

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

**Tuesday, October 13, 2020, 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 public meeting (see notes about public participation below) on **Tuesday, October 13, 2020, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329**. Members of the Town Council will attend by audio/video conference call.

***THIS MEETING WILL BE HELD BY REMOTE PARTICIPATION ONLY***

Due to the federal government's declaration of a COVID-19 pandemic and the resulting Executive Orders from Arizona Governor Ducey to limit events of people in personal contact and Mayor Nolan's declaration of an emergency based on the COVID-19 pandemic, the following accommodations are provided for public participation at the Council Meeting:

- Viewing live streaming audio only on the Town's website, at <http://az-deweyhumboldt.civicplus.com/2164/Town-Meeting-Documents-and-Videos>
- Viewing and potentially participating in the meeting via Join Zoom Meeting
  - Computer: <https://zoom.us/j/82749890759>
  - Telephone: (301) 715-8592; Meeting ID: 827 4989 0759
- Submitting comments via email to the Town Clerk at [TimMattix@dhaz.gov](mailto:TimMattix@dhaz.gov). Comments should be submitted no later than 3:30 p.m. on the day of the meeting. Please identify the agenda item and your first and last name.

**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, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance 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.

Page 4. **Study Session.** Study Sessions are held for the purpose of detailed review and Council discussion. As such, Council may discuss and provide feedback on any matter listed on the agenda. No final decisions or voting occurs at Study Sessions. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

3 **A. Presentation and Discussion: Financial Audit for Fiscal Year 2019-20, presented by Brian J. Hemmerle, Henry+Horne**

17 **B. Discussion and preliminary Council input on the draft Town Manager position description and advertisement and discussion of a salary range. This is a preliminary review; input from tonight's meeting will be brought back to Council at the October 20, 2020 Council Meeting for a vote.** (Staff CC)

29 **C. Discussion and preliminary Council input on a draft map for the Town Manager recruitment process, which includes steps and timelines involved in the Town Manager recruitment process. This is a preliminary review; input from tonight's meeting will be brought back to Council at the October 20, 2020 Council Meeting for a vote.** (Staff CC)

39 **D. Discussion on creating a Dewey-Humboldt Code of Ordinances provision to require first and second read/adoption of ordinances, making conforming changes to the Code, and of modifying Town Council Policy PG TC20-04 accordingly** (Staff CC; CAARF – Councilmember Collins)

### 5. Adjourn.

#### For Your Information:

Next Town Council Meeting: Tuesday, October 20, 2020 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, November 5, 2020 at 6:00 p.m.

Next Town Council Work Session: Tuesday, November 10, 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 \_\_\_\_\_, 2020, 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](mailto:AgendaList@dhaz.gov) and type Subscribe in the subject line, or call (928) 632-7362 and speak with Tim Mattix, Town Clerk.



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, 2020, and have issued our report thereon dated September 29, 2020. Professional standards require that we provide you with 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, 2020, 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, 2020. 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 financial statement disclosures 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 29, 2020.

*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.

Internal Controls Over Financial Reporting

We were engaged to plan and perform our audit in accordance with *Government Auditing Standards (GAS)* issued by the Comptroller General of the United States. We have issued a separate GAS report dated September 29, 2020 in accordance with these standards. Our report did not identify any instances of deficiencies in internal control that we considered to be a material weakness or significant deficiency as defined in that report.

*Other Observations and Recommendations*

We noted other matters involving internal control and its operation, and other observations, which came to our attention during the course of our audit of the financial statements and offer these comments and suggestions with respect to these matters.

*Capital Asset Review*

*Audit procedures over the capital asset spreadsheet that is maintained by management to calculate annual depreciation expense identified differences in the calculation of depreciation expense for various assets.*

*Recommendation: We recommend that the Town have a second person review the spreadsheet to verify the accuracy of the depreciation expense calculation.*

*Building Permits*

*Audit procedures identified an error in the calculation of a building permit fee. As the calculation error was minimal an adjusting entry to reduce permit and fee revenue was not considered necessary. Current processing procedures for permits and fee revenue do result in a second person reviewing the building permit forms, however, that review does not include a recalculation of the fees.*

*Recommendation: We recommend the Town have a second person review and/or recalculate the building permit fee to verify the accuracy of the calculation.*

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*

Tempe, Arizona  
September 29, 2020

Henry & Horne, LLP  
2055 E Warner Rd. Ste 101  
Tempe, Arizona 85284

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, 2020, 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, 2020, 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 and related notes.
  - b. Providing management with templates for compiling the management's discussion and analysis (MD&A).
  - c. Proposing entries affecting the financial statements.
  - d. 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.
- 50) To the extent our normal procedures and controls related to our financial close or other reporting processes at any of our locations were adversely impacted by the COVID-19 outbreak, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- 51) We intend to take corrective action on your recommendations addressed in your management letter and audit reports.

*Edward L. Hanks Jr.* Town Manager

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Signature / Title

Client: **0407718 - Town of Dewey-Humboldt**  
Engagement: **0407718 - Town of Dewey-Humboldt, Arizona**  
Period Ending: **6/30/2020**  
Trial Balance: **05.00 - TB**  
Workpaper: **05.01 - Combined Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entry</b>				
<b>Adjusting Journal Entry JE # 101</b>				
<b>G101</b>				
Reclass entry for F/S purposes only to reclass FY20 prepaids included in AP at YE. CLIENT DOES NOT NEED TO POST				
10-000-1200	Prepaid Expenses		66,751.00	
20-000-1250	Prepaid expenses		3,808.00	
10-000-2000	Accounts Payable			66,751.00
20-000-2000	Accounts Payable			3,808.00
<b>Total</b>			<b>70,559.00</b>	<b>70,559.00</b>
<b>Adjusting Journal Entry JE # 102</b>				
<b>I101</b>				
Client entry to record changes in capital assets for FY20.				
90-000-1670	Vehicles and Equipment		34,544.00	
90-000-2996	Investment in Capital Assets		311,898.00	
90-000-1700	Accumulated Depreciation			346,442.00
<b>Total</b>			<b>346,442.00</b>	<b>346,442.00</b>
<b>Adjusting Journal Entry JE # 103</b>				
Client entry to adjust YE payroll accrual.				
10-413-4000	Salary and Wages		769.00	
10-414-4000	Salary & Wages		548.00	
10-415-4000	Salary & Wages		455.00	
10-421-4000	Salary and Wages		199.00	
10-430-4000	Salary and Wages		452.00	
10-431-4000	Salary & Wages		1,044.00	
10-465-4000	Salary & Wages		883.00	
10-000-2100	Accrued Wages			4,350.00
<b>Total</b>			<b>4,350.00</b>	<b>4,350.00</b>
<b>Adjusting Journal Entry JE # 104</b>				
Client entry to reclass HURF rev & exp from GF.				
10-100-3430	Miscellaneous-Special		197,802.00	
20-000-1000	Due From General Fund		184,952.00	
20-431-7001	ROW Maint Materials		1,600.00	
20-431-7001	ROW Maint Materials		5,000.00	
20-431-7001	ROW Maint Materials		1,750.00	
20-431-7001	ROW Maint Materials		4,500.00	
22-000-1100	Grants Receivable		1,350.00	
10-000-1000	Due To Other Funds			184,952.00
10-431-7001	ROW Acquisition			1,600.00
10-431-7001	ROW Acquisition			5,000.00
10-431-7001	ROW Acquisition			1,750.00
10-431-7001	ROW Acquisition			4,500.00
20-100-3340	HURF			197,802.00
22-100-3390	Misc. Grants			1,350.00

<b>Total</b>	<u><u>396,954.00</u></u>	<u><u>396,954.00</u></u>
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**Adjusting Journal Entry JE # 105**

Client entry to adjust state sales tax accrual.

10-100-3320 State Sales Tax	16,178.00	
10-000-1100 Accounts Receivable		16,178.00

<b>Total</b>	<u><u>16,178.00</u></u>	<u><u>16,178.00</u></u>
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**Adjusting Journal Entry JE # 106**

Client entry to record the change in LGIP investment value for FY20 and reverse YE cash transfer that did not post with the bank until FY21.

10-000-1000 Due To Other Funds	250,000.00	
10-000-1600 CASH INVESTMENT ACCOUNT LGIP	91,015.00	
20-000-1500 Investments - LGIP	652.00	
20-000-1500 Investments - LGIP	250,000.00	
10-000-1003 Cash in Checking Wells Fargo		250,000.00
10-100-3801 Interest Earnings		91,015.00
20-000-1000 Due From General Fund		250,000.00
20-100-3600 Interest Earnings		652.00

<b>Total</b>	<u><u>591,667.00</u></u>	<u><u>591,667.00</u></u>
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**Adjusting Journal Entry JE # 107**

**Q100**

Entry to record the change in compensated absences for F/S purposes.

95-000-1660 Amounts to be Provided	3,716.00	
95-000-2165 Compensated Absences		3,716.00

<b>Total</b>	<u><u>3,716.00</u></u>	<u><u>3,716.00</u></u>
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**Adjusting Journal Entry JE # 108**

**01.02.04**

Client entry to reclass reservation of court restricted fund balance for FY20 court fees.

