

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





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, 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 municipal government of the Town of the Dewey-Humboldt operates under a council-manager form of 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 3,894.

Fiscal Year 2011-12 has seen excitement and challenges both financially and operationally. Looking to the coming year, the overall financial forecast is positive for Fiscal Year 2012-2013. Revenues appear to have 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 efficiencies in otherwise very costly operations, such as road maintenance.

In early 2012, The Town welcomed several key staff members: the Town Manager, an Administrative Assistant, a Town Accountant and a 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

RESOLUTION N^o 12-102

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

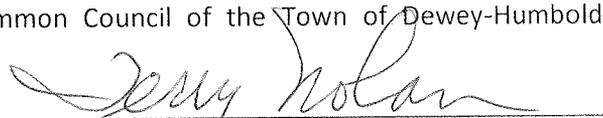
Whereas, the Town of Dewey-Humboldt FY2012-13 Budget (the "Budget") has been developed by the Town of Dewey-Humboldt to deliver quality services in an affordable, efficient and cost-effective basis providing full value for each tax dollar; to maintain an adequate financial base to sustain a sufficient 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 1st day of July 2012.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this 26th day of June 2012.



Terry Nolan, Mayor

ATTEST:


Judy Morgan, Town Clerk

APPROVED AS TO FORM:


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	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>
Total Revenues					
EXPENDITURES					
<i>Town Council & 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 & IT Support</i>	88,800		88,800		88,800
<i>Com. Devel. & Library</i>	213,448		213,448		213,448
<i>Public Works & Engineering</i>					
<i>Operational</i>	215,406	86,000	301,406		301,406
<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>
Total Expenditures					
<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>
Other (Uses)					
<i>Operating Contingency</i>	(508,652)	-	(508,652)		(508,652)
	<u>(508,652)</u>	<u>-</u>	<u>(508,652)</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>2,732,543</u>
Fund Balance at the End of the Year	<u>1,927,511</u>	<u>232,875</u>	<u>2,160,386</u>		<u>2,160,386</u>
Summary					
<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
Total Fund Balance	<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)

	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	1,896,646	572,157	4,100,803
Expenditures					
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	215,406	86,000			301,406
Capital Expenditures	2,000	246,000			248,000
Other			1,896,646		1,896,646
Budgeted Expenditures	\$ 1,363,505	\$ 332,000	\$ 1,896,646	\$ 508,652	\$ 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
John Dibble, Vice Mayor
David Hiles
Mark McBrady
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 the Town Council by acting on Council's behalf on important issues by providing recommendations to the 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

Arlene Alen, Vice Chair

Andy Peters

Claire Clark

Glenn Allen

Mel Scarbrough

Chris Berry

Board of Adjustment

Lydia Chapman, Chairperson

Judy Davidson

Frank Davidson

Jack Hamilton

Clean Town Committee

Mark Sinclair

Terry Cooper

Pete Kelley

Charlie Cook

Groundwater Resource Advisory Committee

Jack Hamilton

Bob Bowman

Treesha deFrance

Open Space and Trails Committee

Sandra Goodwin, Chairperson

Jason Allen

Kevin Leonard

Skip Gladue

Carl Marsee, Associate Member

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.

