**SPECIAL STUDY SESSION MEETING NOTICE**
**TOWN COUNCIL OF DEWEY-HUMBOLDT**
**Tuesday, March 11, 2014, 2:00 P.M.**

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

# AGENDA

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

1. **Call To Order.**
2. **Roll Call.**
   - **2.1. Town Council.** Town Council Members Jack Hamilton, Mark McBrady, Dennis Repan, Sonya Williams-Rowe, Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan.
3. **Special Session.** Legal Action can be taken.

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   - **3.1. Discussion and direction to Town Staff to pursue NACOG funding on items on the approved list. Town Staff would need to coordinate with NACOG staff to determine the process.** [CAARF requested by CM Wright]
   - **3.2. 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.
4. **Study Agenda.** No legal action to be taken.

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   - **4.1. Revisit policy relating to educational, conference and event reimbursements to council members to clarify what types of these activities will be deemed acceptable.** (Continued from February 18th meeting and VM Alen's CAARF request)

23

   - **4.2. Continued Discussion on the Town's Building Safety Services beginning FY 14-15.**

25

   - **4.3. Scheduling of ULI (Urban Land Institute) Workshop in the coming months, preferably in April.** Advising for Council Members' availability.
5. **Comments from the Public**. The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. At the conclusion of Comments from the

Public, Council members may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Council members are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. The total time for Public Comment is **3** minutes per person. The audience is asked to please be courteous and silent while others are speaking.

## 6. Adjourn.

## For Your Information:

Next Town Council Meeting: Tuesday, March 18, 2014, at 6:30 p.m.
Next Planning & Zoning Commission Meeting: Thursday, April 3, 2014, at 6:00 p.m.
Next Town Council Work Session: Tuesday, April 8, 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.

2/14/14 2:30pm
JM

**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:** March 11, 2014

**Date of Request:** February 14, 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 direction to Town Staff to pursue NACOG funding on items on the approved list. Town Staff would need to coordinate with NACOG staff to determine the process.

**Purpose and Background Information (Detail of requested action).** NACOG approved a list of potential D-H projects to be funded. The next step is for Town Staff to write up a proposal and present it at NACOG meeting for approval. Town Staff would coordinate with NACOG staff to determine info needed and timing of presentation.

**Staff Recommendation(s):** _____

**Budgeted Amount:** None

**List All Attachments:** NACOG List

**Type of Presentation:** Oral

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

**Contact Person:** CM Wright

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

S:\FORMS1\Council Action Request Form Template.docx

**NORTHERN ARIZONA COUNCIL OF GOVERNMENTS**
**COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY**
**DISTRICT PROJECTS, GOALS AND PRIORITIES**
**2013-2014**

| GOAL/PROJECT | COMMUNITY/COUNTY |
|---|---|
| **CAPITAL AVAILABILITY – 1** | |
| *(Sources of funding available to the Communities.)* | |
| Revolving Loan Fund | Cottonwood |
| Revolving Loan Fund | Show Low **– Priority 3** |
| **PHYSICAL INFRASTRUCTURE – 2** | |
| *(Acquisition, development, design and engineering, construction, rehabilitation, alteration, expansion or improvement of public works projects that serve the public including related machinery and equipment.)* | |
| **Ashfork Management Facility for Aerated Concrete** | **Ashfork – Priority 1** |
| Apache County Fairground and Round Valley Rodeo Grounds Rehabilitation and Safety Improvements | Apache County |
| **Sanitary Sewer Plant** | **Camp Verde** |
| Old Home Manor Industrial Park | Chino Valley – Priority **2** |
| Industrial Park Water & Sewer Extension | Chino Valley – Priority 1 |
| Innovation Mesa Phase 2 Project | City of Flagstaff |
| ~~**Vetraplex of Clarkdale**~~ | ~~**Clarkdale**~~ |
| ~~**Southwest Wine Center**~~ | ~~**Clarkdale**~~ |
| **Broadband Facilities Development** | **Clarkdale – Priority 1** |
| Center for Economic Development and Workforce Development Training (two phase) | Coconino County Priority 3 |
| **Cherenkov Telescope Array** | **Coconino County/City of Flagstaff Priority 1** |
| **Business Assistance Center** | **Coconino County/City of Flagstaff Priority 1** |
| Water System Improvements | Cottonwood |
| Design and Engineering, Construction Expansion of Roads | Dewey-Humboldt |
| Purchasing Machinery and Equipment | Dewey-Humboldt |
| **Eagar Industrial Park Equipment & Infrastructure Improvements** | **Eagar – Priority 1** |
| **Municipal Properties Corp. Infrastructure Improvements** | **Eagar – Priority 2** |
| Create Public Parking Area at Old Town Yard | Jerome - Priority 2 |
| Coppermine Road Waterline Extension | Page |
| ~~**Sports Park Infrastructure**~~ | ~~**Prescott Valley**~~ |
| I&I Rehabilitation Program | Show Low **– Priority 1** |
| Water Line Replacement (Fairway Park) | Show Low **– Priority 1** |
| Wastewater Treatment Plant Design/Construction | Show Low **– Priority 1** |
| **Show Low Heights Roadway Reconstruction** | **Show Low – Priority 1** |
| **Wi-Fi Development** | **Show Low – Priority 2** |



*EDC Approved 08-13-12*
*Regional Council Approved 08-23-12*



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| | |
|---|---|
| Weinma Bridge | Springerville |
| Airport Bridge | Springerville |
| Southwest Regional Training Center | Springerville |
| Mountain View Water Main Project | St. Johns – Priority 1 |
| Water Storage Tank | Taylor |
| **Expand & Improve Area's Water Delivery System(s)** | **Tusayan** |
| **Increase Broadband Capacity** | **Tusayan** |
| **Improve Drainage Systems** | **Tusayan** |
| **Community Park Improvements** | **Tusayan** |
| **New Chair Lift System** | **White Mtn. Apache Tribe – Priority 1** |
| **Clear Creek Ditch Improvements** | **Winslow – Priority 1** |

