



RESOLUTION 2011-844

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE
TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADOPTING AND ESTABLISHING THE
"TOWN OF CAMP VERDE OPERATIONS AND PROCEDURES GUIDE" AND
SUPERSEDING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS
ADOPTED BY THE TOWN OF CAMP VERDE
IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION
OR ANY PART OF THIS RESOLUTION ARE HEREBY REPEALED,
EFFECTIVE AS OF THE DAY THIS RESOLUTION IS EFFECTIVE.

WHEREAS, the Legislature has made substantial modifications to the Open Meeting Law (OML), ARS Sections 38-431 through 38-431.09, effective July 18, 2000; and

WHEREAS, changes in the law concerning executive sessions, meetings, open calls to the public and enforcement should be adopted by the Council as a policy and procedural directive to staff; and

WHEREAS, it is in the best interest of the Town to adopt rules, policies and procedures and place these into one document for the benefit of all parties; and

WHEREAS, it is in the best interest of the Town to adopt policies for operations and procedures applicable to Town Staff, the Council and its boards, commissions, and committees;

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde hereby resolve to approve and adopt the "Town of Camp Verde Operations and Procedure Guide", attached hereto as Exhibit A.

ADOPTED AND APPROVED by a majority vote of the Mayor and Common Council at the regular meeting of April 20, 2011.



Mayor Bob Burnside 5-2-11

Approved as to form:

Attest:


Town Clerk Deborah Barber



Town Attorney

Exhibit A attached

Exhibit A attached to

Resolution 2011-844

The original document contains the following: (please click on the link to review the document)

Financial Operations Guide

Financial Operations Guide Exhibits

Guide for Preparation of Business Agenda Items

Town Council Policies, Rules, and Procedures

Records Management Policy

Special Event Handbook

Special Event Exhibits

Risk Management *(This document is too large for the web, if you would like to review it, please contact the Clerk's Office at 928-567-6631 extension 105.)*

Town of Camp Verde Personnel Action Form

Employee's Name: _____ Department: _____

Type of Action:

Exempt: Non-exempt

Temporary Appointment

Probationary Appointment

Permanent Appointment

Promotion

Merit/Step Increase

Cost of Living Adjustment

Reinstatement

Demotion

Dismissal (Specify below)

Voluntary Termination

Suspension

Retirement

Leave of Absence

Other (Specify below)

Reclassification

Present Job Title _____

Salary Range/Step _____

Bi-Weekly Amount: _____

Hourly Amount: _____

New Job Title _____

Salary Range/Step _____

Bi-Weekly Amount: _____

Hourly Amount: _____

TERMINATION

Employee should be paid for:
_____ hours of accrued leave

Did employee leave in Good Standing?

Yes No

Comments: _____

Effective Date: _____

Submitted by: _____
Department Head

Date: _____

Approved by: _____
Human Resources Director

Date: _____

Approved by: _____
Town Manager

Date: _____

Form W-4 (2011)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2011 expires February 16, 2012. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using

Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A _____
B	Enter "1" if: { • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. }	B _____
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C _____
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D _____
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E _____
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit	F _____
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children	G _____
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) For accuracy, complete all worksheets that apply. { • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.	H _____

----- Cut here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2011	
1 Type or print your first name and middle initial. Last name		2 Your social security number			
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.			
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>			
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 _____		6 \$ _____	
6 Additional amount, if any, you want withheld from each paycheck		7 I claim exemption from withholding for 2011, and I certify that I meet both of the following conditions for exemption.			
• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and		• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.			
If you meet both conditions, write "Exempt" here 7					
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶			
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)	

Deductions and Adjustments Worksheet

Note. Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

1	Enter an estimate of your 2011 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions	1	\$ _____
2	Enter: $\left\{ \begin{array}{l} \$11,600 \text{ if married filing jointly or qualifying widow(er)} \\ \$8,500 \text{ if head of household} \\ \$5,800 \text{ if single or married filing separately} \end{array} \right\}$	2	\$ _____
3	Subtract line 2 from line 1. If zero or less, enter “-0-”	3	\$ _____
4	Enter an estimate of your 2011 adjustments to income and any additional standard deduction (see Pub. 919)	4	\$ _____
5	Add lines 3 and 4 and enter the total. (Include any amount for credits from the <i>Converting Credits to Withholding Allowances for 2011 Form W-4 Worksheet</i> in Pub. 919.)	5	\$ _____
6	Enter an estimate of your 2011 nonwage income (such as dividends or interest)	6	\$ _____
7	Subtract line 6 from line 5. If zero or less, enter “-0-”	7	\$ _____
8	Divide the amount on line 7 by \$3,700 and enter the result here. Drop any fraction	8	_____
9	Enter the number from the Personal Allowances Worksheet , line H, page 1	9	_____
10	Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet , also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1	10	_____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note. Use this worksheet *only* if the instructions under line H on page 1 direct you here.

1	Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet)	1	_____
2	Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However , if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than “3”	2	_____
3	If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter “-0-”) and on Form W-4, line 5, page 1. Do not use the rest of this worksheet	3	_____
Note. If line 1 is less than line 2, enter “-0-” on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.			
4	Enter the number from line 2 of this worksheet	4	_____
5	Enter the number from line 1 of this worksheet	5	_____
6	Subtract line 5 from line 4	6	_____
7	Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here	7	\$ _____
8	Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed	8	\$ _____
9	Divide line 8 by the number of pay periods remaining in 2011. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2010. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck	9	\$ _____

Table 1

Table 2

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$5,000 -	0	\$0 - \$8,000 -	0	\$0 - \$65,000	\$560	\$0 - \$35,000	\$560
5,001 - 12,000 -	1	8,001 - 15,000 -	1	65,001 - 125,000	930	35,001 - 90,000	930
12,001 - 22,000 -	2	15,001 - 25,000 -	2	125,001 - 185,000	1,040	90,001 - 165,000	1,040
22,001 - 25,000 -	3	25,001 - 30,000 -	3	185,001 - 335,000	1,220	165,001 - 370,000	1,220
25,001 - 30,000 -	4	30,001 - 40,000 -	4	335,001 and over	1,300	370,001 and over	1,300
30,001 - 40,000 -	5	40,001 - 50,000 -	5				
40,001 - 48,000 -	6	50,001 - 65,000 -	6				
48,001 - 55,000 -	7	65,001 - 80,000 -	7				
55,001 - 65,000 -	8	80,001 - 95,000 -	8				
65,001 - 72,000 -	9	95,001 -120,000 -	9				
72,001 - 85,000 -	10	120,001 and over	10				
85,001 - 97,000 -	11						
97,001 -110,000 -	12						
110,001 -120,000 -	13						
120,001 -135,000 -	14						
135,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Type or print your full name	Your social security number
Home address (number and street or rural route)	
City or town, state, and ZIP code	

Arizona Withholding Percentage Election Options

Choose only one:

- 1 I choose to have Arizona withholding at the rate of
(check only one box): 0.8% 1.3% 1.8% 2.7% 3.6% 4.2% 5.1% of my gross taxable wages.
Additional amount to be withheld per paycheck \$ _____
- 2 I hereby elect an Arizona withholding percentage of zero, and I certify that I expect to have no Arizona tax liability for the current taxable year.

I certify that I have made the percentage election marked above.	
_____	_____
SIGNATURE	DATE

EMPLOYEE'S INSTRUCTIONS

Arizona law requires your employer to withhold Arizona income tax from your wages for work done in Arizona. This amount is applied to your Arizona income tax due when you file your tax return. The amount withheld is a percent of your gross taxable wages of every paycheck. You may also have your employer withhold an extra amount from each paycheck. Complete this form to select a percent and any extra amount to be withheld from each paycheck.

What are my "Gross Taxable Wages"?

For withholding purposes, your "gross taxable wages" are the wages that will generally be in box 1 of your federal Form W-2. It is your gross wages less any pretax deductions, such as your share of health insurance premiums.

New Employees

Complete this form in the first five days of employment to select an Arizona withholding percent. You may also have your employer withhold an extra amount from each paycheck. If you do not file this form, the department requires your employer to withhold 2.7% of your gross taxable wages.

Current Employees

If you want to change the current amount withheld, you must file this form to change the Arizona withholding percent or change the extra amount withheld.

What Should I do With A-4?

Give your completed Form A-4 to your employer.

Electing a Withholding Percent of Zero

You may elect an Arizona withholding percent of zero if you expect to have no Arizona income tax liability for the current year. Arizona tax liability is gross tax liability less any tax credits, such as the family tax credit, school tax credits, or credits for taxes paid to other states. If you make this election, your employer will not withhold Arizona income tax from your wages for payroll periods beginning after the date you file the form. Zero withholding does not relieve you from paying Arizona income taxes that might be due at the time you file your Arizona income tax return. If you have an Arizona tax liability when you file your return or if at any time during the current year conditions change so that you expect to have a tax liability, you should promptly file a new Form A-4 and choose a percent that applies to you.

Voluntary Withholding Election by Certain Nonresident Employees

Compensation earned by nonresidents while physically working in Arizona for temporary periods is subject to Arizona income tax. However, under Arizona law, compensation paid to certain nonresident employees is not subject to Arizona income tax withholding. These nonresident employees need to review their situations and determine whether they should elect to have Arizona income taxes withheld from their Arizona source compensation. Nonresident employees may request that their employer withhold Arizona income taxes by completing this form to elect an Arizona withholding percent.

Town of Camp Verde Employee Timesheet

Employee # _____
 Employee Name: _____
 Position: _____
 Department: _____

Department Head Name: _____
 Approval: _____

Pay Period: to

Department	Account	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Week	Period
		1/0/00	1/1/00	1/2/00	1/3/00	1/4/00	1/5/00	1/6/00	Total	1/7/00	1/8/00	1/9/00	1/10/00	1/11/00	1/12/00	1/13/00	Total	Totals
Town Manager	01-20-11								0								0	0
Town Clerk	01-20-12								0								0	0
Finance	01-20-13								0								0	0
Human Resource	01-20-14								0								0	0
IT Services	01-20-18								0								0	0
Maintenance	01-20-20								0								0	0
Municipal Court	01-20-30								0								0	0
Public Works	01-20-40								0								0	0
Storm Water Mgmt	01-20-41								0								0	0
Community Dev	01-20-50								0								0	0
Building	01-20-51								0								0	0
Current Planning	01-20-52								0								0	0
Long Range Plng	01-20-53								0								0	0
Code Enforcement	01-20-54								0								0	0
Marshals Office	01-20-60								0								0	0
Animal Control	01-20-61								0								0	0
Library	01-20-70								0								0	0
Children's Library	01-20-72								0								0	0
Parks & Rec	01-20-80								0								0	0
Pool	01-20-82								0								0	0
Children's Rec	01-20-83								0								0	0
Adult Recreation	01-20-84								0								0	0
Community Progs	01-20-86								0								0	0
School Res Officer	06-50-19								0								0	0
PANT Officer	08-50-28								0								0	0
CDBG	09-70-00								0								0	0
HURF/Streets	20-20-00								0								0	0
Vacation									0								0	0
Sick									0								0	0
Comp Hrs Taken									0								0	0
Admin Leave									0								0	0
Holiday Time Used									0								0	0
Holiday Pay	6012								0								0	0
									0								0	0
Daily Total Hours		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

I verify that the above hours worked are accurate for this pay period.

Employee Signature _____

Total Overtime Pay _____
 Total Overtime Comp _____
 Total Straight Comp _____
 Total Straight Pay _____

Comments:

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Parks and Recreation

Game Summary Sheet

Date: _____

Program: _____

Game 1

Winners: _____ Points: _____ Losers: _____ Points: _____

Game 2

Winners: _____ Points: _____ Losers: _____ Points: _____

Game 3

Winners: _____ Points: _____ Losers: _____ Points: _____

Game 4

Winners: _____ Points: _____ Losers: _____ Points: _____

Game 5

Winners: _____ Points: _____ Losers: _____ Points: _____

Game 6

Winners: _____ Points: _____ Losers: _____ Points: _____

Officials:

1. _____ X Number of Games _____ = Total: \$ _____

2. _____ X Number of Games _____ = Total: \$ _____

Scorekeepers

1. _____ X Number of Games _____ = Total: \$ _____

2. _____ X Number of Games _____ = Total: \$ _____

Approved for Payment:

Parks and Recreation Supervisor Date

Public Works Director Date

Travel Reimbursement Form

This form is to be completed within 5 business days after the end of the travel and submitted to the Finance Department to receive the travel reimbursement.

If employee is requesting a travel advance, please use form titled "Town of Camp Verde Training/Travel Authorization and Expense Advance Form".

Please attach a copy of the conference/course description and all other applicable documentation.

Date: _____ Employee: _____ Dept: _____ Title: _____

Destination: _____ Departure Date: _____ Return Date: _____ Conference/ Course Title: _____

Purpose and Justification: _____

Date ⇨	Employee Travel Expenses and Per Diem					Total Item Expense
Personal Vehicle Mileage Reimbursement	*Must attach map printout for backup Total Miles _____ X \$0.51 per mile					\$
Breakfast (\$7.00)						\$
Lunch (\$12.00)						\$
Dinner (\$18.00)						\$
Miscellaneous Expenses						\$
Total Daily Expenses	\$	\$	\$	\$	\$	\$
					Less: Advance Amount	\$
					Less: Amount Paid by Credit Card or Check	
					Amount Owed to Employee (Amount Owed to Town)	

I, the undersigned, state that the above information is true and accurate to the best of my knowledge. I certify that the expenses listed were necessary in the transaction of business for the Town of Camp Verde.

Employee Signature _____ Date _____

Department Head Signature _____ Date _____

*Receipts must be attached for lodging, commercial airfare, miscellaneous, and other expenses. For mileage reimbursements, a computer generated map (ex: Map Quest) must be attached detailing the start and end points and the length of the trip. Be sure all blocks are completed. Departure and return dates and times must be included. Your signature and your department head's signature must be included before payment can be made.

Reviewed by Finance Director: _____ Date: _____

Town of Camp Verde Training/Travel Authorization and Expense Advance Form

This form is to be completed a minimum of 10 days PRIOR to the date of travel and submitted to the Finance Department to receive the travel advance. If employee is requesting a reimbursement of travel expenses, please use form titled "Town of Camp Verde Training/Travel Reimbursement Form".

Please attach a copy of the conference/course description and all other applicable documentation.

