SPECIAL STUDY SESSION MEETING NOTICE
TOWN COUNCIL OF DEWEY-HUMBOLDT
Tuesday, November 12, 2013, 2:00 P.M.

COUNCIL SPECIAL STUDY SESSION MEETING **COUNCIL CHAMBERS, TOWN HALL**
2735 S. HWY 69 **DEWEY-HUMBOLDT, ARIZONA**

AGENDA

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

1. **Call To Order.**
2. **Roll Call.**
   - **2.1. Town Council.** Town Council Members Arlene Alen, Jack Hamilton, Mark McBrady, Sonya Williams-Rowe, Nancy Wright; Vice Mayor Dennis Repan; and Mayor Terry Nolan.
3. **Study Agenda.** No legal action to be taken.

Page 3 — **3.1. FY12-13 Financial Status Report.** A report by Town Accountant, Deni Thompson.

11 — **3.2. (Grant Funded) Sign Replacement Projects Update.** A report by Public Works Supervisor, Ed Hanks.

13 — **3.3. To visit Council Policy 12-02 for clarification and especially item 4.6 "Legal research results and opinions on specific questions will be disseminated… at the discretion of the TM."** [continued discussion on CAARF originally requested from CM Wright for August 20, 2013 meeting]

17 — **3.4. Discussion on Town Council's policy on Code Enforcement and Permits.** Continued discussion from September 24th and October 8th Study Sessions. [continued discussion on CAARF originally requested from CM Wright for September 24, 2013 meeting]

19 — **3.5. Town Policy TC 12-03 Part 4.3 concerning what information that the Council and Town get from meetings and placement of meeting materials in binder.** Continued discussion from October 15th meeting. [CAARF requested by CM Hamilton and CM Alen].

33 — **3.6. Dewey-Humboldt Town Visioning Project: Moving Forward.** [CAARF requested by CM Alen]

35 — **3.7. Discussion of process for submitting CAARF's, agendizing and for regular meetings.** [CAARF requested by CM Alen].

4. **Special Session.** Legal Action can be taken.

4.1. Whether to hold additional special session(s) this month. This is an established agenda item for Council's discussion on whether to add an additional special study session and if so, to set the date.

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

6. **Adjourn.**

For Your Information:

Next Town Council Meeting: Tuesday, November 19, 2013, at 6:30 p.m.
Next Planning & Zoning Commission Meeting: Thursday, December 5, 2013, at 6:00 p.m.
Next Town Council Work Session: Tuesday, December 10, 2013, at 2:00 p.m.

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

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the _____ day of _____, 2013, at _____ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.
By: _____, Town Clerk's Office.

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

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

TOWN COUNCIL SPECIAL STUDY SESSION
November 12, 2013, 2:00 p.m. Town Council Meeting Chambers

Agenda Item # 3.1 FY 12-13 Financial Status Report.

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

Date submitted: November 7, 2013

Summary:

FY 12-13 closed on June 30, 2013. The annual independent audit has been conducted and completed recently.

In short, the Town had another good year, financially. At the end of the year, total revenue is in excess of expenditures by $168,000. As a result, the town's total fund balance saw an increase.

No deficiencies were identified during the audit. A few procedural suggestions were made, which all affected staff is working on. The successful audit result is a compliment to the Town Council and the Town staff.

The Town Accountant who played a significant role in the successful audit will give the council an overview of FY 12-13's financial status.

TOWN OF DEWEY-HUMBOLDT, ARIZONA
COMBINED BALANCE SHEET - ALL FUNDS
Governmental Funds
June 30, 2013

	GENERAL FUND	HIGHWAY USERS FUND	GRANTS FUND	TOTAL GOVERNMENTAL FUNDS
ASSETS				
Cash and cash equivalents	$ 2,758,791	$ 561,249	$ -	$ 3,320,040
Receivables	107,989	25,895	-	133,884
Due from other funds	62,174	-	-	62,174
Total Assets	$ 2,928,954	$ 587,144	$ -	$ 3,516,098
LIABILITIES AND FUND BALANCES				
Liabilities				
Accounts Payable	$ 20,400	$ 152,023	$ -	$ 172,423
Accrued Payroll	8,886	-	-	8,886
Due to Other Funds	-	62,174	-	62,174
Total Liabilities	$ 29,286	$ 214,197	$ -	$ 243,483
FUND BALANCES				
Restricted for Impact Fees	1,906	29,533	-	31,439
Restricted for Court	23,092	-	-	23,092
Assigned	-	343,414	-	343,414
Unassigned	2,874,670	-	-	2,874,670
Total Fund Balances	2,899,668	372,947	-	3,272,615 *
Total Liabilities and Fund Balances	$ 2,928,954	$ 587,144	$ -	$ 3,516,098

TOWN OF DEWEY-HUMBOLDT, ARIZONA
STATEMENT OF NET POSITION
(Includes Capital Assets and Accrued Liabilities for the Town)
June 30, 2013

	Primary Government	
	Governmental Activities	
ASSETS		
Cash and cash equivalents	$	3,320,040
Receivables (net of no allownce for uncollectibles)		133,884
Capital assets		
Land/rights of way		2,942,961
Other capital assets (net of accumulated depreciation)		2,211,961
Total Assets		8,608,846
LIABILITIES		
Accounts Payable		172,423
Accrued Liabilities		8,886
Compensated absences		13,850
Total Liabilities		195,159
NET POSITION		
Invested in capital assets		5,154,922
Restricted		
Impact Fees		31,439
Special revenues		343,414
Court		23,092
Unrestricted		2,860,820
	$	8,413,687 **

TOWN OF DEWEY-HUMBOLDT, ARIZONA
RECONCILIATION OF THE BALANCE SHEET TO STATEMENT OF NET POSITION
(Includes Capital Assets and Accrued Liabilities for the Town)
June 30, 2013

Fund Balance - total governmental funds balance sheet		$ 3,272,615	*
Amounts reported for governmental activities in the statement of net assets are different because:			
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funes.	7,230,866		
Governmental Capital asseets	(2,075,944)	5,154,922	
Less accumulated depreciation			
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds			
Compensated absences		(13,850)	
Net position of governmental activities - statement of net position		$ 8,413,687	**

TOWN OF DEWEY-HUMBOLDT, ARIZONA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
Year Ended June 30, 2013