**SUSTAINABLE ECOLOGICAL RESOURCES – 3**

*(Effective use of technology and natural resources to maximize energy efficiency and reduce the global carbon footprint.)*

| | |
|---|---|
| Solar Power for Municipal Buildings | Jerome |
| Water Harvesting Project | Prescott Valley |
| **Drainage improvements Kaibab National Forest** | **Tusayan** |

**BUSINESS RETENTION AND EXPANSION – 4**

*(Programs, services or facilities to support existing businesses develop and expand.)*

| | |
|---|---|
| Apache County&Northeast Arizona Regional Business Incubator | Apache County |
| Business Incubation Program | Camp Verde – Priority 1 |
| Small Business Development **& Incubation Center** | Chino Valley – Priority 1 |
| **Sustainability Business Center** | **Clarkdale – Priority 1** |
| Coppermine Road Waterline Extension | Page |
| Small Business Incubator Development | Pinetop-Lakeside |
| Regional University Infrastructure/Building | Prescott Valley |
| Streetscape Enhancement | Show Low **– Priority 1** |
| Downtown Revitalization | Springerville |
| **Broadband improvements** | **Tusayan** |

**ATTRACTIONS OF BASIC SECTOR INDUSTRY – 5**

*(Attract new prospects and utilize current industry to promote industrial development and improvements.)*

| | |
|---|---|
| Airpark Light Industrial Project | Cottonwood |
| Coppermine Road Waterline Extension | Page |
| Small Business Incubator Building | Show Low **– Priority 3** |
| Regional Fire Base and Training Center | Show Low **– Priority 1** |
| Industrial Park Infrastructure at Airport | Springerville |
| AZ State Route 87 to Interstate 40 Connector Enhancement | Winslow **– Priority 1** |



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**TRANSPORTATION – 6**

*(Improves and promotes the use of many modes of transport including roadways, bicycles, walking, rails, and other transit.)*

| | |
|---|---|
| Apache County Fairground-St. Johns Mobility Trail | Apache County |
| **Road 4 North Expansion to Industrial Park** | **Chino Valley – priority 1** |
| To Include the Development of Roadways, Walking Paths, Equestrian Trails, and Bicycle Paths | Dewey-Humboldt |
| Replacement of Town Shuttle (van) | Jerome |
| Pedestrians Paths along Porter Mountain Road, Moonridge Drive And Woodland Road | Pinetop-Lakeside |
| **Enterprise Pkwy Road Project** | **Prescott Valley** |
| Scott Ranch Road **Phase 2** | Show Low **– Priority 1** |
| Whipple Road, Central Avenue to Whipple Wash | Show Low **– Priority 1** |
| Woolford Road (SR260 to Penrod) | Show Low **– Priority 2** |
| Sidewalks and Bicycle Lanes | Springerville |
| AZ State Route 87 to Interstate 40 Connector Enhancement | Winslow |

**TOURISM – 7**

*(Promoting tours, services, attractions, advertisements, etc., that lengthen the stay of visitors in Northern Arizona.)*

| | |
|---|---|
| Apache County/EDC-Arizona Grand Circle Visitor Tour | Apache County |
| Ski-lift improvements for Sunrise Ski area | Apache County |
| Enhance Marketing Efforts to State and National Parks and Capitalize on Growing Wine Industry | Camp Verde – Priority 1 |
| Development of Historic District | Camp Verde – Priority 2 |
| Maintain Fort Verde State Park | Camp Verde – Priority 1 |
| Gateway Signage | Camp Verde – Priority 2 |
| **Ft. Valley Cultural & Historic District Corridor** tourism section from Technical Assistance) | **Coconino County – Priority 1** (changed to |
| To Include the Promotion and Advertisements for the Community | Dewey-Humboldt |
| Coppermine Road Waterline Extension | Page |
| Multi-Purpose Sports and Recreation Complex | Show Low **– Priority 3** |
| Convention/Conference/Events Center | Show Low **– Priority 2** |
| Little Colorado Riverwalk | Springerville |
| **Marketing & Branding Study** | **Tusayan** |
| **Heritage Gathering Place** | **Winslow – Priority 1** |
| Beaver Creek Golf Course Redevelopment Plan | Yavapai |

**HUMAN RESOURCES AND SOCIAL ENVIRONMENT – 8**

*(To promote labor development, education and training.)*



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| | |
|---|---|
| Workforce Development Program | Camp Verde – Priority 1 |
| **Road 4 North Extension to Industrial Park** | **Chino Valley – Priority 1** |
| Center for Economic Development and Workforce Development Training (2nd phase) | Coconino County – Priority 3 |

**BASIC COMMUNITY SERVICES AND AMENITIES -9**

*(Includes parks and recreation, availability of local services provided by both the government and the private sector to enrich the community.)*

| | |
|---|---|
| To Include the Development of Parks and Recreation Equipment | Dewey-Humboldt |
| Regional Public Safety Communications Center | Show Low **– Priority 1** |
| Multi-Purpose trails | Springerville |
| Park Improvements | Springerville |
| New Animal Control Kennels | Springerville |
| Rural Hospital Expansion & Accessibility | Springerville |
| Emergency Communications Equipment | Taylor |
| Emergency Medical Equipment | Taylor |