Date: _____ Name: _____ Dept: _____ Title: _____

Destination: _____ Departure Date: _____ Return Date: _____ Conference/Course Title: _____

Purpose and Justification: _____

Date ⇨	Employee Travel Expenses and Per Diem					Total Item Expense
Personal Vehicle Mileage Reimbursement	*Must attach map printout for backup Total Miles _____ X \$0.51 per mile					\$
Breakfast (\$7.00)						\$
Lunch (\$12.00)						\$
Dinner (\$18.00)						\$
Miscellaneous Expenses						\$
Total Daily Expenses	\$	\$	\$	\$	\$	\$
					Total Advance to Employee	\$

Make Check Payable To: _____

Date Check Needed: _____ Give Check To (if other than check payee): _____

Conference/Course Information

Payee/Address: _____

Confirmation #: _____

Course Cost: _____

Date Needed: _____

Backup Attached: Yes No

Invoice Paid: Yes No

Pd w/Credit Card: Yes No

If Yes, last four digits _____

Lodging Information

Payee/Address: _____

Confirmation #: _____

Lodging Cost: _____

Date Needed: _____

Backup Attached: Yes No

Invoice Paid: Yes No

Pd w/Credit Card: Yes No

If Yes, last four digits _____

Airfare Information

Payee/Address: _____

Confirmation #: _____

Airfare Cost: _____

Date Needed: _____

Backup Attached: Yes No

Invoice Paid: Yes No

Pd w/Credit Card: Yes No

If Yes, last four digits _____

Car Rental Information

Payee/Address: _____

Confirmation #: _____

Rental Cost: _____

Date Needed: _____

Backup Attached: Yes No

Invoice Paid: Yes No

Pd w/Credit Card: Yes No

If Yes, last four digits _____

APPROVAL OF TRAINING/TRAVEL REQUEST AND EXPENSE FUNDS

I, the undersigned, state that the above information is true and accurate to the best of my knowledge. I certify that the expenses listed were necessary in the transaction of business for the Town of Camp Verde.

Applicant's Signature: _____ Date: _____

Account #: _____ Total Trip Costs: \$ _____

Department Head Signature: _____ Date: _____



CRB 118-3

TOWN OF CAMP VERDE
395 S. MAIN STREET
CAMP VERDE, AZ 86322
(928) 567-6631

CASH RECEIPT

Date 015267

Received From _____

Address _____

Dollars \$ _____

For _____

ACCOUNT			HOW PAID		
AMT. OF ACCOUNT			CASH		
AMT. PAID			CHECK		
BALANCE DUE			MONEY ORDER <input type="checkbox"/>		
			CREDIT CARD <input type="checkbox"/>		

By _____

CRB 118-3

TOWN OF CAMP VERDE
395 S. MAIN STREET
CAMP VERDE, AZ 86322
(928) 567-6631

CASH RECEIPT

Date 015268

Received From _____

Address _____

Dollars \$ _____

For _____

ACCOUNT			HOW PAID		
AMT. OF ACCOUNT			CASH		
AMT. PAID			CHECK		
BALANCE DUE			MONEY ORDER <input type="checkbox"/>		
			CREDIT CARD <input type="checkbox"/>		

By _____

PRINTED IN U.S.A.

CRB 118-3

TOWN OF CAMP VERDE
395 S. MAIN STREET
CAMP VERDE, AZ 86322
(928) 567-6631

CASH RECEIPT

Date 015269

Received From _____

Address _____

Dollars \$ _____

For _____

ACCOUNT			HOW PAID		
AMT. OF ACCOUNT			CASH		
AMT. PAID			CHECK		
BALANCE DUE			MONEY ORDER <input type="checkbox"/>		
			CREDIT CARD <input type="checkbox"/>		

By _____

CASH REPORT						DATED: #####		
REVENUE TYPE	DEPT RCPT #	CASH	CHECK	CHARGE	FIN RCPT #	AMOUNT	TOTAL	ACCOUNT #
TOWN CLERK'S OFFICE								
COPIES						0.00	0.00	01-40-12-4100
BUSINESS LICENSE FEES						0.00	0.00	01-40-12-4120
LIQUOR LICENSE FEES						0.00	0.00	01-40-12-4121
SPECIAL EVENT PERMITS						0.00	0.00	01-40-12-4141
DEPARTMENT TOTAL							0.00	
MAINTENANCE DEPARTMENT								
FACILITY RENTALS						0.00	0.00	01-40-20-4700
DEPARTMENT TOTAL							0.00	
MUNICIPAL COURT								
FEES/FINES/FORFEITURES						0.00	0.00	01-00-00-1070
COURT APPOINTED ATTORNEY REIMBS						0.00	0.00	01-00-00-1070
COURT-JCEF						0.00	0.00	05-00-00-1070
COURT ENHANCEMENT FUND						0.00	0.00	05-00-00-1070
COURT REFUND-FILL THE GAP						0.00	0.00	05-40-00-4132
DEPARTMENT TOTAL							0.00	
PUBLIC WORKS/ENGINEER								
PLAN REVIEW FEES						0.00	0.00	01-40-40-4140
YAVAPAI COUNTY FLOOD CONTROL REIMBS						0.00	0.00	01-40-40-4320
DEPARTMENT TOTAL							0.00	
COMMUNITY DEVELOPMENT								
COPIES						0.00	0.00	01-40-50-4100
CURRENT PLANNING PERMIT FEES						0.00	0.00	01-40-52-4141
CURRENT PLANNING RECORDING FEES						0.00	0.00	01-40-52-4144
CODE ENFORCEMENT PERMIT FEES						0.00	0.00	01-40-54-4141
CODE ENFORCEMENT ZONING FINES						0.00	0.00	01-40-54-4142
DEPARTMENT TOTAL							0.00	
BUILDING DEPARTMENT								
PERMIT FEES						0.00		
						0.00	0.00	01-40-51-4141
BUILDING PERMITS						0.00		
						0.00	0.00	01-40-51-4143
PLAN REVIEW FEES						0.00		
						0.00	0.00	01-40-51-4140
ENGINEER PLAN REVIEW FEES						0.00		
						0.00	0.00	01-40-40-4140
FIRE INSPECTION FEES						0.00		
						0.00	0.00	01-00-00-2410
GENERAL GOVERNMENT IMPACT FEES						0.00		
						0.00	0.00	16-40-01-4145
POLICE SERVICES IMPACT FEES						0.00		
						0.00	0.00	16-40-02-4145
LIBRARY IMPACT FEES						0.00		
						0.00	0.00	16-40-03-4145

PARKS & RECREATION IMPACT FEES						0.00		
						0.00	0.00	16-40-04-4145
DEPARTMENT TOTAL							0.00	
CAMP VERDE MARSHALS OFFICE								
REPORTS						0.00	0.00	01-40-60-4100
FINGERPRINTING						0.00	0.00	01-40-60-4150
YAVAPAI-APACHE DISPATCH CONTRACT						0.00	0.00	01-40-60-4400
MISCELLANEOUS REVENUES						0.00	0.00	01-40-60-4800
9-1-1 DISTRIBUTIONS						0.00	0.00	10-40-20-4016
PANT REIMBURSEMENT						0.00	0.00	08-44-28-4335
SCHOOL RESOURCE OFFICER						0.00	0.00	06-41-19-4335
UNCLAIMED PROPERTY						0.00	0.00	01-00-00-2420
DEPARTMENT TOTAL							0.00	
ANIMAL CONTROL								
DOG LICENSES						0.00	0.00	01-40-61-4160
IMPOUND FEES						0.00	0.00	01-40-61-4161
ADOPTION FEES						0.00	0.00	01-40-61-4162
VACCINATION FEES						0.00	0.00	01-40-61-4163
DEPARTMENT TOTAL							0.00	
LIBRARY								
FEES/FINES						0.00	0.00	01-40-70-4130
COPIES						0.00	0.00	01-40-70-4100
BEAVER CREEK LIBRARY REIMBS-YAV COUNTY						0.00	0.00	01-40-71-4350
BEAVER CREEK LIBRARY FEES/FINES						0.00	0.00	01-40-71-4130
BEAVER CREEK LIBRARY COPIES						0.00	0.00	01-40-71-4100
LIBRARY DISTRICT						0.00	0.00	01-43-70-4025
DEPARTMENT TOTAL							0.00	
PARKS AND RECREATION REVENUES								
START BANK REDEPOSIT						0.00	0.00	01-00-00-1061
CHILDREN'S RECREATIONAL PROGRAMS						0.00	0.00	01-40-83-4210
SUMMER PROGRAM						0.00	0.00	01-40-83-4215
CHILDREN'S RECREATION SPONSORSHIPS						0.00	0.00	01-40-83-4230
ADULT RECREATIONAL PROGRAMS						0.00	0.00	01-40-84-4210
ADULT RECREATION SPONSORSHIPS						0.00	0.00	01-40-84-4230
COMMUNITY PROGRAMS						0.00	0.00	01-40-86-4210
COMMUNITY PROGRAM SPONSORSHIPS						0.00	0.00	01-40-86-4230
DEPARTMENT TOTAL							0.00	
POOL REVENUES								
POOL USER FEES						0.00	0.00	01-40-82-4170
CONCESSION SALES						0.00	0.00	01-40-82-4820
SWIM TEAM						0.00	0.00	30-40-01-9999
DEPARTMENT TOTAL							0.00	
FRANCHISE FEES								
CAMP VERDE WATER SYSTEM						0.00	0.00	01-40-00-4182
NPG CABLE COMPANY						0.00	0.00	01-40-00-4183
UNS GAS, INC.						0.00	0.00	01-40-00-4184

**Camp Verde
Shift Balance Report**

Shift 1 _____ Beginning Cash _____ "X" Total _____ Total _____ Total Cash _____ Total Checks _____ Minus Beg. Cash _____ Total Deposit _____ Over/(Short) _____	Shift 2 _____ Beginning Cash _____ "X" Total _____ Total _____ Total Cash _____ Total Checks _____ Minus Beg. Cash _____ Total Deposit _____ Over/(Short) _____
Shift 3 _____ Beginning Cash _____ "X" Total _____ Total _____ Total Cash _____ Total Checks _____ Minus Beg. Cash _____ Total Deposit _____ Over/(Short) _____	Shift 4 _____ Beginning Cash _____ "X" Total _____ Total _____ Total Cash _____ Total Checks _____ Minus Beg. Cash _____ Total Deposit _____ Over/(Short) _____

Daily Total Cash Receipts

	Cash	Checks	Totals
Shift 1	_____	_____	_____
Shift 2	_____	_____	_____
Shift 3	_____	_____	_____
Shift 4	_____	_____	_____
Daily Totals	_____	_____	_____
Z Total	_____	_____	_____
Signature _____			Date _____

Event _____ Date _____

Area of Use _____ Starting Bank \$ _____

Cash Box number _____

Starting Ticket Number _____ Ending Ticket Number _____

Ones	\$	Twenties	\$
Fives	\$	Quarters	\$
Tens	\$	Dimes	\$

Total Cash	\$
------------	----

Parks & Recreation Verification

Employee Signature Employee Signature

Cash Box Pick-Up Verification

Volunteer/Staff Signature Employee Signature

Event _____ Date _____

Area of Use _____ Starting Bank \$ _____

Cash Box number _____

Starting Ticket Number _____ Ending Ticket Number _____

Ones	\$	Twenties	\$
Fives	\$	Quarters	\$
Tens	\$	Dimes	\$

Total Cash	\$
------------	----

Parks & Recreation Verification

Employee Signature Employee Signature

Cash Box Pick-Up Verification

Volunteer/Staff Signature Employee Signature

Cash Count Sheet

Event:

Date:

Day of week:

Ones				
Fives				
Tens				
Twenties				
Fifties				
Hundreds				

Quarters				
Dimes				
Nickles				
Pennies				

SubTotal				
Minus starting bank				
Total				

Total Cash

Total Checks

Total # of Checks

Employee Verification

PURCHASE ORDER
Town of Camp Verde
P O. Box 710 • Camp Verde, Arizona 86322 **NO. 14128**
(928) 567-6631

TO:

Vendor Number _____
 Date _____ 20 _____
 TERMS _____
 Deliver on or before _____
 Fund _____ Acct. No. _____
 Deliver To _____

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Subtotal:		
	Tax		
	Total		

FOR FINANCE DEPARTMENT ONLY

AUDITED BY	INVOICE NO.	VOUCHER NO.	FUND	DEPT.	ACCOUNT NO.	AMOUNT	P.O. NO.
					TOTAL		

Instructions to Vendors:

1. Purchase order number **MUST** appear on invoice.
2. Submit invoices for each purchase order.
3. Prepay all transportation charges and add to invoice total.

Originating Department _____

Date _____ Department Head Authorization _____

RECEIVED

Date _____

By _____

Approved for pmt. by _____

Accounting Department approval as to availability of funds _____

Town Manager Approval

WHITE: Vendor

YELLOW: Originating Dept.

PINK: Finance



Town of Camp Verde Check Request Form

Vendor Number: _____ Vendor Name: _____

Invoice Date: _____ Invoice Number: _____ Invoice Total: \$ _____

Description: _____

Account Number: _____ Amount: \$ _____

Account Number: _____ Amount: \$ _____

Department Head Approval: _____ Date: _____



Town of Camp Verde Check Request Form

Vendor Number: _____ Vendor Name: _____

Invoice Date: _____ Invoice Number: _____ Invoice Total: \$ _____

Description: _____

Account Number: _____ Amount: \$ _____

Account Number: _____ Amount: \$ _____

Department Head Approval: _____ Date: _____

**TOWN OF CAMP VERDE
CREDIT CARD USE FORM**

Wells Fargo Mastercard _____
Other Credit Card _____

_____ (Credit Card Company if not Mastercard)	
Card Issued to: Town of Camp Verde	
To Be Used by (employee name): _____	
Department: _____	Card Number _____ <small>(Last 4 Digits)</small>
Date Issued: _____	Date Returned: _____

Place(s) of Purchase:

Description:

For Department Head to Complete:	
Account Codes: _____	Amount: _____
_____	_____
_____	_____
_____	_____

PLEASE ATTACH RECEIPTS FROM THIS TRANSACTION AND RETURN WITH CREDIT CARD TO THE FINANCE DEPARTMENT.

DEPT. HEAD PRE-APPROVAL _____ **DATE** _____

DEPT. HEAD POST-APPROVAL _____ **DATE** _____

Request for Town of Camp Verde Credit Card

To: Finance Department

From: _____ Department

Subject: Request for Credit Card

I request that the following employee be issued a Town of Camp Verde Credit Card.

Temporary Issue: _____ Length of Time: _____ Permanent Issue: _____

Employee Name: _____

Employee Title: _____

Reason for request:

Approved: _____ Disapproved: _____

Employee Signature

Department Head Signature

Town Manager Signature

Finance Director Signature

Credit Card User Agreement

1. I understand that I am making a financial commitment on behalf of the Town of Camp Verde and will strive to obtain the best value for the Town.
2. I understand that under NO circumstance will I use the Credit Card to make personal purchases, either for others or myself.
3. I will follow the established Credit Card policy. I understand that failure to do so may result in either loss of privileges or other disciplinary actions, including termination of employment.
4. I agree that should I willfully violate the term of this Agreement, I will reimburse the Town of Camp Verde for all incurred charges and any fees related to the collection of those charges.
5. All receipts received when making a Credit Card purchase, will promptly be forwarded to the Finance Department for monthly reconciliation and payment.
6. I understand that I am restricted to specific limits when using the Credit Card for purchases.
7. I agree that should I leave Town of Camp Verde employment, I will return my Credit Card and all appropriate documentation to the Finance Department.
8. I will use the Town of Camp Verde Credit Cards with the highest degree of personal and professional integrity and ethics, recognizing my responsibility to the public and the Town organization.
9. I agree to contact the Finance Director promptly if I lose, misplace, or have my credit card stolen.

I have received, read, understand, and agree to comply with the Town of Camp Verde Credit Card User Policy.

