May be placed within or across ROW with authorization	Banners or other temporary means of advertising for purposes of identifying community events etc.	Y No Fee

**§153.135 SIGN REGULATIONS FOR USE DISTRICTS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
PUD & PAD			Use criteria from the district that most closely approximates the approved uses	

**§ 153.136 SIGN REGULATIONS, MOBILE HOME, TRAVEL TRAILER AND RECREATIONAL VEHICLE PARKS.**

(A) Signs placed or maintained within any mobile home park are subject to all the regulations set forth under § [153.131](#)(A)(1).

(1) Permanent mobile home park entrance signs shall comply with the regulations set forth under § [153.131](#)(A)(3) (subdivision signs).

(2) Signs identifying travel trailer parks and recreational vehicle parks are subject to all the regulations set forth under § [153.132](#) for light commercial districts (RS, C1) or under § [153.133](#) for medium commercial districts (C2), depending on the zone in which the park is placed.

(Ord. § 601(J), passed 9-4-2008)

**§153.137 SIGN REGULATIONS FOR USE DISTRICTS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>Office Complexes Commercial and Industrial Centers</b>	Wall-mounted or Under Canopy	1 per business	Aggregate area of all signs pertaining to one business shall not exceed 32 sq. ft. However, if the width of the building adjacent to the street frontage measures more than 40 lin. ft. then the aggregate of one face of all such signs may be increased in area at the rate of one sq. ft. for each foot of building frontage in excess of 40 lin. ft. The total of all signs for each business may not exceed 48 sq. ft.  When two businesses share a common entrance they shall be considered one business for sign computation purposes.	Y
	Freestanding Center Identification only	1 per each street frontage, 2 per frontage if more than 200 lin. ft. All such signs shall be at least 100 lin. ft. apart	Under Canopy 6 sq. ft. max.  Per sign: 32 sq. ft. max. No more than 12 ft. in height. Not counted in aggregate areas	Y
	Directory Signs Wall-mounted or on free-standing monument sign standards	1 per each business	Per sign: one sq. ft. max. No more than 6 ft. in height. Not counted in aggregate areas	Y

## Applicable Foot Notes:

- (a) A name plate sign identifying the occupant, occupant's profession or title and the address of the dwelling.
- (b) May be indirectly illuminated by one light bulb or fluorescent tube not exceeding 150 watts.
- (c) Wall-mounted or under architectural projection.
- (d) Attached signs shall not extend horizontally a distance greater than fifty percent of the width of the building wall on which it is displayed, except for buildings containing multiple occupancies.
- (e) Attached signs shall be on the occupants building only.
- (f) The abstract ratio of a wall-mounted sign cannot exceed 2:1.
- (g) Freestanding pole signs are not permitted unless the support member is concealed by a decorative enclosure.
- (h) Wall mounted signs must use back-lighted sign panels, individual letters or a painted plaque.
- (i) Awning signs shall only be allowed on the ground floor of a building.
- (j) A Comprehensive Sign Plan Permit shall be required for signs on upper level stories of buildings exceeding two stories.
- (k) Reader Panel Signs:
  - 1. Religious Assemblies may use up to one-half of the allowed freestanding sign area for a reader panel which shall display manually changeable copy only.
  - 2. Gasoline service stations may use up to one-half of the allowed freestanding sign area for a reader panel only to identify the current price of fuel being sold. The maximum sign area used for the reader panel shall be 24 square feet which shall display manually changeable copy only.
  - 3. Theaters:
    - a. One wall, fascia, mansard, or parapet sign may contain a reader panel.
    - b. The area of the reader panel shall not exceed 75 square feet or the maximum wall sign area otherwise allowed, whichever is less and shall display manually changeable copy only.
    - c. The reader panel shall be used exclusively for the purpose of identifying entertainment, motion pictures, or special events which occur on the premises.
- (l) Menu Boards for Drive-Thru Restaurants:
  - 1. One menu board is allowed per business. Such signs may be free-standing or wall-mounted.
  - 2. The maximum aggregate area for a menu board shall not exceed 45 square feet.
  - 3. The maximum sign height shall not exceed six feet for free-standing signs.
  - 4. The sign should be located so as to not be readable from the public right-of-way.

## §153.138 SIGN PERMITS

(A) *Permit required.* A sign permit shall be secured from the Town Development Services Department prior to the erection, relocation, construction, installation or substantial reconstruction (including painting or enlarging a painted sign on the surface of a permitted structure) or any non-exempt sign exceeding six square feet in area, or higher than eight feet above grade at the sign, regardless of value.

(B) *Fees.*

(1) Per Appendix A, Fees, Town Code Chapter 153 Zoning Regulations.

(2) The sign permit fees established in division (B)(1) above shall be double in the event that the erection, relocation, construction, installation or substantial reconstruction of any sign is begun prior to the issuance of a sign permit.

(C) *Sign permit application.* Each application for a sign permit shall be made at the Town Hall on the appropriate form(s) and shall contain at a minimum the following information:

(1) Assessor's parcel number identifying the property;

(2) Street address, if any, legal description of the property, and dimensions thereof. In the case of a metes and bounds parcel (a parcel that is not part of a recorded subdivision), a copy of the recorded legal description must be submitted with the application;

(3) Nature of the proposed use of the sign and premises;

(4) Type of sign and materials used, methods of support, freestanding or other;

(5) Estimated true value of sign and associated structural supports;

(6) Dimensions of sign panel as well as bottom and top heights above grade;

(7) Type, placement and strength of illumination, if any;

(8) Number and orientations of faces of sign (aerial-view sketch, if necessary, to depict faces and orientation);

(9) A (signed) plot plan showing the following:

(a) Shape and dimensions of lot boundaries, adjacent street right-of-way, driveway, buildings (existing and proposed);

(b) North designation; and

(c) Location of sign (s) on property (indicate type).

- (10) A (signed) elevation view, with dimensions and approximate copy ad design, of the sign(s) faces;
- (11) Such other information as the Zoning Administrator may require for the purpose of determining whether the application complies with the subchapter requirements;
- (12) Name, address and phone number of property owner and agent, if any; and
- (13) Signature of applicant or agent.

