TOWN COUNCIL OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE

Tuesday, November 20, 2012, 6:30 P.M.

COUNCIL REGULAR MEETING | **COUNCIL CHAMBERS, TOWN HALL**
2735 S. HWY 69 | **DEWEY-HUMBOLDT, ARIZONA**

AGENDA

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

1. **Call To Order.**
2. **Opening Ceremonies.**
   - **2.1. Pledge of Allegiance.**
   - **2.2. Invocation.**
3. **Roll Call.** Town Council Members David Hiles, Mark McBrady, Denise Rogers, Nancy Wright; Vice Mayor Dennis Repan; and Mayor Terry Nolan.
4. **Announcements Regarding Current Events, Guests, Appointments, and Proclamations.** Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action.
5. **Town Manager's Report**. Update on Current Events.
6. **Consent Agenda.**
   - **6.1. Minutes.** Minutes from the November 6, 2012 Regular Meeting.
7. **Comments from the Public (on non-agendized items only)**. The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. At the conclusion of Comments from the Public, Council members may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Council members are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. A ***3*** minute per speaker limit may be imposed. The audience is asked to please be courteous and silent while others are speaking.
8. **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 12-95 to Amend Town Code § 50.16 Disposition of Unnecessary Rights-of-Way. Discussion and possible action.

13 **8.2. Public Body Member Travel Policy.** Discussion and possible action.

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

33 **9.1. Discussion and possible action to approve verbiage on one of the Centennial Monuments and placing it in the new pocket park before the end of the year.** [CAARF request from CM Wright for OSAT Chair Goodwin]

10. Executive Session. Upon a public majority vote of the members constituting a quorum, the **Council may hold an Executive Session that is not open to the public for the following purposes.** When the Executive Session ends, Council may act on any matter considered in this Agenda.

10.1. Call for Executive Session. An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consultation of the promotion of Cathy Jackson for the permanent, full-time Receptionist position.

11. Return to Open Session.

35 **11.1. Discussion and possible ratification of Cathy Jackson's promotion to the permanent, full-time Receptionist position.**

12. Public Hearing Agenda. No scheduled hearings.

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

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13. 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.

14. Adjourn.

For Your Information:

Next Town Council Special (Interviews) Meeting: Tuesday, December 4, 2012, at 9:00 a.m.
Next Town Council Regular Meeting: Tuesday, December 4, 2012, at 6:30 p.m.
Next Planning & Zoning Meeting: Thursday, December 6, 2012, at 6:00 p.m.
Next Town Council Work Session: Tuesday, December 11, 2012, 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 _____, 2011, at

_____ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.
By: _____, Town Clerk's Office.

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

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TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, NOVEMBER 6, 2012, 6:30PM

A REGULAR SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, NOVEMBER 6, 2012, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR NOLAN PRESIDED.

1. **Call To Order.** The meeting was called to order at 6:35 p.m.

2. **Opening Ceremonies.**

   2.1. Pledge of Allegiance. Pledge was conducted, led by Jerry Brady.

   2.2. Invocation. A moment of silence was observed.

3. **Roll Call.** Town Council Members David Hiles, Mark McBrady, Dennis Repan, Denise Rogers, Nancy Wright; 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. Veterans' Day Proclamation. Mayor Nolan read the Veteran's Day Proclamation.

   Mayor Nolan announced the Butte Street Park dedication next Tuesday (November 13th) afternoon.

   4.2. Call of Election.

   Town Clerk, Judy Morgan gave an overview on the dates and deadlines. Notice of these deadlines will be advertised in the newspaper. A candidate orientation will be held on November 14th from 5:30 – 6:30.

   4.3. Principal Cole Young's Update on Humboldt Elementary School issues.

   Principal of Humboldt Elementary School, Cole Young spoke to the Council on the achievements of the school. Going from a low scoring school a few years ago to excelling, being a National Blue Ribbon school and being graded in the top 5% of schools. He spoke on a state sales tax program where donations are made specifically for schools and programs.

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

   Town Manager, Yvonne Kimball gave an overview on the Butte Street Park Ribbon Cutting Event, being held on Tuesday, November 13th at 1:00 p.m. Everyone is encouraged to attend. She gave an update on the Humboldt Station acquisition: owner agreed to provide a survey and have the bank talk with the town.

6. **Consent Agenda.**

   6.1. Minutes. Minutes from the October 16, 2012 Regular Meeting.

   Councilmember Wright made a motion to approve the minutes from the October 16, 2012, Regular Meeting as presented, seconded by Councilmember Repan. It was approved unanimously.