Employee Name (Print)

Employee Signature

Date

Petty Cash Withdrawal Request

Requested by: _____ Date: _____

Purpose: _____

Approved by: _____ Date: _____

Amount Disbursed: _____

Petty Cash Custodian: _____ Date Disbursed: _____

Employee Signature, upon disbursement _____

Receipt Date: _____ Sales receipt amount: \$ _____ Changed Returned: \$ _____

Date Returned: _____ Expense Account Number: _____

Petty Cash Custodian Signature, upon return: _____

Employee Signature, upon return: _____

Petty Cash Withdrawal Request

Requested by: _____ Date: _____

Purpose: _____

Approved by: _____ Date: _____

Amount Disbursed: _____

Petty Cash Custodian: _____ Date Disbursed: _____

Employee Signature, upon disbursement _____

Receipt Date: _____ Sales receipt amount: \$ _____ Changed Returned: \$ _____

Date Returned: _____ Expense Account Number: _____

Petty Cash Custodian Signature, upon return: _____

Employee Signature, upon return: _____

TOWN OF CAMP VERDE REQUEST FOR AUTHORIZATION TO DISPOSE OF/TRANSFER EQUIPMENT

Check one: Trade-In ____ Sale ____ Loss ____ Transfer ____ Other ____

Date of Disposal/Transfer: _____

From: _____ To: (if applicable) _____

Department _____

Location _____

Tag No.	Description (Include Model Number)	Serial No.	Disposal Date	Disposal Amount	FINANCE DEPARTMENT USE ONLY			
					Date Acquired	Acquisition Amount	Accum Depr	Current Value
						\$	\$	

Reason for Disposition: _____

Signature _____ Date _____
Department Head (Disposing Department)

Signature _____ Date _____
Department Head (Receiving Department, if applicable)

Signature _____ Date _____
Finance Director

Deleted from capital assets listing or stewardship listing,
if applicable, by : _____ Date _____

Public | Surplus®

Please fill in the information below for each of your inventory items.

Overall Title: _____

Year: _____

Make/Manufacturer: _____

Model: _____

Mileage / Hours: _____

VIN #: _____

Running Condition: Runs Well Runs Doesn't Run Unknown

Engine Make, Size, & Gas Type: _____

Transmission Type: _____

Brakes: _____

Hydraulics Condition (if any): _____

Body Style (if applicable): _____

Tires: _____

General Description: _____

Digital Picture # (no limit on qty): _____

Inventory #: _____

Storage Address (pickup location): _____

Public | Surplus®

Please fill in the information below for each of your inventory items.

Overall Title: _____

Year: _____

Make/Brand: _____

Model: _____

Quantity: _____

Description: _____

Features: _____

Digital Picture # (no limit on qty): _____

Condition: Excellent Good Fair Poor Unknown

Inventory # (item code): _____

Storage Address (pickup location): _____

**TOWN OF CAMP VERDE
CELLULAR TELEPHONE USER AGREEMENT**

- 1. I understand that I am using communication equipment that has been issued to me by the Town of Camp Verde in order to make my work easier and more productive.**
- 2. I will follow the established Cellular Telephone policy. I understand that failure to do so may result in loss of privileges and, if I am a Town employee, disciplinary action, including termination of employment.**
- 3. I agree that if I violate the terms of this Agreement, I will reimburse the Town of Camp Verde for all incurred charges and any fees related to the collection of those charges.**
- 4. I agree that if I leave the Town of Camp Verde's employment or Public office, I will return my Cellular Telephone and all appropriate documentation to my supervisor or to the Town Manager, as may be appropriate.**
- 5. I will use the Town issued Cellular Telephone with the highest degree of personal and professional integrity and ethics, recognizing my responsibility to the public and the Town organization.**
- 6. Upon termination of my employment with the Town of Camp Verde I agree to return the cellular phone the Town provided to me. If I fail to return the cellular phone the cost of replacing the cellular phone will be my responsibility.**

I have received, read, understand and agree to comply with the Town of Camp Verde Cellular Telephone User Agreement.

Employee/Official's Name (Print)

Signature

Date

9/24/2008

Town of Camp Verde

Financial Operations Guide



APPROVED 4-20-2011
PREPARED BY TOWN FINANCE DEPARTMENT

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LIST OF EXHIBITS

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INTRODUCTION

PURPOSE: The purpose of this manual is to set forth those policies and procedures established to govern and to implement all aspects of fiscal policy and financial management related to the Town of Camp Verde. The general purpose of this document is to provide a working guide to established financial policies and procedures.

I. RESPONSIBILITIES

Camp Verde's Town Code charges the Town Finance Director with implementing the financial policies of the Town Council. In the event that the Finance Director's position is vacant, the duties of the Finance Director will be performed by a designee appointed by the Town Manager. In the absence of the Town Manager, the Acting Manager shall appoint the designee with Council approval, if the assignment is to exceed 20 days.

The Finance Director is responsible for the assignment of duties to appropriate Staff members, as necessary, to ensure proper segregation of duties.

All matters discussed in this operations guide shall be carried out within applicable laws and regulations, and with generally recognized principles of good financial management and accounting.

Town employees not following the policies and procedures set forth in this manual may be subject to discipline, up to and including termination of employment.

II. AMENDMENTS

This guide is written in sections, by subject, with the flexibility to be revised as approved by Council. The revision number and the effective date of the revision are in the top right hand corner of each page.

III. COMMENTS/CLARIFICATION OF POLICY

All comments and requests for clarification of this guide shall be addressed to the Town's Finance Director.

IV. OTHER TOWN POLICIES

For additional policy information, see the Town's separate policies as follows:

1. 1. Record Retention – The Town follows the “Records Retention and Disposition for Arizona Municipalities” as issued by the Arizona State Library, Archives, and Public Records.” and the Town of Camp Verde Procedures and Operations Guide, Records Management Policy”.

PAYROLL

PURPOSE: To establish standard policies and procedures for the disbursement of funds to employees of the Town of Camp Verde to ensure that all work performed is authorized and accounted for properly and to maintain payroll files.

POLICIES/PROCEDURES:

I. INITIATION, STATUS CHANGES and PAYROLL WITHHOLDINGS

Original authority for placing an employee on the payroll, authority to execute any change of employee status, or authority to remove an employee from the payroll is recorded on a properly executed and approved "Personnel Action Form" (Exhibit A). "Personnel Action Forms" shall be signed by duly authorized Town officials. Authority for initial federal and state income tax withholdings and subsequent changes is recorded on a properly executed "W-4" form and "A-4" form (Exhibits B and C). The original authority for court ordered withholdings shall be a copy of the court order.

Staff enters the original or change in status and the initial or change in withholding information into the computer payroll program and initials and dates each document entered. **A separate employee verifies that the information is entered correctly and initials and dates each document entered.** The documents are then placed in the employee's payroll file.

II. RECORDS

Employee Payroll Files

A file is maintained for each employee. The following information must be kept in the Employee's Payroll File: "Personnel File Information Form", "W-4", "A-4" (tax withholding forms), copies of "Personnel Action Forms", copy of retirement enrollment forms, payroll deduction forms, court orders, and any miscellaneous payroll information regarding the employee.

Employee Personnel File (Human Resource File)

The originals of the following forms are kept in the Employee's Personnel File located in the Human Resources Department: "Employment Verification Form" (I-9), "Personnel Action Forms", Application and Evaluations, retirement information, Personnel Manual Acknowledgement forms, Oath of Office, disciplinary information, training certifications, and other personnel related documents.

Employee Timesheet Files

A file is maintained for each employee. These files are kept by fiscal year. All "Employee Timesheets" (Exhibit D), copies of all payroll checks and direct deposit stubs, as well as "Application For Leave" (Exhibit E) forms are included in this file. Records of hours paid, wages earned, all deductions, and calendar year-to-date records appear on the direct deposit or paycheck stub.

PAYROLL

III. PAY PERIODS

A bi-weekly pay period from 12:01 a.m. Sunday of one week through 12:00 a.m. Saturday of the following week shall be used for all employees.

IV. TIMESHEETS

An "Employee Timesheet" (Exhibit D), hereinafter "timesheet", shall be completed and signed by each non-exempt employee on a bi-weekly basis. Timesheets shall not contain white-out. If a correction needs to be made, the incorrect entry shall be lined out and the correction written next to it. All changes shall be initialed by the employee whose timesheet was changed prior to its submission to Finance.

Exempt employees are not required to submit timesheets on a bi-weekly basis. Exempt employees shall complete "Application for Leave" forms (Exhibit E) any time that accrued leave is used and submit approved "Application for Leave" forms to the Finance Department in conjunction with the non-exempt employee timesheets. Any exempt employee that requires time to be split between various departments shall submit a memo to the Finance Department detailing the breakout of hours.

The "Timesheet" and "Application for Leave" forms for the pay period are collected by the person so designated in each department and turned into the Finance Department by 10 A.M. on the first Monday after the end of the pay period. All timesheets must be signed by the employee and reviewed and approved by the department head.

Any requested vacation, sick, comp time, or holiday leave hours shall be included on the timesheet form. The "Application for Leave" form shall be attached to the timesheet when submitted to the Finance Department for payment.

If the employee is unavailable to complete the timesheet and is eligible and in the need to use sick hours, the authorizing supervisor shall fill in the appropriate hours to be paid. Within five days of returning to work, the employee shall go to the Finance Department to sign the timesheet form completed by the supervisor. Should corrections to the submitted timesheet need to be made, the employee shall submit to the Finance Department written approval signed by both the employee and the supervisor detailing the correction(s) to be made.

V. VACATION, SICK OR COMP TIME

Any employee requesting time off for a full work day or more shall fill out an "Application for Leave" form (Exhibit E) and have it approved in advance for leaves other than unanticipated sick leave by his or her supervisor. If the "Application for Leave" form is for the use of time due to illness of 3 or more days, injury, or worker's compensation, the leave form shall be forwarded to the Human Resources Department for review and approval. If the "Application for Leave" form is for any other purpose/use of leave, the form shall be forwarded directly to Finance. If an employee is requesting time off for less than a full work-day, only verbal approval from his or her supervisor is necessary.

The requested time off shall be reported on the "Employee Timesheet" (Exhibit D) form and the "Application for Leave" form shall be attached to the timesheet. If the requested time overlaps pay periods, a copy must be attached to both timesheets.

If timesheets are due while an employee expects to be on leave, the employee should prepare the timesheet as of the last day worked and submit it to the supervisor. Should the employee be unavailable to complete the timesheet, the supervisor or department head shall fill in the appropriate hours. Within five days of returning to work, the employee shall visit the Finance Department to sign the timesheet completed by the supervisor. Should corrections need to be made, the employee shall submit to the Finance Department written approval signed by both the employee and the supervisor detailing the correction(s) requested.

PAYROLL

VI. DATA ENTRY AND PAYROLL REGISTER

Hours worked are entered into the payroll system by staff from approved "Employee Timesheet" (Exhibit D) forms. Once all timesheets are entered, a "Timesheet Verification Report" is generated and submitted to the Finance Director for verification against the submitted timesheets. If needed, staff enters the corrections to the employees' timesheets and another "Timesheet Verification Report" is generated. The Finance Director verifies the corrections, and initials and dates the "Timesheet Verification Report" as evidence of review. Once correct, staff calculates net payroll via the payroll system. Staff checks for any inaccuracies. If correct, the "Preliminary Register" is created and checks are created.

VII. CHECK RUN, SIGNING AND DISBURSEMENT

Staff generates, from the computer, the payroll checks and "Final Check Register."

The checks are forwarded to the Mayor (or Vice Mayor) for elected official signature and then to the Finance Director or Town Clerk for staff signature.

No later than Tuesday afternoon, staff enters the direct deposit checks into the Wells Fargo ACH system. The amounts are verified by the Finance Director and released for payment effective on the payroll date.

White copies of the direct deposit stubs and the original checks are separated by department and picked up on Wednesday morning by the person so designated by each department. If a person other than the employee is to pick up a payroll check, a written statement must be on file authorizing such action and; the person picking up the check shall sign a log acknowledging receipt.

The "Employee Timesheets" (Exhibit D) are then attached to the yellow copies of the checks and direct deposit stubs and filed in the appropriate "Employee Timesheet File".

VIII. FISCAL YEAR END PROCEDURES

When the final fiscal year end payroll crosses both fiscal years, the expenditures are allocated to each fiscal year based on the number of days in each period. Staff prepares the journal entry for approval by the Finance Director.

In addition, staff prepares a schedule of year-end compensated absences payable and applicable journal entries. The schedule and applicable journal entries are reviewed and approved by the Finance Director.

PAYROLL

IX. QUARTERLY REPORTS AND YEAR END W-2 PROCEDURES

Quarterly reports are prepared by staff and reviewed and approved by the Finance Director or designee. Once the fourth quarter reports have been prepared and balanced, staff reconciles final W-2 amounts to the quarterly reports. The Finance Director or designee reviews and approves the reconciliation. Staff then prints the W-2s for distribution to employees and the IRS.

X. PAYROLL LIABILITY ACCOUNTS

The payroll liability accounts will be reconciled at least quarterly and any necessary adjustments will be made. The Finance Director reviews these reconciliations.

CONTRACT SERVICES

PURPOSE: To establish standard policies and procedures for the accurate handling of contract services.

POLICES/PROCEDURES:

- I. Before a contract service provider is allowed to begin working, the department utilizing the contract service provider must verify the following:
 - A. The vendor has completed a "Form W-9" (Exhibit F). This form must be submitted to the Finance Department by the department that the vendor is contracted with. If payment is due and the required "Form W-9" has not been received, the payment is subject to backup withholding of 28% pursuant to IRS requirements.
 - B. The vendor has provided the Risk Manager with a copy of the required liability and worker's compensation insurance policies.
 - C. The vendor has a current business license on file with the Town Clerk's Office.
 - D. The vendor's trade licenses/certifications are current and valid.
 - E. Budget appropriation exists to fund the transaction.

- II. The department utilizing the contract services provider, in conjunction with the Finance Department, is responsible for ensuring that the amounts paid do not exceed the total approved amount.

- III. For Parks & Recreation Officials, complete a "Game Summary Report" (Exhibit G) and submit to the Finance Department for payment along with the completed "Form W-9". Scorekeepers are considered employees and are paid through payroll with general employees.

TRAVEL AND TRAINING

PURPOSE: To establish the policies regarding in-state and out-of-state travel and reimbursement of related expenditures.

POLICIES/PROCEDURES:

- I. The policy of the Town of Camp Verde is to encourage training opportunities for employees and supervisors so their services rendered to the Town can be made more effective, and that employees may become, at the same time, qualified for promotion to higher-level positions. The department head, consistent with the budget and this policy, may authorize attendance at conferences, seminars, meetings, conventions and other courses that directly benefit the Town of Camp Verde.
- II. All out-of-state travel shall be approved by the Town Manager prior to scheduling.