(D) *Non-Conforming.* Legal nonconforming signs existing prior to the effective date of this subchapter, shall be permitted to continue subject to general provisions regarding the removal of dangerous or abandoned signs and off-premises signs of this code, regarding obsolescence and abandonment. Continuation shall include the right to repaint or change the message or copy on the sign, provided the size and height is not increased and provided the sign is not converted from on-premises to off-premises use. Changes of ownership and/or business name shall not in and of itself alter the right of continued use of a sign. {see § 153.127 (L)}

(E) *Signs not requiring permits.* Signs not requiring permits by virtue of their height and size must nevertheless comply with all other requirements and restrictions of this code.

(F) *Temporary sign permits.* Signs with a limited duration of use, such as those provided in §§ 153.129, 153.130, and 153.133 shall obtain a temporary sign permit. The requirements and criteria for such signs are as follows:

- (1) A temporary sign permit is specifically required for community special event banners and signs, signs advertising the forthcoming construction of a building, exceptions granted administratively for grand openings, and one-time events.
- (2) Temporary sign permits shall be issued for no more than one year. An extension of a temporary sign permit shall be made the subject of an application for a use permit.
- (3) Temporary signs shall conform to all other requirements of this code.
- (4) The fee for a temporary sign permit shall be the same as a permanent sign permit, except as otherwise noted.



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

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**TOWN COUNCIL REGULAR MEETING**

**June 19, 2012– 6:30 pm Town Council Meeting Chambers**

**Agenda Item # 10.1 Ordinance 12-92 to amend codes 31.22 Board of Adjustment and related provisions**

Review, discussion and possible action.

**To: Mayor and Town Council Members**

**From: Yvonne Kimball, Town Manager**

**Date submitted: June 13, 2012**

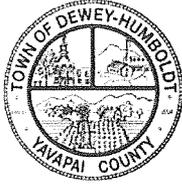
**Recommendation: Approve Ordinance 12-92 amending town code 31.22 Board of Adjustment**

**Summary:**

At August 2 and 16's council meetings, the Council decided to amend Town Code 31.22 Board of Adjustment. To wit: the Council decided to modify BOA's meeting schedules and BOA's guiding rules and procedures (minutes attached).

It was brought to my attention that these decisions have not been included in the code updates. Therefore, I have recently contacted the attorneys to draft an ordinance to reflect your decisions. As enclosed in the packet, the actual ordinance by the attorney contains additional information to comply with state law and be consistent with the Town Code's entirety.

Upon passing of the ordinance, codification of 31.22 can be expected during the next code update cycle.



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

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular       Special       Work Session

Meeting Date: August 16, 2011

Date of Request: August 1<sup>0</sup>, 2011

Type of Action:  Routine/Consent       Regular

Requesting:  Action       Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):  
Modify Town Code 31.22 Board of Adjustment to comply with ARS 462.06

**Purpose and Background Information (Detail of requested action).** \_\_\_\_\_

Take out the sentence, "The BOA will use the Arizona rules of Civil Procedure, the Arizona Rules of Evidence, and, when hearing an appeal, the Arizona Rules of Civil Appellate Procedure, as if the Board was a Superior Court." and replace with "The

~~\_\_\_\_\_ BOA will follow the rules and procedures set forth in~~  
Arizona Revised Statute 9-462-06."

Budgeted Amount: None

List All Attachments: None

Type of Presentation: Oral

Special Equipment needed:  Laptop     Remote Microphone

Overhead Projector     Other: \_\_\_\_\_

Contact Person: CM Nancy Wright

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

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
REGULAR MEETING MINUTES  
AUGUST 2, 2011, 6:30 P.M.**

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, AUGUST 2, 2011, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order.** The meeting was called to order at 6:32 p.m.
2. **Opening Ceremonies.**
  - 2.1. **Pledge of Allegiance.** Made.
  - 2.2. **Invocation.** Given by Councilmember Wright.
3. **Roll Call.** Town Council Members John Dibble, David Hiles, Dennis Repan, Denise Rogers Nancy Wright; Vice Mayor Mark McBrady; and Mayor Terry Nolan were present.
4. **Announcements Regarding Current Events, Guests, Appointments, and Proclamations.**
  - 4.1. **County Redistricting Resolution.** Discussion and possible action on a Redistricting map preference resolution to send to the Board of Supervisors. Guests Mike Flannery and Bill Feldmeier, Yavapai County Supervisor will provide an overview.  
  
Mr. Flannery and Mr. Feldmeier were present and answered questions regarding the four map choices. Public comment was taken on this item from Jack Hamilton and Cathy Jackson.  
  
Councilmember Repan made a **motion** to develop a resolution to accept Map A as the first choice of the town, seconded by Councilmember Dibble. The motion was **approved** by a 6-1 vote in favor, Councilmember Rogers voting against.  
  
Councilmember Hiles made a **motion** to include Map B as the alternative choice in the resolution, seconded by Councilmember Rogers. The motion **passed** unanimously.
5. **Town Manager's Report.** Update on Current Events.
  - 5.1. **June Monthly Financial Report.** Report provided and possible discussion.  
  
Mayor Nolan spoke on Accountant Jane Fullers successful efforts to work with the Department of Revenue to collect outstanding sales tax. He presented her with a certificate of appreciation and two concert tickets as a thank you.
6. **Consent Agenda.** Councilmember Rogers made a **motion** to approve the consent agenda as presented, seconded by Councilmember Dibble. The motion **passed** unanimously.
  - 6.1. **Minutes.** July 19, 2011 Regular Council Meeting Minutes. Approved.
  - 6.2. **ADEMA Designation of Applicant Agent Form.** Approved.
7. **Comments from the Public (on non-agendized items only).**  
  
Cathy Jackson spoke on the Citizen's Cemetery in Humboldt and the Historical Society's lack of participation.
8. **Discussion Agenda – Unfinished Business.** Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.
  - 8.1. **Procedure for calling a meeting.** Discussion and possible action on the process and authority for calling a meeting of a Board, Commission or Committees.

There was discussion. Councilmember Wright made a **motion** to have the Planning and Zoning Commission set its own meeting schedule, with meetings to be held at least quarterly or at the request of council or applicant, seconded by Councilmember Hiles. Public comment was taken on this agenda item from Lydia Chapman. There was discussion. Councilmember Wright called the question. The question was called by a 6-1 vote, Mayor Nolan voting against. The motion **passed** by a 5-2 vote, Vice Mayor McBrady and Mayor Nolan voting against.

