TOWN COUNCIL OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE

Tuesday, February 18, 2014, 6:30 P.M.

COUNCIL REGULAR 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. **Opening Ceremonies.**
   - **2.1. Pledge of Allegiance.**
   - **2.2. Invocation.**
3. **Roll Call.** Town Council Members Jack Hamilton, Mark McBrady, Dennis Repan, Sonya Williams-Rowe, Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan.
4. **Announcements Regarding Current Events, Guests, Appointments, and Proclamations.** Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action.
5. **Town Manager's Report**. Update on Current Events.
6. **Consent Agenda.**
   - **6.1. Minutes.** Minutes from the February 4, 2014 Regular meeting.
7. **Comments from the Public (on non-agendized items only)**. 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. A ***3*** minute per speaker limit may be imposed. The audience is asked to please be courteous and silent while others are speaking.
8. **Public Hearing Agenda**.

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8.1. Public Hearing on Ordinance 14-104 Accessory Dwelling Units. Request to Amend the Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning regulations, General Provisions, § 153.005 Definitions; Use Districts, related to amending the definition of "Accessory Dwelling Unit", deleting the definition of "Guest Home" and adding new definitions of "Resident Camp Sleeping Units" and "Resident Camping"; Amending Sections 153.036 R1L District, 153.037 RMM District, 153.038 R1 District, 153.041 RS District, 153.042 C1 District, 153.043 C2 District, 153.048 PAD District, 153.049 RCD District; and General Regulations § 153.066 Accessory Uses and Structures, and § 153.072 Guest Home all related to permitting accessory dwelling units in the R1L, RMM and R1 zoning districts, subject to certain regulations, and prohibiting accessory dwelling units within the C1, C2, PAD and ECD zoning districts and providing regulations for accessory dwelling units related to lot size, setbacks, utility hookups, driveways, structure size, kitchens and restricting the use to non-paying guests.

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

9 **9.1. Ordinance 14-104 Accessory Dwelling Units, Amending Sections of Town Code 153 Zoning Regulations pertaining to Accessory Dwelling Units, Guest Homes and Secondary Medical Dwelling Units.** Discussion and possible adoption or rejection.

9.2. Outback Rd. situation continued discussion. (Continued discussion from CM Repan's CAARF from the February 4th meeting) Discussion and possible action to Town Attorney's response to options.

10. Discussion Agenda – New Business. Discussion and Possible Action on matters not previously presented to the Council.

23 **10.1. HURF Resolution 14-109 at the request of the League of Cities and Towns.** Discussion and possible adoption or rejection.

29 **10.2. Revisit policy relating to educational, conference and event reimbursements to council members to clarify what types of these activities will be deemed acceptable.** [CAARF requested by VM Alen]

43 **10.3. Ask Attorney questions about 1) What is legality of Council members addressing public during *Comments from the Public* agenda space? 2) Council discussing items in the Town Manager's report. 3) Gift clause on how it relates to Council duties and if challenged in court who pays attorney fees?** These items are for discussion purposes. [CAARF requested by CM Hamilton]

45 **10.4. Invitation to be issued to Animal Disaster Services to do a presentation for council and community on preparedness and plans of action.** [CAARF requested by VM Alen]

47 **10.5. Report on Branding Initiatives per Budget.** [CAARF requested by VM Alen]

49 **10.6. Discuss Format of Budget.** [CAARF requested by CM Hamilton]

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

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11. 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.

12. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, March 4, 2014, at 6:30 p.m.
Next Planning & Zoning Meeting: Thursday, March 6, 2014, at 6:00 p.m.
Next Town Council Work Session: Tuesday, March 11, 2014, 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 _____, 2014, 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.

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TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 4, 2014, 6:30 P.M.

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, FEBRUARY 4, 2014, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

1. **Call To Order.** The meeting was called to order at 6:33 p.m.

2. **Opening Ceremonies.**

   2.1. Pledge of Allegiance. Made.

   2.2. Invocation. Given by Councilmember Nancy Wright.

3. **Roll Call.** Town Council Members Jack Hamilton, Mark McBrady, Dennis Repan, Sonya Williams-Rowe, Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan were present.

4. **Announcements Regarding Current Events, Guests, Appointments, and Proclamations.** Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action.

   Mayor Nolan announced an Open House through Horses with Heart for Heroes for Horses. This event is on March 1st from 11 am to 2:30 p.m., located at 2705 S. Highway 89 in Chino Valley.

   Councilmember Repan spoke on an earlier meeting agenda item decision regarding reimbursement for training. He reminded council that the town code and reimbursement procedures were not addressed before making the decision.

5. **Town Manager's Report**. Update on Current Events.

   Town Manager Kimball spoke on the two Intergovernmental Agreements, one with Prescott for the Household Hazardous Waste Day (HHW) being held on March 30th, and the second with Prescott Valley for their clean-up day event May 3rd.

   5.1. Realtor's response to Town's request on properties for sale along SR 69 within Dewey-Humboldt town limits and direction on further actions.

   Town Manager Yvonne Kimball gave an overview on what she had found in her research on this subject. There were no properties available for sale along highway 69 at this time. She provided 2 suggestions: have a needs assessment done or appoint a citizen committee for input on pros and cons on town hall situation.

   Council discussed this information and their thoughts on the options. Vice Mayor Alen made a motion to move this to a work session, seconded by Councilmember Wright.

   Town Manager Kimball explained this wasn't agendized for action but stated she would find out the cost for a needs assessment and will bring it back at the April study session. The maker and seconder of the motion withdrew their motion.

6. **Consent Agenda.**

   6.1. Minutes. Minutes from the January 14, 2014, Work Session and January 21, 2014, Regular Session.

   Vice Mayor Alen made a motion to approve the January 14, 2014 Work Session and January 21, 2014 Regular Session minutes, as presented, seconded by Councilmember Williams-Rowe. It was approved unanimously.

7. **Comments from the Public (on non-agendized items only)**.

Jerry Brady spoke on infrastructure development and engineering study on the alignment of highway. He indicated there are federal sources of funding available to the town (US Department of Transportation).

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

None.