III. ELIGIBLE INDIVIDUALS

- A. Town employees (classified, part-time classified, and non-classified employees)
 - B. Others - Members of boards, commissions, authorities, council members and committees who are not employees of the Town yet serve the Town as members on these boards, commissions, authorities, councils and committees.
- IV. GENERAL TRAVEL PRINCIPLES - The Town shall authorize employee travel in accordance to the following principles:
- A. All Town travel arrangements should reflect an understanding of the Town of Camp Verde's Travel and Training Policy.
 - B. Travel is usually warranted when personal contact is the most economical method of conducting official Town business.
 - C. Employees may attend educational or training seminars if funds for that purpose are available and such training is directly job related.
 - D. The most economical method of transportation shall be selected in terms of expense to the Town (or grantor agency) and the employee's time away from the office. If the employee chooses an alternate method of transportation, reimbursement shall be capped at the cost of the least expensive option.
 - E. Employee travel, in-state and out-of-state, is conducted according to the Town Travel and Training Policy regardless of funding source (i.e. Grant requirements do not supersede the Town requirements; however, any grant requirements that are more restrictive must be followed.).
 - F. Shared lodging is encouraged, wherever possible. Non-shared lodging requires approval of the department head.

TRAVEL AND TRAINING

- G. Any travel reimbursement claims shall be submitted to the Finance Department using the "Training/Travel Reimbursement Form" (Exhibit H) within five (5) business days after the end of the trip.
- H. Any expenses incurred for items such as alcohol, telephone calls (except when business related), in room movies, etc. shall not be covered by the Town and are the employee's responsibility.

V. PROCEDURES

- A. Employees desiring to attend schools, conferences, conventions, seminars, and other official meetings shall complete a "Training/Travel Authorization and Expense Advance Form" (Exhibit I) and submit to their department head for approval. If the travel is out-of-state, it shall first be approved by the Town Manager prior to scheduling.
- B. Upon approval of the training/travel request, the department designee makes the necessary travel arrangements and prepays lodging and other travel costs as appropriate. All travel/training arrangements are recorded on the "Training/Travel Authorization and Expense Advance Form".
- C. For advances of per diem allowances, employees must submit a complete and approved "Training/Travel Authorization and Expense Advance Form" to the Finance Department not later than ten (10) working days prior to the date that travel for such schooling or training is to commence.

VI. TRAVEL COMPENSATION GUIDELINES

- A. Tips and other gratuities for all meals are included in the per diem.
- B. Alcohol shall not be reimbursed and shall not be considered as part of the meal per diem.
- C. The Town shall compensate expenses only when the expenses are incurred during the performance of official duties of the Town employee and for the Town's benefit.
- D. Subsistence shall not be permitted when the training received is for the direct benefit of the employee and not required by the job.
- E. An employee on Town travel status who extends the travel for his/her own convenience or enjoyment when such is not required by the Town, is not entitled to the allowance for that meal or if applicable, lodging.

TRAVEL AND TRAINING

- F. The department head approves or disapproves the "Training/Travel Authorization and Expense Advance Form" (Exhibit I) or "Training/Travel Reimbursement Form (Exhibit H).
- G. If approved, the department submits the "Training/Travel Authorization and Expense Advance Form" or "Training/Travel Reimbursement Form" to the Finance Department for check disbursement.
- H. Employees shall be responsible for any fines or traffic violations incurred while traveling on Town business in either a Town vehicle or personal vehicle.

VII. LODGING AND MEAL PER-DIEM

- A. Lodging - the following policy is to be utilized by eligible individuals who are contemplating traveling for Town business or training related purposes.
 - 1. Eligibility
 - a. Employee must be on authorized travel status.
 - b. Travel must be outside a 75-mile radius of the corporate Town limits and a multi-day event or an early morning meeting.
 - c. Early morning meeting requirement is 8:00 a.m. or earlier.
 - d. Events starting after 8:00 a.m. are not eligible for lodging and per diem for the day before the event begins unless the event is located in an area outside the traveling distance of the greater Phoenix area (ex: Tucson).
 - e. Lodging must be at a commercial establishment.
 - f. Lodging is covered at the single room rate unless sharing a room with another Town employee.
 - 2. Documentation
 - a. The commercial establishment's original receipt is required.
 - b. Lodging receipts must be itemized.
 - c. If original lodging receipt is lost or destroyed:
 - 1) A photocopy may be submitted with the statement Treat as the Original.
 - 2) The employee and the department head must sign the photocopy.
 - 3) If a photocopy is not available and cannot be obtained from the commercial establishment, then a canceled check or credit card receipt showing the payment of the lodging may be used.
- B. Meals and Incidental Expenses (MIE) - Per Diem
 - 1. Eligibility
 - a. Employee must be on authorized travel status.
 - b. In accordance with IRS guidelines, per diem is paid when the travel requires an overnight stay.
 - c. Meals must be at a commercial establishment.
 - 2. Documentation - Compensation is based on the schedules listed in Section C & D. Since the meal reimbursement has been established as a per diem, receipts are not required to be submitted with the "Training/Travel Authorization and Expense Advance Form" (Exhibit I).
 - 3. Per Diem Allowances for "Travel Days" (The trip must include an overnight stay in order to be reimbursable.)

TRAVEL AND TRAINING

- a. Breakfast - Reimbursable when travel commences on or before 6:00 a.m. or returns after 10:00 a.m..
 - b. Lunch – Lunch is only reimbursable if the traveler leaves prior to 11:30 a.m. or returns after 1:30 p.m..
 - c. Dinner - Reimbursable when travel commences prior to 6:00 p.m. or returns after 7:00 p.m.
4. Meals Provided
- a. Traveler is not entitled to a per diem allowance for meals provided at the conference, seminar or lodging site.
 - b. If a special meal is required due to dietary restrictions, notice must be given in writing at the time of compensation request.

C. Per Diem Rates by Meal (per Council approval on 7/6/05)

Breakfast Meal	\$7.00
Luncheon Meal	\$12.00
Dinner Meal	\$18.00

D. Per Diem Rates per Day (Overnight Travel Only)

Depart Camp Verde on or prior to 6:00 a.m. or return to Camp Verde after 7:00 p.m.	\$37.00
Depart Camp Verde prior to 11:30 a.m.	\$30.00
Return to Camp Verde after 1:30 p.m.	\$19.00
Depart Camp Verde prior to 6:00 p.m.	\$18.00
Return to Camp Verde after 10:00 a.m.	\$7.00
Daily rate for full days away	\$37.00

Lodging - As approved by the department head and Finance Director in accordance to the lodging policy. (See Section V. A.)

VIII. TRANSPORTATION - Compensation shall be made only for the method of transportation, which is in the best interest of the Town considering travel expense, vehicle condition, as well as the employee's time. When more than one employee uses the same motor vehicle, only one claim for mileage compensation shall be allowed.

A. Requirement for Using Town Owned Vehicle

1. Authorization - by the department head prior to use of Town owned vehicle.
2. Driver's license - a valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit on Town business.

TRAVEL AND TRAINING

3. Vehicle Reservation - Each department shall reserve a pool vehicle with the Town Clerk's Office at least 24 hours before needed.
 4. Reporting - Pool vehicles require that all pertinent information be provided in the vehicle log, including name of user, beginning and ending mileage, total miles traveled, destination, purpose of travel, and fuel level.
 5. Return of Pool Vehicle - Fuel level must be full upon return from an out-of-town trip and any problems or incidents with the vehicle must be reported to the Fleet Manager. The vehicle shall be returned in a clean state (all soda cans, paper and trash shall be removed).
 6. There is no smoking or alcohol allowed in Town vehicles.
 7. No unauthorized passengers or drivers will be allowed to either operate or ride in Town vehicles. Transporting family members in Town vehicles shall be allowed only when the family member is accompanying an employee to a business meeting or official function. No additional expenses to the Town should be incurred as a result of the family member traveling in a Town vehicle. The driver of a Town vehicle MUST be a Town employee or official.
- B. Requirement for using personal vehicle
1. Authorization - By the department head prior to use of personal vehicle.
 2. Driver's License - A valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit and on Town business.
 3. Condition of Vehicle - Employees are responsible for ensuring personal vehicles are safe for travel.
 4. Current Vehicle Insurance - Liability insurance coverage with a minimum coverage of \$15,000 per person and \$30,000 per accident.
 - a. If a traveler using a privately owned vehicle is involved in an accident and found to be at fault, his/her liability insurance carrier is responsible to the limits of the policy, including any deductibles. If the amount exceeds that coverage, the Town's insurance, at the time, covers the amount over the policy limits if the traveler was acting within the course and scope of their employment.
 - b. If a traveler driving a privately owned vehicle on Town business is involved in an accident, regardless of fault, the Town shall not reimburse for any physical damage to the motor vehicle.
 5. Compensation Basis
 - a. Compensation is based on map mileage using official state highway maps or mapping programs. Odometer mileage may be submitted for travel to dining or multiple event locations within reason (ex: traveling long distances to eat at a certain restaurant rather than those within close proximity to the event is excessive and will not be reimbursed).
 - b. Beginning address and ending location address must be submitted for compensation.
 - c. Compensation is based on using the most direct route.
 - d. Mileage compensation shall be at the lower of the Arizona Department of Administration approved rate or the IRS standard mileage rate. When the Arizona Department of Administration and/or the IRS standard mileage rate adjust, the Town automatically adjusts the mileage rate. The mileage rate includes all travel and maintenance expenses of the vehicle.
- C. Requirements for using leased vehicle:
1. Authorization - By the department head prior to leasing a vehicle for Town business.

2. Driver's License - A valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit and on Town business.

TRAVEL AND TRAINING

- e. If the traveler drives their privately owned vehicle, a Town credit card may not be used for gasoline purchases. The traveler must submit a "Training/Travel Authorization and Expense Advance Form" (Exhibit I) to request funds prior to the trip or a "Training/Travel Reimbursement Form" (Exhibit H) for mileage reimbursement at the conclusion of the trip.

IX. MISCELLANEOUS TRAVEL ISSUES

- A. Communication Expense
 1. Business communication charges, including faxes and copies, are reimbursable if documented by receipts.
 2. Business calls are reimbursable and should be noted as such on the hotel receipt. The number called should be visible.
 3. No personal calls shall be reimbursed.
- B. Extending Business Trips with Vacation Time
 1. With the department head's approval, traveler may extend a business trip using vacation time.
 2. The Town covers the lodging, map mileage and per-diem for the period that the traveler is conducting Town business. Additional costs to extend the trip shall be borne by the traveler.
- C. Local Transportation, Tolls and Parking
 1. Taxi, bus, and streetcar use is classified as local transportation and can be claimed with receipts. Whenever possible, hotel-provided shuttles should be used.
 2. Claims for local transportation shall not be allowed where the Town provides for other transportation (Town, personal or rental vehicle).
 3. Bridge and road tolls are reimbursable with receipts.
 4. Travelers must use the free or discounted parking, when available, when traveling on Town business.
 5. Receipts are required for reimbursement of allowable parking fees.
- D. Rental Cars
 1. If travel necessitates the use of a rental car, Department Head authorization must be obtained prior to booking the rental car.
 2. The rental car must be a mid-size or smaller vehicle.
 3. Insurance shall not be purchased from the rental car agency as the Town's insurance policy covers rental cars.
- E. Airline Travel
 1. Department Head authorization must be obtained if airline travel is requested.
 2. The Town will only fund coach seating in airline traveling. If the employee wants to upgrade the seating type, the employee is responsible for the difference in cost.

CASH RECEIPTS

PURPOSE: To describe the policies and procedures for obtaining and receipting all revenues received by the Town of Camp Verde.

POLICIES/PROCEDURES

- I. All Town revenues received are receipted in the receiving department's "Cash Receipt Book" (ex: Exhibit J) and entered into the department's cash register.
- II. Cash registers are opened with a \$100.00 change fund.
- III. All checks are stamped "For Deposit Only, Town of Camp Verde" immediately upon receipt.
- IV. Each department prepares a "Daily Cash Reconciliation Report" (Exhibit K) reconciling the receipts to the monies collected. For departments that accept credit cards, a batch report for all credit cards processed for the day shall be generated at the end of each day and reconciled to applicable receipts.
- V. , As much as practicable all monies received, along with the "Daily Cash Reconciliation Report", batch reports, receipts, and/or cash register tapes, should be remitted to the Finance Department. Large amounts of cash should be secured in the event that staff is unavailable to receive funds. The Finance Department receipts in all monies received.
 - A. Funds deposited directly to Town bank accounts are entered into the computer when the confirming deposit facsimile arrives.
 - B. Monies received from the other departments are counted at the time of submittal by Finance staff in the presence of the department representative. If a discrepancy exists, the discrepancy should be investigated, and the necessary correction should be made and initialed by the department representative and the Finance staff.
 - C. The Finance staff records all monies received in the Finance Department cash register.
 - D. The Finance cash register is balanced on a daily basis. Staff prepares a deposit the following morning when the amount of monies on hand exceeds \$100 in cash or \$1,000 in checks.
 - E. The deposit slip is created by staff using the receipts received from all departments and reconciling these to the receipts issued by the Finance Department. At such time, staff accounts for the numerical sequence of receipts. The deposit slip is reviewed and reconciled to the register tape by the Finance Director, initialing and dating as evidence of review. A separate Finance staff then reviews the deposit slip reconciling the amounts listed to the register tape and receipts issued, initialing and dating as evidence of review.
 - F. The monies are deposited into the Town's general bank account by staff. The deposit receipt is attached to the copy of the deposit slip, Finance receipts issued, and "Daily Cash Reconciliation Reports" received from the Town departments.

CASH RECEIPTS

- G. The "Cash Report" (Exhibit L) report is created by staff using the receipts received from all departments and reconciled to the receipts issued by the Finance Department. The "Cash Report" report is compared to the register tape and deposit receipt to verify that all amounts are accounted for. Once verified, the report is entered into the finance computer program by staff, and filed.
- VI. The Town Pool maintains a cash register for the receipt of funds. The cash register is opened with a \$100.00 change fund. The Town Pool cash box is closed out daily (when the pool is in operation) by the Head Life Guard and the Cashier. A "Shift Balance Sheet" report (Exhibit M) is completed at the end of the day by the Head Life Guard and submitted with the deposited monies to the Finance Department.
- VII. All bank accounts are reconciled monthly by staff (initialing and dating upon completion), reviewed by the Finance Director (initialing and dating as evidence of review), and filed. (See the Bank Reconciliations Section for further details.)
- VIII. Customer Complaints. Customer complaints regarding payments to the Town should not be handled by the same person who receives the monies in dispute. If the person receipting monies receives a customer complaint regarding such monies, the customer should be directed first to a supervisor. If the complaint is not resolved, it shall be forwarded as follows until resolution is achieved:
- Finance Director
 - Town Manager
 - Town Council

Note: For non-finance related complaints, please reference the Complaint Policy.

SPECIAL EVENT CASH HANDLING PROCEDURES

PURPOSE: To describe the policies and procedures for collecting and reporting amounts received during special event functions.