10-000-2900 Court Restricted JCEF Funds	167.00	
10-000-2995 Fund Balance at Start of Year	10,198.00	
10-000-2901 Court Enhancement Funds		9,806.00
10-000-2903 COURT RESTRICTED OTHER		559.00

<b>Total</b>	<u><u>10,365.00</u></u>	<u><u>10,365.00</u></u>
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**Adjusting Journal Entry JE # 109**

CLIENT DOES NOT POST: Financial Statement Purposes only entry to clear negative checking account balance in GF due to timing of the transfer being posted by the bank.

10-000-1003 Cash in Checking Wells Fargo	250,000.00	
10-000-1600 CASH INVESTMENT ACCOUNT LGIP		250,000.00

<b>Total</b>	<u><u>250,000.00</u></u>	<u><u>250,000.00</u></u>
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<b>Total Adjusting Journal Entry</b>	<u><u>1,690,231.00</u></u>	<u><u>1,690,231.00</u></u>
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**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	4,825,805.00	
00.919.70.00.00 Accumulated Depreciation		4,088,529.00

00.990.00.00.00	Net Assets		3,720,238.00
<b>Total</b>		<u><u>7,808,767.00</u></u>	<u><u>7,808,767.00</u></u>

**GASB Journal Entry JE # 202** **I101**

To record changes in capital assets

00.919.25.00.00	Depreciable Assets	34,544.00	
10-431-6900	Capital Equipment		34,544.00
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		
<b>Total</b>		<u><u>34,544.00</u></u>	<u><u>34,544.00</u></u>

**GASB Journal Entry JE # 203** **I101**

To record depreciation expense.

00.210.10.10.10	Depreciation Streets	346,442.00	
00.919.70.00.00	Accumulated Depreciation		346,442.00
<b>Total</b>		<u><u>346,442.00</u></u>	<u><u>346,442.00</u></u>

**GASB Journal Entry JE # 204** **Q101**

To record beginning compensated absences

00.990.00.00.00	Net Assets	15,279.00	
00.951.00.00.00	Compensated Absences		15,279.00
<b>Total</b>		<u><u>15,279.00</u></u>	<u><u>15,279.00</u></u>

**GASB Journal Entry JE # 205** **Q101**

To record change in compensated absences for the year

10.110.10.20.24	Wages	3,716.00	
00.951.00.00.00	Compensated Absences		3,716.00
<b>Total</b>		<u><u>3,716.00</u></u>	<u><u>3,716.00</u></u>

**GASB Journal Entry JE # 206**

To record beginning deferred revenue

00.990.00.00.00	Net Assets		
22-000-1199	Deferred Revenue		
<b>Total</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Total GASB Journal Entry** 8,208,748.00 8,208,748.00

**Proposed Journal Entries**

**Proposed Journal Entries JE # 301** **D100**

Passing entry to reclass grant revenue to deferred.

22-100-3390	Misc. Grants	1,350.00	
22-000-1199	Deferred Revenue		1,350.00
<b>Total</b>		<u><u>1,350.00</u></u>	<u><u>1,350.00</u></u>

**Proposed Journal Entries JE # 302** **A100**

Passing entry for court cash difference due to bond/restitutions payments received prior to YE but not included in closing process for the court accounts.

10-000-1010	Magistrate Court Checking	1,316.00	
10-000-2201	Court Bonds		1,316.00
<b>Total</b>		<u><u>1,316.00</u></u>	<u><u>1,316.00</u></u>

**Proposed Journal Entries JE # 303**

**U101**

Passing entry for overpayment of permit revenue.

10-100-3202	Building Fees	10,144.00	
10-000-2000	Accounts Payable		10,144.00
<b>Total</b>		<u><u>10,144.00</u></u>	<u><u>10,144.00</u></u>

<b>Total Proposed Journal Entries</b>	<u><u>12,810.00</u></u>	<u><u>12,810.00</u></u>
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<b>Total All Journal Entries</b>	<u><u>9,911,789.00</u></u>	<u><u>9,911,789.00</u></u>
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## COUNCIL COMMUNICATION

Study Session Meeting Date: **October 13, 2020**

Agenda Item: **4.B.**

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

**Subject:**

Discussion and preliminary Council input on the draft Town Manager position description and advertisement, and discussion of a salary range.

**Purpose:**

This item is on tonight's agenda to allow Council to begin to review the draft Town Manager position description and advertisement, and to begin discussing a salary range. Council input from tonight's meeting will be brought forward on October 20 for a vote.

**Background:**

At the October 6, 2020 Council Meeting, Council began discussing the recruitment process for the Town Manager position. On October 6, Council directed staff to prepare a position description, and staff also drafted an advertisement, and is returning to tonight's Study Session to allow for Council discussion and input, which will then be incorporated into the final documents and voted on at the October 20, 2020 Council Meeting.

This item will also allow for Council to begin discussing a potential salary range for the Town Manager, which will be incorporated into both the position description and advertisement.

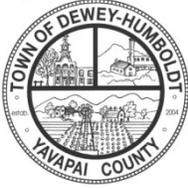
**Financial Impact:**

The financial impact is to be determined.

**Attachments:**

Draft Town Manager Position Description; draft Vacancy Announcement; Clarkdale Vacancy Announcement; Timnath, Colorado, Vacancy Announcement and Brochure; Excerpt from League Salary Survey

Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365  
[www.dhaz.gov](http://www.dhaz.gov)



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 • Fax 928-632-7365**

## TOWN MANAGER

JOB CLASSIFICATION INFORMATION			
<i>Department/Division:</i>	Town Manager		<i>FLSA Status:</i> Exempt
<i>Supervision Level:</i>	Appointed		<i>Salary Minimum:</i> \$
<i>Status:</i>	Unclassified		<i>Salary Maximum:</i> \$
<i>Background Check/ Drug Screen</i>	Y	Y	<i>Retirement:</i> ICMA-RC 401(a) Town 2:1 match up to 12%

REPORTING RELATIONSHIPS
Receives policy direction from, and reports to, the Town Council.
Exercises direct supervision over administrative, professional and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	At least five years of progressively responsible experience in a local government or an organization of comparable complexity. Preferred qualifications include 10 years of managerial and administrative experience in a municipal government, county, school district or working directly for an elected governing body, including five years' experience in a senior management (department head or higher) position; strong financial management and budgeting skills; grants management; and management of a capital improvement plan.
<i>Education:</i>	Bachelor's degree in public administration, business management, or equivalent. A Master's degree in public administration or related field is preferred.
<i>Certification:</i>	ICMA-Credentialed Manager designation or ability to obtain within three years of appointment is preferred.
<i>Additional:</i>	Residency within the Town of Dewey-Humboldt or a 25-mile radius within six months of appointment.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position; the things a person holding the job must be able to do consistently.
To actively perform the duties of the chief administrative officer of the Town and be responsible to the Town Council for all affairs of the Town; implement policy set by the Town Council; to oversee and manage the day-to-day operations of the Town; responsible for Council, Board, Commission and Committee Meeting agendas; serves as the Town's Zoning Administrator; and, to perform such duties as may be directed by the Town Council or as required to ensure the effective and efficient operations of the Town. See Dewey-Humboldt Town Code § 30.030 for the authorities and duties of the Town Manager.

### **TYPICAL DUTIES/RESPONSIBILITIES**

This position description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Show respect, tact and courtesy in dealing with the public, elected officials and staff;
- Ensure compliance with all ordinances, resolutions, acts of the Town Council and applicable state law;
- Work closely with the Town Council to define and accomplish strategic goals and objectives, and execute successful business practices;
- Keep the Town Council fully advised as to the condition and needs of the Town and make recommendations;
- Direct, guide, and supervise the activities of all Town departments and staff who report to the Town Manager;
- Communicate orally and in writing with the general public, the media, external stakeholders and Town Council to discuss concerns, answer questions, resolve problems, and present programs and information;
- Respond to and diplomatically resolve resident concerns/complaints about Town services, staff or infrastructure;
- Respond to general inquiries about the Town;
- Actively search for and bring to Council's attention grant opportunities that may be beneficial to the Town;
- Participate in Planning/Zoning and Building cases and any pre-application meetings;
- Build relationships and effective networks with peers in neighboring communities; participate in regional organization activities;
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects;
- Oversee all department expenditures, compile budget information and present to council;
- Other duties as assigned.

## VACANCY ANNOUNCEMENT

Dewey-Humboldt, AZ  
"Arizona's Country Town"  
Town Manager

Arizona's Country Town (Dewey-Humboldt, AZ – inc. 2004, pop. 4,100, elev. 4,580, 18.61 sq. mi.) is seeking a new Town Manager. This person will have the opportunity to work in a historic, growing community with plenty of potential.

As the Town's chief administrative officer, the Town Manager oversees all administrative functions, supervises all professional and clerical staff, develops and recommends the annual operating budget, and implements the Council's policies and decisions. The Town contracts with a Town Attorney, Finance Manager, IT support, and the Yavapai County Sheriff's Office for police services; fire services are provided by the Central Arizona Fire and Medical Authority ("CAFMA").

The Town provides residents with an array of municipal services including planning, permitting, zoning and public works, as well as financial, human resources, risk management, and emergency management functions. A sampling of projects and items immediately needing the Town Manager's attention include partnering with the USDA for rural business development grants and rural loan programs, a General Plan update, a new Town Hall, and reuse options for a Superfund site located within the Town limits.