9. **Discussion Agenda – New Business.** Discussion and Possible Action on matters not previously presented to the Council.

9.1. Request Appointment for NACOG Representative for coming year in response to letter from NACOG Administrator. [CAARF requested by Mayor Nolan]

Mayor Nolan gave an overview and nominated Councilmember Wright to continue as the NACOG representative for the town. CM Wright agreed to the appointment.

Mayor Nolan made a motion to appoint CM Wright as the primary NACOG representative, seconded by CM Hamilton. It was approved unanimously.

TM Kimball explained NACOG requested an alternate be appointed as well.

Councilmember Repan made a motion to appoint the vice mayor and the mayor as the alternates to NACOG, seconded by CM Williams-Rowe. There was discussion on who would attend with two alternates. Mayor Nolan explained it would be whoever has the time and can attend. The motion passed unanimously.

9.2. Remove Outback Road from Town Maintained Road Status. [CAARF requested by CM Repan]

Councilmember Repan gave an overview on his agenda item request, explaining since Outback Rd. only serves a subdivision located outside of the town's limits the council should either remove the road from the maintenance program or consider another option, in order to best serve the citizens of D-H.

There was discussion on how this subdivision had been excluded in the incorporation process. Some options are to do nothing different and continue to maintain; stop maintenance; abandonment of road; annexation of subdivision into Dewey-Humboldt. There was discussion on the current maintenance standard and cost.

Councilmember Repan made a motion to have the attorney answer the questions raised and attend the meeting where the information is being presented, seconded by Councilmember Hamilton.

Public comment was taken on this item.

Jerry Brady spoke on future economic development of that intersection; major emergency ingress egress for Outback subdivision; and liability if not maintained.

Mike Gibson spoke on his 25-year history in the area and the conditions of the road since incorporation.

Barry Smylie spoke on federal highway grant money to assist in this problem and bringing the road up to a higher standard using grant money. Emergency Medical Services being a valid reason to maintain the road and having the town's contract engineer look into possible grants.

Town Manager Kimball gave the benefits to the town to annex the subdivision into D-H. She clarified the questions she would pose to the attorney for a response: 4 options to consider (as stated earlier). Other Councilmembers listed some additional questions: the annexation process and who would the road be abandoned to. TM Kimball will distribute the written response to the council prior to the February 18th meeting and will have the attorney attend that meeting if available.

Public comment was taken on this item again.

Gerard Kaur spoke on relinquishing the section back to the county or the state.

Mike Gibson spoke on the property owners of the subdivision not having a vote on this when the town incorporated.

A vote was taken on the motion. It passed by a unanimous vote in favor.

10. Public Hearing Agenda. None.

11. Comments from the Public.

Jerry Brady spoke on NACOG not funding emergency planning of ingress/egress. He recommended the town lease larger equipment through the county to maintain roads faster.

Mayor Terry Nolan stated Ms. Kimball did not influence the decision made (in response to CM Repans earlier announcement topic).

12. Adjourn.

The meeting was adjourned at 7:42 p.m.

_____
Terry Nolan, Mayor

ATTEST:

_____
Judy Morgan, Town Clerk

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

TOWN COUNCIL REGULAR MEETING

Date: February 18, 2014, 6:30 p.m., Town Council Meeting Chambers

Agenda Item #8.1 and 9.1: Accessory Dwelling Unit. Public Hearing for Town Code Amendment to Accessory Dwelling Units, Guest Homes and Secondary Medical Dwelling Units.

To: Mayor and Town Council Members

From: Planning and Zoning Commission by Warren Colvin, Community Development Coordinator

Date Submitted: February 10, 2014

Recommendation: Discussion and possible action to approve code text amendments to Town Code in regards to Accessory Dwelling Units.

Summary:

Planning & Zoning Commission had been assigned the task of cleaning up the Town Code in regards to guest homes, secondary medical dwelling units and accessory dwelling units by Town Council's April 5, 2012 priority list.

Starting at the May 9, 2013, P&Z meeting, the Commission and staff discussed the code language regarding accessory dwelling units, guest homes and secondary medical dwelling units.

The issues P&Z and staff identified was that the code stipulations for above subjects were confusing, contradictory to each other or incomplete. (See the attached current code language for the subjects). The solution is to consolidate the regulations into one section "Accessory Dwelling Unit". The Planning and Zoning Commission met several times to address the "accessory dwelling unit" issues. The following are highlights of what P&Z has determined:

1). Remove Secondary Medical Dwelling Units and Guest Homes from the Town Code and combine them into one category to be called Accessory Dwelling Units.

2). Created a new definition and regulations for Accessory Dwelling Units that are basically a hybrid of the Guest Home.

3). Limit Accessory Dwelling Units (ADU) to R1L-70 (70,000 square foot) parcels, RMM-70 (70,000 square foot) parcels, R1-35 (35,000 square foot) parcels and RCU-2A (2 acre) parcels. By doing this it is consistent with the current language found in Town Code sections 153.036-039, which allows for uses that are in a more restrictive use district to be allowed in a lesser restrictive use district.

Staff has cross referenced all code sections in the zoning code Section 153 to ensure consistency and eliminate confusion.

After 6 months of work, the Planning and Zoning Commission voted unanimously to approve the final draft and conduct public hearings for approval. On February 6, 2014, the Planning and Zoning Commission held a public hearing and after the hearing, with no objection to the

proposed code text change, the Commission voted 4-0 (Commissioner Siereveld being absent) to submit the document as written to Town Council for their approval.

Recommendations:

Staff recommends that the Town Council approve the attached Ordinance and amended code text that revises the Town Code in regards to Accessory Dwelling Units, Secondary Medical Dwelling Units and Guest Homes.

* * * * * * * * * * *

Current Town Code provisions:

§ 153.005 Definitions:

DWELLING UNIT, ACCESSORY (ADU). A second separate unit that is attached or detached to the primary dwelling that may be used for a separate additional living unit, for property managers, property caretakers or property security guards and may include separate kitchen, sleeping, and bathroom facilities, on a single family lot. ***ADUs*** are subordinate in size, location, and appearance to the primary unit.