POLICIES/PROCEDURES

- I. The cash box will start with the appropriate amount according to the event and area of use. Upon preparing the starting banks for each cash box, the amounts will be counted and verified by two (2) Parks & Recreation employees.
- II. "Special Event Start Bank Form" (Exhibit N) will be included in each box.
- III. Cash boxes will be picked up at the Parks & Recreation office. Employee and volunteer will count and verify the starting bank amount and sign off on the starting bank form.
- IV. Cash registers and central ticket areas will be used for food, drink, and admission.
- V. One Parks & Recreation employee and one Deputy will pick up overflow cash during the event. Cash will be taken from the cash box and secured in a tamper proof bag. Employee and Deputy will take the money to the vault, at which time they will both sign the "Drop Off Verification Sheet" (Exhibit O).
- VI. When making change, the exact amount must be returned to the cash box that was taken from the cash box. Example: four (4) fives for a twenty.
- VII. All money, including change, is to be kept in the vault at all times. Vault is to be kept closed and locked at all times. Only full time employees such as Parks & Recreation Director, Events Coordinator, Recreation Supervisor, Parks & Recreation Administrative Assistant, and the Finance Director shall have the combination to the vault.
- VIII. At the end of the event, one Parks & Recreation employee and one Deputy are to carry the cash boxes to the office, put money in tamper proof bags, and lock them in the vault. No money is to be counted at this time.
- IX. The first work day following the special event, a minimum of two (2) Town employees shall count and receipt in the funds, and in another department, two (2) Town employees shall count tickets. Amounts are to be recorded on the "Special Event Cash Count Sheet" (Exhibit P). Funds and ticket counts will then be turned over to the Finance Department for verification.

DISHONORED CHECKS

PURPOSE: To describe the policies and procedures for recording and collecting amounts due from dishonored checks.

POLICIES/PROCEDURES

- I. Upon receipt of notice from the bank that a check has been dishonored, the Finance Department issues a letter to the Payor (the party that issued the check) demanding payment for the amount of the check plus a returned check fee as established by Council resolution. This notice allows the Payor five (5) days from the receipt of the letter to remit the total amount due to the Finance Department or face collection from the Yavapai County Attorney Bad Check Program. A copy of

this letter, a copy of the notice from the bank, and the original dishonored check are placed in a file for follow up.

- II. The Finance Department notifies the department from which the check was collected of the dishonored check.
- III. The original notice from the bank is placed in a file for bank reconciliation as backup.
- IV. A Journal Entry is prepared to record the reduction from the Town's bank account as well as record the amount of the check as an accounts receivable in the proper fund (General Fund, HURF Fund, etc.). Upon payment of the total amount due, the amount of the check is coded to accounts receivable, the returned check fee is coded to Miscellaneous Revenues, and the total is coded to the Town's bank account.
- V. If the Payor has not made payment in full, or payment arrangements, within the allowed timeframe, the check is forwarded to the Yavapai County Attorney Bad Check Program for collection. A copy of the Yavapai County Attorney's form as well as all of the backup is retained in the file for future reference. Note: The Yavapai County Attorney Bad Check Program will NOT collect the returned check fee, only the amount of the check.
- VI. Upon payment from the Yavapai County Attorney Bad Check Program, the backup from the file is attached to the receipt for reference.
- VII. All payments on dishonored checks must be collected by the Finance Department directly. Departments are not authorized to collect payments or make payment arrangements.

ACCOUNTS RECEIVABLE

PURPOSE: To establish procedures for proper management of accounts receivable.

I. POLICIES/PROCEDURES

A. COURT RECEIVABLES

1. The Municipal Court maintains records of outstanding receivables.
2. On a monthly basis, the Court Supervisor identifies delinquent accounts and forwards the accounts to the collection agency.
3. Each month, the Court Supervisor forwards a listing to the Finance Department for recording of accounts receivable activity in the Town's general ledger.

B. REVOLVING LOAN FUND RECEIVABLES

1. Staff as assigned maintains subsidiary ledgers by payer for each Revolving Loan Fund loan receivable account identifying the loan amount, monthly payments, and remaining balance owed.
2. On a monthly basis, the staff reviews the subsidiary ledgers for any delinquencies.
3. On a monthly basis, staff updates the receivable balance based on monthly statements and payments made.
4. Staff maintains copies of the subsidiary ledgers for reconciliation to the master control account in the Town's general ledger.
5. The Finance Director reconciles the subsidiary ledgers to the general ledger, investigating and correcting any discrepancies.

C. MISCELLANEOUS RECEIVABLES

1. Following each fiscal year end, the Finance Director reviews July and August cash receipts to identify any unrecorded receivables.
2. Any amounts collected by the Town prior to June 30 and remitted to the bank after June 30 are recorded as cash on hand.
3. Any amounts collect after June 30 for services provided prior to June 30 are recorded as accounts receivable.

ALLOWANCE FOR DOUBTFUL ACCOUNTS

PURPOSE: To establish procedures regarding the amount of receivables that are annually estimated as “uncollectable” by the Finance Director. The establishment of an allowance account ensures that the Town’s receivables are not overstated for financial reporting purposes.

I. POLICIES/PROCEDURES

- A. The Finance Director (or designated staff) shall establish an allowance for doubtful account.
- B. The estimated allowance should be based upon historical data or other pertinent information relative to the receivables in question.
- C. Generally Accepted Accounting Principles allows for the allowance to be based on a percentage of “net charges” on an annual basis, or based on a percentage of aged receivables.
- D. Court fines are more unique and could be based on collection efforts.
- E. The estimated Allowance for Doubtful Accounts shall be updated on an annual basis.

PROCUREMENT

PURPOSE: To establish standard policies and procedures for the procurement of goods and services for the Town of Camp Verde to ensure that all goods and services received are properly authorized.

POLICIES/PROCEDURES:

- I. The Finance Director shall be the Purchasing Agent for the Town. No purchase or contract for services of any kind or description, payment for which is to be made from funds of the Town, shall be made by the Purchasing Agent, or any officer, employee or agent of the Town, except in the manner set forth below, and unless said purchase is in accordance with the adopted Town Budget. The Town Code supersedes if there is conflicting information.

II. ORDERING PROCEDURE

- A. Due to Town cash flow needs and limited storage facilities, departments are expected to maintain only minimal supplies on hand.
- B. Purchases of less than \$50 may be made with petty cash funds upon approval from the department head. See Petty Cash Section for detailed procedures.
- C. Purchases of less than \$5,000 may be made with approval from the department head.
- D. A pre-numbered "Purchase Order" (Exhibit Q) shall be written for all purchases (excluding normal recurring operating expenditures such as utility expenses, rental payments, and payroll taxes, as well as Council approved contracts/distributions, etc.) of \$5,000 or more. Each department prepares the "Purchase Order" and forwards it to the Finance Director for approval PRIOR to expending funds and/or placing orders. "Purchase Orders" of \$20,000 or more must be approved by the Town Manager PRIOR to expending funds and/or placing orders. Any department that repeatedly submits "Purchase Orders" for approval after orders are made or expenditures incurred shall be reported to the Town Manager. Once approved, the pink copy of the "Purchase Order" is retained by the Finance Department, and the white and yellow copies of the "Purchase Order" are returned to the originating department for ordering. The department sends the white copy of the "Purchase Order" to the vendor.

Open "Purchase Orders" may be used when multiple payments to the same vendor for the same service/product will be made within the same fiscal year (ex: ordering Library books from the same vendor throughout the year; the "Purchase Order" can be made out to the vendor for the total amount expected to spend with this vendor throughout the fiscal year; each invoice will be applied to the "Purchase Order" until the total amount is expended). The "Purchase Order" should be completed using the total amount of the purchases. Each invoice paid will be applied against this total. Each invoice must be signed by the department head authorizing the application of the invoice against the "Purchase Order".

- F. All orders are placed according to the guidelines below:
 1. No purchase shall be made by or on behalf of the Town without first obtaining Council approval in the following instances:
 - a. Where prior approval is required by state law or Town code;
 - b. Where the purchase of the item is not included in the category of expenditures provided in the budget as adopted;

- c. Where funds for the purchase are not provided in the budget as adopted;
- d. For the expenditure of funds in an amount in excess of \$20,000. .
- 2. The Finance Director shall serve as the Purchasing Director and shall direct and control all purchases of goods and services made by or on behalf of the Town.
- 3. The Purchasing Director shall approve or deny all purchase requests and shall report to the Council on any purchase requiring Council approval.
- 4. In case of an emergency which requires immediate purchase of supplies or services and when time is of the essence and applicable state law does not provide otherwise, the Mayor shall be empowered to authorize the Purchasing Director to acquire goods or services without complying with the requirements and procedures in the Town Code. A full report of the circumstances of such emergency and the goods or services obtained shall be made to Council at its next regular meeting.
- 5. Purchases in General; Bids and Proposals
 - a. Purchases under \$20,000. Whenever the contemplated purchase or contract for services is for the sum of less than \$20,000, upon completion of a purchase order form, the Purchasing Director may obtain the goods or without further formality.
 - b. In Excess of \$20,000. Whenever any contemplated purchase or contract is for a sum in excess of \$20,000, the Purchasing Director shall advertise for bids or proposals according to the procedures provided in the Town Code. The purchase or contract shall be awarded to the lowest responsive and responsible bidder, in the case of bids, or to the proposer who submits the most responsive and responsible proposal to be determined to be the most advantageous to the Town, in the case of proposals, but the Town shall reserve the right to reject any and all bids and proposals and re-advertise. Written bids or proposals are not required when items are purchased from a vendor on the State Procurement List. No purchase or contract in an amount in excess of \$20,000 shall be awarded without prior Council approval. The Purchasing Director shall present the bids or proposals obtained to the Council and shall report to them on the need for the goods or service and the advantages or disadvantages of the contract and bid proposals. The Council reserves the right to reject any and all bids and re-advertise.
- 6. Bidding and Proposal Procedures. Except as provided in state law, the Purchasing Director shall follow the procedure set forth in this section for all purchases and contracts subject to the bidding process:
 - a. Obtain a project/bid number from the Town Clerk's Office.
 - b. Publication of a notice of solicitation. A.R.S. § 41-2533 B) An invitation for bids shall be issued and shall include a purchase description and all contractual terms and conditions applicable to the procurement. C)... the notice may include publication one or more times in a newspaper of general circulation a reasonable time before bid opening. The publication shall be not less than two weeks before bid opening and shall be circulated within the affected governmental jurisdiction. Send the notice to the League of Arizona Cities and Towns, plan rooms, and all vendors who have requested to be placed on the bid list.
 - c. A notice of solicitation for bids shall state the date, time and place of opening, and the place and time period within which bids shall be submitted. The time of bid opening should be at least 15 minutes after the deadline to submit bids.
 - d. The notice shall state with particularity the goods or services required and shall state the place where specifications may be examined.
 - e. Bids shall be submitted in a sealed envelope clearly identified as a bid on the front of the envelope. Any bid not received within the time period allowed shall be rejected.
 - f. All bids shall be date and time stamped upon receipt.

- g. All bids shall be opened in public at the time and place specified, and a tabulation of all bids shall be posted at Town Hall for public inspection.
 - h. All bidders shall be notified in writing of the award or rejection of any and all bids.
 - i. Proposals shall be requested and evaluated pursuant to procedures consistent with the State Procurement Code (A.R.S. § 41-2534, as may be amended).
 - j. Original bid documents are maintained on file in the Town Clerk's Office in accordance with the Town of Camp Verde Records Management Manual.
7. Unless the bids are rejected, the following shall be considered in determining the lowest responsible bidder:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
 - b. Whether the bidder can perform the contract or provide the services promptly or within the specified period of time without delay or interference.
 - c. The quality of performance of previous contracts.
 - d. The previous and existing compliance by the bidder with the laws and ordinances of the Town.
 - e. The financial resources and ability of the bidder to perform the contract.
 - f. The quality, availability, and adaptability of the supplies or service.
 - g. The reasons for selecting other than the lowest bidder shall be documented and filed with the bid documents.
 8. Performance and Payment Bonds. The Purchasing Director shall have the authority to require a performance bond, in such amount as the Purchasing Director may deem sufficient for contracts other than contracts for construction, and the Purchasing Director shall require performance and payment bonds for contracts for construction as required by law (in excess of \$20,000). In all cases of construction to which state law applies, any requirement for a bond shall be incorporated into the contract.
 9. Exclusive Service. In the event that there is only one person or entity capable of providing a particular commodity or service, the requirement of the Town Code concerning bidding procedures shall not be applicable. However, for auditing purposes, sole-source proof shall be maintained.
 10. Professional and Technical Services
 - a. The provisions of the Town Code shall not apply to professional or technical services.
 - b. No person or firm practicing in a professional or technical field for which a license is required by state law shall be engaged by the Town unless possessing a current license in good standing.
 - c. Upon engagement, the Town shall enter into a written agreement or memorandum of understanding for the performance of the services for which engaged, setting forth the scope of services and the unit or total price therefore.
 11. Cooperative Purchasing. The Town Code shall not apply to purchases made by, through, or with the State of Arizona or its political subdivisions. The Town may make purchases or award contracts for services without a formal bidding or proposal process whenever other governmental units have done so for the same item or service, if, in the opinion of the Purchasing Director, a separate bidding process is not likely to result in a lower price for such items or services.
 12. Grants. The provisions set forth in the Town Code or the Town of Camp Verde Procedures and Operations Guide, Financial Operations Guidemay be superseded by bidding, proposal, or qualification requirements in federal and state grants.
 13. Purchases from Mayor or Council Members. Pursuant to ARS § 38-503(C), as may be amended, the Town, through its common Council, may purchase supplies, materials, and equipment not to exceed three hundred dollars in cost in any single transaction or a total of one thousand dollars annually, or as may be adjusted by law from the Mayor or any

member of the common Council without using competitive public bidding procedures according to an annually adopted Town policy.

RECEIVING

PURPOSE: To establish standard policies and procedures for the accurate receipting of all purchases or services received by the Town of Camp Verde.

POLICIES/PROCEDURES

- I. All items purchased by the Town require a written receipt of the items at the time of delivery.
- II. A title or deed acts as the receiving document for the purchase of vehicles, land or buildings. The sales contract acts as the invoice.
- III. Items purchased with petty cash are documented by the purchaser as being received by the purchaser's signature on the detailed receipt or with a signed, written description of the items purchased if a detailed receipt is not available. It is then placed in the petty cash drawer and marked "PAID" as proof of the use of funds.
- IV. Items purchased and paid for at the time of receipt with a Town check or a Town credit card must include an itemized receipt that is signed by the purchaser. The proper account code is identified, and the receipt is forwarded to the Finance Department for payment.
- V. All other items received are documented on a packing slip, bill of lading or a vendor invoice.
 - A. Items received are signed for and dated by the department head or their designee upon inspection by that person that all items on the receiving document are indeed delivered to the Town in good condition.
 - B. Receiving documents for items purchased with a "Purchase Order" (Exhibit Q) include the "Purchase Order" number.
 - C. Items received via a parcel shipping company are signed for at the time of receipt from the delivery company as receipt of a number of boxes or envelopes. Upon delivery of the parcel(s) to the appropriate department, the department head or his/her designee inspects the contents of the delivery, sign and date the accompanying packing slip or invoice and note the amount and the condition (if necessary) of the items received.
 - D. After completing the above procedure(s), all receiving documents are attached to the invoice and forwarded to the Finance Department for payment.
 - E. If any item purchased exceeds \$5,000, notification shall be made to the Finance Department to include the item on the Capital Asset Listing. See the "Capital Asset" policy in the Town of Camp Verde Policies and Procedures Guide, Financial Operations Guide for proper reporting procedures.