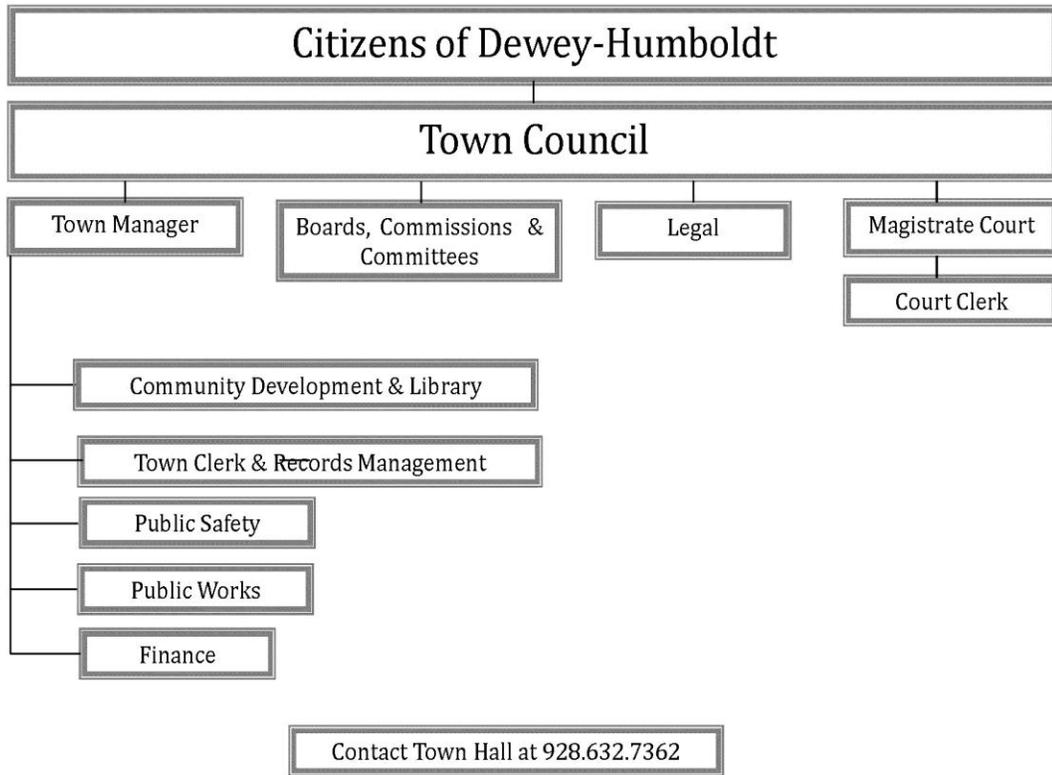
Town Staff

FY 11-12's budget provided 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 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 will continue 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 tax money collected from gasoline and diesel fuel sales, and other transportation related fees. It is, thereby, required by State Statutes that the use of HURF revenues 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 usage. In FY 12-13, we are hoping for grants for purposes such as transportation and other infrastructure acquisition and 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, down from \$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. Please see Page 27 for detailed public works Road Level of Service Chart. FY 2012-13'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 funds be set aside each year. For FY 2012-13, the Town funds a contingency of \$508,652 (30% of the General Fund and HURF expenditures); FY 2012-13's budget is

also able to set aside \$654,920 for operational reserve (40% of the average of the total General Fund 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

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
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	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	-	-
Total Town Council and Management		152,639.51	158,352.93	62,852.77	124,022	125,128
<u>Town Clerk and Public Records</u>						
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

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
10-414-5100	software impl:Granicus & Amer Le	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
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 (la	-	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	149,133
<u>Finance and Budget</u>						
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
Total Finance and Budget		190,985.76	142,213.06	70,193.08	158,160	115,329
<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-repair	-	-	-	-	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	-	-	-

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
10-421-4120	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	-	-	-
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
Total Magistrate Court		460,064.82	426,110.50	57,118.55	86,924	83,950
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 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	-
Total Engineering		173,361.24	19,489.94	2,740.00	54,128	67,774

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
Public Works						
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
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
Total Public Works		144,593.65	87,937.72	59,366.20	102,841	149,632
Community Development						
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

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
10-465-6100	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
Total Community Development		264,949.94	267,722.27	145,462.45	236,373	213,448
<u>Non-Departmental</u>						
10-499-9995	Cost Overruns Contingency	-	-	-	134,220	508,652
Total Non-Departmental		-	-	-	134,220	508,652
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	1,476,420	1,872,157
NET TOTAL REVENUES - GENERAL FUND		(167,222.56)	78,812.13	244,593.86	(141,220)	(502,157)