Requirements for this position are a bachelor's degree in public administration, business management or equivalent and at least five years of progressively responsible experience in a local government or an organization of comparable complexity. Residency within the Town is encouraged, but not required, though the selected candidate must reside within a twenty-five-mile radius of Town limits within six months of appointment.

Preferred qualifications include 10 years of managerial and administrative experience in a municipal government, county, school district or working directly for an elected governing body, including five years' experience in a senior management (department head or higher) position; a master's degree in public administration or related field; ICMA-Credentialed Manager designation or the ability to obtain it within three years of appointment; strong financial management and budgeting skills; grants management; and management of a capital improvement plan.

The salary range for this position is \$\_\_\_\_\_ - \$\_\_\_\_\_, depending on qualifications, with a full-benefits package.

To apply, email a cover letter, resume, and five professional references to [hr@dhaz.gov](mailto:hr@dhaz.gov). The position is open until filled with the first review of applications on \_\_\_\_\_.



**Town of Clarkdale, AZ  
Town Manager**

The Town of Clarkdale is seeking a new Town Manager. This person will have the opportunity to work in a historic, close-knit community in the heart of the scenic Verde Valley. Clarkdale's history of political stability and its team of staff who work tirelessly to ensure the delivery of excellent services make the Town one of Arizona's finest destinations to work, play, and live. The Town Manager is retiring after 21 years of service.

As the Town's chief administrative officer, the Town Manager oversees all administrative functions, supervises all professional and clerical staff, develops and recommends the annual operating budget, and implements the Council's policies and decisions. The Town Manager currently has four direct reports, including the Administrative Services Director, Community/Economic Development Director, Police Chief, and Utilities/Public Works Director.

The Town provides residents with an array of municipal services including planning, permitting, and zoning; economic development; special events; parks and recreation; public safety; utilities; and public works. The organization also provides financial, human resources, risk management, information technology, and emergency management functions for the Town.

Requirements for this position are a bachelor's degree in public administration, political science, business management, finance or a closely related field and at least five (5) years of progressively responsible experience in a local government or an organization of comparable complexity.

Preferred qualifications include ten (10) years of managerial and administrative experience in a municipal government, county, school district setting, or working for an elected governing body; including five (5) years' experience in a senior management (department head) position; a master's degree in public administration or related field; ICMA-Credentialed Manager designation; strong financial management and budgeting skills; grants management; and management of a capital improvement plan (CIP).

In accordance with Section 3-2-1 of the Code of the Town of Clarkdale, the Town Manager must become a resident of the Town of Clarkdale within 90 days of appointment, unless residency is specifically exempted through an employment contract.

The salary range for this position is \$94,200 – \$119,500, depending on qualifications, with an excellent benefits package.

Applications will be accepted electronically by The Novak Consulting Group at [thenovakconsultinggroup.com/jobs](http://thenovakconsultinggroup.com/jobs). Applicants first complete a brief online form and then are prompted to provide one document (Word or PDF) that contains a cover letter and resume with salary history. Open until filled with the first review of applications on March 18, 2019.

**Town Manager**  
**Timnath, CO**

The Town of Timnath (pop. 6,000, elev. 4,865, 5.05 sq. mi.) is a rapidly growing, safe, family-oriented community located in the plains at the base of the Rocky Mountains in beautiful Northern Colorado, north of Denver and south of Cheyenne, WY. Due east of Fort Collins in Larimer County, Timnath sits at a major regional crossroads, the intersection of I-25 and Harmony Rd., one of the busiest in the state. Denver's world-class urban culture, major sports venues, and Denver International Airport are an hour's drive south.

Timnath is not a typical small town. The biggest issues here relate to growth: infrastructure, increased traffic, and responsible development, among others. The Town's FY 2020 General Fund Budget of \$42.3 million supports 24 FTEs, as well as several contract positions, and three seasonal employees. The 2020-24 five-year capital improvement plan contemplates \$55.7 million in projects.

A bachelor's degree in business or public administration, or equivalent, and five years of progressively responsible experience in local government, including experience as a municipal manager, assistant municipal manager, or major department head are required. Masters degree in related field desirable. Residency within the Town of Timnath is preferred and encouraged, but not required. The annual salary range for this position is \$140,000 to \$165,000, depending upon the qualifications and experience of the selected candidate. Comprehensive benefits. Relocation assistance subject to negotiation.

Call Andrew Gorgey at (970) 987-1238 for more information or to request a detailed brochure. The brochure is also available on our web site at [www.peckhamandmckenney.com](http://www.peckhamandmckenney.com). Resumes will be acknowledged within 2 business days.

Filing deadline October 12, 2020.



Peckham & McKenney  
"All about fit"



# Town Manager

## TOWN OF TIMNATH, COLORADO

## THE COMMUNITY

The Town of Timnath (pop. 6,000, elev. 4,865, 5.05 sq. mi.) is a rapidly growing, safe, family-oriented community located in the plains at the base of the Rocky Mountains in beautiful Northern Colorado, north of Denver and south of Cheyenne, WY.

Due east of Fort Collins in Larimer County, Timnath sits at a major regional crossroads, the intersection of I-25 and Harmony Rd., one of the busiest in the state. The Town's location provides easy access to nearby amenities, including Colorado State University, the University of Northern Colorado in Greeley, and many others. Denver's world-class urban culture, major sports venues, and Denver International Airport are an hour's drive south.

Multiple neighborhoods have grown from the farms and ranches of Timnath's agricultural roots, and residents still love the small-town feel and true neighborliness here. The area offers a variety of outdoor recreational activities including boating, cycling, hiking, mountain biking, camping, fly fishing, swimming, golfing, and more. The Town has an impressive

catalog of parks and open space, including the Timnath Reservoir and the Community Park. The Cache la Poudre River flows peacefully, and the nearby Poudre River Trail is a popular destination. Rocky Mountain National Park, a jewel of the national parks system, is about an hour away.

The Poudre School District serves the Town with two elementary schools. A middle school and high school are scheduled to open in Fall, 2022. The District has received considerable state and national recognition. The Poudre Valley Hospital, Banner Health Center, and UC Health Medical Center of the Rockies are next door in Fort Collins and Loveland, and all offer excellent medical care.

Although the Town does not have a chamber of commerce or economic development entity, Timnath succeeded in welcoming two of the nation's largest retailers, Costco and Wal-Mart, which account for approximately 85% of the Town's sales tax revenue. Local businesses and several national franchises serve the local population.

For more information about the Town of Timnath, please visit <https://timnath.org>.

## THE ORGANIZATION

Incorporated on July 6, 1920, Timnath adopted its home rule charter on November 3, 2015. The charter calls for a council-manager form of government and establishes a five-member town council, consisting of the mayor and four council members, all of whom are elected at large on a nonpartisan basis to four-year, staggered terms without limit. The town council chooses the mayor pro-tem from among their number for a two-year term. Currently there are no wards or council districts, but when Timnath reaches 8,000 electors, the council will expand to seven members, with three members elected by district, and three at large. The town council sets policy and hires the town manager, who is responsible for the day-to-day administration of the Town. The council also hires the town attorney. An enviable, new Town Center (town hall) opened in June, 2019.

The Town's major operations include public works, engineering, town clerk, municipal court, community development, building, code enforcement, animal control, parks and recreation, and administrative services, including management, legal, finance, human resources, and information technology. Currently, many of these major services are contracted. The Timnath Police Department and Larimer County Sheriff's Office provide law enforcement, the Poudre Fire Authority, fire protection services. The Poudre Valley Rural Electric Authority and Xcel Energy provide electricity and natural gas utilities. Multiple districts provide water and sewer services. Timnath's FY 2020 General Fund Budget of \$42.3 million supports 24 FTEs, as well as several contract positions, and three seasonal



employees. The 2020-24 five-year capital improvement plan contemplates \$55.7 million in projects.

Timnath is not a typical small town. The biggest issues here relate to growth: infrastructure, increased traffic, and responsible development, among others. The sheer velocity of growth and the sophistication of the development community are real issues.



As the population grows, municipal services must keep pace, so a new police station is a high priority – there is robust discussion regarding its budget, size, location, design, construction, and funding. The service expectations from this well-educated, relatively affluent community are high.

Timnath owns a sizeable portfolio of real property, including a 14-acre parcel once set aside for a Dreamvision project. The Town also has an outsized number of metropolitan and improvement districts related to development, a consideration for prospective homebuyers and a subject area with which the next town manager must be familiar.

As is true everywhere, Timnath continues to navigate the health, safety, economic, and practical impacts of COVID-19.

## THE TOWN MANAGER POSITION

The town manager supervises and manages all departments of the Town, except the municipal court and the town attorney. The powers and duties of the position include enforcement of ordinances, resolutions, franchises, and contracts; preparation, proposal, and administration of the annual budget; and informing the public on, and involving the public in, Town functions, plans, and activities.

A bachelor's degree in business or public administration, or equivalent, and five years of progressively responsible experience in local government, including experience as a municipal manager, assistant municipal manager, or major department head are required. Masters degree in related field desirable. Residency within the Town of Timnath is preferred and encouraged, but not required.