CASH DISBURSEMENTS

PURPOSE: To establish standard policies and procedures for the disbursement of funds to vendors for items or services purchased by the Town of Camp Verde, for ensuring that all services and items delivered were authorized and accounted for properly, and for maintaining accurate vendor files.

I. POLICIES/PROCEDURES

- A. When placing orders, departments shall notify vendors that all invoices shall be mailed directly to the Finance Department.
- B. Upon receipt of invoices, staff logs the invoice in a tickler file and forwards invoice to the applicable department for coding and department head approval.
- C. Staff matches all invoices with the receiving documents and "Purchase Orders" (Exhibit Q) for invoices totaling \$5,000 or more.
- D. Each department completes a "Check Request" form (Exhibit R) for each invoice totaling less than \$5,000. A completed form includes account cost allocations and must be approved by the department head. The matching invoice(s) and the receiving document(s) are attached to the "Check Request" and forwarded to the Finance Department.
 1. Invoices for items that do not contain receiving documents (ex: repair order, fuel receipt, hardware bill, etc.) shall be initialed by the employee who received the items verifying the expense as a valid expenditure. The invoice is then forwarded to the department head for approval.
- E. Staff batches invoices for payment based on due date and when received. Invoices received by Monday at 12:00 p.m. will be included in the batch paid that week. If an invoice does not require immediate payment, it may be held for payment until a subsequent batch. If an emergency check is required, the Finance Director may approve processing of a check outside the normal batch timelines.
- F. Staff reviews each "Check Request" and makes any necessary corrections, noting the vendor number and any other needed information.
- G. Staff reviews invoices for possible duplicate payments. Once it has been determined that the invoice is not a duplicate, staff enters the approved invoices into the accounting computer program, recording the invoice numbers paid in the accounting system for printing on the check stubs.
- H. Staff then runs a "Preliminary Check Register" and submits the "Preliminary Check Register" and all invoices, check requests, etc. to the Finance Director for review. If a correction is necessary, staff reenters the corrected data and runs a new "Preliminary Check Register".

CASH DISBURSEMENTS

- I. Upon completing an acceptable "Preliminary Check Register", staff prepares and print the checks (including a copy) and run a "Check Register".
- J. Until such time as they are needed, blank checks shall be kept in a locked storage cabinet.

- K. Staff verifies the beginning check number in the computer software program to the beginning check number in the blank check stock. If the numbers do not match, an investigation will take place to determine the reason for the discrepancy.
- L. Upon verification that the check number in the computer software program and the blank check stock match, staff prints the checks (including a copy) and runs a "Check Register".
- M. Staff forwards the printed checks, with copy attached, and the invoices to the Finance Director for signature and review.
- N. The Finance Director reviews the invoices and checks, notes any exceptions, and signs the checks, if approved. If the Finance Director is unavailable, the Town Clerk performs the review and signs the checks. The checks, along with invoices approved by the Finance Director or Town Clerk as applicable, are then forwarded to the Mayor (or Vice Mayor) for signature. If the Mayor (or Vice Mayor) is unavailable for signatures, the Finance Director and Town Clerk may sign the checks. All attempts to gain both a staff signature and an elected official signature must be exhausted prior to having both signatures be staff signatures. If due to absences, the required signatures are not available, signature stamps may be used with prior authorization by the absent authorized check signer.
- O. The Mayor (or Vice Mayor) reviews the checks and any invoices approved by the first signer, notes any exceptions, and signs the checks, if approved. The checks are then forwarded to the Finance Department for mailing.
- P. Finance staff other than the individual that produced the checks separates the signed checks, mails the original and any remittance stubs to the payee. The same employee attaches the invoice(s) and any supporting documentation to the "yellow" copy of the check and marks the invoice(s) as paid.
- Q. Staff files the "yellow" copy of the check attached to the invoice and other supporting documentation in the appropriate vendor file.
- R. Any voided checks are marked void, the routing number, account number, and signature area torn off, and filed in a reconciliation file.
- S. The Town operates on a cash basis during the fiscal year, and accruals are recorded at year end. Only those goods or services received on or before June 30 and paid after June 30 are accrued to the previous fiscal year. After June 30, staff reviews all invoices being processed to determine in which fiscal year the invoice should be recorded.
- T. Departments shall submit all prior year invoices to the Finance Department no later than August 31.

- U. Once all prior year invoices have been recorded, staff t prepares a detailed listing of all invoices accrued to the prior fiscal year and reconciles the listing to the accounts payable control account on the general ledger. Staff prepares any necessary journal entries to correct the control account balance and to reflect the correct allocations of accounts payable balances between funds.

- V. Each January, staff compiles and reconciles a preliminary list of 1099s to be issued in accordance with IRS regulations. The Finance Director reviews and approves the preliminary determination of 1099s to be issued. Once approved, staff prints the final 1099s for distribution to vendors and the IRS.

SIGNATURE STAMPS

PURPOSE: To establish standard procedures for the use of signature stamps for the disbursement of funds to vendors for items or services purchased by the Town of Camp Verde.

I. POLICIES/PROCEDURES

- A. All check signers have a signature stamp.
- B. Check signers include the Mayor, Vice Mayor, Finance Director, and Town Clerk (per Resolution 2008-744).
- C. The signature stamp shall be placed in a secure location in the check signer's department.
- D. The signature stamp shall be placed in a separate location from blank checks.
- E. Each check signer is responsible for the safekeeping and authorized usage of the stamp.
- F. Each department shall have a designated employee(s) authorized to use the signature stamp in the check signer's absence, and this authorization shall be made in writing.
- G. Each check signer may stipulate that they be contacted for approval of the use of their signature stamp for each occurrence.
- H. In all cases, at least one signature shall be "live".
 - 1. Only in an extreme emergency, and after contacting the check signers to obtain authorization, may a check be issued with both signatures being from signature stamps.
 - 2. Upon return of the check signers whose signature stamps were used, a written explanation containing signatures from both check signers verifying that the use of the signature stamps in this manner was authorized shall be obtained and filed with the yellow copy of the check and supporting documentation.

CREDIT CARD/BUSINESS CHARGE CARD POLICY

PURPOSE: To establish standard procedures for the use of Town credit cards and business charge cards.

POLICIES/PROCEDURES: The purpose of the credit card is principally for use in making travel arrangements or other purchases where the vendor requires such use. Credit card purchases are intended to be small in scope and of a 'non-capital' nature. All purchasing of budgeted capital items must have the proper approval of the Finance Director and must be purchased via the Purchase Order process. Business charge cards are also available for certain frequently used vendors.

I. CARD RESTRICTIONS

- A. Credit cards/business charge cards are to be signed out at the Finance Department and returned promptly after use. When the card is returned, it must be accompanied by a fully completed "Credit Card Use Form" (Exhibit S) with all receipts and other supporting documentation attached. In addition, the employee must sign the credit card log to acknowledge return of the credit card.
- B. Town employees and officials may sign out credit cards/business charge cards in accordance with this policy. If an individual needs a card to keep in his/her possession, a "Request for Credit Card" (Exhibit T) needs to be filled out by the department head, turned into the Town Manager for signature and forwarded to the Finance Department. Once the request is approved, the individual must sign the "Credit Card User Agreement" (Exhibit T) before the card is issued.
- C. Any approved credit card or business charge card accounts shall be opened by the Finance Director, or his or her designee. No other individuals are authorized to open credit card or business charge card accounts.
- D. A maximum dollar amount for each single purchase and a total for all purchases made with the credit card within a given monthly billing cycle are as follows:
 - 1. Single Purchase Limit - Not to exceed \$1,000
 - 2. Billing Cycle Limit - Not to exceed \$2,500Any exception to these limits must be obtained in writing, in advance, from the Finance Director or Town Manager.

II. USE OF CREDIT CARD/BUSINESS CHARGE CARD

- A. The credit card/business charge card is to be used for Town purchases only.
- B. No person other than the one who signed out the card is authorized to use it. Employees must not retain credit card numbers for future use when not signed out.

CREDIT CARD/BUSINESS CHARGE CARD POLICY

- C. Questions regarding credit card/business charge card accounts and procedures should be directed to the Finance Director.
- D. The credit card may be used at any business establishment, which accepts credit cards for payment, as long as the expenditure complies with Town policy requirements.
- E. All other methods of procurement should be exhausted before using the credit card (i.e., purchase orders or invoicing).
- F. The employee must be able to justify that the use of the card was necessary and for official Town business purpose.
- G. The employee shall take all necessary precautions to keep the card and card number in a secure location. The Finance Department is to be notified immediately if card is lost or stolen.
- H. The department is responsible for all charges incurred on department issued cards including any annual service fees and finance charges.

III. TELEPHONE, FACSIMILE, AND INTERNET ORDERS

- A. When placing a telephone/facsimile order, the employee shall confirm that the vendor agrees to charge the card when shipment is made and not sooner. The receipt charge date should coincide with the shipping date.
- B. All telephone/facsimile/internet orders must be recorded on the "Credit Card Use Form" (Exhibit S) when the transaction occurs.
- C. For telephone/facsimile orders, the employee shall request that the vendor send, via facsimile, a copy of the invoice. ***The original invoice is still necessary by the Finance Department for reconciliation purposes.***
- D. For internet orders, employees must print a copy of the receipt/order confirmation and attach to the "Credit Card Use Form".
- E. If no receipt is available for the telephone/facsimile order, complete the "Credit Card Use Form" detailing the purchase in entirety. This form shall be used as the documentation when reconciling the monthly statement of account.
- F. NO backorders are allowed.

CREDIT CARD/BUSINESS CHARGE CARD POLICY

IV. DOCUMENTATION

- A. Documentation must be retained as a proof of purchase any time a purchase is made using the card. These documents are to be used to verify the purchases on the monthly statement of account.
- B. The Town shall not be responsible for any charges incurred if the criteria listed in (A) and supporting documentation is not received in a timely manner by the Finance Department.
- C. All purchases made by telephone and facsimile are to be recorded on "Credit Card Use Form" (Exhibit S). This form must be maintained as charges occur.
- D. If, for any reason, the employee does not have documentation for a transaction, the employee must attach a "Credit Card Use Form", providing: a description of the item, vendor's name, reason for missing documentation, and the action that will be taken to ensure proper documentation in the future. In addition, the employee and the department head's signature are required on the form.
- E. If receipts are related to travel, it is the employee's responsibility to photocopy the receipts to attach to their "Training/Travel Authorization and Expense Form" (Exhibit I). The originals must be forwarded to the Finance Department for reconciliation with the monthly statement.
- F. Copies of all necessary forms are enclosed within the exhibits section of the Financial Operations Guide as well as on the shared network.
- G. An original invoice/sales order must accompany the credit card receipt. It should be in detail, to allow clear understanding of the purchased items or service. If the purchaser is unable to provide such documentation, the charges will be the responsibility of the purchaser.

V. PROHIBITED CHARGES

- A. The following uses of a credit card are **prohibited**:
 - 1. Cash advances.
 - 2. Personal purchases. Employees may not charge any personal items on the Town credit cards/business charge cards.
 - 3. Gasoline purchases or vehicle repairs unless outside the service area and/or in an emergency. Documentation shall be required.
 - 4. Alcoholic beverage purchases.

CREDIT CARD/BUSINESS CHARGE CARD POLICY

Any prohibited use of cards shall be reported to the applicable department head and/or the Town Manager.

- B. Per Diem. Per diem requests are processed through Accounts Payable prior to travel. Refer to the Travel and Training Section.
- C. Employees shall also comply with any applicable departmental restrictions on usage.
- D. Employees may not violate any procurement requirements, as it pertains to obtaining quotes, when using the Town credit card.

VI. RECONCILIATION AND PAYMENT

- A. After each purchase, the department must submit the completed "Credit Card Use Form" (Exhibit S) to the Finance Department to hold for reconciliation to the monthly statement.
- B. The employee attaches any additional documentation necessary to the "Credit Card Use Form", completes the form fully and assures that all necessary signatures have been obtained.
- C. This form is reconciled with both the receipts and the credit card's monthly statement of account by the Finance Department.
- D. If unable to submit the required documentation by the due date, please contact the Finance Department as soon as possible.
- E. Payment shall be made promptly and before the due date to avoid any service or finance charges.
- F. Any department not responding promptly to the request for information from the Finance Department or in any way delaying the timely monthly payment of the credit card account shall be assessed the finance charges imposed by the issuing financial institution.

VII. TERMINATION/RESIGNING EMPLOYEES

- A. All efforts shall be made by the Finance Department to obtain the credit card, any receipts, "Credit Card Use Forms" (Exhibit S) and other related forms when a Cardholder employee is terminated or resigns.

CREDIT CARD/BUSINESS CHARGE CARD POLICY

- B. If the credit card cannot be collected, notify the Finance Director immediately to ensure the card is canceled.

VIII. POLICY VIOLATIONS

Failure to follow this policy may result in loss of card privileges and, for employees, may result in disciplinary action, including termination of employment.

PETTY CASH ACCOUNTS

PURPOSE: To account for minor disbursements when immediate payment is required.

I. POLICIES

- A. The petty cash reimbursement and reconciliation shall be reviewed by someone other than the custodian or person who purchased the items.
- B. Petty cash shall be properly safeguarded at all times.
- C. At a minimum, the Petty Cash Custodians shall request replenishment when the petty cash balances are more than 50% below the established beginning balance and an immediate need for replenishment is anticipated.
- D. All petty cash receipts shall be submitted for reimbursement no later than the fiscal year-end in which the purchase is made, to ensure all amounts are recorded correctly.
- E. Petty cash funds may not be used for personal services/items.

II. PROCEDURES

A. DISBURSEMENTS

- 1. The requesting employee shall obtain the department head approval before purchases are made.
- 2. The requesting employee completes the "Petty Cash Withdrawal Request" form (Exhibit V).
- 3. The Petty Cash Custodian receives all "Petty Cash Withdrawal Request" forms and vendor receipts and ensures the form is complete and properly approved before any disbursement is made from the Petty Cash Account.
- 4. The Petty Cash Custodian maintains a "Petty Cash Disbursement/Replenishment Log" (Exhibit W), either in hard copy form or in Excel, for all disbursements and replenishments.
- 5. The Petty Cash Custodian checks the amount requested for mathematical accuracy and notes any discrepancy.
- 6. Upon disbursement of cash to the employee, the employee signs the "Petty Cash Withdrawal Request" form for acknowledgement of receipt of cash.
- 7. If there is change from the purchase, the employee signs the form acknowledging his/her return of monies, and the Petty Cash Custodian verifies the amount of the vendor receipt against the amount of the original disbursement.
- 8. The Petty Cash Custodian stamps the "Petty Cash Withdrawal Request" form and vendor receipts "PAID", to prevent reuse.

