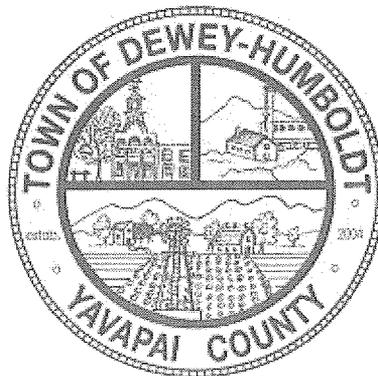


TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 • Fax 928-632-7365

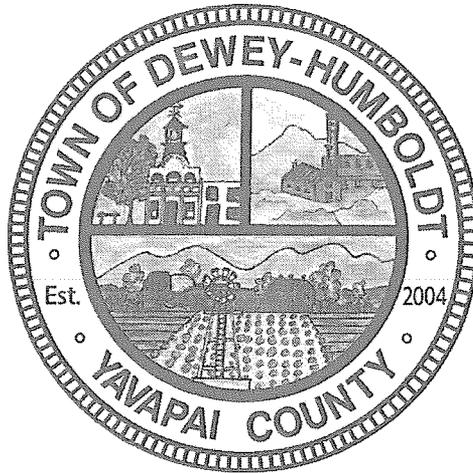
Dewey-Humboldt, Arizona

Annual Budget

Fiscal Year 2012-2013



DRAFT



Town of Dewey-Humboldt

Proposed Annual Budget

Fiscal Year 2012-2013

Town Council

Terry Nolan, Mayor
Mark McBrady, Vice Mayor
John Dibble
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, 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 municipal government which operates under a council-manager form of government. The 7 member elected Town Council provides legislative directives, sets 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

(draft)

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 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 1st 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.

Terry Nolan, Mayor

APPROVED AS TO FORM:

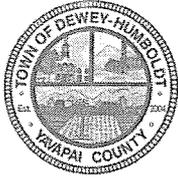
ATTEST:

Judy Morgan, Town Clerk

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
REVENUES					
<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	2,119,585	3,285,585
<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>2,119,585</u>	<u>3,751,585</u>
Total Revenues					
EXPENDITURES					
<i>Town Council &Mgt</i>	127,689		127,689		127,689
<i>Magistrate Court</i>	83,867		83,867		83,867
<i>Public Safety</i>	370,311		370,311		370,311
<i>Town Clerk</i>	152,159		152,159		152,159
<i>Finance</i>	152,311		152,311		152,311
<i>Legal & IT Support</i>	88,800		88,800		88,800
<i>Com. Devel.& Library</i>	248,480		248,480		248,480
<i>Public Works &Engineering</i>					
<i>Operational</i>	129,521	191,766	321,287		321,287
<i>Capital Expenditures</i>	50,000	246,000	296,000	2,119,585	2,415,585
	<u>1,403,138</u>	<u>437,766</u>	<u>1,840,904</u>	<u>2,119,585</u>	<u>3,960,489</u>
Total Expenditures					
<i>Excess of Revenues over (under)</i>					
<i>Expenditures</i>	<u>(33,138)</u>	<u>(175,766)</u>	<u>(208,904)</u>		<u>(208,904)</u>
Other (Uses)					
<i>Operating Contingency</i>	<u>(140,314)</u>	-	<u>(140,314)</u>		<u>(140,314)</u>
Net Increase (Decrease) in Fund					
Balance	<u>(173,452)</u>	<u>(175,766)</u>	<u>(349,218)</u>	-	<u>(349,218)</u>
Fund Balance at the Start of the Year	<u>2,429,668</u>	<u>302,875</u>	<u>2,732,543</u>		<u>2,732,543</u>
Fund Balance at the End of the Year	<u>2,256,216</u>	<u>127,109</u>	<u>2,383,325</u>		<u>2,383,325</u>
Summary					
<i>Committed for Contingency</i>	140,314	-	140,314		140,314
<i>Committed for Reserves</i>	654,920	-	654,920		654,920
<i>Unassigned Fund Balance</i>	<u>1,460,982</u>	<u>127,109</u>	<u>1,588,091</u>	-	<u>1,588,091</u>
Total Fund Balance	<u>2,256,216</u>	<u>127,109</u>	<u>2,383,325</u>	-	<u>2,383,325</u>



