

**TOWN COUNCIL OF DEWEY-HUMBOLDT
STUDY SESSION MEETING NOTICE AND AGENDA**

Tuesday, December 10, 2019, 6:30 P.M.

**DEWEY-HUMBOLDT TOWN HALL
COUNCIL CHAMBERS
2735 S. HWY 69, SUITE 10
HUMBOLDT, ARIZONA 86329**

NOTICE OF MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Dewey-Humboldt Town Council and to the general public that the Town Council will hold a meeting open to the public on **Tuesday, December 10, 2019, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329.**

DEWEY-HUMBOLDT TOWN COUNCIL STUDY SESSION AGENDA

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

1. Call To Order.

2. Roll Call. Town Council Members Karen Brooks; Lynn Collins, John Hughes, Amy Lance, Mark McBrady, Vice Mayor Victoria Wendt and Mayor Terry Nolan.

3. Public Comment on Non-agendized Items

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

4. Study Session. No legal action to be taken.

3 **A. Presentation and discussion: Mayer Area Meals on Wheels (MAMOW) 2019 1st Biannual Accountability Report.** Report of activities as required by the Public Benefits Accountability Contract.

7 **B. Presentation and discussion: Central Arizona Land Trust (Coldwater Farm Conservation Easement) 2019 1st Biannual Accountability Report.** Report of activities as required by the Public Benefits Accountability Contract.

C. Presentation and discussion: Dewey-Humboldt Historical Society (DHHS) 2019 1st Biannual Accountability Report. Report of activities as required by the Public Benefits Accountability Contract.

17 **D. Presentation and discussion: Financial Audit for Fiscal Year 2018-19, presented by Henry+Horne**

- 27 **E. Discussion relating to amending the Dewey-Humboldt Code of Ordinances, Zoning Regulations, § 153.005, Definitions, to protect the health and safety of Town residents. Definitions for consideration include: Carport, Fence, Garage (Private), Pets (Exotic), Pets (Household), and Porch** (Staff CC; from the November 19, 2019 Regular Meeting)
- 31 **F. Overview and discussion of the proposed Volunteer of the Year process** (Staff CC; from the September 3, 2019 Study Session)

5. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, December 17, 2019 at 6:30 p.m.
Next Planning & Zoning Meeting: Thursday, January 9, 2020 at 6:00 p.m.
Next Town Council Work Session: Tuesday, January 14, 2020 at 6:30 p.m.

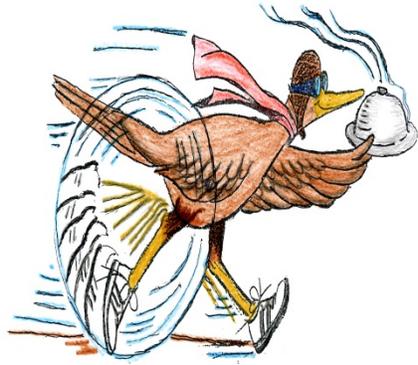
Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 632-7362 at least 24 hours in advance of the meeting.

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the _____ of _____, 2019, at _____ a.m./p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: _____, Town Clerk's Office.

If you would like to receive Town Council agendas via email, please sign up at AgendaList@dhaz.gov and type Subscribe in the subject line, or call 928-632-7362 and speak with Tim Mattix, Town Clerk.



Meals on Wheels

Mayer Area Meals on Wheels

Mission Statement

The MAMOW mission is to provide nutritious meals; both home-delivered and in our dining room all in an efficient and cost-effective manner to promote quality of life, safety, and nutrition thereby supporting their ability to stay in their homes as long as possible.

