

**TOWN COUNCIL OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE**

Tuesday, May 6, 2014, 6:30 P.M.

**COUNCIL REGULAR MEETING
2735 S. HWY 69**

**COUNCIL CHAMBERS, TOWN HALL
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.

4.1. United Animal Friends, Animal Disaster Preparedness. A presentation by Becky Salazar. [CAARF request by VM Alen at the February 18, 2014 regular council meeting, and presentation approved by council]

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4.2. Poppy Month Proclamation.

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4.3. Mental Health Month Proclamation. [VM Alen requested CAARF]

4.4. Presentation by West Yavapai Guidance Clinic – May is Mental Health Awareness Month. [VM Alen requested CAARF]

5. Town Manager’s Report. Update on Current Events.

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5.1. Council Budget Discussion Recap from April 22nd and 29th workshop meetings.

6. Consent Agenda.

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6.1. Minutes. Minutes from the April 1, 2014 Regular meeting and April 8, 2014 Work Session 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. **Discussion Agenda – Unfinished Business.** Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.

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8.1. **Ordinance 14-105 Ratifying Code Change to 30.017 Compensation, Bond and Financial Disclosure Statement, (A) Council compensation.** (CAARF Requested by CM Wright and approved at April 1st meeting). Adopt, deny, postpone, or adopt with modifications.

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8.2. **Volunteer of the Year Selection and Recognition and next steps.** Staff report, Council ratification, and direction on next steps.

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8.3. **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 and continued from February 18th and March 11th Council meetings]

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

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9.1. **Call of Election. Mayor and 3 Council member election in August.** [Presented by Town Clerk, Judy Morgan]

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9.2. **Discussion and consensus on revising the Town Code on reimbursement for the Town Council (includes Mayor) for travel and/or training expenses.** Possible action. [CAARF requested by CM Wright]

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9.3. **Discussion and consensus on revising the Town Code on Reimbursement for Council for travel and training expenses.** [CAARF requested by Mayor Nolan]

10. **Public Hearing Agenda.**

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

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, May 20, 2014, at 6:30 p.m.
- Next Special Meeting "ULI Presentation": Monday, May 12, 2014, at 1:30 p.m.
- Next Town Council Budget Workshop: Tuesday, May 13, 2014, at 9:00 a.m.
- Next Planning & Zoning Meeting: Thursday, May 8, 2014, at 6:00 p.m.
- Next Town Council Work Session: Tuesday, May 13, 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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Poppy Month Proclamation

May 2014

WHEREAS, the sacrifices of those who have lost their lives, their health or their livelihood as a result of their military service are rightly the concern of all citizens; and

WHEREAS, the annual distribution of the red poppies by the American Legion Auxiliary offers an opportunity for the people of this community to acknowledge those persons who have paid more than their share of the cost of freedom; and

WHEREAS, poppies are made by disabled veterans, and the proceeds of this worthy fund-raising campaign are used exclusively for the benefit of disabled and needy veterans and their families, and the widows and orphans of deceased veterans;

NOW, THEREFORE, I, Terry Nolan, Mayor of the Town of Dewey-Humboldt, do hereby proclaim the month of May to be "Poppy Month" in the Town of Dewey-Humboldt, and I urge the citizens of this community to recognize the merits of this cause by contributing to its support through the donation of funds for poppies on the days set aside for the distribution of these symbols of appreciation for the sacrifices of our honored dead.

I further urge all patriotic citizens to wear a poppy during the month of May, 2014, as just evidence of our gratitude for the men and women of this country who have risked their lives in fulfilling their obligations as American citizens.

In witness whereof, I have hereunto set my hand this 6th day of May 2014.

*Mayor Terry Nolan
Town of Dewey-Humboldt*

*Judy Morgan
Town Clerk*

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Mental Health Month 2014 Proclamation

“Mind Your Health”

WHEREAS, mental health is essential to everyone’s overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, prevention is an effective way to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that supports specific tools that all Americans can use to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

THEREFORE, I, Terry Nolan, Mayor of the Town of Dewey-Humboldt, do hereby proclaim May 2014 as “Mental Health Month” in the Town of Dewey-Humboldt. As the Mayor, I also call upon the citizens, government agencies, public and private institutions, businesses and schools in Dewey-Humboldt to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

In witness whereof, I have hereunto set my hand this 6th day of May 2014.

*Mayor Terry Nolan
Town of Dewey-Humboldt*

*Judy Morgan
Town Clerk*

Mental Health Awareness Month 2014 – “MIND YOUR HEALTH”

May 1-31

Free

Coloring Contest

Children are welcome to participate in our coloring contest for Mental Health Awareness Month. The contest is being sponsored by the Daily Courier and Gateway Mall. For coloring sheets and detailed information, go to www.prescottaz.com.

May 1

7pm-8pm

Survivors of Suicide Walk and Candlelight Memorial

Prescott College

Have you lost a family member or friend to suicide? Join other survivors for a candlelight walk through the courtyard of Prescott College to honor them and help you on your journey from surviving to thriving.