Councilmember Rogers made a **motion** that the Board of Adjustments may set its own meeting schedule, meetings will be held at least quarterly or at the request of council or applicant, seconded by Councilmember Hiles. Public comment was taken on this item from Jack Hamilton, Cathy Jackson and Lydia Chapman. The motion **passed** by a 6-1 vote, Vice Mayor McBrady voting against.

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

9.1. **September Council meeting schedule.** Discussion and possible action on consideration whether to cancel the September 6<sup>th</sup> Regular Council Meeting.

There was discussion. Councilmember Wright made a **motion** to change the September 6<sup>th</sup> meeting to Wednesday, September 7<sup>th</sup>, seconded by Councilmember Repan. The motion **passed** by a 6-1 vote, Mayor Nolan voting against.

10. **Public Hearing Agenda.** None.

11. **Comments from the Public.**

Lydia Chapman spoke on the Board of Adjustment procedures.

12. **Adjourn.** The meeting was adjourned at 8:28 p.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
REGULAR MEETING MINUTES  
AUGUST 16, 2011, 6:30 P.M.**

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, AUGUST 16, 2011, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. VICE MAYOR MARK MCBRADY PRESIDED.**

- 1. Call To Order.** The meeting was called to order at 6:30 p.m.
- 2. Opening Ceremonies.**
  - 2.1. Pledge of Allegiance.** Made.
  - 2.2. Invocation.** Given by Councilmember Wright.
- 3. Roll Call.** Town Council Members John Dibble, David Hiles, Denise Rogers Nancy Wright; Vice Mayor Mark McBrady; and Mayor Terry Nolan (attended by telephone) were present. Councilmember Dennis Repan was absent.
- 4. Announcements Regarding Current Events, Guests, Appointments, and Proclamations.** None.
- 5. Town Manager's Report.** None.
- 6. Consent Agenda.**
  - 6.1. Minutes.** Minutes from the August 2, 2011 Regular Council Meeting.

Councilmember Wright made a motion to accept the minutes, amended with a minor modification to 4.1, changing and to as, seconded by Councilmember Dibble. The motion passed by a 6-0 vote in favor.
  - 6.2. American Legion Post 78 Special Event Liquor License.**

There was discussion. Bob Greene spoke to the Council regarding the request. Councilmember Hiles made a motion to approve the request, seconded by Councilmember Rogers. The motion passed by a 6-0 vote in favor.
- 7. Comments from the Public (on non-agendized items only).**

Jerry Brady spoke on the 150-year centennial of the civil war and Humboldt's history, and monies available for the town. He recommended the council schedule this item at a future work session for discussion.

Bob Greene gave an update on the Agua Fria Festival plans and conflicts with other events in the area.

Jack Hamilton apologized for misinformation stated at a prior meeting regarding notification of open meeting law training. He spoke on the open meeting law training he attended and his records request for emails, that is pending.

Nancy Wright made a point of information, introducing her daughter and grandsons and stating their purpose for attending the meeting.

## 8. Discussion Agenda – Unfinished Business.

### 8.1. Arizona Centennial Monumentation and Events. Discussion and possible action regarding design, structure, location and installation of centennial monuments and general topics regarding centennial event activities.

Mayor Nolan gave an overview.

Public comment was taken on this item from:

Jack Hamilton spoke on locations for the monuments;

Bob Greene spoke on next year's Agua Fria Festival tying in with the State's Centennial celebration;

David Nystrom spoke on what the historical society has done for the centennial celebration.

There was discussion on pursuing more applicants for a Centennial ad hoc committee. Gregory Arrington will be the point of contact on staff for interested persons. Vice Mayor McBrady offered to talk with Chris Bridges with CYMPO regarding grant monies for signage and placement of monuments.

Public comment was taken on this item from:

Cathy Jackson who spoke on one of the monuments being at the cemetery;

Bob Bowman spoke on historical marker signage in the ADOT rights-of-way;

Bob Greene spoke on having a "green route" through old Humboldt and on history of the town regarding Black Buffalo Soldiers;

Jerry Brady spoke on federal funds for signage on the highway, historical sites and for monuments. He also spoke on the number of historic sites in town.

No legal action was taken but direction was given to solicit volunteers for the ad hoc committee, and ADOT will be contacted regarding signage along rights-of-way for the monuments.

## 9. Discussion Agenda – New Business.

### 9.1. Interim Period without any Staffing in Finance. What do we do? For discussion and possible action. [CM Hiles request]

Councilmember Hiles gave an overview of the situation. There was discussion on some of the options available during the vacancy period.

Public comment was taken on this item from:

David Nystrom who spoke on financial assurance of the Town;

Jerry Brady spoke on coordinating with other agencies for assistance.

Bob Greene spoke on hiring a temp quickly.

Jack Hamilton spoke on the Town Manager filling in this department.

Councilmember Dibble made a motion to contact the temporary municipal

accountant that the League recommended to determine availability, seconded by Councilmember Wright. The motion passed by a 6-0 vote in favor.

**9.2. Modify Agenda Setting Procedure. [CM Dibble request]**

Councilmember Dibble spoke on information received at the Open Meeting Law training regarding problems with the Council's current process for setting the agenda. He explained the assistant ombudsman indicated that the three councilmembers who participate in these meetings would be considered a subcommittee and therefore those meetings would be subject to the open meeting law requirements.

Public comment was taken on this item from:

Jerry Brady spoke on the rules of civil procedures and administrative procedure and conferring with the Clerk of the Court of Yavapai Superior Court;

Bob Greene spoke on having all new agenda items first go to a work session;

Jack Hamilton stated he would file a complaint if the next agenda prep meeting isn't done as an open public meeting;

David Nystrom suggested following the code as it is written until it is changed and contacting the Town Attorney for her opinion on this.

Councilmember Wright made a motion to contact the Town Attorney the next day on whether town code **§ 30.105 Council Agenda** violates open meeting law if held as non-public meeting, seconded by Councilmember Hiles. The motion passed by a 6-0 vote in favor.

**9.3. 2011 American Planning Association (APA) Arizona Chapter Conference/Training for Planning and Zoning Commission. Discussion and possible action on whether to send the P&Z Commissioners to the Conference.**

Public comment was taken on this item from:

Jack Hamilton who spoke on getting the training from CD's;

Jerry Brady spoke on new legislative information available online, and designating a Councilmember liaison for the Planning and Zoning Commission;

Bob Bowman spoke on giving a report to Council on what he learns at the conference.