**TECHNICAL ASSISTANCE – 10**

*(The provision of staff time and attention or tools such as model regulations, disability studies, planning, research and development projects to assist communities.)*

| | |
|---|---|
| Solar Development Feasibility Study | Apache County |
| Old Home Manor Industrial Park Designation | Chino Valley – Priority 1 |
| **Branding Study for Town of Clarkdale** | **Clarkdale – Priority 1** |
| Ft. Tuthill County Park Economic Development | Coconino County – Priority 2 |
| Economic Development Strategic Plan | Pinetop-Lakeside |
| Real Arizona Development Council Branding Strategy | Pinetop-Lakeside |
| Tourism Promotion Plan | Show Low **– Priority 3** |
| GPS Utility Location/Mapping | Taylor |
| **Broadband improvements** | **Tusayan** |

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Received 2/5/14 by JM (email)

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

## COUNCIL AGENDA ACTION REQUEST FORM

**Meeting Type**: ☒ Regular ☐ Special ☐ Work Session

**Meeting Date**: next available

**Date of Request**: 2.5.14

**Requesting**: ☒ Action ☐ Discussion or Report Only

**Type of Action**: ☐ Routine/Consent Agenda ☒ Regular

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

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)

| TOWN OF DEWEY-HUMBOLDT PUBLIC BODY RULES OF POLICIES AND PROCEDURES | PG № TC13-02 |
|---|---|
| All Public Bodies : Town Council, Board, Commission, and Committees | Effective Date: November 19, 2013 |
| Subject: *Council and other Public Bodies Training and Travel* | |

1. **Purpose**: To establish guidelines for Mayor and the Council and all public bodies' training and travel at Town's expense. This policy is to update and replace PG No. TC 12-03 which was modified in November 2013 at the Town Council's direction.

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

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

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

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

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

   4.3. Public body members who use Town funds to attend trainings or meetings will provide a written summary of the training or meeting within 30 days following the event. All materials and publications related to the training shall become the property of the Town. Meeting/Training materials and publications will be placed into binders by the attending public body members, and binders will be kept at town hall.

| | |
|---|---|
| **TERRY NOLAN, MAYOR** _____ | |
| **ATTEST:** | |
| **JUDY MORGAN, TOWN CLERK** _____ | |
| Notes: _____ | |

Attachment:
Administration Regulation 10-04 - Travel Expenditures Policy and Procedures and associated forms
(adopted in June 2010)

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

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

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

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

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

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

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

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

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

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

   3.6. BUSINESS TRAINING AND CONFERENCES EXPENSES are budgeted in account code 6020 "Training and Travel." **Overnight** Training/Business Travel Expenses is defined as all travel-related expenses when traveler cannot travel to, conduct Town business and return travel within a full work day, e.g., 10 hours

maximum. Travel and business that requires less time than this does not justify overnight stay and added travel expenditures for room, meals and transportation, unless the Town Manager specifically authorizes an exception. Registration and/or mileage expenses for "Same Day Training/Business Expenses" should also be charged to account 6020.

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

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

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

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

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

3.10. NON-REIMBURSABLE EXPENSES include:

3.10.1. Trip or personal accident insurance policies.

3.10.2. Personal automobile insurance or maintenance.

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

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

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

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

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

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

3.12.1. The price quotes may be obtained through web-based travel services or directly from the travel providers (for example: Orbitz, Travelocity, Expedia, etc. and Southwest Airlines). Criteria for flight selection should be based on the lowest available commercial airfare, taking into consideration cost, expediency, and the carrier. All three price comparisons must be attached to

the **ATR** Form when submitted to Finance. Note: If the travel destination is one of Southwest Airlines' posted destinations, one of the required three quotes must be from Southwest Airlines. If the traveler declines the lowest available fare, additional justification may be requested by Finance to support the alternate choice and will be attached to the **ATR** Form.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.17.1. The base 24-hour rental rate.

3.17.2. Availability of grace periods (many agencies will allow up to 59 minutes grace, or no charge for use beyond the 24-hour period).

3.17.3. Hourly pro rata cost beyond the 24-hour period.

3.17.4. Mileage costs, if any.

3.17.5. Applicable tax.

3.17.6. Any special or discount rates available.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.24. POSTAGE. As needed for Town business.

3.25. MEALS PROVIDED FOR BUSINESS MEETINGS. In the course of Town of Dewey-Humboldt business, Upper Level Management travelers may be required to host affiliates or others for lunch, dinner, etc. Such occasions should not be extravagant or unreasonable and must meet a definite business purpose. A fully itemized receipt that documents the expense including the date, name and location of the meeting, and the name and company of those who attended the business function must support the occasion, as well as the Town of Dewey-Humboldt business need for the expense. All business meals incurred while hosting appropriate business affiliates are fully reimbursable as long as the cost is within reason. However, the purchase of alcoholic beverages will not be reimbursed and should not be included on the reconciliation form. Also see purchasing card section regarding use for meal expenses.

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

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

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

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

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

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

3.27.4. Fines or penalties for parking or traffic violations.

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

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

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

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

3.27.9. Alcohol.

3.27.10. Tobacco.

3.27.11. Cost of travelers checks.

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

3.27.13. Purchase of luggage, briefcases, etc.

3.27.14. Trip insurance policies.

3.27.15. Personal automobile insurance or maintenance.

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

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

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

3.27.19. Gifts, cards or donations.

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

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

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

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

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

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

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

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

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

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

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

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

3.29.3. Requires timely submittal of travel reconciliation.

4. TRAVEL PROCEDURES:

4.1. TRAVELER.

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

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

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

4.1.4. Once the Employee request **ATR** Form has been approved, travel arrangements shall be made (hotel, airfare, etc.) by Finance. Travel expenses, such as conference registration or hotel accommodations, can be paid directly to the vendor by Town check or purchasing card. Airfare accommodations can be paid directly by Town purchasing card. Be sure to include any expenses that have been pre-paid by purchasing card on the form. The traveler cannot sign his/her own travel request unless specifically authorized by §3.25 of this policy. The traveler's supervisor or manager who has signature authority for the charge center must sign the request.