Contact: Tina Blake, t.blake@wygc.org or (928) 445-5211, X3634

May 2, 3, 9, 10 at 7pm

May 3, 4, 10 at 2:30pm

The Wizard of Oz (by Lonesome Valley Playhouse)

Prescott Valley United Methodist Church (8944 E. Sommer Drive)

Watch a musical and help community mental health. The Lonesome Valley Playhouse is hosting a fundraiser for the West Yavapai Guidance Clinic Foundation. Don't miss the “**Wizard of Oz.**” The playhouse is donating a portion of ticket sales to the Foundation (\$3 for every \$10 ticket sale). This is good for all family and friends of West Yavapai Guidance Clinic. **Just tell them you are supporting the West Yavapai Guidance Clinic Foundation!** Walk the Yellow Brick Road With Us!

Contact: Tina Blake, t.blake@wygc.org or (928) 445-5211, X3634

May 5-May 7

Various Times and Locations

PROGRAM FULL

The Virtual Hallucinations Unit known as “Mind Storm” is a unique, educational tool that provides a patient perspective, fostering an understanding of patients who suffer with mental illness by conjuring a believable, realistic environment with visual, auditory, and olfactory experiences like those of patients with schizophrenia. This is only available by appointment at various community locations. This program is being sponsored by Janssen Pharmaceutical Companies of Johnson & Johnson.

Contact: Laura Norman, l.norman@wygc.org or (928) 445-5211, X3615

May 6

7pm-9pm

Film: OF TWO MINDS

Embry-Riddle Aeronautical University, Davis Learning Center

OF TWO MINDS, will be shown locally for Mental Health Awareness Month. This award winning film will only have one showing this month for only \$5 per ticket (no advance purchase is necessary, just come out and enjoy). This feature documentary, directed by Lisa Klein and Doug Blush, follows extraordinary people living, struggling and succeeding with a bipolar disorder. Filmed over three years, OF TWO MINDS weaves together stories from across America of the incredible highs and devastating lows of bipolar disorder. This is not a medical primer or tabloid scandal expose, but rather a flesh and blood look at how remarkable people deal with the symptoms and stigmas, and share their unique insights.

Contact: Tina Blake, t.blake@wygc.org or (928) 445-5211, X3634

May 7

8am-5pm

Mental Health First Aid Class

Embry-Riddle Aeronautical University

PROGRAM FULL

Consider taking our Mental Health First Aid class, an evidence-based program which uses role-playing and simulations to demonstrate how to assess a mental health crisis, select interventions and provide initial help. This evidence-based program is being offered at Embry-Riddle and has limited space for guests.

Contact: Laura Norman, l.norman@wygc.org or (928) 445-5211, X3615

May 8

6pm-8pm

Music and Fun

Entertainment District, Prescott Valley

Free entertainment in the Prescott Valley Entertainment District. Enjoy family fun music and food as the sun sets in honor of Mental Health Awareness Month. This program is being sponsored by Fain Signature Group.

Contact: Tina Blake, t.blake@wygc.org or (928) 445-5211, X3634

May 12, 15 and 20th

Various Times

Yavapai County Community Health Center: Mental Health Assessments

Cottonwood, Prescott and Prescott Valley

Yavapai County Community Health Services will be providing mental health assessments for established primary care patients. This is a great opportunity for current patients to evaluate their mental health needs. Please call for an appointment or additional information.

Contact: Jennifer Gregory, jennifer.gregory@yavapai.us or (928) 583-1227

May 13

1pm-3pm

ACE Study

Prescott Library

Claire Louge, Parent Awareness and Community Outreach Coordinator with First Things First will be providing an insightful presentation on the Adverse Childhood Experience (ACE) Study. The ACE Study is one of the largest investigations ever conducted to assess associations between childhood trauma and later-life health and well-being. The study is ongoing collaborative research between the Centers for Disease Control and Prevention in Atlanta and Kaiser Permanente's Health Appraisal Clinic in San Diego. The ACE Study findings suggest that certain experiences are major risk factors for the leading causes of illness and death as well as poor quality of life in the United States. Progress in preventing and recovering from the nation's worst health and social problems is likely to benefit from understanding that many of these problems arise as a consequence of adverse childhood experiences.

Contact: Laura Norman, l.norman@wygc.org or (928) 445-5211, X3615

May 14
6pm-7pm
Yoga in Chino Valley

Enjoy an hour of **free** yoga focused on stress relief. Reducing one's stress can help with your mental well-being. Everyone is welcome.

Contact: **Body Language Studio**
990 North Highway 89, Suite A
Chino Valley, AZ 86323
(928) 636-2007
www.bodylanguagestudio.net

May 15
1pm-2pm
Suicide Prevention Presentation
VA Hospital

PROGRAM FULL

The State Probation Officers for an hour long presentation on Suicide Prevention (space is limited for guests) or arrange a presentation for your own group. Suicide may not be the first topic that comes to mind when you are planning your social, civic or service club programs – but this presentation is provocative, and challenging. About every 15 minutes someone in this country ends his or her life. During a presentation that lasts less than one hour you can learn about the resources available to change this statistic!

Contact: **Laura Norman, l.norman@wygc.org or (928) 445-5211, X3615**

May 15
5:30pm-6:30pm
Yoga in Prescott and Prescott Valley

Enjoy an hour of **free** yoga focused on stress relief. Reducing one's stress can help with your mental well-being. Everyone is welcome.