Mayor Nolan made a motion to send Bob Bowman and an additional Planning and Zoning Commissioner to attend the APA AZ Conference, seconded by Councilmember Hiles. The motion passed by a 5-1 vote in favor, Councilmember Wright voting against.

Councilmember Rogers made a motion to send one member from the Board of Adjustment, to be determined by the Board, to the conference, seconded by Councilmember Hiles.

There was public comment on this item from:

Jack Hamilton spoke on sharing the information obtained at the training and getting CD's if available;

Bob Bowman spoke on picking up CD's at the conference if available;

Bob Greene spoke on recording the sessions on a laptop;

David Nystrom spoke in support of sending 2 members rather than 3;

Jerry Brady spoke on the BOA being a quasi-judicial function but the P&Z having no legislative or judiciary purpose.

A vote was taken on the motion and it passed by a 6-0 vote.

**9.4. National Community Development Focus Month.** To bring awareness to the accomplishments of the CDBG and HOME programs.

The Mayor spoke on an upcoming meeting to find out more information on what the town can do to bring awareness to the CDBG program and recommended Vice Mayor McBrady attend that meeting. Councilmember Hiles made a motion to have the Mayor make a proclamation regarding this, seconded by Councilmember Rogers. The motion passed by a 6-0 vote in favor.

**9.5. Modification to Town Code § 31.22 Board of Adjustment to comply with A.R.S. 9-462.06.** Modification of town code § 31.22 regarding rules and procedures set forth in A.R.S. 9-462.06. [CM Wright request]

**Councilmember Wright gave an overview on her request to modify this part of town code.** Councilmember Wright made a motion to amend the town code as stated in the action request form, seconded by Councilmember Dibble.

Public comment was taken on this item from:

Jerry Brady spoke in support of keeping the existing wording;

Jack Hamilton spoke on not understanding the Rules (Rules of Civil Procedure and Evidence and Rules of Civil Appellate Procedure) and would resign from the BOA if that wording wasn't removed from town code;

Bob Greene spoke on abiding by the law rather than just using common sense;

David Nystrom spoke on drafting the changes but bringing it back for a second reading before approving it.

Jerry Brady spoke on conforming with requirements and asking the County Attorney or Attorney General for their authoritative opinion.

A vote was taken on the motion which passed by a 4-2 vote in favor, Councilmember Rogers and Vice Mayor McBrady voting against.

**10. Executive Session.**

Councilmember Hiles explained why he asked for the Executive Session to be placed on the agenda. Town Clerk Morgan explained the attorney was available and Mr. Earls had been noticed of the possible Executive Session and he requested it not be held in open session. Councilmember Hiles made a motion to go into

Executive Session, seconded by Councilmember Wright. The motion passed by a 5-1 vote in favor, Mayor Nolan voting against.

Vice Mayor McBrady recused himself from the Executive Session and left the Chambers prior to the start of the Executive Session. The Council convened into executive session at 8:42 p.m.

**10.1. Call for Executive Session.** Discussion or consideration of employment of Garrett Earls as Town Manager pursuant to A.R.S. §38-431.03(A)(1).

The Council agreed to rise and report back into Open Session at 9:07 p.m. No legal action was taken regarding the Executive Session agenda item.

**11. Public Hearing Agenda.** None.

**12. Comments from the Public.**

Jerry Brady spoke on conferring with Yavapai County, Prescott and Prescott Valley regarding conducting Executive Sessions and Board of Adjustments and Appeals meetings. He spoke on complying with the rules of evidence and general procedure rather than just common sense.

Bob Greene spoke on putting the town code changes regarding the Board of Adjustment (BOA) on a future work session, and he spoke against a BOA Member's comments toward Council, made earlier in the meeting.

**13. Adjourn.** The meeting was adjourned at 9:13 p.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk

ORDINANCE No. 12-92

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, AMENDING THE TOWN OF DEWEY-HUMBOLDT, ARIZONA CODE OF ORDINANCES, TITLE III ADMINISTRATION, CHAPTER 31 TOWN ORGANIZATIONS AND DEPARTMENTS, § 31.22 BOARD OF ADJUSTMENT, TITLE III ADMINISTRATION, CHAPTER 34 FINANCES AND TAXATION, § 34.01 FEE SCHEDULE FOR TOWN DOCUMENTS, AND TITLE XV LAND USES; CHAPTER 153 ZONING REGULATIONS, § 153.021 BOARD OF ADJUSTMENT RELATED TO CONFORMING THE REGULATIONS TO STATE LAW AND CLARIFYING THE POWERS AND DUTIES OF THE BOARD OF ADJUSTMENT; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING PENALTIES.

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

Section I. In General

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title III Administration, Chapter 31 Town Organizations and Departments, Section 31.22 Board of Adjustment is hereby deleted.

**§ 31.22 ~~Board of Adjustment~~RESERVED.**

~~—The Board of Adjustment (BOA) is hereby established PURSUANT TO ARIZONA REVISED STATUTES (ARS) § 9-462.04 as a Board independent and separate from the Planning and Zoning Advisory Commission (P&Z COMMISSION). Until such time as members are appointed to the BOA, the P&Z Commission will continue to act as the BOA when required. The BOA shall be formed of five members, all of whom must be residents of the town. Each member will be appointed to a four-year term, unless filling a vacancy appointment (in which case the term is the balance of the term of the person replaced). The BOA will use the Arizona Rules of Civil Procedure, the Arizona Rules of Evidence, and, when hearing an appeal, the Arizona Rules of Civil Appellate Procedure, as if the Board was a Superior Court. The BOA may set its own meeting schedule, but meetings will be held at the request of the Mayor, a Councilmember, or an applicant/appellant. The BOA has the duty to diligently perform all duties allocated to the BOA by Arizona law or town ordinance.~~

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title III Administration, Chapter 34 Finances and Taxation, Section 34.01 Fee Schedule for Town

Documents is hereby amended to read as follows (additions in ALL CAPS; deletions in ~~strikeout~~):

**§ 34.01 Fee Schedule for Town Documents**

\* \* \*

(D) *Reduced Fees.*

\* \* \*

(2) Fees may be waived by the Town Council, OR the Town Hearing Officer, ~~or Board of Adjustment~~ to avoid undue hardship.