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

   Jack Hamilton spoke on a barking dog case and how staff was involved. He suggested a

procedure be written addressing the process.

Jerry Brady spoke on the history of the town setting precedence; property rights for easements and rights-of-way.

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

8.1. Old Black Canyon Highway Title Search Status – Attorney Report. Discussion and possible action.

Town Attorney, Phyllis Smiley was in attendance to discuss this item. Title report is done and 5 property owners were identified as having an interest in parts of the roadway. Her recommendation is to have either the town engineer or a surveyor go through the legal descriptions of properties and find out where their interests are and draw up legal descriptions for each of these properties. Then, the Council can move forward on an informed decision. There was discussion on surveying these properties; obtaining legal documents; which portion of the road in question; how much spent so far on this issue; waiving the client/counsel privilege on the Attorney memo.

Councilmember Repan made a motion to direct staff to contact the three on-call engineering firms for an estimate on this work, seconded by Councilmember Hiles.

Public comment was taken on this item.

Jack Hamilton spoke on matching the original road right-of-way to the location of the existing road and finding if owners might be interested in a swap.

Jerry Brady spoke on working with the Forest Service Land Management surveys and his research on Old Black Canyon Highway and no conveyance of right to ownership for the town.

David Nystrom asked that Council consider waiving the client/counsel privilege for the Attorney memo regarding the title report.

A vote was taken on the motion on the floor which passed by a 5-1 vote in favor, Mayor Nolan voting against.

David Hiles made a motion to waive the attorney client privilege on the memo regarding the title report, seconded by Councilmember Repan. It was approved unanimously.

There was discussion on whether to share the ownership information at this time in the meeting. Town Manager Kimball stated it is available by information request.

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

9.1. Second St. Right-of-Way License Agreement with Dewey-Humboldt Historical Society. Discussion and possible action.

Mayor Nolan introduced the item. Councilmember Repan asked who is liable to return the property to pre-license agreement and if the insurance was taken care of. Mayor Nolan responded the whole Historical Society is responsible. Ms. Kimball responded the insurance will be taken care of.

Carl Marsee spoke on his authority to sign the agreement for the Historical Society.

Councilmember Repan made a motion to move forward with the license agreement between the Town and the Historical Society, seconded by Councilmember Hiles.

There was discussion on the use permit for the museum and parking details being addressed through that process. TM Kimball recommended changing 6. Conditions (d) to specify "and obtain approval from Town Manager", rather than just "Town".

Councilmember Repan amended his original motion to include accepting the change to 6d adding "Town Manager" rather than just "Town", seconder agreed.

Public comment was taken on this item.

Jerry Brady spoke on historical information regarding Rights-of-Way in Dewey-Humboldt and area being a mining district, no ownership of ROWs by the Town.

Carl Marsee explained the Historical Society is interested in the agreement not determining who owns the property.

The motion and amendment to the motion passed unanimously.

9.2. Ordinance 12-94: Ratifying the Sale of Alley Right-of-Way Richards Lane in 2007. Discussion and possible action.

Town Manager Kimball gave a history of this issue and explained follow up action did not occur to finalize this sale. This agenda item is to ratify the sale through Ordinance 12-94.

Councilmember Repan made a motion to approve Ordinance 12-94 Ratifying the Sale of Alley Right-of-Way Richards Lane in 2007, seconded by Councilmember Rogers. It was approved unanimously.

9.3. Advisability of Adopting Ordinance 12-95: Amending the Town Code 50.16 Disposition of Unnecessary Rights-of-Way. Discussion and possible action.

Town Manager Kimball gave an overview on this issue, explaining the Town Attorney requested this amendment to bring the Town's code into compliance with state law.

Councilmember Repan made a motion to direct staff to amend Town Code 50.16 through an ordinance, seconded by Councilmember Hiles. It was approved unanimously.

9.4. Vice Mayor John Dibble's resignation, consideration of initiating the process for filling the vacancy, and consideration of appointing a Vice Mayor. Discussion and possible action.

Mayor Nolan gave an overview on the resignation.

Connie Dibble, John Dibble's wife was in attendance and spoke on her husband's behalf.

There was discussion on initiating the process of filling the vacancy, the process that has been done in the past and whether to start that process or wait.