Dewey Humboldt Route General Information

Route Time a little over 3 hours

Route Length 52 miles

2 Drivers Currently
Monday
Thursday

**NEED additional drivers for
Dewey Humboldt Route**

Dewey Humboldt	Homebound Meals
	Delivered
Jul-19	272
Aug-19	270
Sep-19	258
Oct-19	303
Nov-19	260
Totals	1363



Update
Coldwater Farm Conservation Easement
Town of Dewey Humboldt
Town Council-Study Session
December 10, 2019

Central Arizona Land Trust

Established in 1989

- **Mission:** To preserve and protect open space, wildlife habitat, working agricultural lands, and the scenic and cultural values of north-central Arizona for future generations.
- **Core Values:** We live here, we work here and are dedicated to the people and landscapes of north-central Arizona.

Coldwater Farm Conservation Easement



It's for the Birds

Partners Create Success

- Garry and Denise Rogers
- Town of Dewey-Humboldt
- Highlands Center for Natural History
- Prescott Audubon Society
- Citizens Water Advocacy Group
- Sierra Club-Yavapai Group
- Arizona Native Plant Society-Prescott Chapter
- Arizona Riparian Council
- Friends of the Agua Fria National Monument
- Upper Agua Fria Watershed Group
- Supporters and Donors

It's for the Birds Funds Update

- CALT greatly appreciates the Town's contribution of \$2500 during the establishment of the conservation easement and your approval of the current \$1500.
- Funds raised: \$51,950.00
- Current Shortfall: \$4,697.00

Primary Conservation Purpose

- Protection of the riparian area and water resources supporting an amazing array of natural biodiversity including the Southwestern Willow Flycatcher and the Yellow-billed Cuckoo.

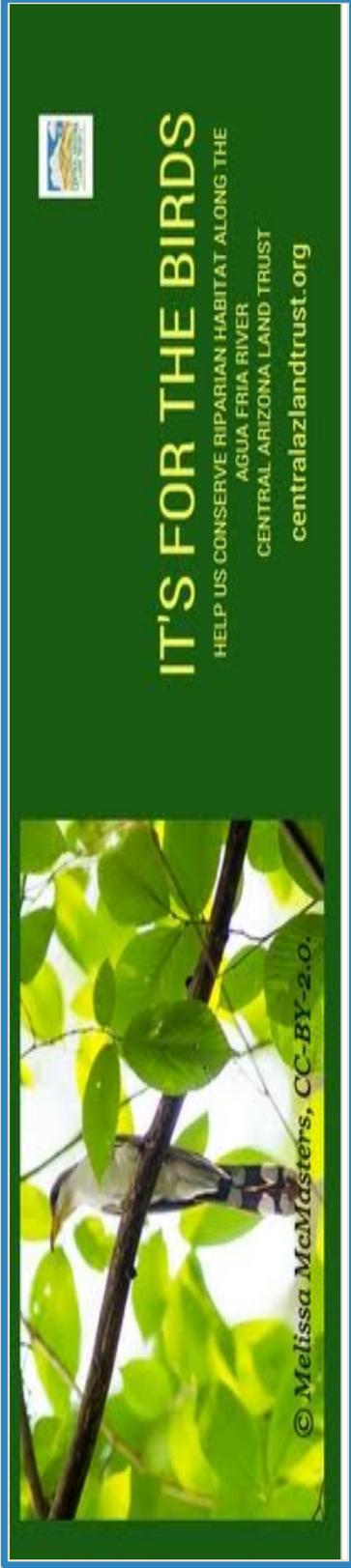
Long-term Land Protection

- Conservation easements run with the land.
- Land trusts take on the responsibility to ensure that the purpose of the easement is protected in perpetuity.
- Perpetuity is ensured by annual visits and relationship building with the original donor and future landowners.

Benefits to your community

The Rogers gift of a conservation easement guarantees permanent protection and other benefits for the community:

- ❖ Property remains in private ownership
- ❖ Property remains on the tax rolls
- ❖ Property retains its existing land uses
- ❖ Permanent protection of the floodway



Thank you!