EXPENDITURE SUMMARY BY FUNDING SOURCE (REVENUE)

	GENERAL REVENUES	HURF REVENUES	GRANTS	CASH FUND BALANCE ALL FUNDS	TOTAL
Estimates of Revenues and Expenditures					
Revenues and Available CF Balance	1,370,000	262,000	2,119,585	349,218	4,100,803
Expenditures					
Town Council	127,689				127,689
Magistrate	83,867				83,867
Public Safety	370,311				370,311
Town Clerk	152,159				152,159
Finance	152,311				152,311
Legal & IT Support	88,800				88,800
Cost Over-run Contingency				140,314	140,314
Community Development	248,480				248,480
Public Works & Engineering					
Operational	129,521	191,766			321,287
Capital Expenditures	50,000	246,000			296,000
Other			2,119,585		2,119,585
Budgeted Expenditures	\$ 1,403,138	\$ 437,766	\$ 2,119,585	\$ 140,314	\$ 4,100,803

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
Mark McBrady, Vice Mayor
David Hiles
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	Judy Davidson
Jack Hamilton	Frank Davidson

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 - Chairwoman	Skip Gladue
Jason Allen	Carl Marsee, Associate Member
Kevin Leonard	

Environmental Issue Advisory Committee

Treesha deFrance
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**:

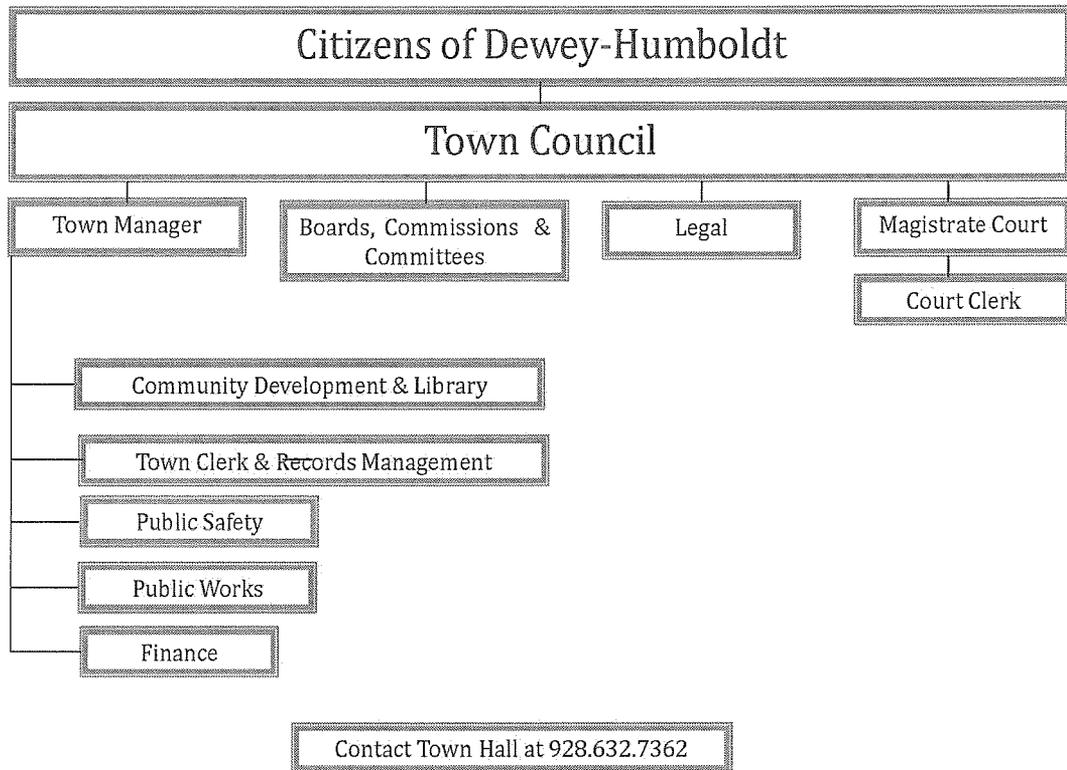
- ✦ **Active Citizenship** – each Dewey-Humboldt citizen has the right and responsibility to participate in the governance of the Town.
- ✦ **Sustainable Development** – the land regulated by the Town should be developed such that it remains at least as valuable in future generations as it is today, *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