Contact: **Deva Healing Center**
520 W. Sheldon
Prescott, AZ 86301
(928) 899-9939
www.devahealingcenter.org

Fusion of Movement
6401 E. 2nd St.
Prescott Valley, AZ 86314
(928) 775-2520
www.fusionofmovement.com

May 17
10am-2pm
Celebrate Life Event
Prescott Gateway Mall

Enjoy the Health Fair of the Season. Learn about mental health and other health related issues at this fun, family-friendly event. There will be **free** presentations, information tables and several exciting activities. This program is part of Yavapai Regional Medical Center community outreach programming.

Contact: **Roxanne Hull, RHull@yrmc.org or (928) 771-5544**

May 17

11am-2pm

"Spudtacular for Community Smiles"

Prescott Gateway Mall

Enjoy a potato bar lunch for only \$7 with all proceeds to benefit the West Yavapai Guidance Foundation. There will be activities close by at the Celebrate Life Event and lots of opportunities to share in the fun. The "Spudtacular" is being sponsored by Macayo's Restaurant.

Contact: Tina Blake, t.blake@wygc.org or (928) 445-5211, X3634

May 19

10am-11am

Caregiver Burnout

Prescott Public Library

Pamela Cregar, Community Service Representative with HomeInstead Senior Care will be presenting information on caregiver burnout. This critical issue is something that we all either have or may experience as we care for our loved ones with their health needs. It can be one of the most stressful situations in one's life. Learn techniques to protect your stress level while providing loving care.

Contact: Tina Blake, t.blake@wygc.org or (928) 445-5211, X3634

May 21

8am-5pm

Mental Health First Aid Class

Prescott Valley

Consider taking our **free** Mental Health First Aid Class, an evidence-based program which uses role-playing and simulations to demonstrate how to assess a mental health crisis, select interventions and provide initial help. This evidence-based program is being offered at the West Yavapai Guidance Clinic and space is limited (advance registration required).

Contact: Laura Norman, l.norman@wygc.org or (928) 445-5211, X3615

May 21

1pm-2pm

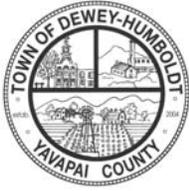
Seniors and Depression

West Yavapai Guidance Clinic, Chino Valley Clinic

Terri Roza with the Senior Peer Prevention Program of West Yavapai Guidance Clinic will present on Seniors and Depression. This not only can affect you, your family and friends but your community as well. Find out techniques on how to help seniors who are experiencing depression.

Contact: Laura Norman, l.norman@wygc.org or (928) 445-5211, X3615

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

TOWN COUNCIL REGULAR SESSION

MAY 6, 2014, 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 5.1. Town Manager Report

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: May 1, 2014

Purpose: Recap of the April 22nd and 29th Council Budget Workshop discussions

Summary:

Council spent the mornings on April 22nd and 29th to discuss the budget worksheets dated April 10, 2014. Council went over line-by-line on the budget worksheets. Highlights were:

Council accepted the General Fund revenue projections which represent a 5% increase from FY 13-14.

Council went over the General Fund Expenditures.

Under Council and Management –

1. Removed two expense requests made by Mayor Nolan – a. council monthly stipend totally \$9,600 per year; b. council telecommunication allowance totaling \$6,720 per year
2. Approved membership fees and travel expenses except the membership fees to join Water Advisory Committee (WAC) in the amount of \$4,130 and Greater Prescott Regional Economic Partnership (GPREP) in the amount of \$4,000. There were a great deal of discussions. With a 3-3 vote, the motion to “get out of WAC” failed. GPREP membership decision was postponed until a later date.

Under Town Clerk – no change to the proposed; some highlights are \$26,000 for election expenses and \$13,000 for new permitting software (re-budget from FY 13-14)

Under Finance – no change to the proposed.

Legal – currently proposed \$41,000; Town Manager suggested increasing the proposed to \$45,000 due to property acquisition related researches. Council considered the option of \$11,880 more if having attorney attending regular council meetings. Legal’s final budgetary expenditure is to be determined later.

IT – no change to the proposed. However, 1. Council had discussions but decided to decide later on Mayor Nolan’s request of providing Electronic Devices to all CM’s. The associated costs are \$6,500; 2. Council is interested in more information on replacing the current phone system as suggested by the IT contractor (it would cost \$20,000 according to IT contractor; the request was declined by Town Manager originally and was not included in the April 10 worksheet).

Magistrate Court – no change to proposed.

Public Safety – no change to proposed.

Engineering and Public Works – no change to the proposed. However, Council considered Town Manager's (un-proposed) request of an additional truck for town usage. Council will determine this request at a later date along with other undetermined items.

Community Development – Council had a great deal of discussions on CM requests. They are:

1. Mayor Nolan requested paying the museum rent for DHHS in the amount of \$7,200. Council heard DHHS presentation and requested more information from DHHS.
2. Mayor Nolan requested \$5,000 to support Aqua Fria Festival on behalf of the Festival Committee. Council requested to hear Committee Chair Bob Greene's presentation.
3. Mayor Nolan requested \$1,000 for lock boxes for senior citizens; the request has been denied by the Council.
4. CMs Wright and Hamilton requested a community-wide survey in the amount of \$5,000. The amount was increased by Council to \$7,500.
5. CM Alen requested \$5,000 to continue town branding effort. A decision on this request has been postponed by Council until a later date.