Central Arizona Land Trust

Preserving land in the heart of Arizona since 1989

Jeanne Trupiano

(928) 499-8583

www.centralazlandtrust.org

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Honorable Mayor and Council
Town of Dewey-Humboldt

We have audited the financial statements of Town of Dewey-Humboldt for the year ended June 30, 2019, and have issued our report thereon dated September 26, 2019. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards require that we communicated to you the following related to our audit.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America

As stated in our engagement letter dated May 10, 2019, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of the Town of Dewey-Humboldt. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. However, the standards do not require us to design procedures specifically to identify such matters.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Dewey-Humboldt are described in Note 1 to the financial statements. No new accounting policies were adopted and application of existing policies was not changed during the year ended June 30, 2019. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Significant Audit Findings (Continued)

Qualitative Aspects of Accounting Practices (Continued)

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. Due to the nature of the Town and its operations, there are no estimates that are particularly sensitive.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Attached is a summary of adjustments made to the financial statements that have been recorded by management. Also attached is a schedule summarizing uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the attached copy of the management representation letter dated September 26, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis (MD&A), which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This communication is intended solely for the information and use of Town of Dewey-Humboldt's Mayor and Council and management and is not intended to be and should not be used by anyone other than these specified parties.

Henry + Horne, LLP

Casa Grande, Arizona
September 26, 2019

Henry & Horne, LLP
1115 E. Cottonwood Ln,
Casa Grande, Arizona 85122

This representation letter is provided in connection with your audit(s) of the financial statements of Town of Dewey-Humboldt, which comprise the respective financial position of the governmental activities, and, where applicable, cash flows for the year ended June 30, 2019, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date this letter is signed by us, the following representations made to you during your audit.

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 10, 2019, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting Town.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Guarantees, whether written or oral, under which the Town is contingently liable, if any, have been properly recorded or disclosed.

- 10) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Town from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of Governing Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the Town and involves—
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's financial statements communicated by employees, former employees, regulators, or others.
- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17) We have disclosed to you the identity of the Town's related parties and all the related party relationships and transactions of which we are aware.
- 18) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 20) The Town has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 22) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

- 23) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 24) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 25) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 26) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 27) The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 28) The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 29) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 30) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34 .
- 31) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 32) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 33) Provisions for uncollectible receivables have been properly identified and recorded.
- 34) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 35) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 36) Interfund, internal, and intra-Town activity and balances have been appropriately classified and reported.

- 37) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 38) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 39) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 40) We have timely filed all various tax and compliance returns for all jurisdictions and we have not been notified by any such jurisdictions as to any instances of noncompliance or have been assessed any penalties.
- 41) We have and do maintain adequate general liability insurance.
- 42) We believe the Town is not at any significant credit risk with respect to its cash balances in excess of federally insured limits.
- 43) We do not self-insure against medical claims of our employees nor do we have an obligation to fund any shortfall in such medical reimbursement plans.
- 44) We have reviewed and approved all adjustments summarized in the accompanying schedule that were made to the financial statement records for the period covered by this letter.
- 45) We are in agreement with the adjusting journal entries you have proposed and summarized in the accompanying schedule, and they have been posted to the Town's accounts.
- 46) In regards to the nonattest services (including nonattest services to affiliates), we have:
 - a. Assumed all management responsibilities.
 - b. Overseen the services by designating an individual who possesses suitable skill, knowledge, or experience.
 - c. Evaluated the adequacy and results of the services performed.
 - d. Accepted responsibility for the results of the services.
 - e. Retained a copy of the work products prepared by you for our records.
- 47) The nonattest services provided by you are:
 - a. Preparing financial statements, related notes and management's discussion and analysis;
 - b. Proposing entries affecting the financial statements;
 - c. Preparing Governmental Accounting Standards Board Statement No 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, conversion entries.

Furthermore, we have reviewed and approved the financial statements and related notes.

- 48) We have appropriately disclosed the Town's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 49) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

Edward P. Horne Jr.