The Town hires 10 employees total with 2 positions remaining open. The FY 12-13 budget proposes the same staffing level. The Town contains Departments / Offices of the Magistrate Court, Town Manager, Town Clerk, Finance, Community Development and Public Works. The Town also utilizes several firms for professional advisory services, such as the Town Attorney's legal services, Town Engineer's engineering services, Town Auditor's financial services and the Town's Enterprise Technology's IT services.

FY 2012-2013 proposes a total of 4% pay raise for all existing employees. It consists of a 2.325% Cost Of Living Adjustment based on Resolution 07-48 and a merit increase up to 1.675% of current pay rates.

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 on their residents. 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 constitute a negative impact 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, compared with \$268,400 in the previous year.

FY 2012-13's budget proposes a total expenditure including capital projects and contingency of \$1,981,218 (General Fund and HURF). \$314,000 worth of capital projects is proposed, including: \$50,000 under the General Fund for road/facility purchase(s), \$264,000 under the HURF for engineering and construction costs for fog coating, crack-sealing and or chip-sealing roads, \$66,000 also is budgeted to improve sections of Kachina Pl. following a long time discussion.

Additionally, the Town's Principles of Sound Financial Management Policies requires that certain amounts of contingency and reserve be set aside each year. For FY 12-13, the Town funds a contingency of \$140,314 pursuant to (10% of the general fund 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 sufficient fund balance comes from years of accumulation of funds as a result of prudent and conservative financial practices.

FY 12-13's budget also hopes for \$2,119,585 in the Grant Fund for various projects.

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>2,119,585</u>	<u>3,751,585</u>
Total Expenditures	<u>1,403,138</u>	<u>437,766</u>	<u>1,840,904</u>	<u>2,119,585</u>	<u>3,960,489</u>
Excess of Revenues over (under) Expenditures	<u>(33,138)</u>	<u>(175,766)</u>	<u>(208,904)</u>	<u>-</u>	<u>(208,904)</u>
Other (Uses) Operating Contingency	<u>(140,314)</u>	<u>-</u>	<u>(140,314)</u>	<u>-</u>	<u>(140,314)</u>
Net Increase (Decrease) in Fund Balance	<u>(173,452)</u>	<u>(175,766)</u>	<u>(349,218)</u>	<u>-</u>	<u>(349,218)</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>2,256,216</u>	<u>127,109</u>	<u>2,383,325</u>	<u>-</u>	<u>2,383,325</u>
Summary					
Committed for Contingency	140,314		140,314		140,314
Committed for Reserves	654,920		654,920		654,920
Unassigned Fund Balance	<u>1,460,982</u>	<u>127,109</u>	<u>1,588,091</u>		<u>1,588,091</u>
Total Fund Balance	<u>2,256,216</u>	<u>127,109</u>	<u>2,383,325</u>	<u>-</u>	<u>2,383,325</u>

TOWN OF DEWEY-HUMBOLDT TENTATIVE PROPOSED BUDGET FY2012-2013

Account Number	Account Title	2009-10 Prior year 2 Actual	2010-11 Prior year Actual	2011-12 Current year Actual	2011-12 Current year Budget	2012-13 Proposed Budget
GENERAL FUND						
REVENUES						
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
Total General Fund Revenues		1,432,475.79	1,423,891.90	1,014,334.93	1,335,200	1,370,000
EXPENDITURES						
<u>Town Council and Management</u>						
10-413-4000	Salary and Wages	97,070.76	102,974.49	18,353.21	67,000	72,800
10-413-4100	Vehicle Allowance	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	9,361
10-413-4111	Dental & Vision Insurance	-	-	-	-	568
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	308
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	-	-	-	-	5,000
10-413-5100	OSP Technical	-	-	17,694.00	-	-
10-413-6010	Dues & Memberships	9,631.18	7,039.68	7,911.00	8,834	8,500
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	-	-
Total Town Council and Management		152,639.51	158,352.93	62,852.77	124,022	127,689
<u>Town Clerk and Public Records</u>						
10-414-4000	Salary & Wages	63,027.12	68,788.97	48,930.45	67,435	70,132
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	13,106
10-414-4111	Dental & Vision Insurance	-	-	-	-	796
10-414-4120	Retirement	-	-	5,219.77	8,092	8,416
10-414-4150	Medicare	866.51	1,068.42	802.91	978	1,017
10-414-4160	State Unemployment	449.40	379.68	608.73	463	432
10-414-4170	Workers Compensation	-	560.12	75.00	155	160
10-414-5100	OSP Tech/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 TENTATIVE PROPOSED BUDGET FY2012-2013