\* \* \*

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, Section 153.021 Board of Adjustment is hereby renamed and amended to read as follows (additions in ALL CAPS; deletions in ~~strikeout~~):

**§ 153.021 Board of Adjustment; ZONING ADMINISTRATOR**

~~There shall be a~~THE Board of Adjustment OF THE TOWN OF DEWEY-HUMBOLDT (THE “BOARD”) IS ESTABLISHED PURSUANT TO ARIZONA REVISED STATUTES (A.R.S.) § 9-462.06. ~~and it shall have jurisdiction over this chapter.~~

(A) *Structure.* The Board shall be composed of five MEMBERS, ALL OF WHOM ARE residentS taxpayers of the incorporated area of the town. THE MEMBERS SHALL BE APPOINTED BY THE TOWN COUNCIL TO SERVE A FOUR-YEAR TERM, UNLESS APPOINTED TO FILL A VACANCY ON THE BOARD, IN WHICH CASE THE TERM SHALL BE THE BALANCE OF THE TERM OF THE MEMBER REPLACED. BOARD MEMBERS ~~who~~ shall serve without pay. The Town Council may hire clerical and technical aid for the Board. The Zoning Administrator will serve as an ex-officio member (without vote) in official matters of the Board.

(B) *Procedure.* MEETINGS OF The Board shall ~~have meetings, hold hearings which shall be open to the public and HELD AT THE CALL OF THE CHAIR. make decisions for which a~~A quorum of three will be necessary;. The Board shall adopt rules TO GOVERN ITS PROCEEDINGS not inconsistent with this chapter and the laws of Arizona;. The Board shall select, from its members, a Chairperson and a Secretary;. The Chairperson shall be the executive officer of the Board with the power of ~~administering~~ADMINISTERING oaths and taking evidence and shall preside over its meetings and hearings;. The Secretary shall cause minutes of the meetings ~~and hearings~~ to be kept, showing ~~records of THE~~ votes OF EACH MEMBER AND RECORDS OF; examinations, and other

official actions, all of which shall be filed in the office of the ~~Zoning Administrator~~ TOWN CLERK AND MAINTAINED AS A PUBLIC RECORD.

(C) *Powers AND DUTIES.* THE BOARD HAS THE FOLLOWING POWERS AND DUTIES:

(1) HEAR AND DECIDE APPEALS FROM A DECISION, DETERMINATION OR INTERPRETATION MADE BY THE ZONING ADMINISTRATOR IN WHICH IT IS ALLEGED THERE IS AN ERROR IN AN ORDER, REQUIREMENT OR DECISION MADE BY THE ZONING ADMINISTRATOR IN THE ENFORCEMENT OF A ZONING ORDINANCE.

(2) HEAR AND DECIDE APPEALS FOR VARIANCES FROM THE TERMS OF THE ZONING ORDINANCE ONLY IF, BECAUSE OF SPECIAL CIRCUMSTANCES APPLICABLE TO THE PROPERTY, INCLUDING ITS SIZE, SHAPE, TOPOGRAPHY, LOCATION, OR SURROUNDINGS, THE STRICT APPLICATION OF THE ZONING ORDINANCE WILL DEPRIVE SUCH PROPERTY OF PRIVILEGES ENJOYED BY OTHER PROPERTY OF THE SAME CLASSIFICATION IN THE SAME ZONING DISTRICT. ANY VARIANCE GRANTED SHALL BE SUBJECT TO SUCH CONDITIONS AS WILL ASSURE THAT THE ADJUSTMENT AUTHORIZED SHALL NOT CONSTITUTE A GRANT OF SPECIAL PRIVILEGES INCONSISTENT WITH THE LIMITATIONS UPON OTHER PROPERTIES IN THE VICINITY AND ZONE IN WHICH SUCH PROPERTY IS LOCATED.

(3) HEAR AND DECIDE APPEALS FROM DECISIONS OF THE ZONING ADMINISTRATOR IN REQUESTS FOR ADJUSTMENTS AS SET FORTH IN SUBSECTION F, BELOW.

~~The Board shall have power to:~~

~~\_\_\_\_\_ (a) Decide if there is error in any order, requirement or decision of the Zoning Administrator in the enforcement of this chapter;~~

(4) reverse or affirm, wholly or partly, or modify the order or decision appealed from and make such order or decision as ought to be made, ~~and to that end shall have the powers of the Zoning Administrator;~~

(5~~b~~) Interpret this chapter when the meaning of any word, phrase, or section is in doubt, or where doubt exists as to the proper district of a specific use;

(6) THE BOARD SHALL NOT:

(a) MAKE ANY CHANGES IN THE USES PERMITTED IN ANY ZONING CLASSIFICATION OR DISTRICT;

(b) MAKE ANY CHANGES IN THE ZONING ORDINANCE;

(c) GRANT A VARIANCE IF THE SPECIAL CIRCUMSTANCES APPLICABLE TO THE PROPERTY ARE SELF-IMPOSED BY THE PROPERTY OWNER.

~~———— (c) — Authorize in specific cases such variance from the terms of this chapter as will not be contrary to the public interest, where owing to special conditions, a literal enforcement of these provisions will, in the Board's opinion, result in unnecessary hardships;~~

~~———— (d) — Allow the extension of a district where the boundary thereof divides a lot and providing the Board authority to grant this extension conditional upon development of the extended area following an approved plan, with particular significance in instances where the Town Council has adopted a zoning request in such a manner that a project development is to follow permission to extend the zoning;~~

~~———— (e) — Determine the location of a district boundary where doubt exists as to the location of same on the zoning map;~~

~~———— (f) — Modify the Zoning Administrator's protective requirements in instances where a district use is conditional upon certain stipulations to be specified by the Zoning Administrator; and~~

~~———— (g) — Grant the Zoning Administrator clearance to issue a building permit where the applicant has failed to secure such prior to commencing construction (but only in cases where the Zoning Administrator or Building Official has chosen to allow the application to be filed prior to court action).~~

(D) *Hearing applications.* Hearing applications shall be filed IN WRITING in the office of the Zoning Administrator on forms provided therefor by any person or by any officer, department, board or bureau of the town affected by any order or decision of the Zoning Administrator within 30 days thereafter, and specifying the grounds thereof; or for rulings on other matters of Town Council jurisdiction.

(1) An appeal shall stay all proceedings in the matter appealed unless the Zoning Administrator certifies to the Board that by reason of the fact stated in his or her approval letter, a stay would (in his or her opinion) cause imminent peril to life or property. In this case, proceedings shall not be stayed except by restraining order granted by the Board or by a court of record on application and notice to the Zoning Administrator.