Town Manager

Signature / Title

Client: **0407718 - Town of Dewey-Humboldt**
 Engagement: **0407718 - Town of Dewey-Humboldt, Arizona**
 Period Ending: **6/30/2019**
 Trial Balance: **05.00 - TB**
 Workpaper: **05.01 - Combined Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entry				
Adjusting Journal Entry JE # 101				
		P101		
Client entry to reclass prepaids				
10-000-1200	Prepaid Expenses		76,715.00	
20-000-1250	Prepaid expenses		3,288.00	
10-000-2000	Accounts Payable			76,715.00
20-000-2000	Accounts Payable			3,288.00
Total			80,003.00	80,003.00
Adjusting Journal Entry JE # 102				
		I101		
Client entry to record the changes in capital assets for FY19.				
90-000-1670	Vehicles and Equipment		75,670.00	
90-000-2996	Investment in Capital Assets		306,368.00	
90-000-1700	Accumulated Depreciation			382,038.00
Total			382,038.00	382,038.00
Adjusting Journal Entry JE # 103				
		U001		
To reclass city sales tax and state shared sales tax.				
10-100-3320	State Sales Tax		7,759.00	
10-100-3100	Local Sales Tax			7,759.00
Total			7,759.00	7,759.00
Adjusting Journal Entry JE # 104				
		Q101		
Client entry to record the change in compensated absences for FY19				
95-000-2165	Compensated Absences		2,104.00	
95-000-1660	Amounts to be Provided			2,104.00
Total			2,104.00	2,104.00
Adjusting Journal Entry JE # 105				
		01.02.04		
Client entry to reclass reservation of restricted court fees				
10-000-2995	Fund Balance at Start of Year		8,344.00	
10-000-2900	Court Restricted JCEF Funds			613.00
10-000-2901	Court Enhancement Funds			7,323.00
10-000-2903	COURT RESTRICTED OTHER			408.00
Total			8,344.00	8,344.00
Total Adjusting Journal Entry			480,248.00	480,248.00
GASB Journal Entry				
GASB Journal Entry JE # 201				
		I101		
To record beginning capital assets				
00.919.20.00.00	Nondepreciable Assets		2,982,962.00	
00.919.25.00.00	Depreciable Assets		4,750,135.00	
00.919.70.00.00	Accumulated Depreciation			3,706,490.00
00.990.00.00.00	Net Assets			4,026,607.00
Total			7,733,097.00	7,733,097.00

GASB Journal Entry JE # 202	Q101		
To record beginning compensated absences			
00.990.00.00.00 Net Assets		17,383.00	
00.951.00.00.00 Compensated Absences			17,383.00
Total		<u><u>17,383.00</u></u>	<u><u>17,383.00</u></u>
GASB Journal Entry JE # 203	I101		
To record changes in captial assets			
00.919.25.00.00 Depreciable Assets		75,670.00	
10-431-6900 Capital Equipment			75,670.00
00.210.20.20.20 Loss on Disposal			
00.919.20.00.00 Nondepreciable Assets			
00.919.25.00.00 Depreciable Assets			
00.919.70.00.00 Accumulated Depreciation			
20-431-7008 One-time road projects/equip exp.			
20-431-7400 CAPITAL EQUIPMENT			
Total		<u><u>75,670.00</u></u>	<u><u>75,670.00</u></u>
GASB Journal Entry JE # 204	I101		
To record depreciation expense.			
00.210.10.10.10 Depreciation Streets		382,039.00	
00.919.70.00.00 Accumulated Depreciation			382,039.00
Total		<u><u>382,039.00</u></u>	<u><u>382,039.00</u></u>
GASB Journal Entry JE # 205	Q101		
To record change in compensated absences for the year			
00.951.00.00.00 Compensated Absences		2,104.00	
10.110.10.20.24 Wages			2,104.00
Total		<u><u>2,104.00</u></u>	<u><u>2,104.00</u></u>
GASB Journal Entry JE # 206			
To record beginning deferred revenue			
00.990.00.00.00 Net Assets			
22-000-1199 Deferred Revenue			
Total		<u><u>0.00</u></u>	<u><u>0.00</u></u>
Total GASB Journal Entry		<u><u>8,210,293.00</u></u>	<u><u>8,210,293.00</u></u>
Proposed Journal Entries			
Proposed Journal Entries JE # 301	L101		
Passing entry for plan review fees not billed for in FY19 by vendor.			
10-465-5001 OSP P&Z Management		5,369.00	
10-000-2000 Accounts Payable			5,369.00
Total		<u><u>5,369.00</u></u>	<u><u>5,369.00</u></u>
Total Proposed Journal Entries		<u><u>5,369.00</u></u>	<u><u>5,369.00</u></u>
Total All Journal Entries		<u><u>8,695,910.00</u></u>	<u><u>8,695,910.00</u></u>