REVENUES	**General**	**Highway Users Revenue Fund**	**Grants Revenue Fund**	**Total Governmental Funds**	
Local Taxes	$ 391,384	$ -	$ -	$ 391,384	
Permits and fees	48,717	4,207	-	52,924	
Intergovernmental revenues	919,634	269,865	462,696	1,652,195	
Fines, forfeitures, penalties	37,027	-	-	37,027	
Miscellaneous	3,118	906	-	4,024	
Total Revenues	1,399,880	274,978	462,696	2,137,554	
EXPENDITURES					
Current					
General Government					
Town Council and management	112,492	-	-	112,492	
Town Clerk	133,691	-	-	133,691	
Finance/Human Resources	105,678	-	-	105,678	
Legal	39,012	-	-	39,012	
Information Technology	33,185	-	-	33,185	
Magistrate court	78,680	-	-	78,680	
Public Safety	368,185	-	-	368,185	
Engineering	67,567	700	-	68,267	
Public works-engineering	123,419	40,540	-	163,959	
Parks and Recreation	1,494	-	-	1,494	
Library	36,143	-	-	36,143	
Community Development	132,856	-	-	132,856	
Capital Outlay	-	232,997	462,696	695,693	
Total Expenditures	1,232,402	274,237	462,696	1,969,335	
Excess of revenues over expenditures ***	167,478	741	-	168,219	***
Fund Balances - beginning of year	2,732,180	372,206	-	3,104,396	
Fund Balances - end of year	2,899,658	372,947	-	3,272,615	*

*** Excess of Revenues over/under expenditures = "Change in Fund Balance"

TOWN OF DEWEY-HUMBOLDT, ARIZONA
STATEMENT OF ACTIVITIES
Year ended June 30, 2013

Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Total Governmental Activities
Primary Government					
Governmental Activities					
General government	$ 431,891	$ -	$ -	$ -	$ (431,891)
Public Safety	446,865	37,027	-	-	(409,838)
Engineering/public works	593,830	-	274,072	-	(319,758)
Community development	168,999	48,717	-	462,696	342,414
Total governmental activities	$ 1,641,585	$ 85,744	$ 274,072	$ 462,696	$ (819,073)

General Revenues		
Town sales taxes	380,397	
Franchise taxes	10,987	
Shared revenues-unrestricted	-	
State sales taxes	318,731	
Urban revenue sharing	397,764	
Auto-in-lieu	203,139	
Miscellaneous	4,024	
Total General revenues	1,315,042	
Change in net position - Statement of Activities	495,969	****
Net position - beginning	7,917,718	
Net position - ending	$ 8,413,687	**

TOWN OF DEWEY-HUMBOLDT, ARIZONA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
Year Ended June 30, 2013

Net change in fund balances - total governmental funds	$ 168,219	***
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital outlay expenditures capitalized	608,229	
Depreciation expense	(275,045)	
Some expenses reported in the statement of activities and, therefore, are not reported as expenditures in governmental funds.		
Compensated absences	(5,434)	
Change in net assets of governmental activities	$ 495,969	****

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TOWN COUNCIL SPECIAL STUDY SESSION
November 12, 2013, 2:00 p.m. Town Council Meeting Chambers

Agenda Item # 3.2 Highway Safety Improvement Grant Funded sign replacement projects.

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

Date submitted: November 7, 2013

Summary:

Two long-awaited sign replacement projects are taking place in D-H in the coming months.

One of the projects was a federal program administrated through ADOT a few years ago. The then staff successfully applied for the $80,000 grant. The construction phase is about to begin this year. This project will replace most of the regulatory signs in town.

In addition, Central Yavapai Metropolitan Planning Organization (CYMPO) also located some HSIP funding some time ago to replace signs within the CYMPO area. Therefore, D-H's street name signs are to be replaced by this CYMPO project. $70,000 of the funding is anticipated to be utilized in D-H.

Both projects are being carried out by the current staff this year. Ed Hanks has been working closely with the state and CYMPO and the contractors for the two projects. Mr. Hanks will give the Council an update of the projects.

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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: ■ Regular ☐ Special ☐ Work Session

Meeting Date: August 20, 2013

Date of Request: August 9, 2013

Type of Action: ☐ Routine/Consent ■ Regular

Requesting: ■ Action ☐ Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact): To revisit Council Policy 12-02 for clarification and especially Item 4.6 "Legal research results and opinions on specific questions will be disseminated... at the discretion of the TM."

Purpose and Background Information (Detail of requested action). All legal research results and opinions requested by Council should be disseminated to the whole Council. The only exceptions should be regarding a "conflict of interest" complaint that is covered by state statute or a complaint by one council person against another council person.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: Copy of Town Council Policy 12-02

Type of Presentation: Oral

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

Contact Person: CM Wright

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

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TOWN OF DEWEY-HUMBOLDT PUBLIC BODY RULES OF POLICIES AND PROCEDURES	PG № TC12-02
All Public Bodies : Town Council, Board, Commission, and Committees	Effective Date:
Subject: *parameters of obtaining legal services*	April 3, 2012

1. **Purpose**: To establish guidelines for staff, individual council members, and all boards, commissions and committees to obtain legal services from the Town Attorney.

2. **Scope:** This policy applies to all town staff members, councilmembers and public bodies of the Town. In this Policy, "public bodies" shall mean the Town Council and all boards, commissions and committees of the Town.

3. **Background:**

   3.1 The Town does not have a full time attorney on staff but contracts with a qualified legal firm to perform legal services for the Town on an as-needed basis. The town attorneys represent the Town of Dewey-Humboldt Town Council and the Town as a governmental entity. The Town Attorneys do not represent individual members of the Town Council, staff or citizens of the Town. Town Council recognizes the necessity of obtaining legal opinions for decision deliberation and legal services with respect to other matters such as contracts, employment issues, public records, elections, ordinances and other legal issues that may arise from time to time. The Town Council also recognizes that as public bodies of the Town, the Town's boards, commissions, and committees and its members may encounter legal issues and have specific questions for the attorneys. In order to conserve Town funds and avoid obtaining unnecessary or redundant legal services, the Town Council hereby establishes a centralized and unified process for contacting the Town Attorney.