## THE IDEAL CANDIDATE

Timnath's next Town Manager is an intelligent, dynamic, experienced leader, with a strong work ethic, integrity, and a commitment to ethics and transparency. The ideal candidate must be decisive and strong, with the ability to stand her or his ground and say "no;" unafraid of hard decisions, risk-taking, and failure; and humble, able to admit mistakes and to seek advice.

The successful candidate is a professional municipal manager, who sees today the community Timnath will soon become and has the experience,

ability, and commitment to lead the Town to that vision. Ideally, the next Town Manager will already have led at least one community through the imminent, substantial growth anticipated by Timnath.

The next Town Manager must be fiscally conservative, with a good business sense, an entrepreneurial mindset, and considerable experience in budget development and management. The ideal candidate has expert-level inward- and outward-facing communications skills, and understands that strategy and values mean little without measurable outcomes and accountability. She or he delegates effectively, confidently, and regularly.

The next Town Manager is someone who listens and considers before she or he speaks. The ideal candidate has strong leadership and management skills, with the ability to motivate, develop, and inspire every other



## SEARCH SCHEDULE

Filing Deadline: ..... October 12, 2020

Preliminary Interviews: ..... October 19-23, 2020

Recommendation of Candidates: ..... October 27, 2020

Finalist Interview Process: ..... November 12-13, 2020

These dates have been confirmed, the Town would appreciate that you plan your calendar accordingly.

town employee, especially the team of department heads. Timnath's issues are sophisticated, layered, and deceptively complex, so the Town Manager must be a strategic and tactical thinker, with experience in community development, economic development, and capital projects.

The successful candidate must be an expert collaborator, able to maintain the Town's strong relationships with Fort Collins, neighboring municipalities, regional partners, and stakeholders including Larimer County, the Colorado Department of Transportation, and others. She or he will become a part of the community and create, develop, and maintain positive relationships with community members.

The next Town Manager is sophisticated, intelligent, passionate, gracious, and patient, with a sense of humor. The ideal candidate is emotionally intelligent, supportive of staff, inclusive, and collaborative, not a micromanager. She or he is nimble and adaptable, comfortable taking

direction from Town Council, but also in offering innovative solutions and advancing a strategic plan. She or he has experience with reorganization and change management, and will be asked to take a fresh look at the organization.

## THE COMPENSATION

The annual salary range for this position is \$140,000 to \$165,000, depending upon the qualifications and experience of the selected candidate. In addition, the following benefits are offered: medical, dental, vision, voluntary life, long- and short-term disability, AD&D, and supplemental accident insurances. The Town pays 100% of employee medical coverage, 90% employee and spouse, 90% employee and child/children, 80% employee and family. An Employee Assistance Program is provided at no cost to employees. Retirement benefits customary to the position through COPERA [mandatory] and ICMA-RC [optional] are offered. The Town offers education reimbursement plans and a cafeteria plan for employees. This position enjoys paid vacation and personal leave, 10 paid holidays, as well as professional association dues, and fees for registration for professional development. Relocation assistance subject to negotiation.



## THE RECRUITMENT PROCESS

Please submit your cover letter and resume (including all month and year of employment data) via our website:

Peckham & McKenney  
[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Please do not hesitate to contact Andrew Gorgey directly at (970) 987-1238, if you have any questions regarding this position or the recruitment process. Confidentiality will be maintained until the Finalist Interview Process, at which time the identity of finalists will be announced to the public as required by Colorado law.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

SUPERVISORY AND ADMINISTRATIVE POSITIONS

CITY/TOWN	POPULATION (2018 Est.)	COUNTY	MAYOR	COUNCIL	MANAGER	MANAGER (Salary Range)	ASSISTANT MANAGER	ASSISTANT MANAGER (Salary Range)	CLERK	CLERK (Salary Range)
PHOENIX	1,660,272	MARICOPA	88,000	61,600	315,000	315,000 - 425,000			CLERK	132,163 - 168,002
TUCSON	545,975	PIMA	41,995.20	24,000.00	234,499.20	234,499.20	249,038	161,429 - 274,456 (2)	CLERK	147,908.80 - 147,908.80
MESA	508,958	MARICOPA	73,545	36,832	260,665		222,892	165,510 - 222,892 (2)		149,988
CHANDLER	257,165	MARICOPA	56,758	33,237	240,142	N/A	214,692	140,399 - 214,692		191,214
SCOTTSDALE	255,310	MARICOPA	36,000.00	18,000.00	278,907.20	215,987.20-314,038.40	192,379.20	139,214.40-202,425.60 (2)		181,542.40
GLENDALE	250,702	MARICOPA	48,000	34,000	235,237.5	NA	191,995	137,758-206,637 (2)		144,525
GILBERT	248,279	MARICOPA	43,631.04	21,012.00	257,217.00	CONTRACT	VACANT	87,516.80-131,275.20 (1)		138,075.00
TEMPE	192,364	MARICOPA	61,815	30,908	237,565	193,216-260,842	200,839	160,451-216,609 (2)		121,619
PEORIA	172,259	MARICOPA	34,549.62	23,033.08	233,730.00	No Contract	201,884.00	134,589-201,884 (3)		151,947.88
SURPRISE	138,161	MARICOPA	45,987.24	26,776.10	236,946.00	Contract	118,890.00	144,240-216,361		146,511.03
YUMA	97,908	YUMA	12,000	3,600	vacant	146,923.09 - 205,692.24	133,307.2	117,645.22- 164,703.14 (1)		93,757.3
AVONDALE	85,835	MARICOPA	19,009.90	9,505.08	210,000.18	Contract	194,956.06	157,383-228,206 (1)		109,074.94
GOODYEAR	82,835	MARICOPA	23,000	12,000	219,208	Contract	194,628	136,858-202,569 (2)		133,224
BUCKEYE	74,370	MARICOPA	21,000	14,400	215,215		182,187	118,978-193,919 (1)		159,515
FLAGSTAFF	73,964	COCONINO	38,500.00	25,500.00	205,000.00	148,700.24 - 237,920.18	167,070.14	129,369.14 - 206,990.58 (2)		92,503.41
CASA GRANDE	57,292	PINAL	16,297	9,053	189,330	151,353 - 208,538	141,297	120,416,665,735 (1)		93,778
LAKE HAVASU CITY	55,090	MOHAVE	11,400	7,800	151,110.18	Contract				116,251.20
MARICOPA	50,024	PINAL	23,000	18,000	193,725	134,921 - 199,143				131,921
QUEEN CREEK	49,261	MARICOPA/PINAL	37,741	22,392	209,408	N/A	184,068	130,403-208,645 (1)		93,275
MARANA	47,007	PIMA/PINAL	21,000	16,404	200,000	Contract (1)	158,618			106,000
PRESCOTT VALLEY	45,751	YAVAPAI	12,600	8,400	176,862	126,339 - 176,862	143,228	112,216 - 157,081 (2)		116,230
ORO VALLEY	45,395	PIMA	12,740	10,058	180,000	146,649-219,973	100,678	94,531-141,796 (1)		98,312
SIERRA VISTA	44,420	COCHISE	12,000	9,000	171,392	N/A	130,000	N/A (1)		101,733
PRESCOTT	43,314	YAVAPAI	9,000	6,000	170,832	Open Range				101,730
APACHE JUNCTION	41,739	MARICOPA / PINAL	12,000	9,000	161,531	Contract	133,012	117,563-170,267 (1)		100,713.19
BULLHEAD CITY	40,421	MOHAVE	26,760	14,040	166,535.58	CONTRACT				Vacant
EL MIRAGE	35,670	MARICOPA	26,760	14,040	182,175					107,880
SAN LUIS	33,490	YUMA	21,000.00	10,800	109,366.40	129,916.80-203,195.20				72,196.80
KINGMAN	30,314	MOHAVE	9,600	6,000	151,164	contract - no salary range	N/A	N/A		75,694
SAHUARITA	30,282	PIMA	9,600	6,000	190,158	Contract	116,500	96,673-135,342 (1)		102,092
FLORENCE	26,419	PINAL	7,800	5,400	151,329	Contract	121,589	84,964-135,722 (1)		Asst. Manager
FOUNTAIN HILLS	24,987	MARICOPA	7,200	4,800	147,225		122,400	107,100-153,153 (1)		120,238
NOGALES	20,188	SANTA CRUZ	600	300	134,588.48	N/A (DOQ)	80,695.68	80,695-113,051 (1)		50,000
ELOY	19,391	PINAL	7,800	5,400	145,000.00	116,000 - 180,952				94,068
SOMERTON	16,491	YUMA	8,400 (1)	6,000 (5)	113,400 (1)					44,866 (1)
DOUGLAS	15,978	COCHISE	3,900	2,600	115,000	CONTRACT	92,171	75,828-112,035 (1)		37,867
PAYSON	15,710	GILA	10,800	6,000	vacant	126,512-202,415	120,245	104,555-167,285 (1)		90,626
PARADISE VALLEY	14,502	MARICOPA	0	0	193,500	N/A	166,827	124,828-191,540 (1)		109,811
COOLIDGE	12,993	PINAL	7,200	4,800	127,908	112,176 - 168,264	Vacant 0			92,618
COTTONWOOD	12,199	YAVAPAI	9,000	6,000	150,000.00	Contract	153,002.72	125,612.29-185,107.92(1)		113,528.48
CHINO VALLEY	12,003	YAVAPAI	6,000	3,600	146,328	130,445 - 171,155	N/A	N/A		69,178
SHOW LOW	11,321	NAVAJO	9,600	6,000	152,199	115,378 - 173,067	125,000	94,696 - 142,045		79,000
CAMP VERDE	11,239	YAVAPAI	4,200	3,000	129,605	117,608-170,532				66,830
SEDONA	10,335	YAVAPAI/COCONINO	8,400	6,000	178,447.62		150,000.00	109,761.60-150,000.00 (1)		89,910.08
SAFFORD	9,872	GRAHAM	12,000	7,200 (6)	140,356.32		108,000.00	102,543-128,178 (1)		90,823.20