Phyllis Smiley, Town Attorney was asked how long they have to fill that vacancy, her response was it shall be filled by the Council, and anticipates "as soon as possible". Councilmember Wright stated it could be filled without seeking applicants. There was more discussion on the length of the appointment term.

Councilmember Wright made a motion to appoint David Nystrom to the vacant council position. The motion failed for lack of a second. There was discussion on other applicants interested in the vacancy.

Councilmember Hiles made a motion to advertise in the local paper and post in the crier boards with a deadline of November 17th close of business to submit applications, and place an agenda item on the November 20th meeting to appoint, seconded by

Councilmember Wright. The motion failed by a tie vote (3-3), Councilmember McBrady, Repan and Mayor Nolan voting against.

Councilmember Repan made a motion to advertise a call for applicants with the deadline of November 26th close of business, and appointment decision at the December 4th regular meeting, seconded by Councilmember Hiles. It was approved by a 5-1 vote in favor, Councilmember McBrady voting against, but then he explained he voted no in the event they were not able to come to a decision. Mayor Nolan explained it could be extended. Councilmember McBrady changed his vote in favor.

There was discussion on appointing a Vice Mayor at this meeting.

Councilmember McBrady nominated Councilmember Dennis Repan as Vice Mayor. Councilmember McBrady made a motion to appoint Dennis Repan for Vice Mayor, seconded by Denise Rogers.

Councilmember Hiles explained he was next in line to be Vice Mayor. Mayor Nolan nominated Councilmember David Hiles. CM Hiles declined the position. Councilmember Repan spoke on the void that John Dibble is leaving and his high esteem for Mr. Dibble. He accepted the nomination to the Vice Mayor appointment.

A vote was taken and it was approved unanimously.

Mayor Nolan spoke on his esteem for Mr. Dibble and what he did for the Town and its citizens.

10. Public Hearing Agenda. None.

11. Comments from the Public.

Jack Hamilton spoke on having an agenda item soon to appoint a replacement to the WAC due to John Dibble's resignation.

Jerry Brady spoke on Prescott establishing a relationship with Karl May Museum; D-H establishing a relationship with the Karl May Museum; history of surveys in this area.

12. Adjourn. The meeting was adjourned at 8:16 p.m.

_____

Terry Nolan, Mayor

ATTEST:

_____

Judy Morgan, Town Clerk

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

TOWN COUNCIL REGULAR MEETING
Nov. 20, 2012– 6:30 pm Town Council Meeting Chambers

Agenda Item # 8.1 Ordinance 12-95 to Amend Town Code § 50.16 Disposition of Unnecessary Rights-of-Way. Review, discussion and possible action.

Recommendation: Adopt Ordinance 12-95

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

Date submitted: November 14, 2012

Summary:
At the Nov. 6th council meeting, Ordinance 12-95 was introduced. The Town Council advised staff to present the ordinance for your adoption at a following meeting.
To recap, Ordinance 12-95 was drafted to amend current Town Code § 50.16 Disposition of Unnecessary Rights-of-Way to be consistent with the state statute provisions referring to disposal of public rights-of-way.

Attachment: Ordinance 12-95

ORDINANCE Nº. 12-95

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 V PUBLIC WORKS, CHAPTER 50 PUBLIC WORKS CODE, § 50.16 DISPOSITION OF UNNECESSARY RIGHTS-OF-WAY RELATED TO VACATING RIGHT-OF-WAY IN CONFORMANCE WITH STATE LAW; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING PENALTIES.

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 V Public Works, Chapter 50 Public Works Code, Section 50.16 Disposition of Unnecessary Rights-of-Way is hereby amended to read as follows (additions in ALL CAPS; deletions in ~~strikeout~~):

§ 50.16 Disposition of Unnecessary Rights-of-Way

(A) IF The Town Council DETERMINES THAT A PUBLIC RIGHT-OF-WAY OWNED BY THE TOWN IS NO LONGER NECESSARY FOR PUBLIC USE, IT may dispose of ~~unnecessary public~~THE right-of-way either by sale, vacation or exchange of such right-of-way in accordance with the requirements of state law. ~~and pursuant to the adoption of an ordinance authorizing the disposition. The Town Council may extinguish unneeded easements by resolution.~~

(B) *Reservation of easements.* In the event there are existing utility lines, pipes; canals, ditches or appurtenances in any unneeded right-of-way being sold, vacated or exchanged, or if in the sole discretion of the town it is probable that there will be a need for a public utility easement in such right-of-way, the town shall reserve an easement or easements for such purposes and of such size as the town may determine.