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
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						
Engineering						
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
Total Engineering		552,235.79	87,543.34	10,170.65	93,213	23,000
Public Works						
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

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
20-431-6900	Heavy Equip Maint/small parts - Ne	-	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	309,000
REVENUES		329,669.65	308,355.76	172,958.43	268,400	262,000
EXPENDITURES		552,235.79	203,095.15	112,152.07	376,950	332,000
NET TOTAL REVENUES - HURF FUND		(222,566.14)	105,260.61	60,806.36	(108,550)	(70,000)
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	1,225,173
		180,377.50	75,370.32	25,000.00	2,144,630	1,896,646
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	1,225,173
		180,377.50	75,370.32	25,000.00	2,144,630	1,896,646
REVENUES		180,377.50	75,370.32	25,000.00	2,144,630	1,896,646
EXPENDITURES		180,377.50	75,370.32	25,000.00	2,144,630	1,896,646
NET TOTAL REVENUES - GRANT FUND		-	-	-	-	-
NET GRAND TOTALS - ALL FUNDS		(389,788.70)	184,072.74	305,400.22	(249,770)	(572,157)

Chapter 3: Expenditure Details

The following pages are the complete budget worksheets by account and department. They contain Consolidated Expenditure Summaries categorized by funding sources and by activities. This chapter reviews each Department / Office's functions.

Consolidated Expenditure Summary by Source of Funding

 Expenditures	FUNDING SOURCE					
	General Fund FY2012-13		HURF Fund FY2012-13		Grant Effort 2012	TOTAL
	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
	\$ 1,363,505	\$ 508,652	\$ 262,000	\$ 70,000	\$ 1,896,646	\$ 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	2013 \$ Total	% of Operating
OPERATIONS											
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	-	\$ 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%
TOTAL OPERATIONS	\$ 172,128	\$ 213,448	\$ 83,950	\$ 370,311	\$ 69,774	\$ 231,632	\$ 149,133	\$ 41,800	\$ 115,329	\$ 1,447,505	100%
OTHER											
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%
TOTAL	\$ 172,128	\$ 213,448	\$ 83,950	\$ 370,311	\$ 90,774	\$ 458,632	\$ 149,133	\$ 41,800	\$ 115,329	\$ 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 were of budgetary significance:

- The Town's current Council was seated in June 2011.
- Upon the departure of several employees, the Town welcomed some 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 the 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 \$599,258 in Community Development Block Grants and the fund is utilized for road improvement projects in the "Old Town" Humboldt area. The project will continue into FY 2012-13.
- The Town Council allocated \$10,000 to establish the first ever community 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 a 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 meet future challenges. Under the Town Council's direction, the management desires to:
 - establish a streamlined organizational 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's 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.

The Town Clerk's 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 the Granucis live meeting streaming and minutes-taking tool and the 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 the 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 the 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 ages. The annual IGA cost is \$36,143 for FY 2012-13. The library facility is in a leased building with an annual rent of \$12,105.

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 daily for the residents.

Land Use/Zoning Administration handles short range and long range planning and zoning activities. Staff provides direct support to both the Planning and Zoning Commission and the Board of Adjustment. The land use and zoning codes are expected to be updated in FY 2012-13.

Building Safety consists of following functions: building plan application and review, inspections and permit issuance 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, performs inspections and issues the permits. This arrangement was established in 2010.

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 public safety program is managed through an Inter- Governmental Agreement (IGA) with the Yavapai County Sheriff's office. FY 2012- 13's IGA maintains the 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 1.54% increase from last year mainly due to payroll increases.

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 in early 2012. FY 2012-13 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. In addition, they provide legal opinions to the town.

In FY 2012-13, 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 capability of utilizing state of art technologies for service delivery and records management. This budget unit accounts for the costs involving technology investments and asset maintenance and updates. FY 2012-13 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. 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 portion is designated for maintenance and development of the Town's roadway infrastructure (i.e. roads, rights-of-way, culverts and river crossings).