Account Number	Account Title	2009-10 Prior year 2 Actual	2010-11 Prior year Actual	2011-12 Current year Actual	2011-12 Current year Budget	2012-13 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	-	2,300.00	2,300.00	2,300	2,300
10-414-7400	Equipment, Capital	19,006.91	-	-	-	-
Total Town Clerk and Public Records		146,610.32	131,647.11	87,658.64	132,264	152,159
<u>Finance and Budget</u>						
10-415-4000	Salary & Wages	97,913.52	89,908.93	15,552.04	95,909	81,211
10-415-4100	Employee Benefits - Town	27,976.04	22,411.35	-	-	-
10-415-4110	Health Insurance(BCBS,life,HS)	-	-	883.78	19,824	18,723
10-415-4111	Dental & FVision Insurance	-	-	-	-	1,137
10-415-4120	Retirement	-	-	1,582.55	11,509	9,745
10-415-4150	Medicare	1,317.16	1,138.15	232.18	1,391	1,178
10-415-4160	State Unemployment	615.61	591.95	260.53	463	617
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	-	20,000
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
Total Finance and Budget		190,985.76	142,213.06	70,193.08	158,160	152,311
<u>Legal</u>						
10-416-5001	OSP Town Attorney	16,145.50	58,462.13	25,556.20	44,000	47,000
Total Legal		16,145.50	58,462.13	25,556.20	44,000	47,000
<u>Information Technology</u>						
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	-	-	-	-	3,000
10-417-6950	IT Hardware & Equipment Acquis	18,339.56	14,631.39	3,120.38	10,500	14,000
Total Information Technology		41,279.35	53,144.11	15,930.50	36,960	41,800
<u>Human Resources</u>						
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	-	-	-	-
Total Human Resources		9,068.26	-	275.20	-	-
<u>Magistrate Court</u>						
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	617
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 TENTATIVE PROPOSED BUDGET FY2012-2013

Account Number	Account Title	2009-10 Prior year 2 Actual	2010-11 Prior year Actual	2011-12 Current year Actual	2011-12 Current year Budget	2012-13 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	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 - NonCapital	2,201.84	2,250.00	2,259.00	2,250	2,300
Total Magistrate Court		460,064.82	426,110.50	57,118.55	86,924	83,867
Public Safety						
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
Total Public Safety		-	-	242,587.48	366,528	370,311
Engineering						
10-430-4000	Salary and Wages-PW Sup 25%	8,899.97	14,992.34	-	30,408	12,257
10-430-4100	Employee Benefits - Town	2,655.88	3,009.87	-	-	-
10-430-4110	Health Insurance(BCBS,life,HS)	-	-	-	5,551	2,340
10-430-4111	Dental & Vision Insurance	-	-	-	-	199
10-430-4120	Retirement	-	-	-	3,649	1,471
10-430-4150	Medicare	128.01	167.11	-	441	178
10-430-4160	State Unemployment	99.75	45.25	-	130	71
10-430-4170	Workers Compensation	-	235.47	-	508	25
10-430-5001	OSP Engineering	17,457.50	805.00	2,120.00	5,427	15,000
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	500
10-430-7002	Capital Improvement	77,940.22	-	-	-	-
10-430-7003	CAPITAL PATHWAYS	-	-	-	7,000	-
Total Engineering		173,361.24	19,489.94	2,740.00	54,128	32,541
Public Works						
10-431-4000	Salary & Wages-PW Oper 10%	42,313.05	-	2,964.61	3,362	3,120
10-431-4010	Overtime	-	-	378.65	-	500
10-431-4100	Employee Benefits - Town	11,211.64	-	-	-	936
10-431-4110	Health Insurance(BCBS,life,HS)	-	-	707.30	991	-
10-431-4111	Dental & Vision Insurance	-	-	-	-	57
10-431-4120	Retirement/Health Savings	-	-	345.98	403	374
10-431-4150	Medicare	578.77	-	47.12	5	53
10-431-4160	State Unemployment	316.89	-	87.91	23	30
10-431-4170	Workers Compensation	-	-	22.00	10	10
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 TENTATIVE PROPOSED BUDGET FY2012-2013