(C) ~~*Application for*~~*INITIATION OF disposition of right-of-way.* VACATION, SALE OR EXCHANGE OF UNNECESSARY RIGHT-OF-WAY SHALL BE INITIATED BY THE TOWN ENGINEER OR PUBLIC WORKS DIRECTOR. SUCH INITIATION MAY BE IN RESPONSE TO A REQUEST FROM AN ADJACENT PROPERTY OWNER, IN WHICH CASE THE APPLICANT ~~An applicant for disposition of unnecessary right-of-way or for extinguishment of an easement~~ shall submit an application in such form and with such information as may be required by administrative

proposed

regulation and shall pay such fees as are established by resolution approved by the Town Council.

(D) *Decision to dispose of roadway~~ or easement~~.*

~~(1)~~ The decision to dispose of ~~an~~ unnecessary right-of-way~~ or to extinguish an unneeded public easement.~~ lies solely with the Town Council and shall be made upon receipt of staff's recommendation.

~~(2) RevestingVESTING of title to roadway vacated by the town shall be, to the extent permitted by law, subject to consideration from the owner of the abutting property to the Town deemed by the Town Council, in its sole discretion, to be commensurate with the value of the abandoned roadway, giving due consideration to its degree of fragmentation and marketability and any other public benefit received by the town in return for the abandoned roadway.~~

Section II. Savings Clause

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

Section III. Repeal of Conflicting Ordinance

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

Section IV. Penalties

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

proposed

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

AYES: _____

NAYES: _____ ABSENT: _____

EXCUSED: _____ ABSTAINED: _____

APPROVED this ____ day of _____, 20__.

_____
Terry Nolan, Mayor

ATTEST:

_____
Judy Morgan, Town Clerk

APPROVED AS TO FORM:

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

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

_____
Judy Morgan, Town Clerk

proposed

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

TOWN COUNCIL REGULAR MEETING
Nov. 20, 2012– 6:30 pm Town Council Meeting Chambers

Agenda Item: # 8.2 Public Body Member Travel Policy. Review, discussion and possible action.

Recommendation: Adopt Travel Policy

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

Date submitted: November 14, 2012

Summary:
At the Nov. 13th Study Session, Council reviewed the drafted Travel Policy and directed Staff to amend the policy by adding specific language to reflect Council's motion: "pre-approval is required for travel reimbursement". Revision is shown as underlined.

Attachment: Travel Policy, June11,2012meeting minutes

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

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

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

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

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

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

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

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

TERRY NOLAN, MAYOR _____

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.

TOWN OF DEWEY-HUMBOLDT,ARIZONA

ADVANCE TRAVEL AND TRAINING REQUEST AND POST TRAVEL RECONCILIATION FORM

ADVANCE TRAINING AND TRAVEL REQUEST (ATR):

NAME: _____ POSITION: _____

PURPOSE OF TRAINING OR CONFERENCE (attach brochure, registration form etc.)

_____

_____

DATE(S) OF EVENT: _____

ESTIMATED TRAVEL COSTS (Mileage will be reimbursed at the current I.R.S. rate. *Include documentation such as Mapquest or Google Maps with start and end address.* _____

REGISTRATION FEE (no reimbursement for special events - tours, golf etc.). *Attach copy of Brochure.* _____

MEALS

Breakfast_____, Lunch_____, Dinner_____ _____

LODGING ESTIMATE *Attach copy of Brochure.* _____

TOTAL ESTIMATED COST OF TRAINING AND TRAVEL	$ -

Authorization (Town Manager): _____

Review (Finance): _____

POST TRAVEL RECONCILIATION (PTR)

To be completed upon return.

REGISTRATION FEE: *Attach attendance receipt:* _____

ACTUAL MILEAGE: *Provide documentation and Start/End Addresses* _____

ACTUAL MEALS: *Receipts Required* _____

ACTUAL LODGING: *Receipts Required* _____

TOTAL COST: _____

Less Town pre-paid items: _____

TOTAL REIMBURSEMENT REQUEST: _____

Authorization: _____

_____

Authorization: _____

Date: _____ Check Number: _____

S:\FORMS1\FINANCE\Travel and Training\ATR PTR Fillable.xls

TOWN OF DEWEY-HUMBOLDT

MILEAGE REIMBURSEMENT REQUEST

DATE	DESTINATION/PURPOSE	NUMBER OF MILES

TOTAL MILES	
IRS RATE ($0.555 per mile current for 2012)	0.555
TOTAL DUE:	0

Authorized _____

Requested by: _____

Paid: Date: Check Number:

NOTE: Town vehicles are available for use - please schedule in advance.

TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MEETING MINUTES
MONDAY, JUNE 11, 2012, 10:00 A.M.
A SPECIAL BUDGET SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON MONDAY, JUNE 11, 2012, 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 10:03AM.
2. **Roll Call.**

   Town Council Members David Hiles, Mark McBrady, Dennis Repan, Denise Rogers (arrived at 10:08AM), Nancy Wright; Vice Mayor John Dibble; and Mayor Terry Nolan were present.
3. **Special Budget Agenda.**

   3.1. **Council Deliberation of FY2012-13 Tentative Budget.** Discussion and possible action.

   Town Manager Kimball gave an overview, noting there was nothing new in the budget; rather it reflects the changes that Council made since the acknowledgement of the tentative budget. She reviewed the level of service table, the new personnel plan after recently losing one employee, the CIP schedule, and contingency funds.

   There was discussion about contingency funds and the amount to allocate in contingency.

   Councilmember McBrady made a motion to make the contingency fund $200,000, seconded by Vice Mayor Dibble. No vote was taken on this motion due to passing a conflicting subsequent motion.

   Public comment was taken on this item.

   Jack Hamilton spoke in favor of going up to 30% ($400,000) for contingency funds, if needed the Town will have enough money to do what is necessary.

   Andy Peters spoke in favor of bringing contingency funds up to the maximum amount.

   Councilmember Hiles made a motion to raise contingency funds to 30% of the budget, seconded by Councilmember McBrady. The motion passed by a 5-2 vote, with Councilmembers Rogers and Wright voting against.

   Councilmember Wright spoke on the budget being a policy document, whether to require a report before approving reimbursement, how we determine whether we are sending a Councilperson to any particular meeting and how much money to set aside for those meetings.

   There was discussion on the Training and Travel line item, whether there is a need for a Council retreat, meeting attendance and an associated budget amount for Council.

   Councilmember Repan made a motion to leave the Training and Travel budget as is, the entire amount $15,600, seconded by Councilmember Hiles. The motion passed by a 6-1 vote with Councilmember Wright voting against.

   Public comment was taken on this item.

   Jack Hamilton spoke on the Council retreat and they must have something concrete come out of it and the Town should not belong to WAC.

Jerry Brady spoke on the Council retreat noting six church camps along Senator Highway available for retreats, APS has a speaker's bureau available at minimal cost and participating in WAC.

Andy Peters spoke on leaving the number as is because Council should have external perspective to see what others are doing.

There was further discussion on setting a policy and being aware of opportunities or meetings that come up at the last minute.

Councilmember Wright made a motion to create policy to reimburse training and travel expenses for the Mayor and Council that fall in line with the Town Code when the Mayor and Council are representing the official business of and for the benefit of the Town. Councilmember Wright amended the motion to add with Council's pre-approval, seconded by Councilmember Rogers. The motion passed by a 6-1 vote with Councilmember McBrady voting against.

Public comment was taken on this item.

Jerry Brady spoke on an ordinance already enacted by the Town Council giving the Mayor a discretionary budget to expend without prior approval, he also spoke on the Town Attorney finding no financial abuse and another Town ordinance must be enacted to change an earlier ordinance.

Bart Brush spoke on having some funds allotted for each Councilmember to attend a meeting they felt was important without having to go through Council for approval, promoting better community/Council relations and trust.

Jack Hamilton noted a motion was made but not a second.

Town Manager Kimball spoke on creating a policy document for the Town Council to review upon passage of this motion.

Councilmember Wright spoke on the Attorney stating the Town should have something in its Administrative Rules about reimbursements.

Town Manager Kimball stated for the rest of this current fiscal year the expenses will go to Town Council for pre-approval.

Town Manager Kimball reviewed the WAC updated dues of $4,000. Vice Mayor Dibble spoke on WAC presenting the updated dues at a recent meeting he attended, noting he is in favor of being a member of WAC as there is a lot more at stake than exempt wells.

There was discussion about the varying fees which is based on population; WAC is a water advisory committee who does not enact legislation, what WAC does with the dues received and their budget.

Public comment was taken on this item.

Jerry Brady spoke on SRP alleging they exercise authority in this area, not exclusive ownership, it being a judicial issue, not a legislative issue, that WAC or any person could intervene with the courts. He also spoke on Water Resources in the Economic Development Plan from the City of Prescott.