GUEST HOME. A secondary structure meeting the applicable zoning district requirements as to construction type not exceeding 750 square feet or 25% of the total square footage of building area under roof whichever is larger of the primary residential structure and meeting primary structure setbacks of the pertinent zoning district. Used to house a nonpaying or non-reimbursing relative or guests on an intermittent basis, with stay not to exceed a total of 120 days over a continuous 12-month period by the same guest or person(s).

SECONDARY MEDICAL DWELLING. A mobile home (HUD compliant), park trailer or manufactured home with kitchen facilities, used exclusively by an ill, handicapped or elderly person in need of special care or supervision, or a care provider for such a person, if the ill, handicapped or elderly person is the owner or resident of the main dwelling or a relative of the owner or resident of the main dwelling.

§ 153.072 GUEST HOME.

Guest homes, as defined under § 153.005, are subject to the following requirements:

(A) A guest home is only allowed on a minimum parcel size of 70,000 square feet in size in the R1L Zoning District and a minimum parcel size of 35,000 square feet in the R1 Zoning District.

(B) The parcel or lot must meet or exceed the noted required area in size and the primary structure setbacks set out under the Density District are met.

(C) The guest home must be serviced and metered by the primary structure electric utility hookups. Individual guest home septic systems may be approved where necessary in order to reduce sewer line extensions as authorized by the County Environmental Unit.

(D) A common driveway or entrance must be shared by the primary and guest home structures.

(E) The guest home must not exceed 750 square feet or 25% of the total square footage of the primary structure living area under roof, whichever is greater.

(F) The guest home must be placed in order to meet separation requirements of the current adopted Building and Fire Code as well as the Planning and Zoning Ordinance.

(G) A kitchen facility is permitted in the guest home structure.

(H) Guest home shall conform to construction requirements of the applicable Zoning District.

(Ord. 08-44 § 525, passed 10-21-2008)

ORDINANCE Nº 14-104

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, DECLARING THE DOCUMENT ENTITLED "DEWEY-HUMBOLDT MUNICIPAL CODE AMENDMENTS RE: ACCESSORY DWELLING UNITS, DATED FEBRUARY 18, 2014" AS A PUBLIC RECORD; ADOPTING THE "DEWEY-HUMBOLDT MUNICIPAL CODE AMENDMENTS RE: ACCESSORY DWELLING UNITS, DATED FEBRUARY __, 2014" BY REFERENCE; AMENDING THE TOWN OF DEWEY-HUMBOLDT, ARIZONA CODE OF ORDINANCES, TITLE XV LAND USAGE CHAPTER 153 ZONING REGULATIONS, GENERAL PROVISIONS, § 153.005 DEFINITIONS; USE DISTRICTS, §§ 153.036 R1L DISTRICT (RESIDENTIAL; SINGLE FAMILY LIMITED), 153.037 RMM DISTRICT (RESIDENTIAL; MULTI-SECTIONAL MANUFACTURED HOMES), § 153.038 R1 DISTRICT (RESIDENTIAL; SINGLE FAMILY), § 153.041 RS DISTRICT (RESIDENTIAL; AND SERVICES), § 153.042 C1 DISTRICT (COMMERCIAL; NEIGHBORHOOD SALES AND SERVICES), §153.043 C2 DISTRICT (COMMERCIAL; GENERAL SALES AND SERVICES), § 153.048 PAD DISTRICT (PLANNED AREA DEVELOPMENT), § 153.049 RCD DISTRICT (RESIDENTIAL CAMPING DISTRICT); AND GENERAL REGULATIONS, § 153.066 ACCESSORY USES AND STRUCTURES, AND § 153.072 GUEST HOME RELATED TO PERMITTING ACCESSORY DWELLING UNITS IN THE R1L, RMM AND R1 ZONING DISTRICTS, SUBJECT TO CERTAIN REGULATIONS, AND PROHIBITING ACCESSORY DWELLING UNITS WITHIN THE C1, C2, PAD AND RCD ZONING DISTRICTS; AND PROVIDING DEFINITIONS AND REGULATIONS FOR ACCESSORY DWELLING UNITS RELATED TO LOT SIZE, SETBACKS, UTILITY HOOKUPS, DRIVEWAYS, STRUCTURE SIZE, KITCHENS, AND RESTRICTING USE TO NON-PAYING GUESTS; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING PENALTIES

WHEREAS, that certain document entitled "Dewey-Humboldt Municipal Code Amendments Re: Accessory Dwelling Units, dated February 18, 2014", three copies of which are on file in the office of the Town Clerk, is hereby declared to be a public record and said copies are hereby ordered to remain on file with the Town Clerk; and

WHEREAS, the Town Council has determined that the proposed amendments will clarify and regulate the construction and use of accessory dwelling units in the Town of Dewey-Humboldt, and it is in the best interest of the public health, safety and general welfare of the Town to adopt the proposed amendments;

Now, Therefore, Be it ordained by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, as follows:

Section I. In General

The Town of Dewey-Humboldt, Arizona Code of Ordinances, is hereby amended by amending Title XV Land Usage, Chapter 153 Zoning Regulations, General Provisions, Section 153.005 Definitions; Use Districts Sections 153.036 R1L District (Residential; Single Family Limited), 153.037 RMM District (Residential; Multi-Sectional Manufactured Homes), 153.038 R1 District (Residential, Single Family), 153.041 RS District (Residential; and Services), 153.042 C1 District (Commercial; Neighborhood Sales and Services), 153.043 C2 District (Commercial; General Sales and Services), 153.048 PAD District (Planned Area Development), and 153.049 RCD District (Residential Camping District); and General Regulations, Sections 153.066 Accessory Uses and Structures and 153.072 Guest Home, all as set forth in that document entitled "Dewey-Humboldt Municipal Code Amendments Re: Accessory Dwelling Units, dated February 18, 2014, which document is hereby adopted and incorporated by reference.

Section II. Savings Clause

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance as amended is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Ordinance.

Section III. Repeal of Conflicting Ordinance

All other code provisions, ordinances, or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed as of the effective date hereof.