Account Number	Account Title	2009-10 Prior year 2 Actual	2010-11 Prior year 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	-
10-431-6300	General Supplies - Town	9,292.98	9,129.21	2,937.29	14,103	10,000
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	50,000
10-431-7006	Parks & Recreation	-	-	-	-	500
Total Public Works		144,593.65	87,937.72	59,366.20	102,841	146,980
<u>Community Development</u>						
10-465-4000	Salary & Wages	108,957.31	115,825.71	58,020.90	113,616	109,732
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	14,978
10-465-4111	Dental & Vision Insurance	-	-	-	-	909
10-465-4120	Retirement	-	-	4,494.19	11,355	9,634
10-465-4150	Medicare	1,152.52	1,599.55	714.78	1,647	1,591
10-465-4160	State Unemployment	787.32	489.51	666.92	695	695
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 P&Z Assistant	-	-	-	-	20,000
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	Publications and 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	12,000
Total Community Development		264,949.94	267,722.27	145,462.45	236,373	248,480
<u>Non-Departmental</u>						
10-499-9995	Cost Overruns Contingency	-	-	-	-	140,314
Total Non-Departmental		-	-	-	-	140,314
REVENUES		1,432,475.79	1,423,891.90	1,014,334.93	1,335,200	1,370,000
EXPENDITURES		1,599,698.35	1,345,079.77	769,741.07	1,342,200	1,543,452
NET TOTAL REVNUES - GENERAL FUND		(167,222.56)	78,812.13	244,593.86	(7,000)	(173,452)

TOWN OF DEWEY-HUMBOLDT TENTATIVE PROPOSED BUDGET FY2012-2013

Account Number	Account Title	2009-10 Prior year 2 Actual	2010-11 Prior year Actual	2011-12 Current year Actual	2011-12 Current year Budget	2012-13 Proposed Budget
HURF FUND						
REVENUE						
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
Total HURF Fund Revenues		329,669.65	308,355.76	172,958.43	268,400	262,000
EXPENDITURES						
<u>Engineering</u>						
20-430-4000	Salary & Wages-PW Sup 75%	-	44,977.30	-	23,892	36,772
20-430-4100	Employee Benefits - Town	-	10,668.84	-	-	-
20-430-4110	Health Insurance(BCBS,life,HS)	-	-	-	4,361	7,020
20-430-4111	Dental & Vision Insurance	-	-	-	-	426
20-430-4120	Retirement	-	-	-	2,867	4,413
20-430-4150	Medicare	-	504.00	-	346	533
20-430-4160	State Unemployment	-	-	-	102	231
20-430-4170	Workers Compensation	-	706.42	-	399	300
20-430-5001	OSP Engineering	47,667.00	4,600.00	9,062.50	7,800	5,000
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	500
20-430-6300	General Supplies	214.01	-	-	-	3,000
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	340,846.95	24,078.00	-	40,000	21,000
Total Engineering		552,235.79	87,543.34	10,170.65	93,213	80,195
<u>Public Works</u>						
20-431-4000	Salary & Wages-PW Oper 90%	-	22,191.08	26,797.26	30,254	28,080
20-431-4010	Overtime	-	1,891.70	3,407.64	-	2,500
20-431-4100	Employee Benefits - Town	-	9,874.74	-	-	-
20-431-4110	Health Insurance(BCBS,life,HS)	-	-	6,376.32	8,921	8,425
20-431-4111	Dental & Vision Insurance	-	-	-	-	512
20-431-4120	Retirement	-	-	3,348.32	3,631	3,370
20-431-4150	Medicare	-	389.95	448.19	395	407
20-431-4160	State Unemployment	-	584.14	314.85	209	277
20-431-4170	Workers Compensation	-	635.56	425.00	825	500
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	500
20-431-6300	General Supplies	-	1,234.50	430.70	6,097	5,000
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	Equip - NonCapital	-	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
Total Public Works		-	115,551.81	101,981.42	283,737	357,571
REVENUES		329,669.65	308,355.76	172,958.43	268,400	262,000