(2) IN ADDITION TO ANY OTHER REQUIREMENTS SPECIFIED, APPLICATIONS FOR A-varianceS SHALL AT A MINIMUM INCLUDE THE FOLLOWING-~~appeal applicant should be prepared to show that:~~

(a) EVIDENCE SHOWING WHY, DUE TO ~~There are~~ special circumstances or conditions applicable to the property of application, INCLUDING ITS SIZE, SHAPE, TOPOGRAPHY, LOCATION OR SURROUNDINGS, ~~or to the adjacent property, or to the neighborhood, that justify variance from the requirements so that strict application thereof~~ THE ZONING ORDINANCE WOULD DEPRIVE THE PROPERTY OWNER OF PRIVILEGES ENJOYED BY OTHER PROPERTY OWNERS OF THE SAME CLASSIFICATION IN THE SAME ZONING DISTRICT; ~~would work an unnecessary hardship and that the granting of the request is necessary for preservation and enjoyment of substantial property rights; and/or~~

(b) EVIDENCE SHOWING THAT THE VARIANCE WILL NOT CONSTITUTE A GRANT OF SPECIAL PRIVILEGES INCONSISTENT WITH LIMITATIONS UPON OTHER PROPERTIES IN THE VICINITY AND DISTRICT IN WHICH THE PROPERTY IS LOCATED; AND

(c) EVIDENCE THAT THE SPECIAL CIRCUMSTANCES APPLICABLE TO THE PROPERTY WERE OR ARE NOT SELF-IMPOSED BY THE PROPERTY OWNER; AND

(d) EVIDENCE SHOWING WHY ~~The granting~~ THE VARIANCE SUBSTANTIALLY MEETS THE INTENT AND PURPOSE OF THE ZONING DISTRICT IN WHICH THE PROPERTY IS LOCATED AND will not ~~materially~~-DETRIMENTALLY affect the health or safety of the neighborhood residents or the public welfare or be injurious to property or improvements.

(E) *Hearings and rulings.* The Board of Adjustment shall hold at least one public hearing, within a reasonable time from the date of application, after giving a minimum of 15 days' notice thereof to parties of interest and the public by posting at the property of application (if property is involved) and by publishing once in a newspaper of general circulation in the ~~county~~-TOWN. The Board of Adjustment shall render a decision within 30 days after the initial hearing on same, unless an extension is agreed to by the Board and the applicant.

(1) In approving an application, in all or in part, the Board of Adjustment may ~~designate such~~IMPOSE REASONABLE conditions ~~in conjunction therewith that will, in its opinion,~~NECESSARY TO ~~secure substantially~~ACHIEVE the GENERAL PURPOSES AND objectives of this chapter and PROTECT THE PUBLIC HEALTH, SAFETY AND GENERAL WELFARE OR TO ENSURE OPERATION AND MAINTENANCE OF THE USE IN A MANNER COMPATIBLE WITH EXISTING AND POTENTIAL USES ON ADJOINING PROPERTIES OR IN THE SURROUNDING AREAmay require guarantees in such form as it deems proper under the circumstances to ensure that the condition ~~be complied with. Where any~~IF such conditions are violated or not complied with, UPON NOTICE TO THE PROPERTY OWNER BY THE ZONING ADMINISTRATOR, A HEARING SHALL BE HELD AND IF THE

VIOLATION IS SUSTAINED, the approval shall cease MAY BE REVOKED and the Zoning Administrator shall act accordingly.

~~(2) In granting of permission to proceed on a specific development scheme or of a permit for a construction variance, the same shall be contingent upon permits being obtained and work commenced within six months and being diligently pursued. Failure of such shall void the ruling unless a longer time had been granted or an extension in time is secured.~~

(32) The concurring vote of three members shall be necessary to render a ruling.

(3) DECISIONS OF THE BOARD OF ADJUSTMENT MAY BE APPEALED TO THE TOWN COUNCIL WITHIN 30 DAYS OF THE DECISION BY THE BOARD.

\* \* \*

Section II. Savings Clause

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

Section III. Repeal of Conflicting Ordinance

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

Section IV. Penalties

Any person found responsible for violating any provision of this Ordinance shall be subject to the civil sanctions and habitual offender provisions set forth in Section 10.99 of the Dewey-Humboldt Code of Ordinances

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote:

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

EXCUSED: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Terry Nolan, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

I, JUDY MORGAN, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. \_\_\_\_\_ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 201\_, WAS POSTED IN THREE PLACES ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 201\_.

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

**ORDINANCE No. 12-93**

**AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, REPEALING SECTIONS 153.125 THROUGH 153.133 OF THE TOWN OF DEWEY-HUMBOLDT CODE OF ORDINANCES; DECLARING THE DOCUMENT ENTITLED "TOWN OF DEWEY-HUMBOLDT SIGN CODE, DATED JUNE 19, 2012" AS A PUBLIC RECORD; ADOPTING THE "TOWN OF DEWEY-HUMBOLDT SIGN CODE, DATED JUNE 19, 2012" BY REFERENCE; AMENDING THE TOWN OF DEWEY-HUMBOLDT, ARIZONA CODE OF ORDINANCES, TITLE XV LAND USAGE, CHAPTER 153 ZONING REGULATIONS BY ADOPTING SECTION 153.125 PURPOSE TO EXPLAIN THE PURPOSE OF THE SIGN REGULATIONS, SECTION 153.126 DEFINITIONS TO DEFINE THE VARIOUS TYPES OF SIGNS AND SIGN-RELATED TERMS, SECTION 153.127 GENERAL PROVISIONS RELATED TO PROHIBITING SIGNS THAT ARE AUDIBLE, SUSPENDED BY BALLOONS, LIGHTED BEACONS, SEARCHLIGHTS, ENCROACHING ON ADJACENT PROPERTY AND PUBLIC RIGHTS-OF-WAY, PAINTED ON NATURAL OBJECTS, EXCEED 30 FEET IN HEIGHT, INTERFERE WITH TRAFFIC SIGNS OR OBSTRUCT A DRIVER'S VIEW AND PROVIDING REGULATIONS FOR SIGNS ON RESIDENTIAL LOTS, PERMITS, CORNER LOTS, FREESTANDING SIGNS, MEASUREMENT OF SIGN AREA AND DANGEROUS SIGNS, SECTION 153.128 EXEMPT SIGNS DECLARING CERTAIN TYPES OF SIGNS TO BE EXEMPT FROM PERMITTING REQUIREMENTS BUT NOT FROM REGULATIONS, SECTION 153.129 SPECIAL PURPOSE SIGNS RELATED TO PERMITTING REQUIREMENTS FOR ON-PREMISE DIRECTIONAL AND INFORMATIONAL SIGNS, OFF-PREMISE DIRECTIONAL SIGNS, AND PROPERTY SIGNS, SECTION 153.130 OFF-PREMISE SIGNS REGULATING OFF-PREMISE SIGNS, INCLUDING BILLBOARDS, TEMPORARY SIGNS AND SIGNS FOR COMMUNITY EVENTS, FESTIVALS AND SIMILAR GATHERINGS AS TO PERMITTED LOCATIONS, AREA AND HEIGHT RESTRICTIONS, NUMBER OF SIGNS PERMITTED AND SIMILAR REGULATIONS, SECTION 153.131 THROUGH 153.137 SIGN REGULATIONS FOR USE DISTRICTS PROVIDING ADDITIONAL REGULATIONS FOR SIGNS IN RESIDENTIAL, COMMERCIAL, INDUSTRIAL ZONING DISTRICTS AND PLANNED UNIT AND PLANNED AREA DEVELOPMENTS IN THE TOWN, AND SECTION 153.138 SIGN PERMITS SETTING FORTH REQUIREMENTS FOR APPLICATIONS AND ISSUANCE OF SIGN PERMITS; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING PENALTIES**