Two positions are 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 paved roads and 12 miles of dirt (unpaved) roads. 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 the re-budgeted Kachina Pl. project. Please see Page 27 and 28 for details.

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 will be maintained, with a lower level of priority. Roads that are clearly in private ownership are not maintained at this time.

The Town's roads have been an operational priority for the Public Works Department. FY 2012-13's budget continues to commit to a higher level of maintenance standards to both the paved *and* dirt roads. Some highlights are:

- 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 road 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 2011-12's budget; but in anticipation of delay and extension of the original scope of work, \$70,000 was included in FY 2012-13.
- Promoting a higher level of maintenance by preserving 3 miles of existing "black" roads with fog coating and crack sealing (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

Wicklow 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

- New in this year's budget: Single chip seal approximately 3 miles of existing "black" roads in addition to CDBG funding covered 2 mile double chip seal road project in down-town Humboldt area. As a result, in FY 2012-13 over 5 miles of existing "black" road proposes to be repaired by chip sealing. It is approximately 1/7 of total town-owned paved/chip sealed roads. Suggested road sections 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 the 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.

Item	Road Level of Service (LOS)	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
PAVEMENT PRESERVATION, IMPROVEMENTS, AND MAINTENANCE							
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
ROADSIDE MAINTENANCE							
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 a long right-of-way by in-house personnel; where applicable	\$ In-House					
7	Tree trimming a long 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					
DIRT ROAD MAINTENANCE							
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
DRAINAGE MAINTENANCE							
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
Total		\$ 217,500	\$ 222,500	\$ 217,500	\$ 217,500	\$ 217,500	\$ 217,500

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

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 Forms

TOWN OF DEWEY-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 SOURCES 2013		INTERFUND TRANSFERS 2013		TOTAL FINANCIAL RESOURCES AVAILABLE 2013	BUDGETED EXPENDITURES/EXPENSES 2013
						<USES>	<OUT>	IN			
1. General Fund	\$ 1,476,420	\$ 1,026,327	\$	Primary: \$ 1,370,000	\$ 1,370,000	\$	\$	\$	\$	\$ 1,370,000	\$ 1,872,157
2. Special Revenue Funds	2,521,580	149,537		Secondary: 2,158,646	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).

SCHEDULE A

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
GENERAL FUND			
Local taxes			
Local State Taxes	\$ 357,000	\$ 373,524	\$ 350,000
Licenses and permits			
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
Intergovernmental			
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
Charges for services			
Fines and forfeits			
Magistrate Court Fines	25,000	23,381	21,000
Interest on investments			
Interest Earnings LGIP	50,000	41,721	40,000
In-lieu property taxes			
Contributions			
Voluntary contributions			
Miscellaneous			
Miscellaneous	7,000	16,063	3,000
Total General Fund	\$ 1,335,200	\$ 1,352,447	\$ 1,370,000

* 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 Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2013

SOURCE OF REVENUES	ESTIMATED REVENUES 2012	ACTUAL REVENUES* 2012	ESTIMATED REVENUES 2013
INTERNAL SERVICE FUNDS			
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
Total Internal Service Funds	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDS	\$ <u>3,748,230</u>	\$ <u>1,616,392</u>	\$ <u>3,528,646</u>