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

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

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

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

4.2. UPPER LEVEL MANAGEMENT/DEPARTMENT HEAD.

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

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

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

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

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

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

4.3. TOWN MANAGER AND FINANCE (SIGNATURE AUTHORITY).

4.3.1. Finance: Administer the Town travel process.

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

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

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

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

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

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

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

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

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

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

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

4.3.2. Town Manager; Review and approve or deny.

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

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

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

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

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

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

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

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

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

6. <u>FORMS</u>.

**Advance Travel Request (ATR) and Post Travel Reconciliation (PTR);** This combination form must be completed for all Town travel (account #6020). The completed ATR/PTR form signifies that travel is required to conduct Town business and all travel pre-pays/advances and post-trip reconciliations and reimbursements have been properly reviewed and authorized as required by IRS guidelines for

an Accountable Travel Plan. This form is the only form that will be accepted by Finance – all other forms will be returned to the requester.
The post travel reimbursement reconciliation (PTR part of the form) is submitted to Finance within 21 working days after return date of travel and must also be signed as stated above. The traveler may not sign approval for him/herself nor may a subordinate sign for approval.

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

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

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

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**TOWN OF DEWEY-HUMBOLDT**
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**TOWN COUNCIL STUDY SESSION**

**March 11, 2014, 2:00 p.m. Town Council Chambers**

**Agenda Item # 4.2. Continued discussion on the Town's Building Safety services beginning FY14-15.**

**To**: **Mayor and Town Council Members**

**From: Yvonne Kimball, Town Manager**

**Date submitted: March 6, 2014**

**Purpose: Inform and seek direction to proceed.**

**Summary**:

Yavapai County notified the Town that the County is not interested in renewing the current Building Safety Service IGA with the Town, beginning July 1, 2014.

After a few months of exploring all options and deliberation, including discussions with the Council, I have reached a recommendation for the Town's future Building Safety Services arrangements. The possible options are: forming an IGA relationship with other municipalities /county; completely relying on on-call services from private firms; and in-house independent service provision.
My recommendation is aiming for in-house service provision, starting July 1, 2014 while supplemented by a contract with a qualified engineering firm. The partnership with other agencies is not viable due to complexity of the arrangement and therefore lack of interest from other agencies.

The details of my recommendation are:

1. **Staffing:** advertise and hire a temporary part-time Building Official position. The position's focuses are to set up the "Building Department", mentor current staff for trade training and taking on the lead responsibilities, and lastly conduct building safety services, which include occasional counter interaction (when B.O. is on duty), plan review, inspection, building code enforcement and permit management. The candidate needs to possess good management attitude, extensive and pertinent experience, current relevant certifications (such as Building Inspector). The position is expected to work 16 to 20 hours a week (2 days a week and occasional off-hour duty calls) at no more than $25 an hour. The B.O. position is expected to begin in June 2014 and continue until February or March 2015. The current in-house staff plans to obtain minimum certificate(s) by January 2015. If all elements work out, when the temporary B.O. reaches his/her employment term, in-house staff will be ready to take over the operation; if not, the town would still have time to decide the next steps.

   One other component for the arrangement is to issue a request for qualifications to select a qualified firm as a back-up source on or before July 1, 2014.

2. **Cost:** based on the conservative assumption of $30,000 a year in permit revenues according to the current fee schedule, the plan is designed to be revenue neutral.
3. **Miscellaneous:** there would be some miscellaneous costs involved once we start the plan, such as staff training expenses, communication needs, payroll/personnel related taxes and costs, and additional gasoline usage and vehicle wear and tear. I anticipate all miscellaneous expenses to be minimum.

**The Town Council briefly discussed abolishing the building codes which would completely eliminate the needs for building safety services. I did not consider this scenario as a workable solution.*

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**TOWN COUNCIL STUDY SESSION**

**March 11, 2014, 2:00 p.m., Town Council Chambers**

**Agenda Item #4.3 Scheduling of ULI (Urban Land Institute) Workshop in the coming months, preferably in April.** Advising for Council Members' availability.

**To**: **Mayor and Town Council Members**

**From: Yvonne Kimball, Town Manager**

**Date submitted: March 6, 2014**

**Purpose: Determine Council's availability.**

**Summary**:

At the January 14th meeting, the Council expressed interest in inviting ULI for a workshop at Vice Mayor Alen's request, in the form of a CAARF (minutes are attached).

The Council also directed the Town Manager, working with VM Alen, to fill out an assessment form in preparation for the workshop. The form was completed and submitted to ULI.

Recently, ULI advised VM Alen that their team would be happy to visit D-H and conduct a 2 to 4 hour workshop and they would like to know some possible dates in April.

Before responding with potential dates, staff would like to seek Council's availability for this workshop. VM Alen may have more details of the workshop.

Attachments: January 14, 2014 Work Session minutes, ULI assessment submitted

**TOWN OF DEWEY-HUMBOLDT**
**TOWN COUNCIL**
**STUDY SESSION MINUTES**
**TUESDAY, JANUARY 14, 2014, 2:00 P.M.**

**A STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JANUARY 14, 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 2:04 p.m.

2. **Roll Call.**

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

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

   **3.1. Discussion on the future operation of Dewey-Humboldt Building Permitting and Inspection Services and how to proceed.**

   Town Manager Kimball gave an overview explaining the County approached the Town with the desire to not continue the current IGA for Building Safety Services. Ms. Kimball reviewed the options open to the Council:

   1. Refuse to discontinue the current IGA arrangement and insist Yavapai County continue the current arrangement.
   2. Establish an IGA with another municipality and/or a contractor to perform the same services. I would venture to predict that fee schedules will have to go up if the town were to choose a private contractor to manage the service for us.
   3. Bring the services back in-house and have the County cover for unexpected events through a new IGA (which the County's Building Department has kindly offered to do).