Over-run contingencies (non-operational, normally paid out of fund balance) –

1. Town policy requires maintaining a contingency fund equal to 10% to 30% of the total operational budget. This will be taken care of after the budget expenditures are determined.
2. CM Wright requested considering acquiring properties located on the west side of Hwy 69. After some discussion, \$80,000 was put in to the budget for this purpose.
3. VM Alen requested a town-wide water resource and infrastructure study. \$25,000 as a budget figure was accepted by Council.
4. CM Hamilton requested a fee study. \$30,000 is currently accounted for this activity. Council decided to discuss this when CM Hamilton is present.

Additionally, Council did not discuss the current salary raise proposal. A 2% total increase has been included in the budget sheet while the Town Manager would like to request 3%. The salary component will be discussed at a later date when other unknown components are discussed.

The next budget discussion will be held at 9am May 13. HURF will be discussed; Public Works department will make presentations. It is likely that other undecided items and/or newly evolved budget related items could be discussed and determined at the same meeting (for example, I have previously suggested a facility study for future town hall consideration; I have received information on this).

Staff is working on the text of the budget and wants to present Council the tentative budget on May 20.

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, APRIL 1, 2014, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, APRIL 1, 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. Mayor Nolan presided.
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 (arrived late at 6:37 p.m.), 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.

 - 4.1. **Arizona City/County Management Association (ACMA) presentation for Town Manager's ICMA-CM (credentialed manager) status.** [ACMA President-Elect Mr. Josh Wright, Town Manager, Town of Wickenburg, presenting]

ACMA President-Elect, Josh Wright was present and announced Town Manager Kimball's recent achievement, ICMA Credentialed Manager Designation. This is a professional certification for city and town managers and very few have obtained it.
 - 4.2. **Mayer Area Meals on Wheels presentation by Virginia Tallent.** [As approved at the March 4th meeting]

Mayer Area Meals on Wheels Director, Virginia Tallent spoke to the Council on the program and how it serves the Dewey-Humboldt area. NACOG only reimburses the program 50% so MAMOW looks for other ways to make ends meet (fundraising, donations, subsidizing). She asked Council to consider subsidizing the program. She spoke on how a person qualifies for this assistance.

Council asked questions. Councilmember Hamilton suggested MAMOW submit an article for the Town's newsletter.
 - 4.3. **Fair Housing Month Proclamation.**

Mayor Nolan read the proclamation declaring April as Fair Housing month.
 - 4.4. **Arizona Gives Day Proclamation.**

Mayor Nolan read the proclamation declaring April 9th as the Arizona Gives Day (donate to the nonprofit of your choice).

Angela Peterson showed a poster she brought to the meeting on Arizona Gives Day and suggested it be posted at Town Hall.

Vice Mayor Alen gave an update on the scheduling for the ULI meeting. It will be scheduled for April 16th but one of the ULI team can't make it so they are requesting some different dates in May. VM Alen asked Council to look at their calendars and get back on their availability for

any of these dates, as soon as possible.

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

None.

6. **Consent Agenda.**

6.1. **Minutes.** Minutes from the March 11, 2014 Study Session and March 25, 2014 Special Visioning Session.

Councilmember Wright made a motion to approve the consent agenda which includes the Minutes from the March 11, 2014, Study Session and March 25, 2014, Special Visioning Session, as presented. The motion was seconded by Councilmember Williams-Rowe. It was approved unanimously.

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

Jerry Brady spoke on an article in the local paper about the U.S. economy and the Town's access to federal and state land that could be developed for housing for people in poverty.

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.

8.1. **Dewey-Humboldt “Welcome” sign implementation details and next steps.** Report on detailed cost estimate including engineering cost, production and installation expenses; seek direction to proceed producing and installing the sign and/or the sign with modification at the previously discussed location (Town right of way corner of SR 69 and Third St.) utilizing FY 13-14 “branding” budget. [As directed at the March 5th meeting following CAARF discussion requested by VM Alen].

Vice Mayor Alen gave an overview and explained this was the information obtained at the Council's direction. She was asking for Council's consideration for approving the sign as presented. Town Manager Kimball spoke on the details of the sign project.

There was discussion on the signage wording and whether it needed to be shortened for better readability. Council reviewed the location for the sign.

Councilmember McBrady made a motion to approve the sign at the location presented (Hwy. 69 and 3rd Street), seconded by Vice Mayor Alen.

There was discussion on the sign verbiage and possible modifications (removing the Town's website address, “town hall – library - museum”).

Councilmember McBrady, the maker of the motion made an amendment to the original motion to “remove the website address”, the seconder Vice Mayor Alen agreed to the amendment.

Public comment was taken on this item.

Jerry Brady spoke on keeping the website on the sign and using technology to find out about scenic attractions.

Angela Peterson agreed with Mr. Brady and spoke on an experience of hers with technology and tourism. She spoke on her pride in Dewey-Humboldt.

A vote was taken on the amended motion to approve the sign at this location, with the website address removed from the sign. It passed unanimously.