**Whereas**, that certain document entitled "Town of Dewey-Humboldt Sign Code, dated June 19, 2012", three copies of which are on file in the office of the Town Clerk, is hereby

declared to be a public record and said copies are hereby ordered to remain on file with the Town Clerk; and

**Whereas**, the Town Council has determined that the proposed amendments will enhance the aesthetics of the Town and provide clear and reasonable time, place and manner regulations for signs, and it is in the best interest of the public health, safety and general welfare of the Town to adopt the proposed amendments;

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

Section I. In General

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, Sections 153.125 through 153.138 are hereby repealed.

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations is hereby amended by adopting Sections 153.125 Purpose, 153.126 Definitions, 153.127 General Provisions, 153.128 Exempt Signs, 153.129 Special Purpose Signs, 153.130 Off-Premise Signs, 153.131 Sign Regulations for Use Districts (R1-L, RMM, R1, R2, Residential), 153.132 Sign Regulations for Use Districts C1, Neighborhood Commercial, 153.133 Sign Regulations for Use Districts (C2, General Sales & Services Commercial), 153.134 Sign Regulations for Use Districts (C3, M1, M2, Commercial & Industrial), 153.135 Sign Regulations for Use Districts (PUD & PAD), 153.136 Sign Regulations for Use Districts (Mobile Home, Travel Trailer and Recreational Vehicle Parks), 153.137 Sign Regulations for Use Districts (Office Complexes, Commercial and Industrial Centers), 153.138 Sign Permits, all as set forth in that document entitled "Town of Dewey-Humboldt Sign Code, dated June 19, 2012", which document is hereby adopted and incorporated by reference.

Section II. Savings Clause

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

Section III. Repeal of Conflicting Ordinance

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

Section IV. Penalties

Any person found responsible for violating any provision of this Ordinance shall be subject to the civil sanctions and habitual offender provisions set forth in Section 10.99 of the Dewey-Humboldt Code of Ordinances

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote:

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

EXCUSED: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Terry Nolan, Mayor

ATTEST:

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

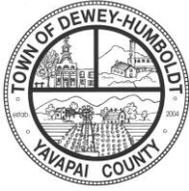
APPROVED AS TO FORM:

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

I, JUDY MORGAN, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. \_\_\_\_\_ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 201\_, WAS POSTED IN THREE PLACES ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 201\_.

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

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

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**TOWN COUNCIL REGULAR MEETING**

**June 19, 2012– 6:30 pm Town Council Meeting Chambers**

**Agenda Item # 11.1 Ratification of hiring Warren Colvin for the Community Development Coordinator position.** Discussion and possible action.

Review, discussion and possible action.

**To: Mayor and Town Council Members**

**From: Yvonne Kimball, Town Manager**

**Date submitted: June 13, 2012**

**Recommendation: Ratify hiring of Community Development Coordinator**

**Summary:**

The Community Development Coordinator position was officially created in May. Upon Council's approval, it was advertised immediately. The quality of the applicants was impressive.

After screening, the top applicants were given a written test and an interview with Judy Morgan and myself. Based on all this, I decided to offer Warren Colvin the position. Staff believes that he would be the best fit. Mr. Colvin has tentatively accepted the job offer and plans to begin shortly. Pre-employment tests are being scheduled. I recommend the Council ratify his hiring.

Warren L. Colvin



June 1, 2012

Human Resource Director  
Town of Dewey-Humboldt  
P.O. Box 69  
Dewey-Humboldt, AZ 86329

Re: Community Development Coordinator

I am interested in the position of Community Development Coordinator with the Town of Dewey-Humboldt. My career experience includes being the Development Coordinator for the City of Prescott as well as working for Macerich/Westcor as a Tenant Coordinator in Phoenix. Those two work experiences allowed me to gain knowledge of community development in both small and large cities.

My return to Prescott was based upon my love of this area. I hope to have the opportunity to serve the Town of Dewey-Humboldt and be part of the process for improving the local government and moving the Town forward.

I have enclosed my resume for your review. I can be contacted at the above noted number at any time. Thank you for your consideration.

Sincerely,

Warren L. Colvin

**WARREN L. COLVIN**

**OBJECTIVE:** A position which allows me to utilize my highly capable, self-motivated and resourceful team leadership skills, along with over 25 years of professional experience.