   Vice Mayor Alen arrived at 2:06 p.m.

   Ms. Kimball explained the purpose for this agenda item is for council to gather their thoughts on this and give direction on which option to pursue, at this time. There was discussion on the specifics of who brought this message to Dewey-Humboldt and to whom it was delivered.

   Ms. Kimball gave historical information on how this was handled by the town prior to the IGA with the County. She explained she was just looking for direction on which avenue to pursue at this time rather than discussing the details of personnel. She spoke on a permitting fee comparison done with other municipalities within Yavapai County.

   Councilmember Williams-Rowe arrived at 2:36 p.m.

   Councilmember McBrady asked about having the County handle the commercial permits with the town taking back the residential plan review/inspection process.

   Ms. Kimball clarified that the initial focus will be taking the full permitting process back in-house, with looking into the option of breaking out the commercial from the residential. The biggest cost will be staffing. She will get more details to bring back to council, then if they are comfortable they can proceed with next steps. If she is able to find any existing rate chart from the contract Town Engineer for these services she will provide this to the council as well.

**3.2. Main Street/Historical Designation and Alternatives.** (Continuation from December 17, 2013 Regular meeting) Report by Vice Mayor Alen.

Vice Mayor Alen gave an overview on the information she had obtained regarding historical districts. Council should consider speaking with the person who runs the ULI program to determine if they are qualified to move forward on this. VM Alen offered to take pictures of the buildings going in the district with the staff assisting with plat maps and google. She asked Council for any historical information on the buildings in the area.

Council reached consensus that they would like to hear from ULI about options. VM Alen explained she will make the initial contact and then direct them to Ms. Kimball to coordinate scheduling of meeting. Ms. Kimball will fill out the factual assessment data excluding any "direction", as this should come from the Council. VM Alen agreed to walk through those "directional" areas with Ms. Kimball using her opinion. Council did not disagree to this.

**3.3. Revisit process CAARF (Council Agenda Action Request Form) submittals from inception through action.** (Continuation from December 10, 2013 Work Session to look at VM Alen's proposal regarding this.)

Vice Mayor Alen gave an overview, explaining her recommendation follows Prescott Valley's process where all CAARFs go to a work session. There was discussion on whether this is what Council wanted and if so how they would handle the work load since there is currently only one regularly scheduled work session per month.

Staff was directed to put this on the next regular Council meeting for a vote.

**3.4. Create a Strategy for a Town Hall.** [CAARF requested by CM Hamilton]

Councilmember Hamilton gave an overview. If they wished to move forward on this issue they need a strategy. There was discussion on possible options for Town Hall: continue to lease, build or purchase building within D-H. Council directed the Town Manager to contact a realtor to find out what properties are available near the highways, preferably commercial. Councilmember McBrady explained there is a 6,000 square-foot building design for the vacant lot across from Town Hall at Humboldt Station.

**3.5. Partial Reimbursement for Educational Opportunity.** [CAARF requested by VM Alen]

Vice Mayor Alen gave an overview explaining she has signed up for training for economic developers, in Phoenix. The Flinn-Brown Foundation has granted her a partial scholarship toward this training. She explained the information she obtains will benefit the town. She asked if some funds allocated for Council travel and training can be designated for this training.

There was discussion on whether this is appropriate use of these funds and what the benefits to the town might be (knowledge, networking, etc.).

Staff was directed to move this forward to the next regular Council meeting for a decision.

**4. <u>Special Session.</u>** 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.

There was discussion on holding an additional special session for the talk on ULI-Main Street Discussion. Council gave their scheduling limitations to Ms. Kimball. If a meeting can be planned for this purpose in January Council will be notified of that date.

5. **Comments from the Public**. None.
6. **Adjourn.** The meeting was adjourned at 4:12 p.m.

_____
Terry Nolan, Mayor

ATTEST:

_____
Judy Morgan, Town Clerk

Community Plan
a public official's education curriculum

# COMMUNITY ASSESSMENT

## Introduction

ULI Community Plan faculty and staff created this Community Assessment to ensure that individual Community Plan workshops address specific community and regional needs.

Program faculty will evaluate this information and develop a curriculum that is tailored to your needs and your capacity to affect change. Please note that this survey is not one size fits all. For this reason, communities and regions are encouraged to tailor their responses as necessary using the comment boxes to better fit their local circumstances.

Answering questions in this Assessment may require a local or regional team effort with assistance from staff, community stakeholders, and other individuals or groups as necessary. You are encouraged to utilize your team to provide the most recent, up-to-date information and data. In this way, Community Plan faculty will be able to create the best product for you and your community.

| | |
|---|---|
| Community Name: | Town of Dewey-Humboldt |
| Web Site Address: | www.dhaz.gov |
| 2010 Census population: | 3894 |

Primary community contact(s) for workshop (name, email, phone):

Vice-Mayor Arlene Alen, cm.alen@dhaz.gov
Yvonne Kimball, Town Manager, yvonnekimball@dhaz.gov; 928-632-7362

| | |
|---|---|
| Primary workshop audience: | town council |
| Preferred workshop location: | town hall located @ 2735 S. Hwy 69, Humboldt, AZ |
| Preferred date and time: | Wednesday afternoon in February or March 2014 |
| Interested workshop topics: | historical district, historical overlay, "Main Street" program, P3 (Public Private Partnerships) relative to these topics |

# Land Use Planning & Zoning

1. Has your jurisdiction developed a "vision statement" for the future of your community?

☒ Yes ☐ No

a) Is this vision statement reflected in your General/Comprehensive Plan?