PETTY CASH ACCOUNTS

B. RECONCILIATION

1. On a monthly basis or as needed, using the "Petty Cash Disbursement/Replenishment Log" (Exhibit W), the Petty Cash Custodian reconciles the disbursement and change returned amounts listed on the various "Petty Cash Withdrawal Request" forms.
2. The Petty Cash Custodian also reconciles the Petty Cash Fund comparing the established beginning balance to amounts disbursed and remaining cash.
3. The Petty Cash Custodian researches and resolves any discrepancies.
4. The department head reviews the reconciliation.
5. The Petty Cash Custodian prepares a "Check Request" (Exhibit R) to replenish petty cash funds, when necessary.
6. The Petty Cash Custodian receives a petty cash fund reimbursement check made payable to the applicable petty cash custodian for the purposes of replenishing the petty cash fund.

BANK ACCOUNTS AND RECONCILIATION

PURPOSE: To ensure that all activity within the general ledger is complete and properly reconciled to the bank.

I. POLICIES

- I. In accordance with Arizona Revised Statutes (A.R.S.), each bank account that the Town maintains over the FDIC insured amount shall be collateralized by the bank for the amount over the FDIC insured amount.
- II. All bank accounts and related activity shall be properly recorded in the general ledger.
- III. Prior to opening or closing any Town bank accounts, Council authorization shall be obtained.
- IV. Only the Mayor, Vice-Mayor, Finance Director, and Town Clerk are authorized check signers on the Town's accounts as established in Resolution 2008-744.
- V. Authorization may be given by Council for selected Staff to initiate and approve direct transfers of funds between Town bank accounts to provide for the payment of accounts payable and payroll transactions as well as other authorized transactions.
- VI. Bank statements, for each account, shall be received by the Town on a monthly basis.
- VII. Each bank account shall be reconciled monthly and on a timely basis to resolve any discrepancy. Reconciliations shall be signed and dated by the preparer.
- VIII. The Finance Director shall review the bank statement reconciliation and sign and date as evidence of the review.

II. PROCEDURES

- A. Upon receipt of the bank statements, staff verifies that all cancelled checks listed agree with the Town's accounting records. Cancelled checks are reviewed for alterations, irregular endorsements, and authorized signatures.
- B. Staff compares transaction amounts listed on the bank statements to the Town's records to ensure that amounts were accurately debited or credited.
- C. Staff forwards all reconciliation documentation to the Finance Director to review that the reconciliation was properly completed and all items reconciled.
- D. Upon receipt of the collateralization statements, the Finance Director ensures that any amounts over the FDIC insured amount are collateralized.

BANK RECONCILIATION

- E. In addition to the monthly bank reconciliations, the Finance Director will review the detail general ledger monthly for items such as mis-postings, duplicate payments, etc.

III. INTERFUND BORROWING

- A. The General Account serves as the general operating bank account of the Town and represents the pooled cash of all funds, except those amounts retained in separate bank accounts for legal or operational purposes.
- B. Each fund's share of the pooled cash is recorded on the general ledger as Equity in Pooled Cash.
- C. Once all bank accounts have been reconciled for the month, the Finance Director reviews and reconciles the Equity in Pooled Cash balances to ensure the amounts agree to the offsetting entries in the General Fund.

CAPITAL ASSETS

PURPOSE: To establish standard policies and procedures for the accurate tracking of capital assets.

POLICIES: Capital assets are described as any item (property, vehicle, equipment, etc.) that has a purchase price or valuation (for donated items) of \$5,000 or more. Stewardship assets are described as any item (property, vehicle, equipment, etc.) that has a purchase price or valuation (for donated items) of \$1,000 to \$4,999. The majority of capital expenditures will be tracked in the Capital Improvement Projects Fund (CIP Fund). All non-CIP Fund capital expenditures are coded to an 8XXX object code to ensure proper classification and to facilitate the reconciliation of capital asset additions.

I. PROCEDURES

- A. Departments must notify the Finance Department when any item is acquired, disposed of, or transferred to another department when the item was purchased for or valued at \$1,000 or more.
- B. For items valued at \$1,000 or more, the department must complete an "Asset Acquisition Form" (Exhibit X) and submit to the Finance Department for inclusion on either the Capital Asset Listing or the Stewardship Asset Listing.
- C. Each year staff forwards an updated Capital Asset Listing and Stewardship Listing to the Risk Manager for insurance purposes.
- D. Capital assets are depreciated on a straight-line basis.
- E. In consultation with department heads, the Finance Director assigns useful lives to individual assets based on asset category.
- F. When equipment items are acquired, departments shall request property tags from the Finance Department to be affixed to the assets, if feasible. Property tags should not be affixed to any item if this would seriously impair the item's value or usefulness. Engraving or other means of identification of such items is recommended to facilitate their possible return if they are lost or stolen.

Departments indicate the property tag number assigned on the vendor invoice before forwarding to the Finance Department. Staff provides copies of such invoices to the Finance Department for updating of the Capital Asset/Stewardship Listings.

- G. If an asset has been donated to the Town, the receiving department shall complete the "Asset Acquisition Form" and submit to the Finance Department at the time of receipt of assets. The Finance Department will issue a property tag as applicable, and staff will update the Capital Asset/Stewardship Listings.

CAPITAL ASSETS

- H. Departments shall complete the "Request for Authorization to Dispose of/Transfer Equipment" (Exhibit Y) and submit to the Finance Department at the time of disposal or transfer of assets. The Finance Director reviews and approves all "Request for Authorization to Dispose of/Transfer Equipment" forms.

Disposals of assets must comply with approved methods. Refer to the section titled "Asset Disposal" for the policies and procedures regarding the disposal of surplus or impaired assets. Assets generally cannot be donated unless it can be demonstrated that the donation serves a public purpose.

Departments shall report lost, stolen, or destroyed assets within ten working days of discovery to the Risk Manager and the Finance Department.

- I. For capital projects (assets acquired through construction or assets acquired through similar multiple payments), a separate account code shall be created to track the costs to be capitalized. For existing assets, projects should be identified as to whether they are improvement projects or repair/maintenance projects. Improvement projects significantly extend the useful life of an asset or increase the value of an asset. Repair/maintenance projects generally maintain the condition of an asset so that the expected useful life is attained.
- J. Once a year, the Finance Department distributes current equipment listings for verification and physical inventory by department heads or designees, along with instructions regarding how physical inventories are to be performed. If there are any discrepancies, the proper corrections to the listing are indicated noting the date of the change and any other needed information (price, useful life, etc.). In addition, during the physical inventory process, the department heads or designees examine assets for possible impairments and designate surplus assets available for auction/disposal. The listings are returned to the Finance Department. The Finance Director researches and resolves any discrepancies between the physical inventory and the Capital Asset Listing. Each year, the Finance Department will physically sample a random selection of the Capital Asset Listing for verification that the items are still in the possession of the Town and are in working condition. During this review, staff will also search for items not listed on the Capital Asset Listing.
- K. Staff reviews and reconciles the Capital Asset Listing to the general ledger, at least quarterly. The Finance Director reviews the reconciliation, initialing and dating as evidence of review.

ASSET DISPOSAL

PURPOSE: To establish standard policies and procedures for the disposal of surplus or impaired assets.

I. POLICIES/PROCEDURES

- A. The Town utilizes the Public Service website to dispose of surplus supplies and/or assets. This website adheres to the specific procurement requirements that public agencies must follow in disposing surplus supplies and/or assets. The website address is <http://www.publicsurplus.com/sms/campverde.az>.
- B. For smaller dollar items under the stewardship and capital asset thresholds, disposals must be in compliance with A.R.S. State statutes prohibit “gifts of public funds” which includes government property. Therefore, surplus supplies and/or assets cannot be donated to other organizations. The law does allow for donation to other governmental entities.
- C. The following steps shall be followed in the disposal of surplus supplies and/or assets:
 1. The department head must authorize the disposition of surplus supplies and/or assets.
 2. Send an email to “All Employees” describing the item (include a photo if available) available. Allow at least four (4) working days to allow requests for the item to be transferred to another Town department.
 3. If no requests to transfer the item to another Town department are received, prepare the item for submission to the Public Service website as follows:
 - a. Take a digital photo of the item.
 - b. Complete the “Vehicle Property” or “General Property” description form (Exhibit Z or Exhibit AA).
 - c. Email the description form, digital photo, and any suggestions for a start price or reserve (minimum amount for the item) if applicable to auctions@campverde.az.gov. Indicate whether the item has instruction manuals and/or accessories, as well as the working condition and general condition of the item. Provide as much information as possible.
 - d. Indicate in the email who should be contacted to pick-up the item when sold and when it will be available for pick-up.
 4. At the end of the auction timeframe, if the item sells, a “Closing Notification” report is generated from the Public Surplus website detailing the item sold as well as the sales price and the purchaser. A copy of this report is to be given to the Finance Department. This report is used to update the assets listed on the Stewardship and Capital Asset listings.
 5. When the purchaser pays for the item, an “Auction Receipt” report is generated. A copy of this report is to be given to the Finance Department. Payment from the purchaser is received by Public Surplus and transmitted to the Town.

UNCLAIMED PROPERTY

PURPOSE: To establish standard policies and procedures for recording and handling unclaimed property.

I. POLICIES/PROCEDURES

A. Unclaimed Property

1. On a monthly basis, review all checks in the "Check Sign-Out Book"..
2. If checks have not been picked up, the Finance Department will mail the check certified, return receipt requested, and place a copy of the letter and check in the vendor or employee's file.
3. If the letter is returned, Finance Department staff shall void the check and place a copy of it in the vendor or employee's file.
4. Record the voided check amount in the "Unclaimed Property" liability account.
5. If the vendor, or employee, contacts Finance after the check has been voided, reissue another check and remove the amount from the "Unclaimed Property" liability account. Place a copy of the reissued check in the vendor or employee's file.
6. On an annual basis (on July 1), review all amounts in the "Unclaimed Property" liability account and identify those that have reached the period when payment must be turned over to the state. The dates used on the "Unclaimed Property Report" are July 1 through June 30. The report is due November 1.
7. Send the completed "Unclaimed Property Report" to Accounts Payable for payment.

JOURNAL ENTRIES

PURPOSE: To maintain balanced accounts and to make necessary adjustments to resolve unbalanced accounts.

I. POLICIES/PROCEDURES

- A. A "Journal Entry" form (Exhibit AB) is completed detailing the adjustments needing to be made. Any supporting schedules or other documentation are attached. The employee preparing the journal entry shall sign and date the "Journal Entry" form.
- B. Journal entries shall be approved by the Finance Director prior to entry into accounting system.
- C. Once approved, staff enters journal entries into the accounting system. Staff verifies that the total debits and credits posted by the system match the totals on the "Journal Entry" form, notes the system-assigned journal entry on the bottom of the "Journal Entry" form, and signs and dates to indicate entry is complete.

II. AUDIT ADJUSTING JOURNAL ENTRIES

- A. The Finance Director shall review to determine the validity of any audit adjusting journal entry(ies).
- B. Upon consensus, the audit adjusting journal entry(ies) is/are input into accounting system.

GRANTS

PURPOSE: To ensure grants are properly approved and accounted for.

I. POLICIES

- A. Only grants approved by the Town Council may be applied for or accepted.
- B. The Department administering the grant shall be responsible for the submission of any required quarterly and annual financial reports required by the granting agencies.

II. PROCEDURES

A. REIMBURSEMENT GRANTS

- 1. Monthly or quarterly as required by the granting agency, the department representative shall obtain a total listing of all applicable grant expenditures from the Finance Department.
- 2. All expenditures are reviewed for reasonableness for compliance with the grant requirements.
- 3. Once verified, the reimbursement claim is prepared, reviewed by someone other than the preparer, and submitted to the granting agency. A copy of the reimbursement claim is forwarded to the Finance Department. Any discrepancy between the expenditures incurred and the reimbursement claim prepared shall be documented by the department representative and submitted to the Finance Department with the copy of the reimbursement claim.
- 4. Staff prepares journal entries to record related receivables, transfer of monies for any matching requirements, or adjustment of expenditures as needed.
- 5. Staff maintains a file of pending reimbursement claims. Upon receipt of grant monies, staff ensures that the reimbursement received reflects the amount requested. If not, staff researches and resolves the discrepancy.
- 6. Staff periodically reviews the file of pending reimbursement claims to determine if any outstanding claims have not been received in a timely manner.

B. ADVANCE-TYPE GRANTS

- 1. Monthly or quarterly as required by the granting agency, the department representative shall obtain a total listing of all applicable grant expenditures along with the grant amounts advanced from the granting agency from the Finance Department.

GRANTS

2. All expenditures are reviewed for reasonableness for compliance with the grant requirements.
3. Once verified, any required financial status reports are prepared, reviewed by someone other than the preparer, and submitted to the granting agency. Copies of the reports are forwarded to the Finance Department. Any discrepancy between the expenditures incurred and the financial status reports prepared shall be documented by the department representative and submitted to the Finance Department with the copy of the reports.
4. The Finance Director prepares journal entries to transfer monies for any matching requirements, or adjustment of expenditures as needed.
5. Prior to completion of the grant, the balance of any unspent grant monies is determined.
6. A determination is made if the remaining grant funds will be returned or if there is an allowable expenditure for which the funds could be used.

CREATING NEW FUNDS

PURPOSE: To establish policies for creation of Town funds.

I. POLICIES/PROCEDURES

- A. All funds must be approved by the Town Council.
- B. New funds generally are requested and approved as part of the annual budget process; however, if the need arises during the year, a request for creation of a new fund should be submitted to the Town Council for approval.
- C. When approved, staff creates the new fund in the accounting system.
- D. The Finance Director notifies applicable employee(s) of the uses and non-uses of the new fund.

OPERATING TRANSFERS

PURPOSE: To establish policies regarding the proper approvals and accounting of operating transfers between funds.

I. POLICIES/PROCEDURES

- A. All operating transfers shall be authorized by the Town Council and within the amounts budgeted.
- B. Operating transfers are requested and approved as part of the annual budget process. If an unbudgeted operating transfer becomes necessary or if the amount budgeted was insufficient, approval for the transfer or the increase in amount must be obtained from the Town Council.
- C. Operating transfers are recorded through a journal entry (refer to the Journal Entries Section).
- D. Operating transfers shall be recorded in a timely manner. Depending upon the nature and purpose, operating transfers shall be recorded monthly, annually, or at such time that the event triggering the operating transfer occurs.

BUDGET POLICY

PURPOSE: To establish policies and procedures to carefully account for public funds, manage the finances wisely, and plan for adequate funding of services that are desired by the public. The following budget policy provides guidance for preparing the Town of Camp Verde's annual budget (all funds) as well as adoption, implementation, and monitoring of the budget.

I. POLICIES

- A. Budget Philosophy. The Town of Camp Verde's budget philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs through capital funding and maintenance.
- B. Balanced Budget. Arizona law (Title 42 Arizona Revised Statutes) requires the Town Council to annually adopt a balanced budget. The Town of Camp Verde will develop a balanced budget where projected revenues meet or exceed projected expenditures. In the event that projected revenues are not adequate to sustain the service delivery system desired by the Town's citizens, a draw on fund balance may be authorized by the Town Council in accordance with Town Code Section 3-4-5 Fund Balance Policy. In addition, the Town will not use one-time (non-recurring) revenues to fund continuing (recurring) expenditures.