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

9.1. Discussion and possible action on revising Town Code 30.017 Compensation, Bond and Financial Disclosure. [CAARF requested by CM Wright]

Councilmember Wright gave an overview explaining she discovered this part of code that was not modified when the consolidated elections changes were made and she was recommending modifying the wording about who receives compensation, so all Council would receive it at the same time.

There was discussion about volunteering and compensation. CM Wright explained this was to clean up the code rather than discuss compensation.

Councilmember Hamilton made a motion to change the code to reflect a date of January 1st and to modify the section on compensation so all council gets compensation at the same time, seconded by Councilmember Repan.

There was more Council discussion on the timing of compensation.

Public comment was taken on this item.

Jerry Brady spoke on Council incurring costs and being compensated for those expenses and this issue being a decision for the voters.

A vote was taken on the motion which passed by a 5-2 vote in favor, Councilmember McBrady and Mayor Nolan voting against.

Town Manager Kimball explained she will send this to the Town attorney to generate an ordinance, which will then be brought back to the council at a future meeting.

9.2. Discussion and possible action on clarifying Town Code 30.105 (C) & (E). [CAARF requested by CM Wright]

Councilmember Wright gave an overview explaining what she felt was the intent of the code (“next scheduled” rather than “next regular” meeting).

There was discussion on what this Council has decided the code means, at previous meetings.

Public comment was taken on this item.

Kevin Leonard spoke in support of all CAARFs first going to a “Regular” meeting so people will know what is being considered.

Jerry Brady spoke on the state constitution and its intention to mandate and maximize public participation in the legislative process.

There was discussion on the purpose of work sessions; prior decisions to keep the code as it currently reads; whether the council should have the decision which meeting to place their CAARF on.

Councilmember Hamilton made a motion to allow Council members to decide what session their CAARF goes on, seconded by Councilmember Wright. The motion was approved by a 4-3 vote in favor, Councilmember Williams-Rowe, Vice Mayor Alen and Mayor Nolan voting against.

9.3. Approve Pre-Budget Presentations by GPREP and WAC for April 15th meeting. [CAARF requested by Mayor Nolan and Vice Mayor Alen]

Vice Mayor Alen gave an overview explaining these agencies that the town has membership in, are making changes and she is recommending council invites their representatives to speak on those changes; with a 1 hour maximum timeframe for the presentations (20 minutes for each presentation and time for questions). There was discussion on what information would be provided.

Councilmember McBrady made a motion to approve the Pre-Budget Presentations by GPREP and WAC for the April 15th meeting, seconded by Vice Mayor Alen. It was approved by a 5-2 vote in favor, Council Members Hamilton and Wright voting against.

9.4. Approve Congressman Gosar to make presentation to Council to reply to questions.
[CAARF requested by Mayor Nolan]

Mayor Nolan gave an overview explaining Congressman Gosar would provide an update on what is happening in Congress and how it might affect Dewey-Humboldt. There was discussion on whether this was campaigning or informational, and problems if perceived as campaigning.

Public comment was taken on this item.

Jerry Brady spoke on the Arizona Constitution and how it deals with municipal procedures, duties and authorities.

There was discussion on asking questions if items brought up during this presentation are not detailed on the agenda.

Councilmember Hamilton made a motion to approve inviting Congressman Gosar as long as he agendizes the topics he will be talking about. The motion failed for lack of a seconder.

Councilmember McBrady made a motion to invite Congressman Gosar to speak to the Council, with a question and answer format pertaining to things that might benefit the town, seconded by Councilmember Williams-Rowe.

There was discussion on Open Meeting Law and agendizing the topics for discussion.

A vote was taken on the motion which passed by a 5-2 vote in favor, Councilmembers Hamilton and Wright voting against.

10. Public Hearing Agenda. None.

11. Comments from the Public.

Jerry Brady spoke on conducting public business in a public venue.

Angela Peterson thanked the Council for having the Mayer Area Meals on Wheels representative speak on the program. She left brochures for the community on what NACOG has to offer.

12. Adjourn.

The meeting was adjourned at 8:15 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MINUTES
TUESDAY, APRIL 8, 2014, 2:00 P.M.**

A STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, APRIL 8, 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 2:03 p.m. Mayor Nolan presided.

2. **Roll Call.**

2.1. Town Council. Town Council Members Jack Hamilton, Mark McBrady (arrived late at 2:06 pm), Dennis Repan, Nancy Wright; and Mayor Terry Nolan were present. Councilmember Sonya Williams-Rowe and Vice Mayor Arlene Alen were absent.

3. **Study Agenda.** No legal action to be taken.

3.1. Review and discussion of FY 14-15 Public Safety IGA with Yavapai County Sheriff's Office.

Town Manager Kimball gave an overview and explained the Yavapai County Board of Supervisors (BOS) approved the IGA yesterday (4/7/14). There was discussion on whether there was any negotiable components to the contract.

Councilmember McBrady arrived at 2:06 p.m.

Councilmember Hamilton suggested negotiating the substation costs or closure. Councilmember McBrady spoke on the added facilities (interrogation room) at the D-H substation.

Councilmember Wright asked about various verbiage within the Intergovernmental Agreement (IGA) and Yavapai County Sheriff's Office (YCSO) obligation to provide certain services and enforcement of town laws; verification of mileage amounts.