**SUPERVISORY AND ADMINISTRATIVE POSITIONS**

CITY/TOWN	POPULATION (2018 Est.)	COUNTY	MAYOR	COUNCIL	MANAGER	MANAGER (Salary Range)	ASSISTANT ASSISTANT MANAGER MANAGER (Salary Range)	CLERK	CLERK (Salary Range)
WINSLOW	9,427	NAVAJO	4800	2400	122,400	Contract		73,640	Contract
WICKENBURG	7,840	MARICOPA/YAVAPAI	4800	2400	128822.51	Contract		86507.2	85654.40-126339.20
PAGE	7,566	COCONINO	9599.98	7199.92	Vacant	105441.79 - 173978.97	N/A	70771.79	65123.94 - 107454.50
GLOBE	7,346	GILA	6000	3600	121483.65	101876.13 - 168095.62		67259	56532.13 - 93278.02
TOLLESON	7,289	MARICOPA	21,000	14,400	203,940	142,200-227,522		109,258	104,554-177,741
YOUNGTOWN	6,836	MARICOPA						60,000	
GUADALUPE	6,597	MARICOPA	8400	8400	90000	71,762-106,751	NA		41,337-60,862
LITCHFIELD PARK	6,310	MARICOPA			149,260.80		119,995.20	71,991.30	
SNOWFLAKE	5,858	NAVAJO	4800	2400	139195.47			48880	
CAVE CREEK	5,760	MARICOPA			154588.3	N/A	0	N/A	N/A
SOUTH TUCSON	5,697	PIMA	4800	2400	80000			65562	
BISBEE	5,209	COCHISE	4800	2400	109600	100000-120000		62608	44390-66585
THATCHER	5,138	GRAHAM	6600	5400	120000				
HOLBROOK	5,093	NAVAJO	2400	1200	112500	69585-118814		63790	40419-70692
EAGAR	4,899	APACHE	4800	1200	110,000	Contract			Finance Dir 47,392-68,688
BENSON	4,873	COCHISE	4,800	2,400	114,254.40	98350.22-147,525.33	0	70,408.00	57,128.16-85,692.24
COLORADO CITY	4,857	MOHAVE							
PINETOP-LAKESIDE	4,433	NAVAJO	5700	3000	98658	Contract		51846	50330 - 75495
CLARKDALE	4,393	YAVAPAI	4,800.00	2,400.00	119,516.80	94,177.18 - 150,683.49		58,947.20	49,944.17 - 79,910.67
DEWEY-HUMBOLDT	4,262	NAVAJO	4,800	2,400	87,550	Contract		66,144	
CAREFREE	3,876	MARICOPA	0	0	164,800.			95,281.	
QUARTZSITE	3,766	LA PAZ	10800	7500	141120	Contract	75000	58656	49130-70033 (1)
CLIFTON	3,700	GREENLEE	3600	2400	83125			57496	
WILLCOX	3,534	COCHISE	4800	2400	90,896.00	85,000-105,000	0	0	0
ST. JOHNS	3,517	APACHE	0	0		COUNCIL APPROVED			
WILLIAMS	3,226	COCONINO	10,800	9,600				74,963	
PARKER	3,200	LA PAZ	5100	2700	161060	CONTRACT		54000	(50,048 - 75,702)
SUPERIOR	3,141	PINAL	N/A	N/A	80,110.94	80,110.94	N/A	48,880.00	48,880.00 (1)
WELLTON	3,090	YUMA	4200	3000	102500				
PIMA	2,512	GRAHAM							
STAR VALLEY	2,303	GILA							
KEARNY	2,145	PINAL			76752			45000	
GILA BEND	2,094	MARICOPA	4,956	3,000	105000			89,140	
SPRINGERVILLE	1,992	APACHE	4,800.00	12,600	84,448	Contract	N/A	73,424	
MIAMI	1,774	GILA	1800	999.96	92019.2			61913.28	
HUACHUCA CITY	1,738	COCHISE	3600	1800	70,678.40		n/a	35000	35,000-45,000
MAMMOTH	1,650	PINAL	N/A	N/A	80,080.00	47000-85000	N/A	47K	45000-50000
FREDONIA	1,300	COCONINO							
TOMBSTONE	1,300	COCHISE							
PATAGONIA	881	SANTA CRUZ	600	300		62400			
DUNCAN	789	GREENLEE							
HAYDEN	633	GILA	N/A	N/A	N/A	N/A	N/A	52,811	14.12 - 25.39
TUSAYAN	587	COCONINO	4800	3600	102000			60320	
JEROME	457	YAVAPAI	0	0	77,511				
WINKELMAN	352	GILAVPINAL	-0-	-0-	No manager	No manager	No manager	46,000	n/a

No update rec'd - using 2019 data  
DID NOT PARTICIPATE IN SURVEY



## COUNCIL COMMUNICATION

Study Session Meeting Date: **October 13, 2020**

Agenda Item: **4.C.**

---

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

**Subject:**

Discussion and preliminary Council input on a draft map for the Town Manager recruitment process, which includes steps and timelines involved in the Town Manager recruitment process.

**Purpose:**

This item is on tonight's agenda to allow Council to discuss the process steps and timelines for the Town Manager recruitment. This will be brought back to Council at the October 20, 2020 Regular Meeting for formal adoption. Discussion of Step 3, Interim Town Manager Decision, is for deliberations of whether and when to decide about choosing the Interim Town Manager, not who should be the Interim Town Manager, which will be scheduled later after the position description is adopted by the Town Council.

**Background:**

At the October 6, 2020 Council Meeting, Council began discussing the recruitment process for the Town Manager position. Included in Council's motion was direction for Council to be able to begin mapping out a timeline for the Town Manager recruitment process.

Staff drafted a roadmap, based on information from the League of Cities and Towns' 2017 Executive Recruitment Guide, with preliminary dates inserted to provide an overall idea of what the schedule may look like.

**Financial Impact:**

The financial impact is to be determined.

**Attachments:**

Draft Town Manager Recruitment Process Roadmap; Excerpt from 2017 League Executive Recruitment Guide

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## 2020 Town Manager Recruitment Process Roadmap

(based on the League of Arizona Cities and Towns 2017 Executive Recruitment Guide)

### 1. Define position/create a position description.

The Town of Dewey-Humboldt has historically not used a position description for the Town Manager role. A position description will help to identify the qualities that Council is seeking in a Town Manager and give prospective applicants an idea of what is expected of them.

Introduced: October 6, 2020

Review: October 13, 2020

Target Action: October 20, 2020

### 2. Prepare advertisement/set salary range.

The advertisement is the tool that will capture prospective applicants' attention. It should include all essential elements of the job, deadline dates, and a brief background on the Town.

Introduced: October 6, 2020

Review: October 13, 2020

Target Action: October 20, 2020

### 3. Interim Town Manager decision.

An Interim Town Manager will help to ensure that the Town's affairs are properly administered until a permanent Town Manager is selected and on board. Major actions and decisions should be deferred whenever possible during an Interim Town Manager's tenure. The documents prepared in steps 1 and 2 can be used in the recruitment and selection of an Interim Town Manager.

Introduced: October 6, 2020

Review: November 3, 2020

Target Action: November 3, 2020

### 4. Decide where to advertise.

The advertising market will be crucial in reaching the broadest scope of candidates. Resources such as the League's website and Town website/social media are free, while others such as the National League of Cities ("NLC") and International City/County Management ("ICMA") have a cost associated but reach more people.

Introduced: October 6, 2020

Review: October 20, 2020

Target Action: October 20, 2020

By meeting the dates above, the advertising window could be: **October 26, 2020** through **December 4, 2020** (allowing more than 30 days due to the Thanksgiving holiday weekend).

**5. Prepare acknowledgement letter.**

An acknowledgement should be sent to applicants as soon as applications are received. The letter can include additional information about the Town, as well as a general outline of the selection process and timeline.

Introduce: October 20, 2020

Review: October 20, 2020

Target Action: October 20, 2020

Ready to distribute: October 26, 2020 (or first day that the position is advertised).