   3.2 Pursuant to Town Code Sections 32.15 and 32.16 the Town Council is authorized to establish written policies outlining and defining town matters within the powers and duties granted to the Town council under state law and town ordinances.

4. **Policies**:

   4.1 Nonessential contacts with the City Attorney are prohibited for all staff members and members of public bodies.

   4.2 All staff members shall obtain permission from the Town Manager prior to contacting the town attorneys for services.

4.3 All requests for legal advice regarding an issue related to a committee, commission or board shall be made through the chair. The chair may submit a request form stating the specific question the public body needs answered to the Town Clerk for the Town Manager to process. If the Town Manager believes that the amount of time required is more than 15 minutes, the question will be put on the agenda for Council approval. Otherwise, it will be forwarded to the Town Attorney to answer without the Council approval.

4.4 The Town Manager is the Council's point of contact to contact the attorneys. Councilmembers' requests for legal advice shall be directed to the Town Manager.

4.5 If the matter is urgent or time-sensitive and the Town Manager is unavailable due to sickness or otherwise out of the office, the Town Manager's designee or the Town Clerk will assume the duties outlined in this policy relating to Town Attorney services.

4.6 Legal research results and opinions on specific questions will be disseminated to all Council members and staff, at the discretion of the Town Manager.

TERRY NOLAN, MAYOR Terry Nolan	
ATTEST:	
JUDY MORGAN, TOWN CLERK Judy Morgan	4/3/12
Notes:	

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TOWN OF DEWEY-HUMBOLDT
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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: ☐ Regular ☐ Special ■ Work Session

Meeting Date: September 24, 2013

Date of Request: 9-11-13

Type of Action: ☐ Routine/Consent ■ Regular

Requesting: ■ Action ☐ Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact): Discussion on the Town Council's policy on code enforcement and permits, including but not limited to proactive approach or complaint-driven approach. * me w/ CM Wright consent

Purpose and Background Information (Detail of requested action). Discussion and possible direction to staff on how to handle complaints about code violations enforcement issues and various permitting issues. Discussion may also include issues closely related to code enforcement and permits.

Staff Recommendation(s):

Budgeted Amount:

List All Attachments:

Type of Presentation: Oral

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

Contact Person: CM N Wright for Mr. Jerry Piper

N Wright

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

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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: ☒ Regular ☐ Special ☐ Work Session

Meeting Date: 11/5/2013 11/5/13

Date of Request: 10/10/2013

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):

TOWN POLICY TC 12-03 PART 4.3 CONCERNING WHAT INFORMATION THAT THE COUNCIL AND TOWN GET FROM MEETINGS.

Purpose and Background Information (Detail of requested action).

SEE ATTACHED SHEET OF CURRENT POLICY AND PROPOSED POLICY

Staff Recommendation(s):

Budgeted Amount:

List All Attachments:

Type of Presentation:

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

Contact Person: Jack Hamilton

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.

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Town Policy

PG No TC12-03 part 4.3

4.3 Public body members who use Town funds to attend trainings or meetings will provide a written summary of the training or meeting within 30 days following the event. All materials and publications related to the training shall become the property of the Town.

Proposed

4.3 Public body members who use town funds to attend training or meetings shall submit an electronic summary to the Town Clerk within 14 days following the event. The Town Clerk will post the summary on the town's web site plus and also send it to all Council members. The purpose of the posting to the web site is for reference and information purposes only. The report should be a summarization of those issues addressed at that meeting. Submitting an agenda of the meeting does not fulfill the requirements.

adopted in Nov.2012

TOWN OF DEWEY-HUMBOLDT PUBLIC BODY RULES OF POLICIES AND PROCEDURES	PG № TC12-03
All Public Bodies : Town Council, Board, Commission, and Committees	Effective Date:
Subject: *Council and other Public Bodies Training and Travel*	

1. **Purpose**: To establish guidelines for Mayor and the Council and all public bodies' training and travel at Town's expense.

2. **Scope**: This policy applies to all public bodies of the Town. In this Policy, "public bodies" shall mean the Town Council and all boards, commissions and committees of the Town. It does not include Town Staff.

3. **Background**:
   3.1. Town Council has determined that it is in the Town's best interests to create policy to reimburse training and travel expenses of the Mayor and councilmembers in conducting official business of and for the benefit of the Town.

   3.2. Pursuant to Town Code Sections 32.15 and 32.16, the Town Council is authorized to establish written policies outlining and defining town matters within the powers and duties granted to the town council under state law and ordinances.

4. **Public Body Travel Policy**:
   4.1. Authorized travel, lodging and other reasonable expenses incurred as a result of members of the Public Bodies attending out-of- town trainings or meetings that are town business related may be paid for or reimbursed by the Town pursuant to Administrative Regulation No. 10-04 (attached).

   4.2. "Authorized travel expenses" are expenses incurred as a result of a member's attending trainings or meetings that are made upon the Town Council's request or designation, or that are consistent with the member's official duties at the Town Council's discretion. Council's pre-authorization is required in order for town staff to process individual public body member's travel expense reimbursement request unless the travel expense has been specifically approved and included in the annual budget. In any case, the attendance at the training would benefit the Town.

   4.3. Public body members who use Town funds to attend trainings or meetings will provide a written summary of the training or meeting within 30 days following the event. All materials and publications related to the training shall become the property of the Town.

TERRY NOLAN, MAYOR Terry Nolan

ATTEST:

JUDY MORGAN, TOWN CLERK Judy Morgan

Notes:

Attachment:

Administration Regulation 10-04 - Travel Expenditures Policy and Procedures and associated forms

(adopted in June 2010)

1. **SCOPE**. This policy applies to all Town staff, Council, Committee, Commission and Board Members.

2. **PURPOSE**. To facilitate travel payment requests, reimbursements, reconciliations, and vendor payments, while meeting Internal Revenue Service (IRS) requirements. To provide clear and consistent guidelines for purchasing card payments, and reimbursement of business-related expenses incurred by a Town of Dewey-Humboldt traveler while traveling to engage in Town business.

   2.1. This policy ensures that Town employees and officials follow appropriate procedures when arranging for travel, lodging, and other reasonable expenses incurred as a result of traveling to conduct authorized Town business. This policy is also to ensure that payments made by the Town are for actual and necessary expenses incurred for Town business.