**STRENGTHS**

- Organized and responsible
- Able to learn quickly and efficiently
- Creative and self-directed
- Work well independently and as a team member

**PROFESSIONAL EXPERIENCE**

**CONTROL TFS WEST**  
Prescott Gateway Mall  
Prescott, AZ 86301

September 2011-Jan 2012

Landscape Maintenance

**JEBCO BUILDING SYSTEMS**  
1020 Willow Creek Road  
Prescott, AZ 86305

September 2006-2011

- Project Manager – Commercial Building
- Review building plans for conformance to landlord established design criteria
- Prepare and execute construction bid, budget for buildings
- Prepare final punch lists
- Facilitate building acting as a go-between for City inspections and general contractors

**WESTCOR/MACERICH**  
Tatum Boulevard  
Phoenix, AZ

July 2005-September 2006

- Tenant Coordinator

- Review building plans for conformance to landlord established design criteria
- Prepare and execute construction bid, budget and tenant improvements
- Inspect for compliance to landlord approved plans during all phases of construction
- Prepare final punch lists
- Facilitate tenant improvements with City inspectors

City of Prescott  
 Community Development  
 201 S. Cortez  
 Prescott, AZ 86303

July 2000-July 2005

*Christeney Mann*

- Development Coordinator
- Monitor and coordinate interdepartmental inspection activities for major commercial projects by acting as a central point-of-contact for various City departments, developer/contractor, other agencies, property owners and the general public
- Assist applicants with site plan review meetings
- Provide excellent customer service and foster an atmosphere of teamwork and partnership
- Investigate instances of construction without permits
- Compile and prepare inspection statistics for monthly permits
- Provide technical assistance to the public
- Facilitate inspection disputes
- Perform technical plan review on commercial and residential projects
- Perform technical field inspections for compliance with City development regulations and related disputes

City of Shelton  
 Community Development  
 102 S. Second Street  
 Shelton, WA 98584

1999-2000

- Building Inspector/Plans Examiner
- Permit processing and tracking
- Technical plan reviews for commercial and residential projects
- Uphold City ordinances covering building construction
- Assist applicants at site plan review meetings

Mason County  
 Building Department  
 Shelton, WA 98584

1993-1999

- Building Inspector III/Plans Examiner

City of Shelton  
Fire Department  
Shelton, WA 98584

1986-1991

- Firefighter/EMT I

## EDUCATION

Yavapai Community College – continuing education commercial construction management degree

Fire Service Training – Bates Vo-Tech; Tacoma, WA 1987-1988

Emergency Medical Technician Training – State of Washington 1988

High School – Shelton High School; Shelton, WA 1987

## MEMBERSHIPS AND CERTIFICATIONS

Certified Building Inspector	#0875225-10
Certified Plans Examiner	#0875225-60
Certified Mechanical Inspector	#0875225-40
IAMPO	1999-2005
Northern Arizona Chapter of ICBO	2000
Olympic Chapter ICBO	1993-2000
Rainier Chapter ICBO	1995-2000
Mason County Appeals Board	1999-2000
Mason County Home Builders Assoc.	1993-2000
Emergency Medical Technician	1988-2000

## SEMINARS, WORKSHOPS AND TRAINING

FEMA Floodplain Management	(State of WA)
Plumbing Code Workshop	(IAMPO 2000)
Means of Egress	(ICBO 1998)
Earthquake, Flood, Disaster Mgmt	(ICBO 1997)
Compliance/Inspection for Energy Code	(WA State)
Understanding ADA requirements	(1995)
2000 IBC Structural provisions	(ICBO 2000)
Effective code Enforcement Mgmt	(ICB) 2001)
Simpson Strong tie Product Knowledge	(2001)
The Key to Successful Management; Effective Communication	(Prescott 2001)
Basic Principles for effective Code Enforcement Mgmt	(Prescott 2001)
Legal Issues – questions raised by the Chicago and Rhode Island Nightclub tragedies	(Prescott 2003)
Structural Provisions of IBC 2003	(Tucson 2004)
2003 IMC	(Tucson 2003)

June 19, 2012

Mr. Warren Colvin  
[REDACTED]

Re: Community Development Coordinator Job Offer

Dear Mr. Colvin,

The Town of Dewey-Humboldt is pleased to offer you the position of Community Development Coordinator!

This position has a twelve (12) month probationary period. Should you accept this job offer, per Town policy per Town policy you'll be eligible to receive the following beginning on June 25, 2012 – your proposed date of hiring.

Salary. Gross starting annual salary of \$33,000, paid in biweekly installments by direct deposit. This is an exempt position and not eligible for overtime.

At the time you commence employment, we will establish performance criteria. As of your anniversary date and/or based on the annual budget, your salary may be adjusted upward by the rate cap established by Town Council for the position.

Benefits. Town-provided benefits for full time employees include the following:

- ICMA-RC 401(a) retirement account: the Town provides a 2-to-1 match of up to 12% for an employee contribution of 6% (for a total of 18%). The Town does not participate in Social Security or the Arizona State Retirement System. An employee-funded ICMA-RC 457 plan is also available.
- After 30 days of employment, you will be eligible for the following: health (2 plans: one high deductible plan a Health Savings Account, and a low deductible plan without HSA), dental, life (\$20,000 from Town, employee paid up to \$300,000), and vision insurance paid by the Town for the employee only (dependent coverage available at employee's expense), supplemented with a Health Savings Account contribution by the Town of \$100 per month (if using the HSA-qualified plan).
- Sick leave will accrue at a rate of 2.7692 hours each pay period (9 days per year), but cannot be used until an initial 3 months have passed.
- Vacation leave will accrue at a rate of 4.6154 hours each pay period (15 days per year), but cannot be used until an initial 3 months have passed.
- 10 holidays, and, after 30 days, one personal day.

- Trainings and professional membership: training and professional membership are available.

This offer is contingent upon compliance with the Town’s hiring requirements as set forth in its Administrative Regulation No. 10-07. A copy of the Regulation is enclosed. In addition, Arizona law requires proof of eligibility to work in the United States.

To accept this job offer, please sign and date this job offer letter where indicated below. Mail, fax, or email a scan of all pages of the signed and dated job offer letter back to us, to arrive by Thursday, June 21, 2012. If you accept this job offer, your hire date will be on Monday, June 25, 2012. To decline this job offer, please first call or email us as soon as possible; then sign and date this job offer letter where indicated below. Mail, fax, or email a scan of all pages of this job offer letter back to us, to arrive by that same Thursday.

I look forward to welcoming you to the Town of Dewey Humboldt in our commitment to professionalism, openness, and ethics. You will report to me directly. My phone number is 928-632-7362 if you have questions or concerns.

All the best,

Yvonne Kimball

Town Manager

**Accept Job Offer**

---

By signing and dating this letter below, I, Sharon Denies Thompson, accept this job offer of Administrative Assistant by the Town of Dewey-Humboldt.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Decline Job Offer**

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By signing and dating this letter below, I, Sharon Denise Thompson, decline this job offer of Administrative Assistant by the Town of Dewey-Humboldt.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_