**6. Screen applicants/prepare regret letter.**

Screening can begin following the closing date. Different screening options: Town staff reviewing for minimum requirements established by Council; a private firm; Town Council as a whole; a subcommittee of the Town Council formed as required per Town Code. During the screening phase, Council should identify a rough number of candidates that Council would like to try to interview. **The League states that the time required for the screening is two weeks.**

Introduce for Council discussion of how the screening will work and the regret letter: November 3, 2020

Review documentation prepared by staff: November 10, 2020

Target Action approving the screening process: November 17, 2020

Screening start: December 7, 2020

Screening complete: December 18, 2020

**7. Reference checks.**

Reference checks should be conducted prior to interviews. This will help narrow down the number of candidates who are selected for interviews. Due to the sensitive nature of reference checks, Council may wish to either hire a private firm for the reference checks or, at a minimum, work with the Town Attorney to develop questions. **The League states that the time required for the screening is 3-4 weeks depending on the number of candidates and who performs the checks.**

Introduce for Council discussion of the process: November 3, 2020

Review documentation prepared by staff: November 10, 2020

Target Action approving the reference check process: November 17, 2020

Reference checks begin: December 21, 2020

Reference checks complete: January 19, 2021 (taking into consideration the Martin Luther King, Jr. holiday)

## 8. Interviews.

Decision points for Council include: whether to pay travel expenses, to arrange tours for candidates prior to their interview, the interview questions, and the interview date. All finalists should be interviewed on the same day to ensure that all applicants are treated equally. **The League states that two weeks is required; however, additional time may be required to account for second interviews, if required.**

Council select target interview date(s): October 20, 2020 (to be included in the acknowledgement letter)

Target first interview date: February 2, 2021

Council narrow down to finalists for second interview: February 2, 2021

Target second interview date: February 16, 2021

## 9. Selection/negotiations.

Decision points for Council will be based on the finalist and may include starting salary, moving expense reimbursement, and similar negotiation points. **The League states that most managers will require a minimum of 30 days to give notice to their present employer.**

Target finalist selection date: February 16, 2021

Negotiating window: February 16, 2021 through March 2, 2021 (may need to call Special Meetings)

30-day notice window: April 1, 2021

## 10. New Town Manager starts.

Council may wish to hold an initial work meeting with the new Town Manager to discuss and clarify initial expectations for both the Council and Manager. This should be as soon as possible after the new Manager starts.

It is possible that the new Town Manager will not start until mid- to late-April, 2021.

This overall timeframe would coincide with the League statement that the approximate total time including relocation is 20-26 weeks. Due to a portion of the recruitment falling during holidays, additional time has been added.

## **STEPS IN THE EXECUTIVE RECRUITMENT PROCESS**

The following steps are recommended for the recruitment process.

### **Step 1. Define Position and Develop Profile**

Time required: up to 2 weeks

The city/town council meets to review recruiting steps and adopt a tentative schedule. A blank profile form is distributed to council members who complete the form at this or a subsequent meeting.

The Position Profile is a useful document to assist the council in crystalizing the skills and attributes they want to see in the next city/town manager. (This is discussed more in Appendix B.) It is useful for each council member to spend some time thinking about the categories identified in the form, and to write down the characteristics they think are most relevant or important. The entire council then meets to discuss and reach consensus on the attributes in each of the characteristics. This is particularly useful for reference once semi-finalist candidates have been identified and the council is conducting interviews. The Position Profile is a tangible reminder of those items the council objectively agreed were the desired attributes for the next manager.

Review any charter provisions or ordinances creating the manager/administrator position and the manger's job description to ensure it continues to accurately reflect the city/town's current expectations and job requirements.

### **Step 2. Prepare Advertisement and Review Salary Range**

Time required: can be completed within time identified for Step 1.

A review of the present salary range is useful in order to ensure the city/town remains competitive. The annual salary and benefits survey published by the League of Arizona Cities and Towns is a useful resource on salaries for Arizona Managers.

Draft a complete job announcement making sure all the essential elements of the job are included. Words saved now will probably cost extra effort and money later in screening unqualified applicants. Sample ads can be found in Appendix C. A closing date should be specified and should be set a minimum of four weeks after publication of the final announcement.

Be aware there may be a lag between submitting a job announcement and when it appears online or in print. The advertisement should include the following items:

- Name of the local government and location
- Title of the vacant position
- Population
- Amounts of the operational and capital budgets
- Number of full time employees

- Type of services provided
- Statement of starting salary, or that salary is open and commensurate with background and experience. A local government with a formal salary policy should openly declare it on the announcement.
- Filing deadline, including any special items of information desired such as salary history, writing sample, and work related references.
- Brief description of key areas of interest and desirable experiences and qualifications
- Where and to whom to send resumes
- Web site address of local government

### **Step 3. Decide Where to Advertise**

The most common publications in which Arizona cities advertise are the League website, ICMA Newsletter, and online job boards. These publications will generally reach the vast majority of interested and qualified applicants. Addresses and general publication information are also found in Appendix C. Many jurisdictions also choose to advertise in their local newspapers, primarily as a courtesy notification.

### **Step 4. Acknowledgement Letter**

A letter thanking the candidate for his or her interest should be sent on city/town letterhead over the chief elected official's signature as soon as an application is received. This is a good opportunity to tell the candidate a little more about the city/town and the geographic area. If you don't already have a prepared job brochure, cities may choose to insert a publication describing the community. A general outline of the selection process and timeline should also be provided to avoid numerous phone calls and personal inquires. A sample can be found in Appendix D.

### **Step 5. Screening of Applicants**

Time required: 2 weeks

Screening can begin following the closing date. Whether the full council (or a subcommittee), a private firm conducts the screening, the primary document used in the screening should be the profile developed earlier in the process by the council. Narrowing the applicant list using only the applicant's cover letter and resume can often be a difficult process.

Occasionally, a city/town prefers to further narrow applicants by asking for submission of writing sample or response to essay questions relative to the position. The council can use the responses to further evaluate the applicant's opinions, breadth of experience and expertise. The written response is useful to evaluate timeliness, thoroughness, use of English language, etc. From these responses, a smaller number of candidates are selected for background checks or interviews. Note: IF this option is taken, generally allow three to four weeks additional time.

Confidentiality is an important consideration in any recruitment. The elected body should determine at the outset, the extent to which the recruitment process will be public. Until the

finalists are selected, the confidentiality of résumés should be maintained and should be consistent with applicable with state law and advice of local governments.

Regret letters will be mailed throughout the process at each appropriate step along the way. (Samples are in Appendix D.)

### **Step 6. Reference Checks**

Time required: 3-4 weeks depending on the number of candidates and who performs the checks.

Generally, a list of four to seven finalists is a good beginning point for reference checks. This should produce three to six suitable candidates for interviews. A larger starting list is necessary if the city/town wishes to interview more candidates.

If you are contracting with a professional firm, they will do the reference checks and candidate pre-screening interviews for you. If you are doing the recruitment in-house, we recommend that you consult with your attorney and HR department about the kinds of inquiries you can legally make in reference interviews. Given the federal and state laws regarding personnel matters and the potential liability with improper questions, you may choose to contract with a professional reference service for this portion of the recruitment. Additionally, it can sometimes take multiple calls and time scheduling to complete all the background checks. A minimum of three weeks is normally necessary to complete this step. See Appendix J for more details.

### **Step 7. Interviews**

Time required: 2 weeks

Prior to the interviews, the council may wish to send the applicants additional information about the city, such as the budget, comprehensive plan, charter, etc. Occasionally, applicants will request information about housing costs, spousal employment opportunities, schools, etc. The local chamber of commerce can provide helpful information to respond to these requests.

Also prior to interviewing applicants, the council needs to decide whether to pay travel expenses, whether to pay for spouse's expenses, and whether or not to arrange tours, etc. It is common for a city/town to pay for transportation costs, meals and lodging for candidates being interviewed. Many cities and towns arrange for tours of the community and facilities for candidates prior to their interview.

Consensus among council members is critical when selecting a new manager and is not likely to be achieved if only some council members are conducting the interviews, the entire council should interview the finalists. In compliance with the Arizona Open Meetings Laws, interviews may be conducted in executive session since the council is dealing with personnel matters.

Interviews should be scheduled as close together as possible—preferably the same day- in order to assure equal treatment of the candidates. Job-related questions should be prepared in advance and each of them asked of all candidates. The manager profile is useful in deciding

which questions to ask and in evaluating responses. See Appendices E through I for interviewing techniques and options, sample questions and an interview rating form.

If the council is not able to select a new manager following the first set of interviews, a second interview with the top finalists may be necessary, perhaps by phone or Skype. After identifying a small number of finalists, the city/town may want to pay expenses of the candidate's spouses to accompany them on a visit to the city.

In recent years, some employers have found that interviews alone may not provide all of the best information on how well a professional will perform on the job. An alternative is to use an assessment process in addition to the oral interview. The concept of an assessment process is to ask each candidate to perform a task he/she would have to perform on the job. Additional information on Assessment Centers can be found in Appendix I.

### **Step 8. Selection and Negotiations**

When the city/town selects its preferred candidate, there are still several decisions to be made. A member of the council may wish to visit the candidate's present community in order to speak personally with individuals about the manager's performance. Although this can add to the expense, it has sometimes proven very worthwhile.

Additional details also need to be discussed and finalized, including salary, moving expenses, fringe benefits, etc. The council should also be prepared to discuss an employment contract with the new manager. Because the Manager is one of the few employees hired directly by the council and the position has such great responsibility in the city, an Employment Agreement or Contract is typically standard procedure. See Appendix K for details.