☒ Yes ☐ No

Vision Statement:

The Town of Dewey-Humboldt was created in 2004 to preserve the low-density lifestyle that area residents came to enjoy, and were fearful of losing. People live in Dewey-Humboldt because they like a slower pace, more elbow room, and a more rural character. They like the freedom to be themselves, to respect and be respected regardless of their role in the community. They like the view of the mountains and want to know the skies will be clear, the water clean, and the air fresh. Keeping these attributes will make Dewey-Humboldt a jewel in the quad-cities. Growth projections for the State Route 69 corridor indicate significant pressure to develop over the next few years.
Therefore, the council's vision for Dewey-Humboldt is that it maintains its uniqueness to be the "crown jewel" in the predicted megalopolis that will stretch from Prescott to Nogales.
We know and expect that…
1. Our population will grow in conformance with the General Plan. People will be attracted by our low-density residential community and small-town lifestyle.
2. Some commercial enterprises will be needed to help support the Town's population, but the locations of those businesses should be focused and concentrated.
3. Non-industrial type home-based businesses will be part of the future growth.
4. Some property owners will want to maximize the value of their land and make it available for development.
5. Water supply will be a limiting factor in our growth and development. We need to emphasize water conservation and reuse.
6. With increased growth, transportation and circulation need to be well planned.
No one can stop change from coming and not all change is bad. Therefore, we, the Town Council, will focus any changes we're asked to support on meeting the following fundamental criteria:
We promote…
1. Broad, inclusive and effective involvement by residents in all planning activities.
2. Development that will foster the look and feel of openness and protect the view-scape.
3. Codes, laws, standards and regulations that balance the rights of the individual and lowdensity
residential living with the rights of the collective population.
4. Protection and non-destructive use of our natural resources including the surrounding mountains and hills, natural open space, public lands, rivers, and streams. 5. A balanced, cost-effective outlook to maintain a healthy environment and future
development.
6. Public safety and the quiet enjoyment of this wonderful place by all that live or visit here.
Town Staff is responsible to identify how each proposed Council action relates to the following values:
Active Citizenship – each Dewey-Humboldt citizen has the right and responsibility to participate in the governance of the Town.
Sustainable Development – the land regulated by the Town should be developed such that it remains at least as valuable in future generations as it is today, ceteris paribus, with no additional external resources.

Creating Community – Town activities should tend to create mutual respect and understanding between citizens; shared resources such as air, the river, the mountains, and the feeling of openness should be preserved by governance, public investment, and celebration.
SelfReliance
– whenever civil, each person should earn the benefits and bear the burdens of his or her own actions.
Efficient Public Services – the few services of the Town should be delivered as efficiently and fairly as possible, with strong fiscal discipline.
Limited Public Services – the Town should only deliver those public services that cannot be efficiently provided by the private sector.
Durable Public Improvements – the Town should deliver public services with the understanding that the Town will exist for as long as the State of Arizona exists.

2. When was your community's General Plan or Comprehensive Plan adopted or last updated (if it was approved by the voters, use that date)? Date: May 19 2009

next expected update Date: May/1/19

a) Does it include all the Growing Smarter elements as required today by State Statues for a city/county your size?

☒ Yes ☐ No

Comments:

b) Does it include any optional (additional) elements?

☐ Yes ☒ No

Additional Elements inclue:

3. Is the General/Comprehensive Plan referred to regularly when making decisions about:

a) Land use or zoning changes? ☒ Yes ☐ No

b) Preparation of the CIP? ☒ Yes ☐ No ☐ Do not have a CIP

c) Preparation of the annual budget? ☒ Yes ☐ No

Comments:

4. How many professional staff help with the land use planning capacity in your community?

a) Do they assist or staff the citizen boards/commissions? ☒ Yes ☐ No

b) Do they provide staff reports that assist in your decision making? ☒ Yes ☐ No

c) Does your staff meet with neighborhood groups and leaders? ☒ Yes ☐ No

Comments:

5. Which of the following citizen boards/commissions does your community have?

☒ Planning & Zoning Commission

☒ Parks & Recreation Commission/Board

☐ Board of Adjustment or ☒ Does the City/Town Council serves as the BOA

☐ Design Review Board

☐ Downtown Redevelopment on Main Street ☐ Board of Adjustment

☐ Standing Citizen Advisory Committee

Please describe::

☐ Ad Hoc

Please describe::

6. A. Are any of these citizen boards/commissions provided with regular training specific to each?

If so, which ones: P&Z, Open Space and Trails Committee

B. Does the Council/Board have an annual meeting with these boards/commissions?

If so, which ones: both

7. How do you actively engage a broad representation of the local community in planning activities, especially nontraditional partners (such as non-profit and faith-based organizations, school districts, etc.)?