Section IV. Penalties

Any person found responsible for violating any provision of this Ordinance shall be subject to the civil sanctions and habitual offender provisions set forth in Section 10.99 of the Dewey-Humboldt Code of Ordinances

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this _____ day of _____, 20__, by the following vote:

AYES: _____

NAYES: _____ ABSENT: _____

EXCUSED: _____ ABSTAINED: _____

APPROVED this ____ day of _____, 20__.

_____
Terry Nolan, Mayor

ATTEST:

_____
Judy Morgan, Town Clerk

APPROVED AS TO FORM:

_____
Curtis, Goodwin, Sullivan, Udall & Schwab, P.L.C.
Town Attorneys
By Susan D. Goodwin

I, JUDY MORGAN, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. 14-104 ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA ON THE ____ DAY OF _____, 201_, WAS POSTED IN THREE PLACES ON THE _____ DAY OF _____, 201_.

_____
Judy Morgan, Town Clerk

Dewey-Humboldt Municipal Code Amendments
Re: Accessory Dwelling Units
February 18, 2014

The following Sections of Title V Land Usage, Chapter 153 Zoning Regulations, General Provisions of the Town of Dewey-Humboldt Town Code are amended to read as follows (additions in ALL CAPS, deletions in ~~strikeout~~):

§ 153.005 Definitions:

* * *

Dwelling Unit, Accessory (ADU). A ~~second~~ separate DETACHED DWELLING unit ON THE SAME SINGLE FAMILY LOT AS THE PRIMARY DWELLING UNIT that ~~is attached or detached to the primary dwelling that~~ may be used ~~for~~AS a separate additional living unit~~, for property managers, property caretakers or property security guards,~~ and ~~may~~SHALL include separate kitchen, sleeping, and bathroom facilities.~~, on a single family lot~~. ~~***ADUs*** are subordinate in size, location, and appearance to the primary unit.~~

* * *

~~***GUEST HOME.*** A secondary structure meeting the applicable zoning district requirements as to construction type not exceeding 750 square feet or 25% of the total square footage of building area under roof whichever is larger of the primary residential structure and meeting primary structure setbacks of the pertinent zoning district. Used to house a nonpaying or nonreimbursing relative or guest on an intermittent basis, with stay not to exceed a total of 120 days over a continuous 12-month period by the same guest or person(s).~~

* * *

RESIDENT CAMP SLEEPING UNITS. A BUILDING OR GROUP OF BUILDINGS CONTAINING GUESTROOMS OR DWELLING UNITS. FOR DENSITY FORMULA PURPOSES, TWO SUCH GUESTROOMS, RVS OR TENTS MAY BE COUNTED AS ONE DWELLING UNIT. EACH FOUR BEDS SHALL BE COUNTED AS ONE GUESTROOM.

RESIDENT CAMPING. A SUSTAINED EXPERIENCE WHICH PROVIDES A CREATIVE, RECREATIONAL, EDUCATIONAL OR RELIGIOUS OPPORTUNITY IN GROUP LIVING IN THE OUT-OF-DOORS IN WHICH CAMPERS LIVE AT A SITE FOR ONE OR MORE CONSECUTIVE NIGHTS, NOT TO EXCEED 90 DAYS.

* * *

The following Sections of Title V Land Usage, Chapter 153 Zoning Regulations, Use Districts of the Town of Dewey-Humboldt Town Code are amended to read as follows (additions in ALL CAPS, deletions in ~~strikeout~~):

§ 153.036 R1L District (Residential; Single Family Limited)

Permitted uses for the R1L District (Residential; Single Family Limited to site built structures) are as follows in this Section:

* * *

(B) (1) Dwelling unit (site built) for one family on any one lot;

* * *

(7) Accessory uses and structures (concurrent with and located on the same lot with the principal uses and structures, and including the following):

* * *

(j) Educational institutions as defined in § 153.005 but privately funded, allowed as an accessory use to a religious institution.~~; and~~

~~(k) Accessory dwelling unit.~~

* * *

(10) ~~Detached guest homes~~ACCESSORY DWELLING UNITS as defined ~~under~~IN § 153.005, subject to the performance standards set out in § 153.072, with a minimum parcel size of 70,000 square feet.

§ 153.037 RMM District (Residential; Multi-Sectional Manufactured Homes).

Permitted uses for RMM (Residential; Single Family; site-built, factory built and Multi-Sectional Manufactured Homes, no single-wide manufactured homes or mobile homes) are as follows in this section.

* * *

(B) (1) All principal and accessory uses and structures permitted in the R1L Zoning District;

* * *

(4) Accessory Dwelling Unit, (ADU) AS DEFINED UNDER § 153.005, SUBJECT TO THE PERFORMANCE STANDARDS SET OUT IN § 153.072, WITH A MINIMUM PARCEL SIZE OF 70,000 SQUARE FEET.

* * *

§ 153.038 R1 District (Residential; Single Family).

Permitted uses for the R1 District (Residential; Single Family; site built, multi-sectional and manufactured) are as follows in this section.

* * *

(B) (1) All principal and accessory uses and structures permitted in the R1L and RMM Districts, Manufactured Housing and Mobile Homes as set forth under § 153.082;

* * *

(3) Additional accessory uses and structures (concurrent with and located on the same lot with the principal uses and structures and including ~~the following):~~

~~(a) Roomers or boarders, not to exceed two for any one dwelling unit;~~

~~(b)~~ Farm animals (except swine) on lots of no less than 35,000 square feet for the convenience and pleasure of the lot occupants, not to exceed the number allowed as per the Allowed Animal Chart in § 153.066. Stables, barns or structures for sheltering or feeding animals must observe the same setbacks or yards as the dwelling unit; and

(4) Accessory dwelling unit (ADU) AS DEFINED UNDER § 153.005, SUBJECT TO THE PERFORMANCE STANDARDS SET OUT IN § 153.072, WITH A MINIMUM PARCEL SIZE OF 35,000 SQUARE FEET.

* * *

§ 153.041 RS District (Residential; and Services).

Permitted uses for the RS District (Residential and Services) are as follows in this section.