Other finalists should not be rejected until the city/town has reached a final agreement with the top candidate. Negotiations between the city/town and its preferred candidate occasionally break down, requiring the city/town to turn to another choice. Sometimes, there will be one finalist who meets the city/town's needs. If that person refuses the job, the city must either turn to the next qualified candidate or begin the recruitment process again. Remember, this is an extremely important selection. A decision based on expediency may turn sour later. The council should not shy away from re-advertising if they are not satisfied with applicants the first time around.

Most managers will require a minimum of 30 days to give notice to present employers and relocate to a new community. Notice of 30 days is considered a professional standard and should be honored.

As soon as the new manager has advised his/her former community that he/she has accepted a new position with your community, it is appropriate to issue a press release or public announcement. A sample announcement can be found in Appendix M.

### **Step 9. The New Manager Arrives**

It is desirable to have an initial work session with the new manager to discuss and clarify initial expectations on both sides and to review goals and objectives. Even though some of the issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship.

Any information and introductions that the council can provide to the new manager will be most welcome and helpful in making the transition to the city/town smooth.

**Approximate total time required including relocation: 20-26 weeks.**

## **CONCLUSION**

If you feel a little overwhelmed by the task or the choices involved, don't be. Remember, hiring a new manager is making an investment in your community. Approach the task methodically, one step at a time. The time you spend now is likely to be reflected in the quality manager you eventually hire. Like anything else, you can reduce the risk of making a poor decision by doing a thorough job. Some city/town councils have found that the process of recruiting a new manager provides a unique opportunity to review and revise council goals. It can even make the council a stronger, closer team than before.

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## COUNCIL COMMUNICATION

Study Session Meeting Date: **October 13, 2020**

Agenda Item: **4.D.**

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

**Subject:**

Discussion on creating a Dewey-Humboldt Code of Ordinances provision to require first and second read/adoption of ordinances, making conforming changes to the Code, and of modifying Town Council Policy PG TC 20-04 accordingly.

**Purpose:**

This item is on tonight's agenda to continue to review and discuss the potential of requiring first and second read/adoption of ordinances. Staff anticipates that the item will be on the October 20, 2020, Council Meeting agenda for a vote.

**Background:**

This item was first presented and discussed at the August 11, 2020, Study Session. At the time, a member of the Council made mention that the item was controversial. On August 18, 2020, the item was brought back to Council to vote on whether the item was controversial. On August 18, Council voted to bring it back to a voting session, after it was published in the Newsletter. It was included in the September Newsletter and was discussed at the September 8, 2020 Study Session.

At the September 8 Study Session, Council requested additional research be done as to the Town's past practice. In researching the matter, it appears that in the 2009-2011 timeframe, Council would periodically decide whether or not an ordinance should be heard a second time. In staff's research, there were no established guidelines – it was strictly a Council decision made at the meeting at which an ordinance was considered. It appears that the two readings may have been used primarily either when Council had changes to an ordinance, or when an ordinance was presented that Council did not specifically direct staff to bring forward.

Also at the September 8 Study Session, it was noted that the item may be considered controversial. As such, the item was published for a second time in the October Newsletter, advertising tonight's meeting date for Council discussion.

**Financial Impact:**

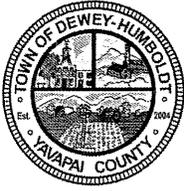
Standard costs for any ordinance include:

- Publication costs to publish the ordinance after adoption;
- Printing costs for posting the ordinance after adoption; and,
- Costs for the third-party codifier to codify the changes into the Town Code.

**Attachments:**

CAARF from August 11 Study Session; Excerpt of Council Meeting Minutes – August 17, 2010 and March 28, 2011

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**RECEIVED**

JUL 24 2020

~~Dewey-Humboldt~~

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular  Special  Work Session

Meeting Date: 8-11-20 Discussion ~~8-11-20~~ ~~8-11-20~~ ~~8-11-20~~

Date of Request: \_\_\_\_\_

Requesting: ~~Action~~  Discussion or Report Only

Type of Action:  Routine/Consent Agenda  Regular

**Agenda Item Text (a brief description for placement on the agenda; please be exact as this will be the wording used for the agenda):**

Discuss ordinance to amend Town Code 10.15, adding provision to it for first and second read/adoption of ordinances, resolutions and authorize staff to include conforming changes to Code and PG TC 20-04

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

I have seen in 2018 minutes where this used to be done. This would help with accommodating public participation and provide more transparency

Staff Recommendation(s): \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

List All Attachments: Town Code 10.15, PG TC 20-04

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.**

## § 10.15 ORDINANCES AND RESOLUTIONS; FORM; EFFECTIVE DATE.

(A) *Form of ordinances and resolutions.* All ordinances and resolutions shall be in writing, with a copy provided to each member of the Council and the Town Clerk. If a proposed ordinance or resolution is amended by Council during the meeting at which it is approved, the Town Clerk shall record the amendments and read the amended provisions back to Council prior to the final vote.

(B) *Record of vote.* For any resolution or ordinance approved by Council, the Town Clerk shall record the yeas, nays and abstentions. If the Council approves extensive or complicated amendments to a proposed ordinance or resolution, the Town Clerk shall prepare a revised version as approved by Council, and obtain the Mayor's signature as soon as practicable.

(C) *Effective date.* No ordinance, resolution or franchise shall become operative until 30 days after its passage by the Council and signature by the Mayor, except emergency measures necessary for the immediate preservation of the peace, health, or safety of the town.

(D) *Votes required for approval.* All ordinances and resolutions, except emergency ordinances and resolutions, shall require the affirmative vote of a majority of all Councilmembers present at any regular or special Council meeting in order to become effective. Emergency ordinances and resolutions shall require the affirmative vote of three-fourths of all the members of the Council. No ordinance shall be passed unless all Councilmembers present at the meeting are in possession of copies of such ordinance.

(Am. Ord. 12-91, passed 6-12-2012; Am. Ord. 15-116, passed 9-15-2015)

	<b>TOWN OF DEWEY-HUMBOLDT</b>	<b>PG No TC20-04</b>
<b>Town Council and Town Employees</b>		<b>Effective Date: March 3, 2020</b>
<b>Subject: <i>Town Council Ordinance Preparation and Review Process</i></b>		

1. **Scope.** This policy applies to the Town Council and Town Employees.
2. **Purpose.** The purpose of this reference guide is to establish a procedure by which Councilmembers may initiate an ordinance amending the Town Code, including administrative provisions and the Zoning Ordinance.
  - 2.1. This policy:
    - 2.1.1. Formalizes a process by which Councilmembers may initiate changes to the Town Code, and guidelines that staff will follow.
    - 2.1.2. Formalizes a process by which staff-initiated ordinances will be prepared and reviewed by the Town Council.
  - 2.2. This policy is to be used in conjunction with Council Policy PG No. TC20-03, Town Council Agenda Process.
3. **Ordinances in General<sup>1</sup>.**
  - 3.1. An ordinance is a local law of a city or town. It is formally defined as a local law of a municipal corporation, duly enacted by the proper authorities, prescribing general, uniform and permanent rules of conduct relating to the corporate affairs of the municipality.
  - 3.2. General ordinances impose certain restrictions upon the community and upon the administration of the municipal government. General ordinances amend, repeal or add to the Town Code.
  - 3.3. Special ordinances are specific to a property, person or corporation and are not usually placed in the town code.
4. **Process for Council-initiated general ordinances.**
  - 4.1.1. A Councilmember will submit a CAARF to consider a broad issue or area of concern. The CAARF may identify a specific area of the Town Code or Zoning Ordinance that the Councilmember is interested in reviewing.
    - 4.1.1.1. The CAARF shall be submitted and placed on an upcoming agenda in accordance with Council Policy PG No. TC20-03.
    - 4.1.1.2. Specific code sections that a Councilmember wishes to review should be attached to the CAARF for inclusion in the Council packet materials.
    - 4.1.1.3. If a Councilmember has recommended changes to a code section, the CAARF should indicate such, and the Councilmember's recommended changes attached to the CAARF.
  - 4.1.2. Upon receipt of a CAARF, staff will spend no more than one hour performing an initial review of the request to prepare the item for Council's consideration. The initial review will include:

<sup>1</sup> Excerpted from *Guide to Preparing and Adopting Local Laws*, September 2019 edition, prepared by the League of Arizona Cities and Towns