COUNCIL COMMUNICATION

Study Session Meeting Date: **December 10, 2019**

Agenda Item: **4.E.**

Submitted by: Edward L. Hanks, Jr., Town Manager

Subject:

Discussion relating to amending the Dewey-Humboldt Code of Ordinances, Zoning Regulations, § 153.005, Definitions, to protect the health and safety of Town residents. Definitions for consideration include: Carport, Fence, Garage (Private), Pets (Exotic), Pets (Household), and Porch.

Purpose:

To have a Council discussion on proposed revisions to the above-referenced Zoning Code definitions. Staff will compile the results of the discussion and bring the definitions back to a future Council Meeting for a vote on whether to send the proposed definitions to the Planning and Zoning Advisory Commission.

Background:

At the November 19, 2019, Regular Council Meeting, Council discussed proposed changes to various definitions in the Zoning Code. At that time, Council approved working on the definitions to potentially provide to the Planning and Zoning Advisory Commission for the Commission's review.

The CAARF with proposed definitions are attached, along with the current definitions and definitions from Yavapai County as a comparison.

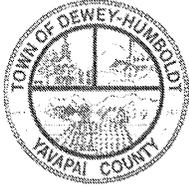
Financial Impact:

There is no anticipated financial impact to the Town for this discussion. Standard costs for advertising public hearings will apply if the item moves forward. Additionally, should an ordinance ultimately be adopted, there will be the standard fees associated with printing, publishing, and codifying code changes.

Attachments:

CAARF from 11/19 Council Meeting with Proposed Definitions, Current Dewey-Humboldt and Yavapai County Definitions

Town of Dewey-Humboldt
P.O. Box 69
Humboldt, AZ 86329
Phone: 928-632-7362 | Fax: 928-632-7365
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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: Nov - 1st -

Date of Request: Nov 8

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):

Amendments to definitions in the zoning code needed to protect the health and safety of our residents.

Purpose and Background Information (Detail of requested action).

Amend definitions to allow more self sufficient lifestyles also to assure that interpretations of current definitions do not interfere with how people currently live in our town, and to protect dog-conventional support animals from being banned.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: List of definitions to amend to improve H+S

Type of Presentation: _____

Special Equipment needed: Laptop Remote Microphone
 Overhead Projector Other: _____

Contact Person: Lynn Collins

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

~~CARPORT. An open porch used solely for the parking of motor vehicles and containing no enclosing walls, screen, lattice or other material other than the wall or walls of the building to which it attaches, or other than a storage room (where the side adjoining the lot boundary does not exceed six feet). A COVERED STRUCTURE FOR PARKING OF A VEHICLE THAT IS OPEN ENTIRELY ON ONE SIDE.~~

~~FENCE. A barrier constructed AS A BOUNDRY OR MEANS OF PROTECTION OR CONFINEMENT of materials such as solid wood slats and chain link. Pipe rail and barbed wire are permitted in residential zones, only. If a multi-strand barbed wire fence is used, the bottom strand must be of smooth wire, only. Barriers constructed with materials not designed for fencing are not included in this definition of a fence.~~