* * *

(B) (1) All principal and accessory uses and structures permitted in any more restrictive zoning district, EXCEPT ACCESSORY DWELLING UNITS. Where the lot is contiguous to a less restrictive zoning district, requirement for securing an administrative review is waived (unless otherwise provided for);

* * *

§ 153.042 C1 District (Commercial; Neighborhood Sales and Services).

Permitted uses for the C1 District (Commercial; Neighborhood Sales and Services) are as follows in this section.

* * *

(B) (1) All principal and accessory uses permitted in any more restrictive zoning district EXCEPT ACCESSORY DWELLING UNITS; and providing further that, unless specifically provided to the contrary, the requirements for an administrative review (except for lots contiguous to residential districts) are waived;

* * *

§ 153.043 C2 District (Commercial; General Sales and Services).

Permitted uses for the C2 District (Commercial; General Sales and Services) are as follows in this section.

* * *

(B) (1) All principal and accessory uses permitted in any more restrictive zoning district EXCEPT ACCESSORY DWELLING UNITS; and providing further that, unless specifically provided to the contrary, the following are waived:

* * *

§ 153.048 PAD District (Planned Area Development).

* * *

(D) *Uses permitted.*

(1) Single-family dwellings, two-family, multi-family; detached, semi-detached, and attached and accessory uses EXCEPT ACCESSORY DWELLING UNITS.

* * *

(7) Accessory uses and structures, WHERE PERMITTED; such uses and structures may be located in the front one-half of a lot, provided they are not nearer the front lot line than the main building or buildings.

* * *

§ 153.049 RCD District (Residential Camping District).

Permitted uses in the RCD District (Residential Camping District) are as follows in this section.

(A) *Purpose.* This district is intended to cover the operation of resident camps that are either private, public, religious, organizational or agency camps. Resident camps are not restricted from operating trip camps, schools, travel, outpost, overnight or day camping programs.

~~(B) *Definitions.* For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.~~

~~***RESIDENT CAMP SLEEPING UNITS.*** A building or group of buildings containing guestrooms or dwelling units. For density formula purposes, two such guestrooms, RVs or tents may be counted as one dwelling unit. Each four beds shall be counted as one guestroom.~~

~~***RESIDENT CAMPING.*** A sustained experience which provides a creative, recreational, educational or religious opportunity in group living in the out-of-doors in which campers live at a site for one or more consecutive nights, not to exceed 90 days.~~

(~~C~~B) *Uses.*

(1) All principal and accessory uses and structures permitted in R1L EXCEPT ACCESSORY DWELLING UNITS;

* * *

The following Sections of Title V Land Usage, Chapter 153 Zoning Regulations, General Regulations of the Town of Dewey-Humboldt Town Code are amended to read as follows (additions in ALL CAPS, deletions in ~~strikeout~~):

§ 153.066 Accessory Uses and Structures

* * *

(B) Accessory buildings may be attached to or detached from the principal building, except that no accessory building housing fowl or animals (other than domestic pets) may be attached to any dwelling unit, EXCEPT THAT AN ACCESSORY DWELLING UNIT (ADU) SHALL BE DETACHED, SUBJECT TO THE PERFORMANCE STANDARDS SET FORTH IN § 153.072.

* * *

§153. 072 ~~Guest Home.~~ ACCESSORY DWELLING UNIT (ADU).

ACCESSORY DWELLING UNITS ~~Guest homes, as defined under § 153.005,~~ are subject to the following requirements:

(A) AN ACCESSORY DWELLING UNIT ~~guest home~~ is PERMITTED only ~~allowed~~ on a minimum ~~parcel~~LOT size of 70,000 square feet ~~in size~~ in the R1L AND RMM Zoning Districts and a minimum ~~parcel~~LOT size of 35,000 square feet in the R1 Zoning District, AND ON ALL LOTS I~~O~~N THE RCU DISTRICT WHERE THE MINIMUM LOT SIZE IS 87,120 SQUARE FEET.

(B) The ~~parcel or lot must meet or exceed the noted required area in size and the~~ primary ~~structure~~DWELLING AND ACCESSORY DWELLING UNIT SHALL BOTH COMPLY WITH THE setback~~s~~ REGULATIONS set ~~out under~~FORTH IN § 153.069 ~~the~~ Density DistrictS OF THIS CODE ~~are met~~.

(C) The ~~guest home~~ACCESSORY DWELLING UNIT ~~must~~SHALL be serviced and metered by the primary structure electric utility hookups. Individual ~~guest home~~ACCESSORY DWELLING UNIT septic systems may be approved where necessary in order to reduce sewer line extensions as authorized by the County Environmental Unit.

(D) ~~A common driveway or entrance must be shared by~~ The primary and ~~guest home~~ACCESSORY DWELLING UNIT structures SHALL SHARE A COMMON DRIVEWAY OR ENTRANCE.

(E) ~~The guest home must not exceed~~AN ACCESSORY DWELLING UNIT STRUCTURE SHALL NOT EXCEED 750 square feet IN SIZE or 25% of the total square footage of the primary structure living area under roof, whichever is greater.

(F) The ~~guest home~~ACCESSORY DWELLING UNIT ~~must be placed in order to meet~~SHALL COMPLY WITH THE separation requirements SET FORTH IN~~of the current adopted~~ THE TOWN Building, ~~and~~ Fire AND MUNICIPAL CodeS~~as well as the Planning and Zoning Ordinance~~.

(G) A kitchen facility is ~~permitted~~REQUIRED in the ~~guest home~~ACCESSORY DWELLING UNIT structure.

(H) ~~Guest home shall conform to construction requirements and density, primary structure setbacks of the applicable Zoning District.~~AN ACCESSORY DWELLING UNIT SHALL BE USED TO HOUSE A NON-PAYING OR NON-REIMBURSING RELATIVE OR GUEST.