There was discussion on the increased personnel costs and whether they were reasonable; how they were calculated (real or averaged); having town provide input at the BOS discussion on this for next year's budget discussion; services being the same with changes only for salaries and some equipment; happy with service town is provided by YCSO. .

Council directed the Town Manager to ask if the labor rate is based on actual cost or a projection/average.

3.2. Scheduling of a workshop with the Urban Land Institute (ULI). [Continued discussion from the January 14th Regular Meeting and March 11th Study Session]

Council reviewed the dates suggested for the ULI workshop. May 12th was picked with a meeting time in the early afternoon. Vice Mayor Alen will get in touch with ULI with this date to firm up the meeting.

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

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

Mayor Nolan reviewed that the Council has planned two special budget meetings (August 22nd and 29th at 9:00 a.m.) additionally this month.

5. **Comments from the Public.** None.
6. **Adjourn.** The meeting was adjourned at 2:50 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

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: April 2, 2014

Date of Request: March 13, 2014

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
Discussion and possible action on revising Town Code 30.017 Compensation,
Bond and Financial Disclosure.

Purpose and Background Information (Detail of requested action). TC 30.017
uses July 1st as the date for changes to go into effect. Since the election cycle
has changed Council should consider changing the date of January 1st. Also,
Council can consider any other changes it wishes to make on this code.

Staff Recommendation(s): _____

Budgeted Amount: \$0

List All Attachments: Copy of Town Code with suggested changes.

Type of Presentation: _____

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

Contact Person: CM Wright

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

§ 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)

§ 30.018 COUNCIL ACTIONS.

(A) Legislative actions by the Town Council may be taken by means of ordinance, resolution, or motion duly made and passed by a majority of the Councilmembers present (unless otherwise required in this code or by state or federal law). All amendments to the town code shall be accomplished by approval by the Town Council of an ordinance, setting forth the amendment in full or adopting the amendment by reference, as authorized by Arizona law.

(B) In accordance with state law, public actions of the Council are recorded in the minutes of the Town Council meeting. The Town Clerk is required to make a record of business actually passed upon by a vote of the Council and should not record any remarks of Councilmembers or of any other person, except at the special request of a Councilmember, with the consent of the Council.

(C) Actions of the Council concerning confidential property, personnel, and legal matters of the town are to be reported consistent with state law.

(D) Agenda items submitted by a Councilmember shall be introduced by the submitting Councilmember without restrictions, interference or comment from other Councilmembers, the Mayor or the public. Discussion on the item shall not be commenced until the submitting Councilmember yields the floor.

(Ord. 09-49, passed 4-7-2009; Am. Ord. 12-91, passed 6-12-2012; Am. Ord. 13-99, passed 9-17-2013)

§ 30.019 COUNCIL MEMBER COMMITTEES.

(A) The Town Council may organize itself into standing or ad hoc committees of the Council (each a **COUNCIL MEMBER COMMITTEE**) to facilitate Council review and action regarding certain matters referred to them by the Town Council.

(B) All work undertaken by a Council Member Committee must originate with the Council and all actions of a Council Member Committee shall be reported to the Council.

(C) Standing, special, or ad hoc Council Member Committees may be created or dissolved by the Mayor or a majority vote of the Council. The Mayor appoints the members.

§ 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~~ JANUARY 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)

ORDINANCE No. 14-105

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, AMENDING THE TOWN OF DEWEY-HUMBOLDT, ARIZONA CODE OF ORDINANCES, TITLE III ADMINISTRATION, CHAPTER 30 TOWN COUNCIL AND OFFICIALS, § 30.017 COMPENSATION, BOND AND FINANCIAL DISCLOSURE STATEMENT RELATED TO REVISING THE EFFECTIVE DATE FOR CHANGES IN COUNCIL COMPENSATION PURSUANT TO THE STATEWIDE CONSOLIDATION OF ELECTIONS; PROVIDING FOR A SAVINGS CLAUSE; AND PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES

Whereas, pursuant to ARS § 16-204, beginning in 2014, Town Council elections are held in the fall of even-numbered years and new councilmembers' terms begin the following December; and

Whereas, Article 4, Part 2, §17 of the Arizona Constitution provides that the compensation of a city or town council member may not be increased during his or her term of office; and

Whereas, Section 30.017 of the Town Code is intended to make any changes in Council compensation effective at the beginning of a new councilmember's term of office or reelected councilmember's new term,

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, Title III Administration, Chapter 30 Town Council and Officials, Section 30.017 Compensation, Bond and Financial Disclosure is hereby amended to read as follows (additions in ALL CAPS; deletions in ~~strikeout~~):

§ 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; PROVIDED, HOWEVER, SUCH MODIFICATION SHALL that will not be effective for any member of that Council or future member until after the next Council election,~~ FOR ANY COUNCILMEMBER DURING HIS TERM IN WHICH THE ORDINANCE MODIFYING COMPENSATION WAS ADOPTED. FOR COUNCILMEMBERS NOT IN OFFICE AT THE TIME THE ORDINANCE WAS ADOPTED, ~~Any such~~ THE MODIFIED compensation ~~will~~ SHALL become effective

UPON THE START OF SUCH COUNCIL MEMBER'S TERM IN DECEMBER ~~beginning~~
~~the next July 1st~~ following the COUNCIL election.