Jim Lindell spoke on $4,000 being a small fee to have a voice and a lobbyist.

Jack Hamilton spoke on water being one of the most important things in Arizona, who has control of it and Council directed Mr. Dibble to vote no on the increased fees.

Ellie Demesquita spoke on this being a priority issue, if the Town does not attend these meetings it would be foolish.

Andy Peters spoke on it not being clear what WAC does with the money they receive.

Vice Mayor Dibble noted WAC dues pay for a full-time water representative for the County, legislative reports, conducting studies and tests. Councilmember McBrady and Mayor Nolan spoke in favor of being informed and involved with WAC. Councilmember Hiles spoke against the WAC membership.

Public comment was taken on this item.

Jerry Brady spoke on the necessity to make a distinction between the ownership of water as a property right and the permit to use excess surplus water owned by the state.

Mayor Nolan made a motion to continue involvement in the WAC committee, seconded by Vice Mayor Dibble. The motion passed by a 5-2 vote with Councilmember Hiles and Wright voting against.

Councilmember Wright spoke on salaries, per Town Code 3301(A)(C) it requires Council approval to hire someone over the midpoint; and concern with giving salary increases before probationary period is met.

Town Manager Kimball reviewed the salary increase of 4% including 2.3% COLA based on a resolution which is effective at the beginning of the fiscal year and the 1.7% merit occurs on the anniversary date.

Mayor Nolan made a motion to approve this part of the budget as presented by the Town Manager, seconded by Councilmember Hiles.

There was discussion on adjusting the salary ranges to allow for the COLA, hiring a new employee somewhere within the salary range and applying the COLA increase equally across eligible staff.

Public comment was taken on this item.

Jack Hamilton spoke on following or changing the Town Code as a Council decision, not ignoring it.

Jerry Brady spoke on hiring employees within the salary range and Council having the authority to change the terms of an employment contract.

Councilmember Hiles withdrew his second. No other second was received so that motion failed.

Councilmember Hiles made a motion that the salary ranges that are currently listed be increased across the board by the amount of the COLA, 2.3%, and that the Town Manager has discretion to give merit increases to employees up to one step increase on anniversary date, seconded by Vice Mayor Dibble.

Councilmember Hiles spoke on allowing the Town Manager to give up to 5%, one step merit increase, on the employee's anniversary, which would conform to policy, noting the Town Manager knows to use her discretion and knows what Council wants.

There was discussion on how that action would affect the budget. Town Manager Kimball spoke on the 2.3% COLA and up to a 1.7% merit increase being adequate and reasonable and a 5% merit would be a major increase to the budget. She also spoke on the magistrate's salary and increase.

Public comment was taken on this item.

Jack Hamilton spoke on typical Town Manager support for salaries and the possibility of a 5% merit increasing the budget about $12,000.

Jerry Brady spoke on retention of good staff dependent upon the level of appreciation extended to them, high cost of living in this area and the Town getting a bargain for keeping good employees.

Councilmember McBrady spoke on the Town Manager likely preferring to know what Council is asking her to do instead of an unknown risk.

The motion failed by a 4-3 vote with Councilmember Hiles, Repan and Vice Mayor Dibble voting in favor.

Councilmember Wright made a motion to increase the salary range by the amount of the COLA, 2.3%, keep Town Manager's budget as is, using her discretion for up to a 1.7% merit increase, seconded by Councilmember McBrady. The motion passed unanimously.

Mayor Nolan made a motion to recess for lunch and come back at 1:30PM, seconded by Councilmember McBrady. The motion failed by a 4-3 vote with Councilmembers Hiles, Repan, Rogers and Vice Mayor Dibble voting against.

There was discussion about recessing.

Mayor Nolan called a 10 minute recess at 12:25PM. The meeting reconvened at 12:38PM.

Councilmember Wright spoke on the IT contract and Accountant contract. Town Manager Kimball noted the IT contract is due this December for negotiation; OSP Professional covers the Accountant contract, the current contractor offers a different level of expertise and the Town can utilize him if necessary. Councilmember Repan asked if there was a specific date after which the Town would not utilize the Accountant contractor's services. Town Manager Kimball stated the contract the Council entered with the Accountant is open-ended and she budgeted money if there is a need for those expert services.

There was discussion about the Accountant contract, having the flexibility and the benefit of using someone with that level of familiarity with the Town.