NOTICE OF PUBLIC HEARING

PURSUANT TO ARS Sections 39-204 & 9-461.06, NOTICE IS HEREBY GIVEN OF PUBLIC HEARING in the Town of Dewey-Humboldt, Arizona, relating to the following request to amend the Town of Dewey-Humboldt Zoning Regulations:

> Request to Amend the Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, General Provisions, Section 153.005 Definitions; Use Districts, related to amending the definition of "Accessory Dwelling Unit", deleting the definition of "Guest Home" and adding new definitions of "Resident Camp Sleeping Units" and "Resident Camping"; Amending Sections 153.036 R1L District (Residential; Single Family Limited, 153.037 RMM District (Residential; Multi-Sectional Manufactured Homes), 153.038 R1 District (Residential; Single Family), 153.041 RS District (Residential; and Services), 153.042 C1 District (Commercial; Neighborhood Sales and Services, 153.043 C1 District (Commercial; General Sales and Services, 153.048 PAD District (Planned Area Development), 153.049 RCD District (Residential Camping District); and General Regulations, Section 153.066 Accessory Uses and Structures, and Section 153.072 Guest Home, all related to permitting accessory dwelling units in the R1L, RMM and R1 zoning districts, subject to certain regulations, and prohibiting accessory dwelling units within the C1, C2, PAD and RCD zoning districts and providing regulations for accessory dwelling units related to lot size, setbacks, utility hookups, driveways, structure size, kitchens and restricting the use to non-paying guests.

The project file may be viewed by the public at the Town of Dewey-Humboldt Town Hall located at 2735 South Highway 69, Dewey-Humboldt, AZ. Written comments may be sent to Town of Dewey-Humboldt, Community Development Department, 2735 South Highway 69, Suite 12, Dewey-Humboldt, AZ 86329. Written comments may also be submitted at the public hearing. Any interested person may appear and be heard at the following public hearing:

The **Planning Commission** will hold a public hearing and discussion and may vote to make a recommendation to the Dewey-Humboldt Town Council regarding the Code amendment.

> **Thursday, February 6, 2014 at 6:00 p.m.**
> **Dewey-Humboldt Town Hall, Council Chambers, 2735 South Highway 69, Dewey-Humboldt, AZ.**

The **Town Council** may hold a public hearing and discussion on the Code amendment and may vote to approve or deny the amendment at its meeting on:

Tuesday, February 18, 2014 at 6:30 p.m.
Dewey-Humboldt Town Hall, Council Chambers, 2735 South Highway 69, Dewey-Humboldt, AZ

_____

Judy Morgan, Town Clerk

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

TOWN COUNCIL REGULAR SESSION
February 18, 2014, 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 10.1. HURF Resolution 14-109 at the request of the League of Cities and Towns. Discussion and possible adoption or rejection.

To: **Mayor and Town Council Members**

From: Yvonne Kimball, Town Manager

Date submitted: February 5, 2014

Recommendation: Approve the resolution (14-109) as encouraged by the League of AZ Cities and Towns

Summary:

"HURF" has been a buzz word in the local government circle. The League has been working hard to convince the state legislature to give back the HURF fund to municipalities.

The Town recently received an email encouraging all municipalities to pass a resolution to support the restoration of HURF allocations to all cities and towns. According to the League's data, the Town of D-H has lost over $200,000 in HURF since incorporation. Although I have not verified the information (and perhaps have no means of verifying it), I do believe that it would not harm the Town of D-H to respond to the League's call to adopt a resolution to support HURF restoration.

Mayor Nolan and some of the other council members have been dealing with this HURF issue longer than I have. I am certain you all have unique perspectives. From my perspective, I recommend the Council adopt the resolution, like other cities and towns, such as Cottonwood, Sedona, Jerome, Lake Havasu City, Bullhead City and Tusayan. However, if the Council has reservations about the resolution, you are never obligated to adopt the resolution.

The resolution has been reviewed by the Town Attorney.

Attachments: Resolution proposed; email from Sedona regarding HURF Resolution and its attachment;

RESOLUTION NO. 14-109

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, FOR SUPPORT OF THE RESTORATION OF ARIZONA HIGHWAY USER REVENUE FUND (HURF) DISTRIBUTION TO CITIES, TOWNS, COUNTIES AND STATE HIGHWAYS

WHEREAS, the State of Arizona taxes motor fuels and collects a variety of fees and charges relating to the registration and operation of motor vehicles on the public highways of the state including gasoline and use-fuel taxes, motor-carrier taxes, vehicle-license taxes, motor vehicle registration fees and other miscellaneous fees; and

WHEREAS, these revenues are deposited in the Arizona Highway User Revenue Fund (HURF) for distribution to the cities, towns and counties and to the State Highway Fund; and

WHEREAS, these taxes represent a primary source of revenues available to the state and local governments for street and highway construction, improvements and other related expenses; and

WHEREAS, in the last ten years, more than $200 million in city and town HURF funds have been transferred to the Department of Public Safety, including more than $34 million in each of the last three years of money intended for municipal use and approximately $206,079 from the Town of Dewey-Humboldt since 2003; and

WHEREAS, the impact of this revenue loss is leading to the increased deterioration of our essential transportation infrastructure as well as a loss of construction-related jobs; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF DEWEY-HUMBOLDT, that in 2014 the Governor and State Legislature restore full funding of the HURF account to cities, towns, counties and the State Highway Fund according to the statutory distribution methodology for the intended purposes of road, street and highway construction, maintenance and preservation, and that all future HURF revenues be protected from diversions to other purposes.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this 18th day of February 18, 2014.

_____
Terry Nolan, Mayor

ATTEST:

_____
Judy Morgan, Town Clerk

APPROVED AS TO FORM:

_____
Town Attorney

I hereby certify the above foregoing Resolution No. 14-109 was duly passed by the Council of the Town of Dewey-Humboldt, Arizona, at a regular meeting held on February 18, 2014, and that a quorum was present thereat and that the vote thereon was ___ ayes and ____ nays and ___ abstentions.