* * *

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.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this ____ day of _____, 2014, by the following vote:

AYES: _____

NAYES: _____ ABSENT: _____

EXCUSED: _____ ABSTAINED: _____

APPROVED this ____ day of _____, 2014.

Terry Nolan, Mayor

ATTEST:

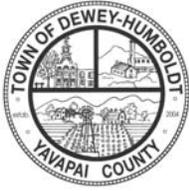
Judy Morgan, Town Clerk

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. _____ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA ON THE ____ DAY OF _____, 2014, WAS POSTED IN THREE PLACES ON THE ____ DAY OF _____, 2014.

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

MAY 6, 2014, 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 8.2. Volunteer of the Year.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: May 1, 2014

Recommendation: Acknowledge nominations and ratify the Volunteer of the Year selection.

Summary:

Council decided to continue the Volunteer of the Year (VOTY) program. Staff prepared newsletter articles to solicit nominations. Town Accountant Deni Thompson saw this project through.

The Town of Dewey-Humboldt closed its nomination period for year 2013 on April 10, 2014. As of that date we had received 7 nominees with no duplications. They are: Lydia Chapman, Treasha deFrance, Bob Greene, Sandra Goodwin, Tom Grimshaw, Mike Nathe & Jeff Spohn.

Deni coordinated with the selection committee (appointed by the Town Manager) which consisted of Cathy Jackson, Denise Rogers, Sonia Williams-Rowe, Judy Morgan and Judge Cathy Kelley. The five-member selection committee collectively selected Tom Grimshaw as the next Volunteer of the Year while recognizing that all nominees are deserving individuals.

At the May 6 meeting, staff recommends Council acknowledge the nominees and ratify the Volunteer of the Year selection. Following your acknowledgement, we can prepare for certificates and so on to finalize the program. Last year, the town had a community-wide event at Butte St. Park to recognize the VOTY. If Council would like to continue the practice, please provide details, such as when, where and what.

Dewey-Humboldt 2013 Volunteer of the Year Award Nominees

Mark 1

April 11, 2014

Lydia Chapman – Ms. Chapman moved here from the Chicago area. She became active in the Dewey-Humboldt Community Organization (DHCO). When the Town was organized she volunteered to be on the Planning & Zoning Commission and was chosen. She was active on that commission until she resigned to become the Chairman of the Board of Adjustment (BOA). She worked diligently to educate the BOA as to its role. When the Town Council took over the BOA, Ms. Chapman then volunteered, to work with the Magistrate and Community Development Coordinator to clear various Town Code discrepancies. Ms. Chapman worked diligently for Dewey-Humboldt until her poor health made it impossible for her to do so. She passed away in September 2013.

Treesha deFrance – Ms. deFrance was on the first Town Council and served for several years until her health no longer allowed her to do so. She still remained active as Chairwoman of the Environment Issues Advisory Committee. When her health deteriorated further she was no longer able to serve in that capacity. Ms. deFrance worked diligently to educate herself on environmental/public health issues and became very fluent on the subject. She has been an asset to the Town and a great help making a difficult subject more understandable.

Bob Greene – He is involved with the Historical Society, American Legion, Agua Fria Festival and Bradshaw Mountain Lions to name a few. Bob has been very involved in our town for many years. He has spent countless hours working to make Dewey-Humboldt a better place to live.

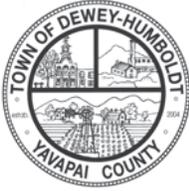
Mrs. Sandra Goodwin – Mrs. Goodwin is a D-H resident. She has been the Chairperson for the town’s Open Space and Trails Committee since its inception. She is also in charge of the Friends of the Library (Dewey-Humboldt). In addition to her active involvement in Dewey-Humboldt affairs, Mrs. Goodwin also volunteers at many other organizations for Yavapai county or state-wide, such as the League of Women voters of Prescott. Mrs. Goodwin is very focused on the causes she believes in. She is dedicated and convincing. Mrs. Goodwin’s positive volunteerism has been evidenced by the countless hours she put in and apparent results she helped to accomplish. Mrs. Goodwin would be an excellent candidate for Dewey-Humboldt’s Volunteer of the Year Program.

Tom Grimshaw - Tom is very community orientated and worked tirelessly on the Roving Dumpster Program. Without his help, directing traffic, unloading cars, trailers and pickups the program wouldn’t have been the success that it was. He worked when it was windy, cold or hot, and did this for just a “Thank You”. He helped all those that participated and in turn this was a “Big” benefit to the Town.

Mike Nathe - He is dedicated to the Town of Dewey-Humboldt. In his past participation to the Aqua Fria Festival, monies were dedicated to the Town Park. He has worked and continues to be involved in making the community better. He is a fine example of a volunteer for the year award.

Jeff Spohn – Northwest Division, Arizona Public Service, for their contribution to our Butte Park. They donated poles and trees to our community to make it a better place. Without this, I don’t believe the park would be as outstanding as it is for our Town.

Committee Member: _____ Date: _____



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.