Councilmember Hiles made a motion to leave the OSP Professional Contract - Finance budget as presented, seconded by Vice Mayor Dibble. The motion failed by a 4-3 vote with Councilmembers McBrady, Repan, Rogers and Wright voting against.

Public comment was taken on this item.

Jack Hamilton spoke in favor of keeping OSP Professional services until an Accountant is hired and spoke against slack in the budget.

There was discussion about the amount of money budgeted to the OSP Professional Finance budget. Town Manager Kimball noted it was also for some bank services.

Councilmember McBrady made a motion to allow $5,000 in the OSP Professional Finance budget, seconded by Councilmember Rogers. The motion failed by a 4-3 vote with Councilmembers Hiles, Repan, Vice Mayor Dibble and Mayor Nolan voting against.

Councilmember Hiles made a motion to change OSP Professional Finance budget to $10,000, seconded by Councilmember Repan. The motion passed unanimously.

Mayor Nolan declared a recess at 1:00PM. The meeting reconvened at 1:19PM.

Town Manager Kimball noted that during recess she updated the changes that were made to the budget so far.

Councilmember Wright spoke on minor changes to the commentary section of the Budget which she will review with the Town Manager Kimball at a later date.

There was discussion about the Public Works budget and the number of roads anticipated to chip seal. Town Manager Kimball stated her conclusion was the Town could do at least four miles of chip seal because CDBG will do several miles this coming year, and their scope is the downtown Humboldt area, no dirt roads.

Councilmember McBrady spoke on not having enough money in the Community Development line item and that $7,000 is insufficient. There was discussion about the cost of dumpster day being approximately $4,000 each. Councilmember McBrady noted Little League requested $2,700 and the historical society $7,200 for one year of rent. There was discussion on where in the budget to cut in order to fund these three items.

Councilmember Repan spoke on roads being important but if the Town cannot do anything else for the community, the future is questionable.

Councilmember McBrady made a motion asking the Town Manager to review the budget in order to increase the Neighborhood Outreach line item to $20,000.

Councilmember McBrady made a motion to utilize funds from the Excess of Revenues over Expenditures line item for the Neighborhood Outreach line item to include: one additional dumpster day, one year historical society rent and Little League, seconded by Vice Mayor Dibble. The vote passed by a 5-2 vote with Councilmembers Hiles and Wright voting against.

There was discussion about the historical society and funding their rent for one year.

Public comment was taken on this item.

Jerry Brady spoke on the budget being conservative, roads are one of the largest expenses, additional federal funding available for roads to upgrade fire access roads, using solid waste disposal grants for dumpster day and dedicated funding for history based tourism for the museum.

Jack Hamilton spoke on the appearance of excess funds but it is not excess, the Town not living within its budget and using extra money to do more roads which was a top priority for many Councilmembers.

Kevin Leonard spoke in favor of the Town helping the historical society and putting the interest in the people instead of roads.

Councilmember Wright spoke on voting as a responsibility of the government. Councilmember Hiles spoke against spending the community's money to pay the rent on the historical society building and if the community wants it, they will come forth to support it.

Public comment was taken on this item.

Jerry Brady spoke on history based tourism and encouraged all to attend the Jerome Historical Society meeting.

4. **Comments from the Public**.

Jerry Brady spoke on the importance of an Economic Development Plan and the Town bypassing large sources of revenue by not having one.

Andy Peters spoke on maximizing the Town's chances to get grants, creating employee objectives for obtaining grants and the ability to measure objectives.

5. **Adjourn.** The meeting was adjourned at 2:08PM.

_____

Terry Nolan, Mayor

ATTEST:

_____

Judy Morgan, Town Clerk

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: November 21, 2012

Date of Request: November 13, 2012

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 to approve verbage on one of the Centennial Monuments and placing it in the new pocket park before the end of the year.

Purpose and Background Information (Detail of requested action).
In conjunction with Arizona's centennial year, it would be a fitting to include one of the Town's monuments in the Town's Butte Street Park. See attached request from the Chair of the OSAT.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: _____

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

Contact Person: _____

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

FW: Historic monuments

Judy Morgan
Sent: Tuesday, November 13, 2012 5:13 PM
To: Judy Morgan
Cc: Sandra Goodwin

Hello Mayor and Council (by Bcc),
Please see emailed request below. Thank you!