~~GARAGE (PRIVATE). An accessory building FOR THE STORAGE AND REPAIR OF occupied primarily by the passenger motor vehicles of the families residing on the same lot.~~

PETS (EXOTIC) ANIMALS KEPT INDOORS OR OUTDOORS AS COMPANION ANIMALS ; EXCEPT THAT BIRDS SHALL BE KEPT INDOORS TO DETER NOISE AND FOR PROTECTION OF THE BIRD FROM THE ELEMENTS. ANIMALS PROHIBITED BY ARIZONA GAME AND FISH ARE NOT CLASSED AS PETS.

~~PETS (HOUSEHOLD). Dogs, cats, rabbits, birds, pot-belly pigs and the like (and other small animals) POT BELLY PIGS under 100 pounds), for family use only (noncommercial) with cages, pens and the like.~~

PORCH. A ROOFED STRUCTURE PROJECTING FROM A WALL OF A BUILDING WHICH MAY USE COLUMNS OR OTHER GROUND SUPPORTS FOR STRUCTURAL PURPOSES. (OPEN). ~~A porch in which any portion extending into a front or side yard shall have no enclosure by walls, screens, lattice or other material higher than 54 inches above the natural grade line adjacent thereto; which porch is to be used solely for ingress and egress and not for occupancy as a sleeping porch or washroom.~~

**Current Dewey-Humboldt Code of Ordinances
Chapter 153 – Zoning Regulations
§ 153.005 – Definitions**

CARPORT. An open porch used solely for the parking of motor vehicles and containing no enclosing walls, screen, lattice or other material other than the wall or walls of the building to which it attaches, or other than a storage room (where the side adjoining the lot boundary does not exceed six feet).

FENCE. A barrier constructed of materials such as solid wood slats and chain link. Pipe rail and barbed wire are permitted in residential zones, only. If a multi-strand barbed wire fence is used, the bottom strand must be of smooth wire, only. Barriers constructed with materials not designed for fencing are not included in this definition of a **FENCE**.

GARAGE (PRIVATE). An accessory building occupied primarily by the passenger motor vehicles of the families residing on the same lot.

PETS (EXOTIC). *No definition*

PETS (HOUSEHOLD). Dogs, cats, rabbits, birds, pot-belly pigs and the like (and other small animals under 100 pounds), for family use only (noncommercial) with cages, pens and the like.

PORCH (OPEN). A porch in which any portion extending into a front or side yard shall have no enclosure by walls, screens, lattice or other material higher than 54 inches above the natural grade line adjacent thereto; which porch is to be used solely for ingress and egress and not for occupancy as a sleeping porch or wash room.

**Yavapai County Zoning Code – updated through August 7, 2019
Chapter 3 - Definitions**

CARPORT. An open porch used solely for the parking of motor vehicles and containing no enclosing walls, screen, lattice or other material other than the wall or walls of the building to which it attaches, or other than a storage room (where the side adjoining the lot boundary does not exceed six feet (6')).

FENCE. A barrier constructed of materials such as solid wood slats, metal panels barbed wire, pipe and chain link.

GARAGE (PRIVATE). An accessory building occupied primarily by the passenger motor vehicles of the families residing on the same lot.

PETS (EXOTIC). *no definition*

PETS (HOUSEHOLD). Dogs, cats, rabbits, birds, etc. (and other small animals under one hundred (100) pounds), for family use only (noncommercial) with cages, pens, etc.

PORCH (OPEN). - A porch in which any portion extending into a front or side yard shall have no enclosure by walls, screens, lattice or other material higher than fifty-four inches (54") above the natural grade line adjacent thereto; which porch is to be used solely for ingress and egress and not for occupancy as a sleeping porch or wash room.



COUNCIL COMMUNICATION

Study Session Meeting Date: **December 10, 2019**

Agenda Item: **4.F.**

Submitted by: Edward L. Hanks, Jr., Town Manager

Subject:

Overview and discussion of the proposed Volunteer of the Year (VOTY) process.