   2.2. The guidelines outlined within this policy are considered reasonable, and all Town of Dewey-Humboldt travelers (employees, contract staff, Town Council, Committee, Commission and Board Members) are expected to manage their travel expenditures according to this policy.

3. **TRAVEL EXPENDITURE POLICY**. Travel expenses are not only one of the most scrutinized expenses (public and private) that the Town of Dewey-Humboldt pays, but the IRS also heavily regulates them. The IRS allows that payments for business and training travel may be made without being taxed to the employee as long as the company maintains an "accountable plan." To be considered an "accountable plan," a business-expense reimbursement arrangement must meet three conditions:

   3.1. BUSINESS CONNECTION - Payments made under the plan must be for work-related expenses.

   3.2. SUBSTANTIATION – Travelers must substantiate, within a reasonable period of time, the amount, time, use, and business purpose of the allowance or expense payment.

   3.3. RETURN OF EXCESS PAYMENTS – Travelers must be required to return, within a reasonable period of time, any amounts that exceed their substantiated expenses.

These guidelines must be followed in order to retain the Town's "accountable plan" status with the IRS. Any allowances (lodging, ground transportation, etc.) advanced for a traveler must be supported by a Post Travel Reconciliation within 21 working days after return date of travel or the Town may initiate the process of converting all allowances provided into taxable compensation to the traveler.

   3.4. All Town travel reconciliations will be routinely audited to ensure they follow proper Town of Dewey-Humboldt guidelines and IRS regulations (***not to mention they are subject to regular press inquiry***). Travel expenses submitted without receipts may not be reimbursed as an allowable business expense under an accountable plan (per IRS guidelines).

   3.5. THE ADVANCE TRAINING/TRAVEL REQUEST **(ATR)** AND POST TRAVEL RECONCILIATION **(PTR)** Form is required for all Town travel - regardless of whether costs are paid by purchasing card. The purchasing card purchases are to be listed on the Travel form as Town pre-paid items.

   3.6. BUSINESS TRAINING AND CONFERENCES EXPENSES are budgeted in account code 6020 "Training and Travel." **Overnight** Training/Business Travel Expenses is defined as all travel-related expenses when traveler cannot travel to, conduct Town business and return travel within a full work day, e.g., 10 hours maximum. Travel and business that requires less time than this does not justify overnight stay and added travel expenditures for room, meals and transportation, unless the Town Manager specifically authorizes an exception. Registration and/or mileage expenses for "Same Day Training/Business Expenses" should also be charged to account 6020.

3.7. PURCHASING CARD. The Town Purchasing Card can be used to pay for airline tickets, registration fees for conferences and seminars, hotel lodging charges, restaurant meals, rental car, taxi or shuttle. The Town Purchasing Card cannot be used to pay for alcohol, tobacco, prohibited goods and services or non-Town employee expense (i.e. airfare, hotels, etc.). See AR 09-03 Credit Card Procedures for additional reference.

3.8. The **ATR** Form is required for all Town travel - regardless of whether costs are paid by purchasing card. The purchasing card purchases are to be listed on the Travel form as Town pre-paid items.

3.9. INSURANCE. To reduce the risk of injury, all travelers are to wear seat restraints at all times when riding in ground transportation. If a traveler is involved in an accident while traveling on Town business, first seek medical attention if so required. If possible, gather information about the incident such as names of persons involved and/or the police officer that was at the scene, and all that. Report the information to the Town Manager and your immediate supervisor at the earliest possible time.

3.9.1. If a traveler is involved in an accident while driving his/her personal auto on authorized Town business, the traveler should first contact his/her insurance agent to report the accident. Then contact the Town Manager (or Designee) with details regarding the incident.

3.9.2. Non-Town employees (guests) are not permitted to use/drive a Town rented vehicle. However, allowing guests to accompany a Town employee/contract staff in a rental or personal vehicle is permissible so long as the guests are part of the normal course of Town business.

3.10. NON-REIMBURSABLE EXPENSES include:

3.10.1. Trip or personal accident insurance policies.

3.10.2. Personal automobile insurance or maintenance.

3.10.3. Damage to a traveler's personal vehicle that was used while on Town business.

3.10.4. Personal medical expenses (should be submitted under traveler's own medical insurance).

3.10.5. Theft, loss, or damage to personal luggage or property (should be submitted under the traveler's own insurance coverage).

3.11. CONFERENCE/SEMINAR REGISTRATION FEES. The cost of registration shall be included on the **ATR** Form. If indicated on the form, Accounts Payable will send a Town check for registration fees directly to the sponsoring agency. Include a copy of the conference/registration form, and supporting documentation indicating the purpose/business nature of the trip (e.g., travel brochures, bulletins, etc.) with the Travel Request form.

Note: the registration cost must be included on the* ATR Form*, even if paid by purchasing card, so that the total cost of the trip can be determined.

3.12. AIR TRAVEL. Air coach transportation will be limited to an economy class commercial air carrier for out-of-state travel. All airfare bookings will be arranged by Finance after review of at least three comparable price quotes to substantiate that the traveler obtained the most cost-effective rate to the Town that meets their business travel needs. In some cases, the lower airfare may require the traveler to endure a connecting flight or slightly longer layover between flights. When the lowest fare requires multiple connections or very lengthy layovers, it may make business sense to select an alternate to the lowest fare. The decision for selecting the most appropriate and cost –effective option shall be made with input from Finance, traveler, and management.

3.12.1. The price quotes may be obtained through web-based travel services or directly from the travel providers (for example: Orbitz, Travelocity, Expedia, etc. and Southwest Airlines). Criteria for flight selection should be based on the lowest available commercial airfare, taking into consideration cost, expediency, and the carrier. All three price comparisons must be attached to the **ATR** Form when submitted to Finance. Note: If the travel destination is one of Southwest Airlines' posted destinations, one of the required three quotes must be from Southwest Airlines. If the traveler declines the lowest available fare, additional justification may be requested by Finance to support the alternate choice and will be attached to the **ATR** Form.

3.12.2. Travelers are expected to have their trips authorized early so that airfare arrangements can be made at least 21 days prior to travel to take advantage of less expensive flight options. Waiting until the last minute becomes extremely costly to the Town. Airfare arrangements made less than 21 days in advance shall be have documentation explaining as to the business necessity for last minute travel arrangements that will be attached to the **ATR** Form.