§ 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)

 <p style="text-align: center;">TOWN OF DEWEY-HUMBOLDT PUBLIC BODY RULES OF POLICIES AND PROCEDURES</p>	PG № TC13-02
<p>All Public Bodies : Town Council, Board, Commission, and Committees</p>	<p>Effective Date: November 19, 2013</p>
<p>Subject: <i>Council and other Public Bodies Training and Travel</i></p>	

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 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 submitted to Finance within the 21-day period 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.

- 4.3.1.4. 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 any 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. DEFINITIONS/GLOSSARY.

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. FORMS.

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.

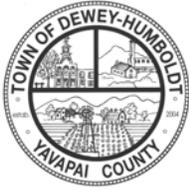
The post travel reimbursement reconciliation (PTR part of the form) is submitted to Finance within 21 working days after return date of travel and must also be signed as stated above. The traveler may not sign approval for him/herself nor may a subordinate sign for approval.

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.

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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
May 6, 2014 – 6:30 pm Town Council Meeting

Agenda Item # 9.1. Call of Election.

To: Mayor and Town Councilmembers

From: Judy Morgan, Town Clerk

Date submitted: April 28, 2014

Agenda Item: Call of Election. Mayor, and 3 Council Members election in August 2014.

Recommended action: Call of Election.

Summary:

The Town must begin the process of electing or re-electing a Mayor for a 2-year term and three Council Members for 4-year terms. The terms of Mayor Nolan, Councilmembers Hamilton, McBrady and Williams-Rowe are ending on January 6, 2015.

The Primary Election will be on August 26, 2014, and any candidate receiving a majority of all votes cast at the Primary Election will be declared elected without running at the General Election. If a General Election is needed, it will be held on November 4, 2014.

Candidate Packets were made available on April 28, 2014, at 8 a.m. This year we will be hosting a “Candidate Orientation” on Monday, May 12th, at 6:00 p.m., where staff will describe the election process. Candidates will have until May 28, 2014, by 5 p.m., to file their nomination papers. Candidates who miss that deadline will have until July 17, 2014, to file nomination papers as write-in candidates. If a “Late Vacancy” occurs, then Nomination Papers for such write-in candidates are due by August 21, 2014.

The voter registration deadline for the Primary Election is July 28, 2014.

If any interested citizen needs more information, Town staff will be happy to help. Of course, Town resources and staff are not available for any campaigning, finance report preparation, or assistance with actual campaign or signature materials.

Budget: Total cost for both the Primary and General Elections have been budgeted for \$26,000.

Attachments: Call of Election form for publication.



CALL OF ELECTION PUBLIC NOTICE OF TOWN OF DEWEY-HUMBOLDT

Notice is hereby given that the Town of Dewey-Humboldt will hold elections as follows:

- *Primary Election: August 26, 2014
- General Election: November 4, 2014
- Offices to be filled: Mayor (2 year term)
3 Council positions (4 year terms)
- Candidate Packet Distribution: April 28, 2014, available at 8 a.m.
- Candidate Orientation: May 12, 2014, at 6 p.m.
- Candidate Packet Filing Deadline: May 28, 2014, at 5 p.m.
- Voter Registration Deadline for
Primary Election: July 28, 2014

Information and candidates' packets are available at Town Hall, 2735 S. Hwy 69 Suite 12, Humboldt, Arizona 86329. Completed candidates' packets should be filed at Town Hall.

/s/ Judy Morgan
Town Clerk

April 24, 2014
Date

*Any candidate receiving a majority of all votes cast at the Primary Election will be declared elected without running at the General Election.



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

*Rec'd 4/22/14
after 12:00 pm. JM*

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: May 6, 2014

Date of Request: April 21, 2014

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
Discussion and consensus on revising the Town Code on reimbursement for the
Town Council (includes Mayor) for travel and/or training expenses.

Purpose and Background Information (Detail of requested action). See Attached.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: _____

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: CM Wright

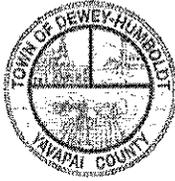
Note: Per Town Code §30.105(D): Any new item will be placed under "New Business" for the council to determine its disposition. It can be acted upon at that meeting, sent to staff for more work, sent to the appropriate board or commission, set for a work session or tabled for a future date, etc.

In order to clarify for Staff what travel/training expenses will be reimbursed, I proposed the follow change to Town Code 30.085:

Add (G):

Council Members who fulfill an official capacity with a municipal organization of which the Town is a member are reimbursed from the Council Travel/Training Budget for their travel and costs related to those meetings provided they meet the following criteria:

After completion of the travel/training, the Council Member must submit proof of attendance and a written report describing the meeting and how it relates to the Town. Failure to provide proof of attendance and a written report within 30 days will result in no reimbursement being made. The Council Member will be responsible for payment for the travel.



TOWN OF DEWEY-HUMBOLDT
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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: May 6

Date of Request: April 28

Requesting: Action Discussion or Report Only

Type of Action: Routine/Consent Agenda Regular

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

Discussion + consensus on Revising the Town Code on Reimbursement for Council for travel + training expenses

Purpose and Background Information (Detail of requested action).

To change Code pertaining to Council Travel + Reimbursement. To if any Council person feels a meeting outside of Town pertaining to an issue that might have effects on Staff Recommendation(s): our Town, they should be able to attend without permission from Council + be reimbursed for their travel + expenses.

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: oral

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: Mayor Nolan

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.