Provide examples: open meetings, notices on the website, newsletter

8. Which key planning tools do you have? When were they adopted or last updated?

☒ Zoning Ordinance Date adopted: Oct., 2008 Last major update: Feburary 2009

Does the Zoning Ordinance include Zoning Overlay District(s)? ☒ Yes ☐ No

Comments:

Is all or part of it a Form Based Code? ☐ Yes ☒ No

Comments:

| | | | | |
|---|---|---|---|---|
| ☒ Sign Ordinance | Date adopted: | in 2008 | Last major update: | Jan 1, 2013 |
| ☒ Subdivision Regulations | Date adopted: | in 2009 | Last major update: | |
| ☒ Design Standards/ Guidelines | Date adopted: | in 2009 | Last major update: | |
| ☒ Capitol Improvement Plan | Date adopted: | in 2010 | Last major update: | |
| ☐ Special Districts | | | | |

Comments:

Additional Comments:

B. If you have a vision statement, list tools you consciously use in implementing the vision?

Tools: council retreats, trainings, citizen engagement

9. What land uses does your community plan for (check those that apply)?

a) Residential (low, medium, high density) ☒

b) Commercial ☒

c) Parks, recreation, conservation, open space ☒

d) Mixed use residential ☒

e) Mixed use non-residential ☒

f) Agriculture ☐

g) Office, institutional ☐

h) Government, institutional ☒

i) Industrial ☒

j) Airport ☐

k) Transportation, communication, utilities ☐

l) Vacant, undeveloped ☒

m) Mining / sand and gravel ☐

Comments:

10. Does your community participate in regional land use planning by coordinating with Tribal governments, State and Federal land managers, Councils of Governments, and other nearby jurisdictions?

☒ Yes ☐ No

Briefly describe: NACOG, CYMPO

11. Are there specific questions or concerns related to land use planning & zoning that you would like addressed during a Community Plan workshop?

Briefly describe: "Main Street" project, Historic District, Historic Overlays, Historic area and ramifications of same

# Finance/Infrastructure

12. Does your community's revenue regularly exceed its expenditures? ☒ Yes ☐ No

    a) Does it carry at least a 15% reserve? ☒ Yes ☐ No

Comments:

13. Has your community adopted an alternative limitation or permanent base adjustment system?

    ☐ Yes ☒ No

    a) Does it properly account for the adopted budget with the Uniform Expenditure Reporting System?

    ☒ Yes ☐ No

    b) Are you completing your annual audit and Comprehensive Annual Financial Report?

    ☒ Yes ☐ No

Comments:

14. Do you use separate funds to account for budget activity? (i.e., general fund, HURF, enterprise funds special revenue funds, etc.)

    ☒ Yes ☐ No

    a) Do you account for restricted funds like HURF? ☐ Yes ☐ No

Comments:

15. How many professional staff are assigned for budgeting, accounting, and financing? 1.5

    a) Do they provide an annual budget review document for department heads?

    ☒ Yes ☐ No

    b) Do they receive regular training?

    ☒ Yes ☐ No

    c) Are they active in professional development groups such as GFAO and GFOAz?

    ☒ Yes ☐ No

Comments:

16. What different types of primary services does your community provide itself (not contracted out) to residents and businesses?

List: road/drainage, land use and zoning, magistrate court

a) Which services do you contract out, if any?

Comments: building safety, public safety(policing), library

17. Do you complete projections for revenue and expenditures for at least a five year period?

☐ Yes ☒ No

Comments:

18. Does your community debt-finance any infrastructure projects? ☐ Yes ☒ No

Comments:

a) What types of revenue do they use to pay the debt?

Revenue type:

19. Does your community utilize Development Agreements? ☐ Yes ☒ No

a) If so, are Development Agreements limited to infrastructure improvements (timing and payment details)?

☐ Yes ☐ No

b) Do you also include other items in the Development Agreement (e.g. land use, density, zoning)?

☐ Yes ☐ No

Comments: there have not been projects that would need a development agreement.

20. For cities and towns, does your community utilize Pre-Annexation Agreements?

☐ Yes ☒ No

a) What issues do you address in the Pre-Annexation Agreement? (check those that may apply)

-> Utility and infrastructure issues/concerns ☐

-> Traffic and infrastructure issues/concerns ☐

-> Public safety issues/concerns ☐

-> Zoning, development densities or development plans ☐

-> Other ☐

Comments: no need for such yet

21. Does your community ever utilize Community Facility Districts to finance aspects of private development projects in your community?

☐ Yes ☒ No

Comments:

22. Does your community collect Impact Fees ☒ Yes ☐ No

a) Which types do you collect: (check those that may apply)

-> Water ☐

-> Sewer ☐

-> Transportation ☒

-> Parks and open space ☒

-> Library ☒

-> Public safety/ fire & police ☒

-> Other ☐

Comments:

23. Does your community use Improvement Districts to fund improvements in certain areas?

☐ Yes ☒ No

Comments:

24. Does your community have separate entities that run Special Tax Districts, such as for fire, parks, or library?

☒ Yes ☐ No

Comments: Yavapai County fire district and library district

25. Does your community hire consultants to assist with the development of CIPs and financing plans for infrastructure development?

☒ Yes ☐ No ☐ Do not have a CIP

Comments:

26. Is your CIP tied to your General /Comprehensive Plan?

☒ Yes ☐ No ☐ Do not have a CIP

Comments:

27. Are there specific questions or concerns related to finance and infrastructure that you would like addressed during a Community Plan workshop?

Briefly list: importance of infrastructure for a municipality in general and how to prioritize infrastructure acquisitions from a political stand point and P3 (Public, Private Partnerships)

# Real Estate Development

28. What is your community's average annual growth rate for the last 5 years?

unknown; 1.6% for t

29. What types of growth are predominant (small/large scale retail, single family housing, strip development, master planned, manufactured home projects, etc.)?

Comments: none of above

30. Discounting the recent recession, has your community:

- ☐ consistently had a significant (for you) number of development applications?
- ☒ sporadically had a significant number?
- ☐ never seen a significant number?

Comments:

31. What percentage of the likely developable part of your community is undeveloped?

40% if all privately o

32. Are you targeting any particular types of new or redevelopment, and if so what type(s) of development?

☐ Yes (list types) ☒ Not targeting

Comments:

33. Are there specific questions or concerns related to real estate development that you would like addressed during a Community Plan workshop?