3.12.3. When a traveler makes personal stops enroute to a business destination, the traveler will only charge the Town up to the cost of a round trip coach ticket from Phoenix to the business destination. Travelers shall obtain documentation supporting the cost of the round trip coach ticket from Phoenix to the business destination point at the time the ticket, including personal stops enroute is purchased. The documentation supporting the amount that is reimbursable to the traveler shall be submitted as part of the travel reconciliation. All additional non-business cost must be paid by the traveler.

3.12.4. Use of other modes of transportation (bus, rail, rental car, Town vehicle, and personal vehicle) may be required based on circumstances of travel that render air transportation uneconomical or impractical. It is recommended that the number of Council Members and/or Town management staff traveling on the same flight be limited to three, in the event of a serious accident.

Note: The cost of the airline tickets must be included on the ATR form, even though they are paid by purchasing card, so that the total cost of the trip can be determined.

3.13. LODGING. When possible, in most instances, traveler shall stay in the hotel where the event is taking place. This will reduce the need for a rental car, daily parking expense for the rental car, or other ground transportation expense. All hotel arrangements shall be made by Finance. There may be instances where the room rate offered by the conference is lower than what can be obtained on the Internet or through need for additional ground transportation expense for an offsite hotel. Travelers should always inquire about government room discount rates and the event's discount rate.

3.13.1. Hotels usually request a credit card number to reserve the first night's stay and one night's charge may be required. During the reservation process, Finance will request a Credit Card Authorization Form (CCA) from the hotel. It is important to note that the CCA form be faxed to the hotel with a direct call to confirm receipt 1 week in advance of arrival. Any time sooner runs the risk of the form being "misplaced" by the hotel staff. Valid charges are to be specified on the CCA form and they include lodging, tax, parking, internet connection and local calls *only*. Movies, room service and personal items are not to be approved under any circumstances.

3.13.2. The "paid" lodging receipts must accompany the **ATR** Form whether the receipt amount matches the requested amount or not. Any meal or room service charges on the hotel bill, not paid directly by the traveler, shall be denied. ***Note: The cost of the hotel must still be included on the*** **ATR** Form***, even if paid by purchasing card, so that the total cost of the trip can be determined.***

3.14. MEALS & INCIDENTALS. Itemized receipts can be submitted for all reasonable meals and incidentals incurred while traveling (no alcohol, tobacco, reading material, personal items, etc.). Receipts for laundry will only be reimbursed if the trip required the traveler to stay overnight for more than 4 consecutive days. All expenses must be actual and clearly substantiated prior to reimbursement. Documented evidence, e.g., a itemized receipt, is required before reimbursement will be made.

3.14.1. Meal and incidental expense reimbursement is only allowed when it is necessary to stay overnight to conduct Town business. Travelers attending half-day or one-day training or conferences at which the traveler expects to return to work within a normal workday, (e.g., 10 hours) will not be reimbursed or advanced.

Note: the cost of the meals and incidentals must still be included on the **ATR** Form***, even if paid by purchasing card, so that the total cost of the trip can be determined.***

3.15. GROUND TRANSPORTATION. It is the traveler's responsibility to use the most economical means available for ground transportation and parking in order to maintain control over their departmental travel budget. In most cases, it is more reasonable to take a taxi, public transportation, or hotel transportation instead of renting a car.

3.15.1. Mileage from the traveler's normal place of work to the airport is considered an appropriate ground transportation charge. The mileage must be noted on the **ATR** Form and will be reimbursed at the standard mileage rate. Mileage from home to airport is not reimbursed.

3.15.2. When air, bus, or rail transportation is used, expenses for local transportation, such as taxicab and bus fare, will be allowed whenever such transportation is necessary to conduct Town business. Travelers should check ahead to see if a shuttle service is available for airport pick-up to conference or seminar locations. It is the traveler's responsibility to use the most economical means available for transportation and parking in order to maintain control over their departmental travel budget. Typical Shuttle service to Sky Harbor Airport currently charges $34 one way and $56 round trip per person with multiple pick-up and drop-off locations. Transportation and parking at Sky Harbor should not ordinarily exceed the cost of using the shuttle service.

3.15.3. To reduce the risk of injury, all travelers are to wear seat belt restraints at all times, when riding in ground transportation. If a traveler is involved in an accident while traveling on Town business, first seek medical attention if so required. If possible, gather information about the incident (e.g., names of persons involved and/or the police officer that was at the scene, etc.) as possible. Report the information to the Town Manager and your immediate supervisor at the earliest possible time.

3.16. PERSONAL AUTO USAGE. Travelers will be reimbursed for authorized use of their personal vehicle for Town business. The mileage reimbursement rate per mile will be updated periodically in accordance with the approved IRS guidelines www.irs.gov . The origination and destination addresses of the trip and the number of miles must be indicated on the **ATR** Form.

3.16.1. Though a personal vehicle may be used in lieu of air travel, mileage reimbursement shall not exceed the cost of refundable round trip air transportation (economy class) for a reservation made at least 21 days in advance of the trip. Miles traveled must be included in the *Estimated Travel Costs* portion of the **ATR** Form when the rate times the number of miles driven is being reimbursed. If airfare is the lesser, state that fact and request the amount of the airfare. Include a copy of an airfare quote (at least 21 days in advance) to substantiate the dollars requested.

3.16.2. Mileage will be reimbursed only for the miles in excess of the traveler's normal commute to Town offices, e.g., IRS regulations provide for reimbursement from work site to work site not including miles from home to work. Tolls and parking fees are considered reimbursable if incurred while driving for Town business (excluding to and from work).

3.16.3. If a traveler is involved in an accident while driving his/her personal auto on authorized Town travel, the employee's insurance coverage shall be deemed primary. The employee must first contact his or her own insurance agent to report the accident. Then contact the Town Manager with details regarding the incident.

3.17. RENTAL CARS. Travelers shall inquire about all ground transportation and use the most economical in figuring comparative costs. For example: the costs for shuttles, buses or taxis, are almost always less than rental cars. Information should be obtained about available ground transportation and costs from the organizations sponsoring the conference or training. It is expected that the traveler will take steps to ensure the Town gets the best possible rate. Travelers shall maintain documentation supporting the need for a rental car and that the chosen car rental was procured using the best possible rate to the Town. Travelers should base the quote on a standard or economy car model and obtain the following information in order to accurately estimate the total rental car cost. Travelers must ask about these items, otherwise, it is likely that the traveler will be given the base rental rate only which will not give a true estimate of costs.