Purpose:

To receive Council feedback on the draft process.

Background:

At the September 3, 2019, Council Meeting, the Council directed staff to revise the VOTY process so that the Nomination Committee is transparent and bring it back to Council.

- 1) The VOTY process begins with the following information printed in the Dewey-Humboldt Newsletter for a maximum of 2 consecutive months:

Who is eligible?: The nomination is open to all Dewey-Humboldt residents who have volunteered in the 2019 calendar year. Nominees need to have been volunteers as individuals or for organizations that directly benefit the citizens of the Town of Dewey-Humboldt. The organization can be the Town Council, Town Boards/Commission/Committees, including the Planning and Zoning Commission, Open Space and Trails Committee, Firewise, Volunteers for the Town's Activity Center, the Town Library, the Historical Society, Humboldt Elementary School and other Agencies that have programs benefiting the citizens of the Town of Dewey-Humboldt.

Nomination Process: The process is simple. State the Nominee's name, what work has been done as a volunteer and/or the volunteer organization where the Nominee volunteered in 2019. Briefly describe why you believe the individual should be nominated, such as how his/her efforts volunteering in the specific organization have made a profound difference in citizens' lives. Each Nominees should be submitted on a separate form. Nominations can be delivered to Beth Evans at Town Hall, emailed to bethevans@dhaz.gov, or faxed to 928-632-7365 by 5:00 p.m., March 5, 2020.

Honoree Selection: The Town Manager appoints a Citizen Committee to review the Nominees and make a recommendation to the Town Council. The Citizen Committee shall be comprised of a diverse group of individual/organizations who are involved in the community. Members do not have to be a Dewey-Humboldt resident. One Councilmember liaison will serve on the committee as an arbitrator only. Nominees will be judged on their outstanding service to the citizens of Dewey-Humboldt. After review of the nominations, the Citizen Committee will make their recommendation to the Town Council.

Staff recommends adding the following criteria for the Citizen Committee to consider when reviewing nominees:

- The service performed/donated by the nominee;
- The amount of time and effort spent by the nominee;
- Whether the nominee was nominated for more than one service; and,
- Whether the nominee was nominated by more than one person for their service.

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Recognition: The Honoree of the “Volunteer of the Year” Award, along with all that have been nominated, will be recognized by the Town Council at an upcoming Town Council meeting where they will be awarded certificates of appreciation. Nominees’ guests and other dignitaries will be able to express their appreciation for the Nominee. The Volunteer of the Year plaque will be updated with the Honoree’s name and date. This plaque is displayed in Town Hall. This is a wonderful way for the Town to express its sincere appreciation for our volunteers and a great opportunity for volunteers to inspire others through their stories.

- 2) All nominees must have volunteered in the year of the nomination period. Nominations are to be date stamped when received, with one nomination per submittal.
- 3) A Citizen Council is to be formed by the Town Manager to review all nominations, with one Councilmember as a liaison to serve as an arbitrator. The arbitrator does not get involved with the selection process.
- 4) A Staff Council Communication is to be added to a Town Council’s Agenda for their approval of the Citizen Council’s recommendation for VOTY.
- 5) All nominees will be contacted, advised of their nomination and thanked their volunteerism.
- 6) A date gets scheduled for the VOTY celebration. All nominees, their guests, dignitaries, volunteer organizations representatives, Staff, Council, media and the public will be invited to attend the celebration and the Town Council meeting where everyone will be recognized for the volunteerism.
- 7) Certificates of appreciation for all nominees and the winner of the VOTY are to be made and the Perpetual Plaque will get engraved with the name of the VOTY.
- 8) Notification to the public of the VOTY celebration will be made via the Town’s website, Facebook, Constant Contact and the Town’s Newsletter.

Financial Impact:

There is no anticipated financial impact to the Town for implementing this process.

Attachments:

None