Briefly explain: how to address illegal subdivision problem in a rural community, Developer Attraction, P3 (Public Private Partnerships)

# Economic Development

34. Does your community have an economic development element in your General or Comprehensive Plan?

☐ Yes ☒ No

a) If so, what major topics does it address?

Key policies:

35. Is your community a member of a regional economic development organization or similar entity?

☒ Yes ☐ No

Which ones: NACOG, CYMPO

36. How many professional level staff are dedicated to promoting economic development?

0

37. Does your community have an economic development strategic plan?

☐ Yes ☒ No

Date last adopted or updated:

38. What are your target industries?

Targeted industries: small businesses

39. Does your community work with any of the following to promote economic development?

-> Chamber of Commerce ☐

-> Workforce Connection ☒

-> Community College ☒

-> Other (list types) ☐

Comments:

40. What types of incentives does your community use to encourage economic development, redevelopment, infill, or reuse of underutilized or vacant sites and buildings?

Comments: unknown

41. Does your community have a land holdings inventory or a vacant lot inventory to assist new businesses interested in locating in your community?

☐ Yes ☒ No

Comments:

42. Does your community designate employment centers and corridors in conjunction with future housing needs?

☐ Yes ☒ No

Explain:

43. Does your community have an active business retention and expansion program?

☐ Yes ☒ No

Comments:

44. Does your community have an active small business development program?

☐ Yes ☒ No

Comments:

45. Does your community have an active business attraction program?

☐ Yes ☒ No

Comments:

46. Does your community have a redevelopment plan that could be used as a marketing tool to attract businesses to locate in your community?

☐ Yes ☒ No

47. Are there specific questions or concerns related to economic development that you would like addressed during a Community Plan workshop?

Briefly list: Small Business incubation and attraction relative to a "Main Street" project, community impact of a Main Street project, historic overlay, Historic District etc.

# Housing

48. Does your General or Comprehensive Plan address the following housing issues? (check those that may apply)

-> Elimination of substandard dwelling conditions ☐

-> Improvement of housing quality ☐

-> Variety and affordability ☒

-> Provision of adequate sites for housing ☐

-> Identification and analysis of existing and forcasted needs ☐

Comments:

49. Do your subdivision or zoning regulations allow for a variety of housing choices and a range of land uses? (check those that may apply)

-> Allow for mixed land uses within a development or neighborhood ☒

-> Permit accessory dwelling units ☒

-> Allow for home occupation ☒

-> Permit live/work units ☐

-> Senior housing ☐

-> Affordable housing or workforce housing ☐

Comments:

50. Does your community offer incentives to promote the development of affordable housing, work force housing or low income housing?

☐ Yes ☒ No

Comments:

51. Does your community plan for and track the mix and affordability of housing at the local or regional level?

☐ Yes ☐ No

Comments: unknown

52. Does your community include in its planning process the reservation of school sites in locations with safe and direct routes for students to walk or bike to school from their homes?

☐ Yes ☒ No

Comments:

53. Does your community have one or more designated staff member(s) who applies for and administers the various state and federal housing programs?

☐ Yes ☒ No

Comments:

54. Which housing programs has your community utilized within the two years? (check those that apply)

a) Community Development Block Grant (CBDG) ☒

b) Home Investment Partnerships Program (HOME) ☐

c) Emergency Shelter Grants Program (ESG) ☐

d) Housing Opportunities for Persons with Aids (HOPWA) ☐

e) McKinney Vento – Homeless Assistance ☐

f) Low Income Housing Tax Credit Program (LIHTC) ☐

g) Housing Choice Voucher Program (Section 8) ☐

Comments:

55. Are there specific questions or concerns related to housing that you would like addressed during a Community Plan workshop?

Comments: mixed use in a Historic District/overlay area

# Multimodal Transportation and Mobility

56. Does your community and/or region (such as Council of Governments) have a long-range multimodal transportation plan?

☒ Yes ☐ No

Date last adopted or updated: December 2006

a) If so, what major topics does it address?

Key policies: travel demand, traffic projection to reflect population and employment growth

57. Does your community have a current inventory of transportation system conditions, including road functional classification, Level of Service analysis, crash data, non-motorized improvements, and network deficiencies?

☒ Yes ☐ No

a) If it is not a comprehensive inventory, what major network areas are addressed?

Comments:

58. Does your community have an access management plan?

☐ Yes ☒ No

Comments:

59. Does your community have a public transportation program or private transit providers within your community?

☐ Yes ☒ No

Comments:

60. Does your community have transit supportive land use plans and policies, such as a conceptual Transit Oriented Development (TOD) plan, a TOD zoning overlay district, mixed use zoning, or activity center guidelines that accommodate transit?

☐ Yes ☒ No

Comments:

61. Does your community have a Complete Streets policy? ☒ Yes ☐ No

Comments:

62. Does your community have active transportation policies to encourage physical activity (such as for a continuous network of bike lanes, trails, walking paths, or pedestrian facilities with wide sidewalks and shade, etc.)?

☐ Yes ☒ No

Comments:

63. Does your community have a street pattern in your central core area and/or activity center areas that support walkability and streetside retail and business activities?

☐ Yes ☒ No

a) If so, please describe:

Average block size:

Average sidewalk width:

Comments:

64. Do you allow parking reductions or shared parking facilities for mixed use projects?

☐ Yes ☐ No

Comments: unknown, has been addressed by the current code

65. Do you allow on-street parking?

☐ Yes ☒ No

a) If so, is it buffered (set back) for pedestrian safety?

☐ Yes ☐ No

Comments:

66. Are there specific questions or concerns related to transportation that you would like addressed during a Community Plan workshop?

Briefly list: parking and pedestrian safety, pedestrian mall relative to "main Street" project, Historic Districts, Historic areas, etc.

**Thank you for taking the time to complete this Community Assessment!**