TOWN OF DEWEY-HUMBOLDT TENTATIVE PROPOSED BUDGET FY2012-2013

Account Number	Account Title	2009-10 Prior year 2 Actual	2010-11 Prior year Actual	2011-12 Current year Actual	2011-12 Current year Budget	2012-13 Proposed Budget
EXPENDITURES		552,235.79	203,095.15	112,152.07	376,950	437,766
NET TOTAL REVENUES - HURF FUND		(222,566.14)	105,260.61	60,806.36	(108,550)	(175,766)
GRANT FUND						
REVENUE						
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	1,448,112
		180,377.50	75,370.32	25,000.00	2,144,630	2,119,585
EXPENDITURES						
Public Works						
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	1,448,112
		180,377.50	75,370.32	25,000.00	2,144,630	2,119,585
REVENUES		180,377.50	75,370.32	25,000.00	2,144,630	2,119,585
EXPENDITURES		180,377.50	75,370.32	25,000.00	2,144,630	2,119,585
NET TOTAL REVENUES - GRANT FUND		-	-	-	-	-
NET GRAND TOTALS - ALL FUNDS		(389,788.70)	184,072.74	305,400.22	(115,550)	(349,218)



Chapter 3: Budget Details by Expenditure

The following pages contain the data of Expenditure Summary by Funding Sources and Expenditure Summary by Functions (departments and/or services). FY 12-13's complete budget worksheet by budget unit is included along with previous years information. To accompany those data sheets, this chapter reviews each Department / Office as a budget unit.

Consolidated Expenditure Summary by Source of Funding

	FUNDING SOURCE					
	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	TOTAL
Expenditures						
Salaries, Medicare, State Unemployment Taxes	\$ 404,574	-	\$ 68,800	-	-	\$ 473,374
Retirement	40,467	-	7,782	-	-	48,249
Health Insurance Benefits	63,110	-	16,384	-	-	79,494
Workers Compensation	2,795	-	800	-	-	3,595
Liability, auto and other insurances	18,000	-	-	-	-	18,000
OSP: on going Contracts, IGAs(for non-capital)	604,852	-	45,000	-	-	649,852
OSP: Facility Leases	63,040	-	-	-	-	63,040
Dues and Memberships- Town and Staff	11,400	-	-	-	-	11,400
Training, Travel, Education - Staff	10,900	-	1,000	-	-	11,900
Training, Education - Council/Committees	13,500	-	-	-	-	13,500
Printing Publishing Advertising	21,500	-	-	-	-	21,500
General Supplies & Equipment	13,700	-	18,000	-	-	31,700
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 / Infrastructure Maintenance	7,000	-	25,000	-	-	32,000
Neighborhood Outreach & SCPG	12,000	-	-	-	-	12,000
Capital	-	50,000	40,000	206,000	2,119,585	2,415,585
Operating Contingency	-	140,314	-	-	-	140,314
	\$ 1,353,138	\$ 190,314	\$ 231,766	\$ 206,000	\$ 2,119,585	\$ 4,100,803