_____
Judy Morgan, Town Clerk

Judy Morgan

From: Dianne Springfield <DSpringfield@sedonaaz.gov>
Sent: Tuesday, February 04, 2014 3:58 PM
To: bleuck@bullheadcity.com; mayor@bullheadcity.com; SheilaBetts@bullheadcity.com; sstein@bullheadcity.com; tcotter@bullheadcity.com; Carol.Brown@campverde.az.gov; charles.german@campverde.az.gov; Russ.Martin@campverde.az.gov; cmarley@chinoaz.net; cwatts@chinoaz.net; jlewis@chinoaz.net; lhart@chinoaz.net; rsmith@chinoaz.net; robin.boyd@ci.winslow.az.us; stephen.pauken@ci.winslow.az.us; jdougherty@cityofkingman.gov; jwalker@cityofkingman.gov; jwatson@cityofkingman.gov; cityclerk@cityofpage.org; citymanager@cityofpage.org; mayor@cityofpage.org; doug.vongausig@clarkdale.az.gov; Gayle.Mabery@clarkdale.az.gov; dbartosh@cottonwoodaz.gov; djoens@cottonwoodaz.gov; twhitmer@cottonwoodaz.gov; Judy Morgan; Mayor Nolan; Yvonne Kimball; dougvg@esedona.net; jnabours@flagstaffaz.gov; kburke@flagstaffaz.gov; mroederer@flagstaffaz.gov; ssmith@flagstaffaz.gov; mayor@fredonia.net; townclerk@fredonia.net; townmngr@fredonia.net; gbtusayan@gmail.com; tusayantownmanager@gmail.com; c.gallagher@jerome.az.gov; n.check@jerome.az.gov; p.presler@jerome.az.gov; bracamontej@lhcaz.gov; CassensC@lhcaz.gov; NexsenM@lhcaz.gov; hskoog@pvaz.net; lduke@pvaz.net; ltarkowski@pvaz.net; kadam@rtac.net; Dianne Springfield; Nicholas Gioello; Rob Adams; Tim Ernster; bbuchanan@williamsaz.gov; johnmoore@williamsaz.gov
Subject: DRAFT Template HURF Resolution
Attachments: Copy of HURF Sweeps 2003-2014_2.xls; HURF Resolution_3.docx

Importance: High

Good afternoon,

On behalf of Mayor Adams, attached for your immediate review and consideration please find a resolution template and spreadsheet of HURF sweeps (FY 2003-2014) provided by the League of Arizona Cities & Towns. The League has requested that all cities and towns in Arizona pass a resolution that supports the restoration of HURF allocations to all cities and towns and the State Highway Fund. The League has encouraged all cities and towns approve a resolution similar to the attached example and to forward a copy of your approved resolution to the League for them to use in their lobbying efforts of this funding source so that cities, towns and the Arizona Department of Transportation can fund critically needed transportation infrastructure maintenance and projects.

Thank you,

Dianne Springfield
Administrative Assistant
City Manager & Mayor's Office
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336

(928) 203-5198 (Direct)
(928) 204-7127 (Department Main Line)
(928) 282-5671 (Fax)

HURF SWEEPS
FY 2003-2014

CITY/TOWN	2010 CENSUS POP	2010 URS POP	HURF
APACHE JUNCTION	35,840	35,840	$1,747,933
AVONDALE	76,238	76,238	$3,226,474
BENSON	5,105	5,105	$255,945
BISBEE	5,575	5,575	$279,509
BUCKEYE	50,876	50,876	$2,153,127
BULLHEAD CITY	39,540	39,540	$2,354,134
CAMP VERDE	10,873	10,873	$575,424
CAREFREE	3,363	3,363	$142,326
CASA GRANDE	48,571	48,571	$2,368,830
CAVE CREEK	5,015	5,015	$212,240
CHANDLER	236,123	236,123	$9,992,977
CHINO VALLEY	10,817	10,817	$572,460
CLARKDALE	4,097	4,097	$216,823
CLIFTON	3,311	3,311	$219,323
COLORADO CITY	4,821	4,821	$287,033
COOLIDGE	11,825	11,825	$576,711
COTTONWOOD	11,265	11,265	$596,170
DEWEY-HUMBOLDT	3,894	3,894	$206,079
DOUGLAS	17,378	17,378	$871,265
DUNCAN	696	1,500	$46,103
EAGAR	4,885	4,885	$650,140
EL MIRAGE	31,797	31,797	$1,345,683
ELOY	16,631	16,631	$811,101
FLAGSTAFF	65,870	65,870	$4,828,949
FLORENCE	25,536	25,536	$1,245,402
FOUNTAIN HILLS	22,489	22,489	$951,758
FREDONIA	1,314	1,500	$96,330
GILA BEND	1,922	1,922	$81,341
GILBERT	208,453	208,453	$8,821,954
GLENDALE	226,721	226,721	$9,595,075
GLOBE	7,532	7,532	$524,896
GOODYEAR	65,275	65,275	$2,762,508
GUADALUPE	5,523	5,523	$233,739
HAYDEN	662	1,500	$46,134
HOLBROOK	5,053	5,053	$429,336
HUACHUCA CITY	1,853	1,853	$92,902
JEROME	444	1,500	$23,497
KEARNY	1,950	1,950	$95,102
KINGMAN	28,068	28,068	$1,671,114
LAKE HAVASU CITY	52,527	52,527	$3,127,355
LITCHFIELD PARK	5,476	5,476	$231,750
MAMMOTH	1,426	1,500	$69,547
MARANA	34,961	34,961	$1,745,941
MARICOPA	43,482	43,482	$2,120,637
MESA	439,041	439,041	$18,580,684
MIAMI	1,837	1,837	$128,018