* 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

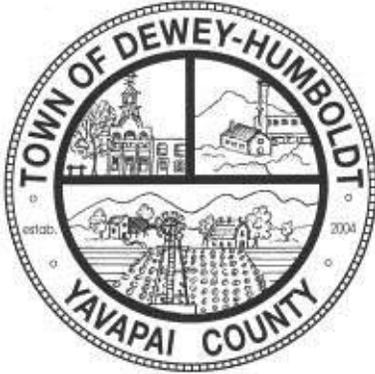
FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2012	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2012	ACTUAL EXPENDITURES/ EXPENSES* 2012	BUDGETED EXPENDITURES/ EXPENSES 2013
GENERAL FUND				
Town Council and Management	\$ 124,022	\$	\$ 83,804	\$ 125,128
Magistrate Court	86,924		76,158	83,950
Public 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
Total General Fund	\$ 1,476,420	\$	\$ 1,026,327	\$ 1,872,157
SPECIAL REVENUE FUNDS				
Engineering	\$ 93,213	\$	\$ 13,560	\$ 23,000
Public Works	283,737		135,977	309,000
Grants	2,144,630			1,896,646
Total Special Revenue Funds	\$ 2,521,580	\$	\$ 149,537	\$ 2,228,646
DEBT SERVICE FUNDS				
	\$	\$	\$	\$
Total Debt Service Funds	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS				
	\$	\$	\$	\$
Total Capital Projects Funds	\$	\$	\$	\$
PERMANENT FUNDS				
	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
	\$	\$	\$	\$
Total Enterprise Funds	\$	\$	\$	\$
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 3,998,000	\$	\$ 1,175,864	\$ 4,100,803

* 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 2013

DEPARTMENT/FUND	ADOPTED	EXPENDITURE/	ACTUAL	BUDGETED
	BUDGETED	EXPENSE	EXPENDITURES/	EXPENDITURES/
	EXPENSES/	ADJUSTMENTS	EXPENSES *	EXPENSES
	2012	APPROVED	2012	2013
Town Clerk				
General Fund	\$ 132,264	\$	\$ 116,881	\$ 149,133
Department Total	\$ 132,264	\$	\$ 116,881	\$ 149,133
List Department:				
Public Safety				
General Fund	\$ 366,528	\$	\$ 323,451	\$ 370,311
Department Total	\$ 366,528	\$	\$ 323,451	\$ 370,311
List Department:				
Community Develop & Library				
General Fund	\$ 236,372	\$	\$ 193,951	\$ 213,448
Department Total	\$ 236,372	\$	\$ 193,951	\$ 213,448
List Department:				
Finance and Budget				
General Fund	\$ 158,160	\$	\$ 93,958	\$ 115,329
Department Total	\$ 158,160	\$	\$ 93,958	\$ 115,329
List Department:				
Contingency				
General Fund	\$ 134,220	\$	\$	\$ 508,652
Department Total	\$ 134,220	\$	\$	\$ 508,652
List Department:				
Town Council and Management				
General Fund	\$ 124,022	\$	\$ 83,804	\$ 125,128
Department Total	\$ 124,022	\$	\$ 83,804	\$ 125,128
List Department:				
Legal & IT				
General Fund	\$ 80,960	\$	\$ 55,316	\$ 88,800
Department Total	\$ 80,960	\$	\$ 55,316	\$ 88,800
List Department:				
Magistrate Court				
General Fund	\$ 86,924	\$	\$ 76,158	\$ 83,950
Department Total	\$ 86,924	\$	\$ 76,158	\$ 83,950
List Department:				
Public Works & Eng- Operational				
General Fund	\$ 144,970	\$	\$ 82,808	\$ 215,406
Department Total	\$ 144,970	\$	\$ 82,808	\$ 215,406
List Department:				
Public Works & Eng - Capital Exp				
General Fund	\$ 12,000	\$	\$	\$ 2,000
Department Total	\$ 12,000	\$	\$	\$ 2,000
List Department:				
Engineering				
HURF Fund	\$ 93,213	\$	\$ 13,560	\$ 23,000
Department Total	\$ 93,213	\$	\$ 13,560	\$ 23,000
List Department:				
Public Works				
HURF Fund	\$ 283,737	\$	\$ 135,977	\$ 309,000
Department Total	\$ 283,737	\$	\$ 135,977	\$ 309,000
List Department:				
Grants				
Grants Fund	\$ 2,144,630	\$	\$ 33,333	\$ 1,896,646
Department Total	\$ 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
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HUMBOLDT, AZ 86329
Phone 928-632-8562 • Fax 928-632-7365

Dewey-Humboldt, Arizona

2012-13

Town of Dewey-Humboldt
Annual Budget
2012-2013