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	2012 \$ Total	% Of Operating
OPERATIONS											
Salaries, Medicare & Other Taxes	\$ 78,724	\$ 112,018	\$ 43,036	\$ -	\$ 50,042	\$ 34,967	\$ 71,581	\$ -	\$ 83,006	\$ 473,374	30.6%
Retirement	8,736	9,634	2,091	-	5,883	3,744	8,416	-	9,745	\$ 48,249	3.1%
Health Insurances	9,930	15,887	-	-	9,987	9,929	13,902	-	19,860	\$ 79,494	5.1%
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)	52,000	81,141	26,700	358,811	20,000	44,200	13,200	20,800	33,000	\$ 649,852	42.1%
OSP: Facility Leases	-	13,000	3,540	9,500	-	37,000	-	-	-	\$ 63,040	4.1%
Dues and Memberships	8,500	800	500	-	500	-	600	-	500	\$ 11,400	0.7%
Education, Training and Travel Staff	2,100	3,000	2,800	-	1,500	-	1,500	-	1,000	\$ 11,900	0.8%
Training Council & Committees	13,500	-	-	-	-	-	-	-	-	\$ 13,500	0.9%
Printing Publishing Advertising	-	-	-	-	-	-	21,500	-	-	\$ 21,500	1.4%
General Supplies & Equipment	-	-	3,700	-	-	-	-	-	-	\$ 31,700	2.1%
Software Maint & Acquisition	-	-	-	-	1,000	-	21,300	-	5,000	\$ 31,300	2.0%
Hardware Maint & Acquisition	-	-	-	-	-	-	-	4,000	-	\$ 14,000	0.9%
Facilities Utilities	-	-	1,300	1,500	-	15,200	-	-	-	\$ 18,000	1.2%
Facilities / Infrastructure Maintenance	-	-	-	-	-	32,000	-	-	-	\$ 32,000	2.1%
Vehicle/Equip Maint & Fuel	-	-	-	-	-	12,000	-	-	-	\$ 12,000	0.8%
Neighborhood Outreach	-	12,000	-	-	-	-	-	-	-	\$ 12,000	0.8%
TOTAL OPERATIONS	\$ 174,689	\$ 248,480	\$ 83,867	\$ 369,811	\$ 89,237	\$ 235,550	\$ 152,159	\$ 38,800	\$ 152,311	\$ 1,544,904	100%
OTHER											
Capital Projects General Fund	50,000	-	-	-	21,000	225,000	-	-	-	\$ 296,000	7.2%
Capital Projects HURF Fund	-	-	-	-	-	-	-	-	-	\$ -	0.0%
Capital Projects Grant Funded	-	-	-	-	2,119,585	-	-	-	-	\$ 2,119,585	51.7%
Blended Roads Maint. Grants	-	-	-	-	-	-	-	-	-	\$ -	0.0%
Operating Contingency	-	-	-	-	-	-	-	-	140,314	\$ 140,314	3.4%
TOTAL	\$ 224,689	\$ 248,480	\$ 83,867	\$ 369,811	\$ 2,229,822	\$ 460,550	\$ 152,159	\$ 38,800	\$ 292,625	\$ 4,100,803	

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 events of budgetary significance were:

- The Town's current Council was seated in June 2011.
- 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 \$650,000 Community Development Block Grant and the fund is utilized for road improvement projects in old town Humboldt area.
- The Town decided to establish Park operation and started off with 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 pertains to land uses;
 - ensure clarity, consistency, and conformity;
 - establish and solidify operational procedures and internal policies.

In addition, the Manager and staff also desire to work closely with the community to address environmental 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 under the current Town Code. The expenditures are funded by the general fund.

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 will also be involved in town code update.

Town Clerk Office

This Office acts in an administrative capacity for the Town Council 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.

In addition to normal activities, during last year, the Town Clerk's office has taken on many additional responsibilities during the absence of a Town Manager and other key staff members. Led by the Town Clerk, the Office was the core liaison between the Council, other public bodies, citizens and the staff. 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.

Town Clerk Office consists of the Town clerk and an Administrative Assistant. 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, Laserfish system for record archiving and searching. The town's monthly newsletter cost is also included here as well as 2013's election expense.

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.

Strategic Community Partnership Grant program was instituted in 2008. It was intended to help qualified town citizens, businesses, and organizations to fund improvements or community events. In FY 2011-12, this program issued \$5000 grant dollars to Agua Fria Festival Committee and \$3000 to D-H Little League.

Community Outreach programs seek to involve the community in the preservation of the Town's culture and quality of life. Activities include annual citizen academy, quarterly roving dumpster program (to assist residents with the abatement of common household items and landscaping debris), recycle bins open for the residents daily. Those activities are expected to continue. Code Enforcement is another important function under the Community Development Department. No major changes are expected to continue in the coming year.