3.17.1. The base 24-hour rental rate.
3.17.2. Availability of grace periods (many agencies will allow up to 59 minutes grace, or no charge for use beyond the 24-hour period).
3.17.3. Hourly pro rata cost beyond the 24-hour period.
3.17.4. Mileage costs, if any.
3.17.5. Applicable tax.

3.17.6. Any special or discount rates available.

3.17.7. The Town maintains the appropriate domestic car insurance coverage for its traveling employees. Therefore, you should decline all insurance when entering into a car rental agreement for business use in the US or Canada.

3.17.8. Travelers should fill up the gas before returning the car to avoid the high gasoline service charge assessed by the rental company. In some instances, the rental car agency offers their gas at a discounted price that is obviously lower than the market price. Traveler discretion is advised in all cases and the rental car receipt should be documented accordingly.

Note: the cost of the chosen transportation method must be included on the* ATR Form*, even if paid by purchasing card, so that the total cost of the trip can be determined.

3.18. TELEPHONE CALLS. During travel, all business-related telephone calls will be reimbursed. Documented evidence, e.g., a itemized statement, is required before reimbursement will be made.

3.19. NETWORK LAPTOP COMPUTER USAGE. Hotel charges for telephone lines to accommodate computer network usage can be very expensive and use should be limited to carrying out Town business which is absolutely necessary while traveling. Note: Travelers must take extra care to safeguard computer equipment and data when traveling.

3.20. TIPS. Reasonable and customary tips are reimbursable when incurred in the conduct of Town business. Tips are to be written in on the bottom of the receipt (i.e. hotel, taxi, restaurant, etc.) thereby becoming a part of the total of the particular expense category. The following are suggested guidelines for the most common tip occurrences:

3.20.1. Restaurant tips should be 15%-20% depending on level of service.

3.20.2. Tips for handling luggage should not exceed $1 per piece of luggage.

3.20.3. Room service tips are usually included in the bill.

3.20.4. Taxi/shuttle driver tips should be 10%-15%. These tips are included as a ground transportation expense and can be reimbursed upon return as necessary.

Note: Local customs and circumstances should determine actual expenditure. For example, when traveling outside of the U.S. tips are typically included in the restaurant bill.

3.21. LAUNDRY SERVICE. Laundry and valet costs are reimbursable only if the duration of the trip is (a) longer than 4 consecutive days (does not include personal travel days), or (b) the traveler is unexpectedly required to extend a trip beyond its intended duration. When the above criteria are met, laundry expenses shall not exceed a reasonable amount.

3.22. GARAGE AND PARKING FEES. It is the traveler's responsibility to use the most economical means available for transportation and parking in order to maintain control over their departmental travel budget. Travelers should also consider the airports less expensive long-term parking for a trip that will last more than one day. Typical Shuttle service to Sky Harbor Airport currently charges $34 one way and $56 round trip per person with multiple pick-up and drop-off locations. Transportation and parking at Sky Harbor should not ordinarily exceed the cost of using the shuttle service. Check the per-day parking rate at the chosen hotel. These rates can be quite expensive and possibly above and beyond other ground transportation services that can be utilized each day.

Note: The cost of garage and parking fees must be included on the* ATR Form*, even if paid by purchasing card, so that the total cost of the trip can be determined.

3.23. PERSONAL TRAVEL. Travelers may arrange for an extra night stay over and/or a personal stop en route to a business destination, provided they reconcile and pay all additional expenses. All guest expenses are non-reimbursable and should not be included on any Town travel form.

3.24. POSTAGE. As needed for Town business.

3.25. MEALS PROVIDED FOR BUSINESS MEETINGS. In the course of Town of Dewey-Humboldt business, Upper Level Management travelers may be required to host affiliates or others for lunch, dinner, etc. Such occasions should not be extravagant or unreasonable and must meet a definite

business purpose. A fully itemized receipt that documents the expense including the date, name and location of the meeting, and the name and company of those who attended the business function must support the occasion, as well as the Town of Dewey-Humboldt business need for the expense. All business meals incurred while hosting appropriate business affiliates are fully reimbursable as long as the cost is within reason. However, the purchase of alcoholic beverages will not be reimbursed and should not be included on the reconciliation form. Also see purchasing card section regarding use for meal expenses.

3.26. MISCELLANEOUS. Any other Town business related expense should be documented and may be reimbursed pending approval by the Town Manager and Finance as long as the expense is reasonable and complies with the Town's travel policy.

3.27. NON-REIMBURSABLE EXPENDITURES. The Town reserves the right to refuse to reimburse a traveler for (a) a charge that is not in accordance with the policy set forth herein; (b) a portion of the charge that exceeds the limit set forth in the policy; (c) any charges that are incurred that are not necessary for the conduct of the Town's business; and, (d) charges that are not substantiated by proper documentation and a **fully itemized receipt**. All expenses must be actual and clearly substantiated prior to reimbursement.

Note: There are certain common expenses that the Town believes are not necessary in the performance of the Town's business. A list of non-reimbursable items is below. This is not meant to be an all inclusive list:

3.27.1. Personal travel - Any personal expenses and all expenses related to inclusion of a guest while traveling during the trip. Non-business/personal air travel, auto rental, and hotel arrangements cannot be charged to your Town purchasing card. These expenses must be billed on a personal credit card or paid with personal funds and kept separate from Town travel.

3.27.2. Unauthorized attendance at conventions, meetings, or conferences.

3.27.3. Personal reading material including subscriptions for periodicals or magazines.

3.27.4. Fines or penalties for parking or traffic violations.

3.27.5. Hotel late charges for failure to notify and/or cancel reservations.

3.27.6. "Incidental Expenses" for tips and gratuities for baggage, maid, meals, etc., should be included as part of the post travel reconciliation along with lodging and ground transportation receipts. No additional allowance will be made for tips or gratuities.