Judy Morgan
Town Clerk
Town of Dewey-Humboldt
P.O. Box 69 ▪ 2735 S. Hwy. 69 ▪ Humboldt, AZ 86329
Phone: 928-632-7362 ▪ Fax: 928-632-7365
www.dhaz.gov

****NOTICE****
To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other members of the public body. Members of the public body may reply to this message, but they should not send a copy of the reply to other members.

From: Yvonne Kimball
Sent: Tuesday, November 13, 2012 11:48 AM
To: Judy Morgan
Subject: FW: Historic monuments

OSAT chair requested this to be distributed to the council members.
Yvonne

From:
Sent: Sunday, November 11, 2012 3:18 PM
To: Yvonne Kimball
Subject: Historic monuments

Yvonne,

Could you please forward this e-mail to the Council as an inquiry from OSAT to determine if they would support and approve one of the centennial monuments being placed at the Prescott street entrance to the Butte Street Park. The plaque would commemorate the opening date of the first ever park in our town, the names of the Council and Mayor and the sponsors (APS and the Friends of the Library) as well as members of the OSAT committee.

I know they were delivered to Ken Wadwellader at Set In Stone in Dewey and that the Council has not yet decided where to place them.

This would definitely be an appropriate place for one of them and we could do it within the centennial year of 2012!!

Please let me know.

Sandra Goodwin

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

Front Desk Receptionist/Community Development Technician (current rate: $10.00 /hr)

Brief Description:
Under close supervision, performs a variety of office and technical support work and assist the pubic with the processes and procedures of obtaining necessary building and land use permits.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills and abilities. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

- Provides "meet and greet" first responder customer service to citizens both in-person and by telephone to individuals; answers incoming telephone calls, replies to questions or refers inquiry to appropriate departmental personnel for resolution.
- Serves as an initial point of contact for citizens who are seeking information on acquiring building and land use permits; receives, routes, and processes building applications; provides basic information related to building, inspections, permits, zoning, plans review, and other related areas.
- Checks paperwork for proper information, dates, signatures, etc.; reviews final figures after plan review; notifies the owner/contractor of permit status; makes copies of permit applications.
- Inputs, retrieves, and updates data into computer relating to permits; assigns permit numbers, prepares documents for routing process; makes file folders for documents; updates and corrects information; maintains a filing system by re-filing files that have been used or taken out, places new documents into files; purges old files per the retention schedule; reorganizes files and system.
- Accounts for daily deposit; assesses and collects fees, maintains monthly and annual revenue reports and distributes them to appropriate agencies; performs petty cash custodian responsibilities; processes incoming paperwork.

- Receives, accepts, and processes incoming and outgoing mail for all Town of Dewey-Humboldt departments; archives newspaper articles pertaining to Dewey-Humboldt; picks up and drops off mail for the USPS; receives packages from private couriers as well as scheduling pickups; prepares packages and mail for proper postage and handling.
- Coordinates and schedules maintenance efforts for office equipment with outside vendors who provide these services; orders general and office equipment supplies; assists in other related duties as required.

Minimum Qualifications:

Knowledge, skills and abilities:

Knowledge of the Town's Code related to building and land use permits.
Knowledge of the Community Development Department's operating policies and procedures.
Knowledge of records processing regulations.
Knowledge of the records retention schedule for the Community Development Department.
Knowledge of the operation of a variety of office equipment.
Knowledge of general office procedures.
Knowledge of the physical location of Town facilities outside of Town Hall (i.e. Police Department, Library, etc.).
Skill in communicating effectively and courteously with the public, both verbally and in writing.
Skill in tactfully dealing with irate customers.
Skill in establishing and maintaining effective working relationships with developers, contractors, other Town employees, and the public.
Skill in explaining and interpreting the Town's Code regarding the building and land use permit application process.
Skill in reviewing building and land use permit application documentation for accuracy and completeness.
Skill in balancing the daily deposits.
Skill in establishing and maintaining effective working relationships with the Town's executive management, Town Council, and the general public.
Skill in performing a variety of office support activities.
Skill in performing a variety of office support work.
Skill in keeping informed about scheduled events and programs for the general public.

Education and Experience:

High School Diploma and two (2) years full-time office support, customer service, or closely related work.

Additional Requirements:

Physical Requirements: Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Work Environment: Position is subject to an office environment and occasional outdoor site visits.

License and Certificate: Must possess a valid Arizona Motor Vehicle Operators License.

FLSA Status: non- Exempt.

Reports to: Town Clerk and/or his/her designee; working with Community Development Coordinator closely.

Developed: October 2012.