Land Use/Zoning Administration handles long range and short range planning and zoning activities. It also provides direct staff 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 functions including reviews of applications and plans, issues permits and performs inspections for all development projects. Those functions are handled together by the Town staff and Yavapai County's building inspection team. Under this arrangement which was established in 2010, 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. It was intended to bring back residential inspection services back to the Town in FY 2011-12. This transition has yet taken place. While planning for the transition, the services are likely to maintain at the current status. In FY 2012-13, the Town also plans to adopt the 2012 International model code to be consistent with other jurisdictions in the area.

Regarding personnel for Community Development Department, currently in FY 11-12's budget, one full time planner position, one part time Code Enforcement position and one position shared with another department are budgeted. Since the departure of the Town's full time Planner in late 2011, the part time Code Enforcement position and one part time receptionist have been managing most of the Department's operation. In order to plan for the transition of building inspection services, the FY 12-13 budget continues to propose a part time building official and a shared position but a full time assistant in lieu of a planner. 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 \$356,116, 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. In addition to become acclimated with existing systems, under the Town Manager's direction, Finance staff will focus on establishing daily operational procedures, increasing accountability and accuracy, and employee cross training.

Daily operations have been able to maintain in the past years in spite of staff shortage and transitions. In the coming year, a second position continues to be included in the budget. Some money is also budgeted for retaining financial consultants.

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. An increase in expenditure under this budget unit is proposed due to this activity.

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 technology investments and assets such as the Town's network, systems, and applications. 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 infrastructure of Dewey-Humboldt 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 code.

This Department consists of two budget units under two funds (General Fund and HURF): Engineering and Maintenance. The General Fund funds the costs for town facilities (rents, maintenance and utilities), Park and Recreation services and general supplies for the entire organization. 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 included in this Department: a Public Works Supervisor and a Public Works Operator. They were filled in late 2011 and early 2012 respectively. A contracted engineer firm is also providing on call services.

This Department plans to perform as many road maintenance tasks as possible in house in order to improve effectiveness and accountability. As a result of reduction in personnel related costs and the increasing activities of in-house operation, the cost of road maintenance has reduced from previous years. FY 2012-13's total road related operational expenditures (funded by HURF) are \$246,766.

Nonetheless, FY 12-13's budget continues to commit to a higher level of maintenance standard to both the paved *and* dirt roads. Some highlights are:

- Preserve the 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 intersection of S. Third St.

S.Coral St. from Prescott St. to 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

Wicklow Dr. from Newtown to Cranberry

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

- Increase maintenance on the chip seal roads by patching them and preparing them for single chip seal in future years (to be conducted by utilizing continuing contract services).
- Increase the frequency of the grading on the dirt roads (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, \$66,000 was included in FY 12-13.
- New in this year's budget: Single chip seal approximately 10 miles of the roads which constitutes 1/6 of the town's 65 miles of total roads is also proposed in FY 12-13's budget as a HURF fund balance funded capital project. 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 \$371,766 which is funded by HURF's operational revenues and reserves. Last year they were \$376,950.

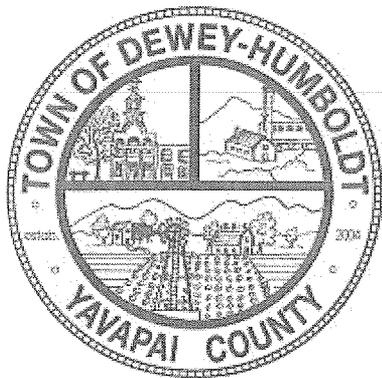
**The Town intends to only maintain public roads that have been dedicated to the Town via documents on record with the Yavapai County Recorder's Office. Roads with questionable ownership or roads that were not built to Town standards are maintained, with a lower level of priority. Roads that are clearly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

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
June 5, 2012	Public Hearing #1 at Regular Council Meeting Revisions of Tentative Budget Upon Council Review
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



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Dewey-Humboldt, Arizona 2012-13

Town of Dewey-Humboldt
Annual Budget
2012-2013