3.27.7. Personal phone calls that exceed limitations as specified in this AR.

3.27.8. Personal entertainment (including hotel room movies and health club).

3.27.9. Alcohol.

3.27.10. Tobacco.

3.27.11. Cost of travelers checks.

3.27.12. Incidentals (barber, manicurist, or shoeshine, etc.)

3.27.13. Purchase of luggage, briefcases, etc.

3.27.14. Trip insurance policies.

3.27.15. Personal automobile insurance or maintenance.

3.27.16. Damage to a traveler's personal vehicle that was used on Town business.

3.27.17. Medical expenses (should be submitted under traveler's medical insurance).

3.27.18. Theft, loss, or damage to personal luggage or property (should be submitted under the appropriate insurance).

3.27.19. Gifts, cards or donations.

3.27.20. Any expenses incurred by the traveler's family or guests.

3.27.21. Any expenses deemed to be excessive and/or not justified for Town business per the traveler's manager.

3.27.22. When Town employees are paid by outside companies to attend or speak while on Town-paid travel, those proceeds (compensation) received must be deducted from the travel expense amount paid by the Town or that the Town is requested to pay.

3.27.23. Town travelers may stay with a friend or relative while traveling; however, the Town will not reimburse for any payment to the friend or relative for lodging, meals, or transportation.

3.27.24. Expenses incurred as part of election campaign activities shall not be reimbursed.

Note: If it is later determined that expenses covered by prepayment to a sponsoring or service providing organization or by advance payment or reimbursement to a Town traveler do not comply with this policy, the value must be refunded by the benefiting Town employee.

3.28. RESPONSIBILITIES. All Town travelers must obtain an approved Training & Travel Request and Reconciliation Form prior to any travel arrangements. The Town Manager may sign his/her own Training & Travel Request and Reconciliation Form. All other travel request forms must be approved by the Town Manager and Finance.

3.28.1. Each Department Head is also responsible for ensuring travel requests submitted by their subordinates is consistent with Town policy and has met all the advance requirements of the regulation. Before the Employee request for training and/or travel has been approved, the traveler must prepare a **ATR** Form. Responsibility for review and pre-approval of the **ATR** Form is delegated to Directors and Managers within each department. It continues to be the primary responsibility of the Directors and Managers within each department to ensure validity of travel, and that all expenses are properly documented and correctly incurred within the guidelines of the Town travel expense policy. Management is also responsible for providing/communicating the Town's travel guidelines to all Town travelers.

3.28.2. An **ATR** Form for all staff must include the approval, review and signature of the Town Manager and Finance.

3.29. PROGRAM/PROCESS CONTROLS. Internal management controls and oversight include:

3.29.1. Requires advanced travel estimates and pre-approval from upper level management prior to travel arrangements. This approval must be obtained whether the trip is paid by Town funds or the meeting/conferences hosts or sponsors pay for the trip.

3.29.2. Requires approval of two levels of management above the traveler on the **ATR** Form. An approved form is required whether the trip is paid by Town funds or whether the meeting/conferences hosts or sponsors pay for the trip.

3.29.3. Requires timely submittal of travel reconciliation.

4. TRAVEL PROCEDURES:

4.1. TRAVELER.

4.1.1. Download and prepare an **ATR** Form, attach support for travel estimates, (e.g. Conference Brochure, registration form, maps, quotes.) The **ATR** Form must be submitted to Finance ***no less than six weeks before the travel date, if airfare is involved*** otherwise, three weeks.

4.1.2. Use estimates and other expense information (e.g. shuttle, mileage, meals estimates) to complete the **ATR** Form. Copies may be obtained on the Town S-drive in the Forms folder.

4.1.3. Obtain airfare price comparisons using Orbitz, Travelocity, or Expedia and Southwest Airlines or three separate airlines (with Southwest Airlines as one of the airlines) to secure the best possible cost to the Town (i.e., airfare, shuttles, etc.), see §3.11.

4.1.4. Once the Employee request **ATR** Form has been approved, travel arrangements shall be made (hotel, airfare, etc.) by Finance. Travel expenses, such as conference registration or hotel accommodations, can be paid directly to the vendor by Town check or purchasing card. Airfare accommodations can be paid directly by Town purchasing card. Be sure to include any expenses

that have been pre-paid by purchasing card on the form. The traveler cannot sign his/her own travel request unless specifically authorized by §3.25 of this policy. The traveler's supervisor or manager who has signature authority for the charge center must sign the request.

4.1.5. While traveling, it is the traveler's responsibility to obtain ***itemized*** receipts for ***all*** expenses incurred. Collect all receipts for lodging, cab fare, shuttle fare, business calls etc., and turn them in with your post travel reconciliation.

4.1.6. Upon return from the trip, the Post Travel Reconciliation **(PTR)** portion of the travel form must be completed, approved (signed by supervisor/manager) and submitted within 21 working days after return date of travel. All receipts must be included as required, including receipts when purchasing card was used to arrange the training/travel (Finance). No expenses will be reimbursed without an itemized receipt.

Important Note: If the Post Travel Reconciliation is not completed and submitted to Finance within the 21-day period or if receipts are not included, lodging and any ground transportation expenses may be denied and/or considered taxable wages and added to the traveler's payroll records.

4.1.7. Have the post travel reconciliation reviewed and approved by authorized management.

4.2. UPPER LEVEL MANAGEMENT/DEPARTMENT HEAD.

4.2.1. Review the form as it relates to the employee's training plan. Confirm that the proposed training meets the requirements for the position. Affirm that the training event is listed in the current budget, that the estimated amount is available in the employee's training budget and that the funds are available.

4.2.2. Review and verify the Request for Training and/or Travel Form for completeness per requirements in all sections.

4.2.3. Confirm that coverage for the employee absence will be possible.

4.2.4. Initial the form to indicate that you approve the training and have verified coverage for the dates and times proposed; forward to Finance.

4.2.5. Once the traveler returns, require the traveler to complete and submit the Post Travel Reconciliation portion of the travel form within the next few weeks after travel (the form must be in Finance no later than 21 working days after return date of travel) for your approval. Review all after trip expenses and ensure that all Town policies have been followed and that the appropriate documentation is enclosed. Approve the travel and expenses by signing in the post travel section and ensure that it reaches Finance within the time period allowed.

Important Note: If the Post Travel Reconciliation is not completed and <u>submitted to Finance</u> <u>within the 21-day period</u> or if receipts are not included, lodging and any ground transportation expenses may be considered taxable wages and added to the traveler's payroll records.