HURF SWEEPS
FY 2003-2014

CITY/TOWN	2010 CENSUS POP	2010 URS POP	HURF
NOGALES	20,837	20,837	$1,224,773
ORO VALLEY	41,011	41,011	$2,048,076
PAGE	7,247	7,247	$531,280
PARADISE VALLEY	12,820	12,820	$542,556
PARKER	3,083	3,083	$748,995
PATAGONIA	913	1,500	$53,665
PAYSON	15,301	15,301	$1,066,308
PEORIA	154,065	154,065	$6,520,195
PHOENIX	1,445,632	1,445,632	$61,180,690
PIMA	2,387	2,387	$127,870
PINETOP-LAKESIDE	4,282	4,282	$363,827
PRESCOTT	39,843	39,843	$2,108,583
PRESCOTT VALLEY	38,822	38,822	$2,054,549
QUARTZSITE	3,677	3,677	$893,304
QUEEN CREEK	26,361	26,361	$1,115,626
SAFFORD	9,566	9,566	$512,443
SAHUARITA	25,259	25,259	$1,261,426
ST. JOHNS	3,480	3,480	$463,150
SAN LUIS	25,505	25,505	$1,315,778
SCOTTSDALE	217,385	217,385	$9,199,965
SEDONA	10,031	10,031	$530,864
SHOW LOW	10,660	10,660	$905,744
SIERRA VISTA	43,888	43,888	$2,200,374
SNOWFLAKE	5,590	5,590	$474,963
SOMERTON	14,287	14,287	$737,052
SOUTH TUCSON	5,652	5,652	$282,259
SPRINGERVILLE	1,961	1,961	$260,987
STAR VALLEY	2,310	2,310	$160,981
SUPERIOR	2,837	2,837	$138,362
SURPRISE	117,517	117,517	$4,973,445
TAYLOR	4,112	4,112	$349,383
TEMPE	161,719	161,719	$6,844,121
THATCHER	4,865	4,865	$260,614
TOLLESON	6,545	6,545	$276,991
TOMBSTONE	1,380	1,500	$69,188
TUCSON	520,116	520,116	$25,974,420
TUSAYAN	558	1,500	$40,907
WELLTON	2,882	2,882	$148,680
WICKENBURG	6,363	6,363	$269,289
WILLCOX	3,757	3,757	$188,361
WILLIAMS	3,023	3,023	$221,617
WINKELMAN	353	1,500	$24,600
WINSLOW	9,655	9,655	$820,353
YOUNGTOWN	6,156	6,156	$260,528
YUMA	93,064	93,064	$4,801,080
TOTALS	5,022,708	5,028,462	$231,760,000

Received 2/5/14 by JM (email)

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: next available

Date of Request: 2.5.14

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):

Revisit policy relating to educational, conference and event reimbursements to council members to clarify what types of these activities will be deemed acceptable.

Purpose and Background Information (Detail of requested action).

Recently a submittal was made for a partial reimbursement of educational fees after dialogue with staff and Mayor. It is clear that council is divided as to what types of activies might be eligible for payment through allocated budget funds and this needs to be clarified and understood by all.

Staff Recommendation(s): _____

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.

TOWN OF DEWEY-HUMBOLDT PUBLIC BODY RULES OF POLICIES AND PROCEDURES	PG № TC13-02
All Public Bodies : Town Council, Board, Commission, and Committees	Effective Date: November 19, 2013
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. This policy is to update and replace PG No. TC 12-03 which was modified in November 2013 at the Town Council's direction.

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. Meeting/Training materials and publications will be placed into binders by the attending public body members, and binders will be kept at town hall.

TERRY NOLAN, MAYOR _____	
ATTEST:	
JUDY MORGAN, TOWN CLERK _____	
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.

§ 30.017 COMPENSATION, BOND AND FINANCIAL DISCLOSURE STATEMENT.

(A) *Council compensation*. Council members will not receive any salary, benefits or other form of monetary compensation for their services. A sitting Council may, by ordinance, modify or otherwise implement a schedule of compensation that will not be effective for any member of that Council or future member until after the next Council election. Any such compensation will become effective beginning the next July 1st following the election.

(B) *Bond*. Prior to taking office, the town will provide for each Councilmember an official bond enforceable against the principal and his or her sureties. The bond shall be payable to the state, and to and for the use and benefit of the town or any person who may be injured or aggrieved by acts of the officer in his or her official capacity. A person so injured or aggrieved may bring suit on the bond under provisions identical to those contained in A.R.S. § 38-260. Bonds shall be in a sum as shall be determined by the Town Manager and the premium for the bonds shall be paid by the town.

(C) *Financial disclosure statement*. Each member of the Council shall file a financial disclosure statement by January 31st of each year on a form setting forth such information as may be required by state law.

(Ord. 09-49, passed 4-7-2009)

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Rec'd. 2/5/14 GM
Modified 2/12/14 @ 9:38a
"Discussion" added

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: WHEN TOWN ATTORNEY ATTENDS MEETING

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):

ASK ATTORNEY QUESTIONS ABOUT (1) WHAT IS LEGALITY OF COUNCIL MEMBERS ADDRESSING PUBLIC DURING COMMENTS FROM THE PUBLIC AGENDA SPACE,

Purpose and Background Information (Detail of requested action).

(2) COUNCIL DISCUSSING ITEMS IN THE TOWN MANAGERS REPORT
(3) GIFT CLAUSE ON HOW IT RELATES TO COUNCIL DUTIES AND IF CHALLENGED IN COURT WHO PAYS ATTORNEY FEES. THESE ITEMS

Staff Recommendation(s): ARE FOR DISCUSSION PURPOSES

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: _____

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

Contact Person: Paul 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.

S:\FORMS I\Town Clerk Forms\Council Action Request Form Template.docx

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Received 2/5/14 by JM (email)

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: next available

Date of Request: 2.5.14

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):
Invitation to be issued to Animal Disaster Services to do a presentation for council and community on preparedness and plans of action.

Purpose and Background Information (Detail of requested action).
We live in a community where fire is a frequent danger with many of our town's residents having not only household pets but equine, sheep, steers, cows, poultry , alpacas and other larger animals. With some of our areas difficult to evacuate and many reisdents without trailers this is an important issue.

Staff Recommendation(s): _____

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.

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Received 2/5/14 by JM (email)

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: next available

Date of Request: 2.5.14

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):
Report on Branding Initiatives per Budget

Purpose and Background Information (Detail of requested action).
Durning Budget Sessions we allocated funds for Town Branding intitatives which included a sign delineating Main Street/Town Hall/Historic Area etc. This report is an update on the volunteers progress and status of projects.

Staff Recommendation(s): _____

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.

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Received 2/7/14 by JM
(hand delivered)

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: 2/18/14

Date of Request: 2/7/14

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 FORMAT OF BUDGET.

Purpose and Background Information (Detail of requested action).

I BELIEVE THAT WE NEED A MORE TRANSPARANT BUDGET FORMAT

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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