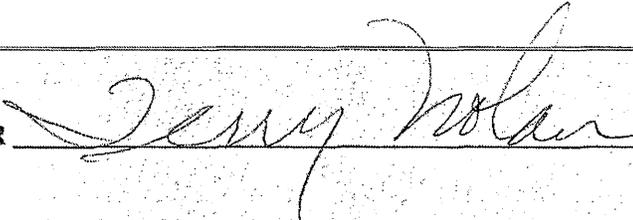
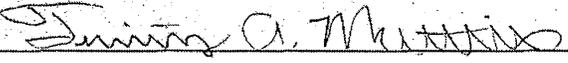
- 4.1.2.1. An preliminary analysis of which Town Code sections would need to be amended to address the issue or area of concern;
  - 4.1.2.2. A high-level analysis of the financial impact to the Town, to include whether the resources to carry out the purpose of the recommendation are currently available;
  - 4.1.2.3. Staff's recommendation to pursue or not pursue drafting an ordinance.
- 4.1.3. Staff will place the matter on an upcoming Regular or Special Meeting agenda for Council to vote on how to proceed.
- 4.1.3.1. Pursuant to the Town Code, Council may not vote on matters at Study Sessions. Staff may place the matter on a Study Session agenda, however, if the matter entails a detailed review or educational discussion prior to a vote at a future non-Study Session meeting.
- 4.1.4. In a Regular or Special Town Council meeting, Council will vote to:
- 4.1.4.1. Refer the matter to staff to review and prepare an ordinance;
  - 4.1.4.2. Refer the matter to staff for further research, as outlined by Council, and report back to Council;
  - 4.1.4.3. Refer the matter to a future meeting for an in-depth review or educational discussion;
  - 4.1.4.4. Take no action to draft an ordinance.
- 4.1.5. If moved forward by Council, staff will draft an ordinance, ensuring that all impacted sections of the Code are reviewed, and any necessary conforming changes are included in the ordinance.
- 4.1.6. If the ordinance amends the Zoning Ordinance, staff will jointly advertise and post for public hearings at both Planning and Zoning Advisory Commission ("P&Z") and Town Council meetings.
- 4.1.6.1. At the P&Z hearing, P&Z may consider any public input and staff's analysis of the matter in formulating its recommendation to Council.
  - 4.1.6.2. Following the P&Z hearing, staff will prepare a report for Council's consideration that includes P&Z's recommendation on the matter.
  - 4.1.6.3. Council will hold its public hearing, consider the recommendation from P&Z, and vote on the Ordinance. Council action may include:
    - 4.1.6.3.1. Approve the ordinance as presented or with modifications as stated in the motion for approval;
    - 4.1.6.3.2. Deny the ordinance;
    - 4.1.6.3.3. Direct staff to take other actions before another presentation of the ordinance;
    - 4.1.6.3.4. If continued for further action, Council should specify the date at which the ordinance will be considered again.
- 4.1.7. If the ordinance does not amend the Zoning Code, staff will proceed with scheduling the item for an upcoming Regular Council Meeting. At the Council meeting, Council may take the following action:

- 4.1.7.1. Approve the ordinance as presented or with modifications as stated in the motion for approval;
- 4.1.7.2. Deny the ordinance;
- 4.1.7.3. Direct staff to take further actions and bring back to Council in accordance with Council's direction;
- 4.1.7.4. If continued for further work, Council should specify the date at which the ordinance will be considered again.

4.1.8. After an ordinance is adopted by Council, except in the rare event of an emergency clause, there will be a thirty-day period before the ordinance is effective during which the ordinance will be advertised and posted in accordance with state law.

**5. Process for Staff-initiated ordinances.**

- 5.1. From time to time, due to changing state laws, trends, or best practices, or for any other reason, staff may initiate a proposal to draft an ordinance amending the Town Code or Zoning Ordinance.
- 5.2. The subject will be brought to Council via the following method:
  - 5.2.1. As the schedule permits, the subject will be brought to Council at a Study Session for a detailed report on why an ordinance is being recommended.
  - 5.2.2. If staff deems the matter to require action earlier than the next available Study Session, the item will be introduced at a Regular Meeting.
  - 5.2.3. When warranted, the subject will be brought to Council at an Executive Session for legal advice on the matter prior to taking any action.
- 5.3. When appropriate, staff will provide sample provisions from surrounding jurisdictions for Council to review, as background information.
- 5.4. If the ordinance amends the Zoning Ordinance, the process outlined in Section 4.1.6 shall be followed. If the ordinance does not amend the Zoning Ordinance, the process outlined in Section 4.1.7 shall be followed.

<p><b>TERRY NOLAN, MAYOR</b></p> <p><b>ATTEST:</b></p> <p><b>TIMOTHY A. MATTIX, TOWN CLERK</b></p>	 <hr style="border: 0.5px solid black;"/>  <hr style="border: 0.5px solid black;"/>
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Councilmember Nystrom recommended adopting the final plan tonight and discussing what goes on the resolution later.

Town Manager Emerson explained there were some scrivener's errors and those corrections will be made to the final draft before adoption. He explained it could be adopted with the motion that these standards are goals and not minimums.

Councilmember Wright asked if the continuation of the OSAT committee should be in the motion.

Councilmember Nystrom made a motion to Approve 5.3. Open Space and Trails Master Plan. Adopt the OSAT Master Plan dated June 30, 2010, with the understanding that this plan provides goals not minimum standards to proceed with developing trails and open space for the Town and the OSAT committee continue as an ad hoc committee until a resolution is adopted further defining their role. Councilmember Nolan seconded the motion. It was approved unanimously.

**5.4. Magistrate Court Fee and Surcharge Schedule Ordinance. Adoption of an ordinance amending the Magistrate Court Fee and Surcharge Schedule.**

Councilmember Wright spoke on a wording change to the third "Whereas" on page 26 of 148 in the packet: amend to "not suitable" from "not practicable at this time".

Councilmember N. Wright made a motion to Approve 5.4. Magistrate Court Fee and Surcharge Schedule Ordinance. Adoption of an ordinance amending the Magistrate Court Fee and Surcharge Schedule, as amended. Councilmember Nystrom seconded the motion. It was approved unanimously.

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

**6.1. Building Permit Exemption - Accessory Building Exempt Size Change. A proposal to amend Town Code § 150.01(B) subsections 105.2(1), (18), (19), and (20); and Town Code Chapter 153 Appendix A §§ 1(a), 1(b), and 2(b).**

Town Manager Emerson gave an overview. The exemption is from permitting not from the building code, and it doesn't affect any existing plumbing or electricity, drainage, grading, etc. requirements.

Vice Mayor Rogers asked for clarification on whether the exemption applies to residential only, or commercial too. Town Manager Emerson explained there is no accessory structure exemptions for commercial.

Public Comment was received on this item.

Jack Hamilton spoke on safety concerns with the larger size structures and whether the building codes will be followed.

Sam Knoy spoke in support of the change to the code and limiting restrictions.

Stan Gorodenski spoke in support of this change.

Councilmember Hiles made a motion to Approve 6.1. Building Permit Exemption - Accessory Building Exempt Size Change. A proposal to amend Town Code § 150.01(B) subsections 105.2(1), (18), (19), and (20); and Town Code Chapter 153 Appendix A §§ 1(a), 1(b), and 2(b), the ordinance which amends the Town code from exempting 200-400 sf size accessory buildings. Councilmember Nolan seconded the motion.

Councilmember Nystrom asked if Council needed a first-read on the ordinance, as they have made this request before for all ordinances. Mayor Marinaccio explained it was not necessary as this was produced from specific direction to staff.

It was approved unanimously.

6.2. Discussion on Town Code §§ 30.010 through 31.25. Council discussion on the Council Rules and Procedures, including rank-choice voting (agenda request by CM Wright).

Councilmember Wright explained her reason for requesting this item was from her concerns with the ranked voting on the selection for Town Attorney. Town Manager Emerson reviewed the summary of the ballots and the ranking. Mayor Marinaccio explained the different types of voting and reasons for each. There was discussion on what type of voting is preferred and if there should be different choices for different applications. It was recommended that in the future the process is done slower and clearer, removing the mystery.

Councilmember Wright stated she would like the first two items (Council Agenda Section 30.105, and Legal and Ethical Standards Section 20.060) set for the next work session, with Staff bringing back a document incorporating some of her suggestions regarding Legal and ethical standards, removing some for the actionable ethical issues. The rest can be brought up from time to time.

Town Manager Emerson explained Council can analyze what CM Wright has prepared in the September 14, 2010 Study Session and legal and ethical standards recommendations can come back at the October 12, 2010 Study Session.

Council looked at the Ranking/Voting issue, gave their opinions on which voting method they preferred and why.

the Town Manager answering to administrative issues. This information will be provided in a factual way rather than providing opinions. No action was necessary for this item.

**5.3. Reconsideration of action taken on Ordinance 11-82 - Town Code § 30.030 Town Manager (F) Absence.**

Mayor Marinaccio gave an explanation why this was on the agenda. The ordinance will be signed by the Mayor once the emergency clause is removed.

**5.4. Policy on second reading of Ordinances. For discussion and possible action.**

**There was discussion on when and why Council would take a second read for ordinances. Legal Counsel, Michelle Swan spoke on second reads not being a standard in most towns and cities. Mayor Marinaccio instructed Council to be specific in the motion, whether bringing back for a second read or adopting at that time.**

**6. Comments from the Public.**

Jack Hamilton spoke on Young's Farm and water rights, Medical Marijuana zoning, taxes and security He spoke on the Council having a resolution after making a decision. Doyle Wiste spoke on requiring the town be copied on security reporting for Medical Marijuana facilities. He spoke on his pending resignation from the Board of Adjustment. Sara Hudson spoke on the meetings being accessible for citizens, and on having a digital marquee for the town.

**7. Adjourn.** The meeting was adjourned at 6:05 p.m.



Len Marinaccio, Mayor

ATTEST:



Judy Morgan, Town Clerk