4.3. TOWN MANAGER AND FINANCE (SIGNATURE AUTHORITY).

4.3.1. Finance: Administer the Town travel process.

4.3.1.1. Confirm the data on the form and supporting documents.

4.3.1.2. Receive the Travel and Training Requests and the Post Travel Reconciliations. Ensure that all documentation is included and that Town policies have been followed. Checks will be printed per policy guidelines.

4.3.1.3. Verify the training event is listed in the employee's training plan.

4.3.1.4. Verify the training event is listed in the current budget, that the estimated amount is available in the employee's training budget and that the funds are available.

4.3.1.5. If all of the requirements are met, sign the form and forward to Town Manager for final approval.

4.3.1.6. Log the training event in the training and travel spreadsheet.

4.3.1.7. Review the training and travel spreadsheet and contact any traveler that has not returned their post travel reconciliation within the specified timeframe.

4.3.1.8. If <u>any</u> of the requirements are not met; indicate the missing information and/or discrepancy and return the form to the employee's supervisor/manager.

4.3.1.9. Upon receipt of post travel reconciliation; review the details, expenditures figures and verify receipt(s) details. If the reconciliation is complete sign off and forward to Town management for a second signature.

4.3.1.10. If any of the post travel requirements are not met; indicate the missing information and/or discrepancy and return the form to the employee's supervisor/manager.

4.3.1.11. Upon receipt of Town Manager's approval process the reimbursement request with the next accounts payable check run.

4.3.2. Town Manager; Review and approve or deny.

5. <u>DEFINITIONS/GLOSSARY</u>.

Accountable plan: A business-expense reimbursement which meets certain conditions set by the Internal Revenue Service.

Advanced Training/Travel Request (ATR) and Post Travel Reconciliation (PTR) Form: The ATR portion of this form is submitted to Finance, along with required documentation, at least six weeks prior to overnight travel. The ATR is utilized to approve the travel and to request payment of travel expenses. The PTR portion of this form is submitted to Accounts Payable, along with required documentation, within 21 working days after return date of travel. The PTR is utilized to approve all final travel expenses and reconcile all advance payments and totals.

Employee Request for Training and/or Travel Form: Form used to justify the need to attend conference and training that requires overnight travel by Town staff. Must include all associated costs and justifications. The form is required to be approved prior to making any travel arrangements.

Ground Transportation: Local forms of transportation (i.e., taxi, shuttle, bus, subway, etc.)

Incidental expenses: Includes, but is not limited to, expenses for laundry, maid service, baggage handling or other fees and tips for services. Incidentals do not include taxi fares or the cost of telephone calls, which should be included in ground transportation or lodging expenses.

Itemized receipt: A detailed receipt received for goods and services, which specifically lists each individual charge and exactly what was purchased, total of all charges, method of payment, and remaining balance (if any).

Travel: A trip to conduct official Town business, which cannot be completed within a full workday and usually requires an overnight stay.

Upper Level Management: Town Manager, Finance Director, Charter Officials, Elected Officials, Department Head or Administrator.

6. <u>FORMS</u>.

Advance Travel Request (ATR) and Post Travel Reconciliation (PTR); This combination form must be completed for all Town travel (account #6020). The completed ATR/PTR form signifies that travel is required to conduct Town business and all travel pre-pays/advances and post-trip reconciliations and reimbursements have been properly reviewed and authorized as required by IRS guidelines for an Accountable Travel Plan. This form is the only form that will be accepted by Finance – all other forms will be returned to the requester.
The post travel reimbursement reconciliation (PTR part of the form) is submitted to Finance within 21 working days after return date of travel and must also be signed as stated above. The traveler may not sign approval for him/herself nor may a subordinate sign for approval.

All expenses relating to the travel must be recorded on the PTR form, whether Town check, personal check, Town purchasing card or cash paid the expenses. All reimbursements must be requested through this form. No travel reimbursements may be made through the Town's Petty Cash. The PTR form must be submitted after return from traveling regardless of whether or not any funds are due the traveler or the Town.

There can be no more than one traveler listed per form. Submit separate forms for additional travelers.

Expenses that are submitted without receipts may not be reimbursed, per IRS guidelines.

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

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: ☒ Regular ☐ Special ☐ Work Session

Meeting Date: _____

Date of Request: Next Available

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):

Meeting agendas, reports & Handouts binders for NACOG, CYMPO, WAC &
all others that Mayor/Council attend on behalf of the Town

Purpose and Background Information (Detail of requested action).

The material disseminated via email and as handouts for these meetings is important backfill
for future votes as well as for all members of current and future councils. This material should be
archived on site in binders along with reports from attendees.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments:_____

Type of Presentation: verbal

Special Equipment needed: ☐ Laptop ☐ Remote Microphone
☐ Overhead Projector ☐ Other: none

Contact Person: Arlene Alen

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

TOWN OF DEWEY-HUMBOLDT
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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: ☒ Regular ☐ Special ☐ Work Session

Meeting Date: ASAP

Date of Request: 9.26.13

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):
Dewey-Humboldt Town Visioning Project: Moving Forward

Purpose and Background Information (Detail of requested action).
Discussion of dates and times to schedule with RIch Bowen/NAU a Town Council Visioning Session and then invitations to Community Stake Holders to join TC for follow-up Community VIsioning Meetings/determine location for all.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments:_____

Type of Presentation: _____

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

Contact Person: Arlene Alen

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.

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TOWN OF DEWEY-HUMBOLDT
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HUMBOLDT, AZ 86329
Phone 928-632-8562 ▪ Fax 928-632-7365

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: ☒ Regular ☐ Special ☐ Work Session

Meeting Date: Next work study meeting after November 11, 2013

Date of Request: 10.23.13

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):
Discussion of process for Submitting CAARF's, agendizing and for regular meetings.

Purpose and Background Information (Detail of requested action). Recently a CAARF to hear a School Board Presentation was agendized that appeared to require council to vote to support same. There was heated discussion as to process. Post this, the Mayor has required each item on the agenda to be discussed , moved, seconded and voted on to proceed to

Staff Recommendation(s): discussion of same. This is not common practice in AZ and does not appear to have been practice in DH. Discussion on process for moving forward. Legal opinion is requested for this discussion.

Budgeted Amount: _____

List All Attachments:_____

Type of Presentation: verbal

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

Contact Person: Arlene Alen

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.