II. PROCEDURES

A. BUDGET PROCESS

1. The budget process begins in February with a retreat of Council Members and Department Heads to discuss the departments' priorities and obtain guidance from Council on strategic objectives and special funding requests.
2. In March, the Finance Department compiles information, makes projections, and completes non-departmental revenue estimates. Based on the revenue estimates projected, the Finance Department determines the subsidy allocation to be provided to each department through a General Fund Subsidy Allocation. These allocations are distributions of the monies provided from general purpose revenues (non-departmentally generated revenues) to help fund the department's operations. A meeting is held with the Department Heads to convey the budget direction, discuss the budget process, and explain the General Fund Subsidy Allocation amounts allocated to each department.
3. Department Heads develop the budgets for their departments as they best understand the operational needs of their departments. The Finance Department completes the salary related projections for the Manager's Recommendation column and will provide estimates for Department Heads relating to current and requested staffing levels.
4. In April, Department Heads submit their completed budget requests to the Finance Department for compilation of the budget work papers. Individual meetings are held with each of the Department Heads to discuss their budget requests and to assure that the Departments' narratives are complete.
5. In May, the draft budget is distributed to Council Members and Department Heads. Budget Work Sessions are held to present each budgetary unit to Council, answer questions that may arise, make adjustments as directed, and obtain Council's preliminary approval of the requests. The Finance Department makes final adjustments to the budget and verifies that all information is properly included in the budget document.
6. In June, the Tentative Budget is approved by Council and the budget is advertised in the local newspapers for two consecutive weeks.

7. In July, Public Hearings on the Tentative Budget are held. If no changes have been directed, the Final Budget is adopted and implemented.

B. BUDGET AMENDMENT POLICY

1. Once the tentative budget is adopted, the expenditure limitation amount is set for the fiscal year. The Town Council may not approve additional appropriations above that amount. Throughout the fiscal year, amendments may be made to the adopted budget. All budget amendments must be approved by the Town Council. Budget amendments include, but are not limited to, transfers of appropriations between departments, transfers of appropriations from the Contingency to departments and/or funds, and transfers of appropriations between funds. NO REALLOCATION IS NEEDED IF THE ITEMS ARE CONTAINED IN THE SAME DEPARTMENT.

2. BUDGET CHANGE/RE-APPROPRIATION

- a. All budget changes/re-appropriations shall be authorized by the Town Council and within the amounts budgeted.
- b. To request a budget change/re-appropriation, complete the "Budget Change/Re-Appropriation Form" (Exhibit AC). Submit the completed form to the Finance Director for approval.
- c. The Finance Director shall submit the completed "Budget Change/Re-Appropriation Form" to Council for approval.
- d. Upon approval from Council, the Finance Director shall make the appropriate change in the budget document and in the financial software system.

C. BUDGET MONITORING

1. The Finance Department, along with each Department Head, monitors the budget continuously throughout the fiscal year. The Town focuses on the object level (total salary expenditures, total operational expenditures, etc.) of tracking rather than focusing on the sub-object level (each specific line item). This means that instead of tracking each line item to ensure that it remains within the budget appropriation, the focus is on whether the Department as a whole operates within its total budget appropriation.
2. Revenue projections are monitored monthly and statistically projected throughout the remainder of the fiscal year to determine the need to decrease expenditure appropriations in order to maintain a balanced budget.
3. Financial reports are given to the Town Council and Department Heads monthly detailing the status of each department and the Town as a whole. Along with these reports, the Finance Department also presents a report to Council detailing the revenue projections through the end of the fiscal year and makes recommendations as needed to decrease appropriated expenditures, as a result of any shortfall in our revenue base, which may materialize.

D. BUDGET CALENDAR

1. In February of each year, the Finance Director shall brief Council and obtain approval of the budget calendar for the following fiscal year.

E. FUND ACCOUNTING

1. The Town utilizes fund accounting, which is a method of tracking revenues and expenditures based on restrictions being placed on the revenues requiring that they be used for specific purposes only. Each fund is considered a separate accounting entity. All funds except agency funds are included in the budget document. Agency funds are not required to be included in the budget document as they are monies belonging to separate entities, which the Town holds in trust for them.

F. GOVERNMENTAL FUNDS

1. General Fund - The General Fund is the main operating fund of the Town of Camp Verde; it accounts for the majority of the departments within the Town.
2. Special Revenue Fund - Special Revenue Funds are separate accounting records used to track revenues (and the related expenditures) that are legally restricted for specific purposes.

3. Debt Service Fund - Debt Service Fund is used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.
4. Capital Project Fund - Capital Project Funds are used to track the financial resources to be used for the acquisition or construction of capital assets. A capital asset is defined by the Town as any item with an extended useful life whose purchase price (or value if donated) is \$5,000 or more.
5. All Governmental Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Measurable means that the amount of the transaction can be determined. Available means that the funds are collectible within the current period or soon thereafter to pay liabilities of the current period. Expenditures are recognized when the related liability is incurred.

G. FIDUCIARY FUNDS

1. Agency Fund - The Agency Fund is used to account for monies belonging to other agencies that the Town holds in a trustee capacity..
2. Fiduciary Funds are accounted for using the accrual basis of accounting. This method of accounting recognizes the financial effects of transactions and other events and circumstances that have cash consequences in the periods in which transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

H. BUDGET BASIS

1. The Town maintains its financial records in accordance with Generally Accepted Accounting Principals (GAAP) for government entities. The budgets of General Government Funds are prepared on a modified accrual basis. This includes all fund types managed by the Town of Camp Verde.

DEBT POLICY

PURPOSE: To establish policies and procedures to provide for the preservation and eventual enhancement of the Town's bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions and required disclosures to investors, underwriters, and rating agencies. These policy guidelines will also be used when evaluating the purpose, necessity, and condition under which debt will be issued. These policies are meant to supplement the legal framework of public debt laws provided by the Arizona Constitution, State Statutes, City Charter, federal tax laws, and the Town's current bond resolutions and covenants.

The Town utilizes long-term debt to finance capital projects with long useful lives. Financing capital projects with debt provides for an "intergenerational equity", as the actual users of the capital asset pay for its cost over time, rather than one group of users paying in advance for the cost of the asset.

All projects funded with General Obligation Bonds or Revenue Bonds can only be undertaken after voter approval through a town-wide bond election.

I. POLICIES/PROCEDURES

- A. The overall debt management policy of the Town is to ensure that financial resources of Town are adequate in any general economic situation to not preclude the Town's ability to pay its debt when due.
- B. The Town will not use long-term debt to fund current operations or projects that can be financed from current revenues or resources. The Town will first attempt "pay as you go" capital financing.
- C. The Town does not intend to issue commercial paper (CP) or bond anticipation notes (BANs) for periods longer than two years or for the term of a construction project. If CP or a BAN is issued for a capital project, it will be converted to a long-term bond or redeemed at its maturity.
- D. The issuance of variable rate debt by the Town will be subject to the most careful review and will be issued only in a prudent and fiscally responsible manner.
- E. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:
 1. Revenue Bonds are defined as bonds in which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as Highway User's Revenues, excise tax, or special fees or taxes. For any bonds or lease-purchase obligations in which the debt service is paid from revenue generated by the project, that debt service is deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation.
 2. Revenue Bonds of the Town will be analyzed carefully by the Finance Department for fiscal soundness. The issuance of Revenue Bonds will be subject to the most careful review and must be secured by covenants sufficient to protect the bondholders and the name of the Town.

3. Revenue Bonds should be structured to provide level annual debt service over the life of the issue.
 4. Debt Service Reserve Funds should be provided when required by rating agencies, bond insurers, or existing bond covenants.
 5. Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
 6. The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project, facility or equipment for which the borrowing is intended.
 7. The target for the term of Revenue Bonds will typically be between twenty and thirty years. The target for the "average weighted maturities" for Revenue Bonds of the Town (except for those issued through the Arizona Water Infrastructure Finance Authority) will be twelve and one half (12 1/2) years.
- F. Improvement District (ID) and Community Facility District (CFD) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District and Community Facility District Bonds will be primarily issued for neighborhoods and business districts desiring improvements to their property such as roads, water lines, sewer lines, streetlights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, and analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specific criteria. Both ID and CFD Bonds will be utilized only when it is expected that they will be outstanding for their full term.
- G. Refunding Bonds will be measured against a standard of the net present value debt service savings exceeding 5% of the debt service amount of the bonds being refunded, or if savings exceed \$750,000, or for the purpose of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.
- H. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
- I. The Town shall comply with all requirements of Title 15.1 Arizona Revised Statutes and other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authority.
- J. The Town will maintain regular contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued if economically feasible.

FISCAL POLICY

PURPOSE: To establish policies and procedures to establish and maintain effective management of the Town's financial resources. The Town's formal policy statements and major objectives provide the foundation for achieving this goal.

I. POLICIES/PROCEDURES

A. GENERAL FINANCIAL GOALS

1. To maintain a financially viable Town that can maintain an adequate level of municipal services.
2. To maintain financial flexibility in order to be able to continually adapt to local and regional economic changes.
3. To maintain and enhance the sound fiscal condition of the Town.

B. OPERATING BUDGET POLICIES

1. The Town will adopt a balanced budget by June 30 of each year.
2. An annual base operating budget will be developed by conservatively projecting revenues and expenditures for the current and forthcoming fiscal year.
3. Current revenues will be sufficient to support current operating expenditures and a budgeted positive operating position will be maintained.
4. Annual operating budgets will provide for adequate design, construction, maintenance and replacement of the Town's capital assets.
5. The purchase of new or replacement capital equipment with a value of \$5,000 or more and with a minimum useful life of two years will require budget approval.
6. The Town will annually project its equipment replacement and maintenance needs for the next five years. A maintenance and replacement schedule will be developed and followed.
7. The Town will annually review the General Fund operating position to determine if funds are available to operate and maintain future capital facilities. If funding is not available for operations and maintenance costs, the Town will delay construction of the new facilities.

C. REVENUE POLICIES

1. The Town will try to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source.
2. The Town will estimate its annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis as appropriate. Revenue estimates adopted by the Town Council must be conservative.
3. User fees will be adjusted as necessary to recover the full cost of services provided, except when the Town Council determines that a subsidy from the General Fund is in the public interest.
4. One-time operating, capital and reserve revenues will be used for one-time expenditures only.
5. The Town will identify as necessary, developer fees and permit charges received from "non-recurring" services performed in the processing of new development and use those funds to meet peak workload requirements.

D. EXPENDITURE POLICIES

1. The Town will maintain a level of expenditures, which will provide for the public well-being and safety of the residents of the community.
2. The Town will decrease appropriated expenditures as necessary to keep total expenditures in line with projected revenues unless it materially affects the level of service provided to the public.

E. CAPITAL IMPROVEMENT BUDGET POLICIES

1. The Town will make all capital improvements in accordance with an adopted and funded capital improvement program and will include an annual six-year plan for capital improvements (CIP design, development, implementation, and operating and maintenance costs).
2. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and Town priorities, and whose operating and maintenance costs have been included in the budget.
3. The Town will coordinate development of the capital improvement budget with the development of the operating budget. All costs for internal professional services needed to implement the CIP will be included in the operating budget for the year the CIP is to be implemented.
4. The Parks Fund and other special development impact funds may only be used to fund facilities included in the Town's master plans.

F. SHORT-TERM DEBT POLICIES

1. The Town may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be subject to Council approval by ordinance or resolution.
2. The Town may issue inter-fund loans, rather than outside debt instruments to meet short-term cash flow needs. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations.

G. LONG-TERM DEBT POLICIES

1. The Town will confine long-term borrowing to capital improvements that cannot be funded from current revenues.
2. Where possible, the Town will use special assessment revenue or other self-supporting bonds instead of general obligation bonds.
3. The Town will establish and maintain a Debt Policy.

H. RESERVE POLICIES

1. The Town will maintain emergency reserves (rainy day fund) in the following amounts:
 - General Fund - Four (4) months of maintenance and operations expenditures.
 - HURF Fund - Three (3) months of expenditures.The primary purpose of these reserves is to protect the Town's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years), or other unanticipated or emergency expenditures that could not be reasonably foreseen during preparation of the budget.
2. The Town will establish an account to accumulate funds to be used for payment of accrued employee benefits for terminated employees. The level of this reserve will be maintained as a level at least equal to projected costs for employees who are eligible for retirement.

3. Self-insurance reserves will be maintained at a level, which, together with purchased insurance policies, adequately protects the Town. The Town will maintain a reserve of three times its self-insurance retention for those claims covered by the insurance pool (of which the Town is a member). The Town will perform an analysis of past claims not covered by the insurance pool and reserve an appropriate amount to pay for uncovered claims.
4. The Town will establish a Capital Equipment Replacement Reserve and a Facilities/Maintenance Capital Asset Reserve for the accumulation of funds for the replacement of worn and obsolete equipment, other than vehicles, and for costs associated with the maintenance of all Town facilities. These reserves will be maintained at a level at least equal to the projected five-year capital asset replacement and maintenance costs.
5. The Town will establish a Fleet Replacement Reserve for costs associated with the replacement of vehicles and other rolling stock as they become unserviceable, obsolete, or reach a predetermined service life. The reserve will be maintained at a level at least equal to the projected five-year fleet replacement costs.

I. INVESTMENT POLICIES

1. The Finance Director will submit an Investment Policy to the Town Council bi-annually on odd numbered years for review and adoption.
2. The Finance Director will invest the Town's monies in accordance with applicable laws, adopted investment policies, and direct the investment of bond or note monies on deposit with a trustee or fiscal agent in accordance with the applicable indentures or issuance document.

J. ACCOUNTING, AUDITING & FINANCIAL REPORTING

1. The Town's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles and standards of the Government Accounting Standards Board.
2. An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report, including an audit opinion. The term for the external auditor will be no longer than three (3) years; the Town will then go to the RFP process for an independent public accounting firm; the firm currently serving the Town will not be eligible to participate in replying to the RFP.
3. A fixed asset system will be maintained to identify all Town assets, their condition, historical cost, replacement value and useful life.
4. Quarterly financial, Capital Improvement Program and Investment reports will be submitted to the Town Council as soon as practicable following the close of the quarter, and will be made available to the public.
5. Full and continuing disclosure will be provided in the general financial statements and bond representations.
6. Maintain a positive municipal credit rating.

INVESTMENT POLICY

PURPOSE: To establish policies and procedures to create a guide for the investment of Town of Camp Verde (hereinafter referred to as "the Town") funds. The Town currently has no written guidelines advising how the Town should invest its funds, nor guidelines detailing the desired outcomes and priorities. The Town also desires to take advantage of resources not available to the Town through the Local Government Investment Pool.

Therefore, it is the investment policy of the Town and its designee, the Finance Director (hereinafter referred to as "the Finance Director"), to maintain the safety of principal, maintain liquidity to meet cash flow needs and provide competitive investment returns as identified below. The Finance Director will strive to invest with the judgment and care that prudent individuals would exercise in their own affairs.

I. POLICIES/PROCEDURES

A. GOVERNING AUTHORITY

1. The investment program of the Town shall be operated in conformance with Federal, State and other legal requirements, primarily outlined in A.R.S. §35–323.

B. APPROVAL OF THE INVESTMENT POLICY

1. The investment policy shall be formally approved and adopted by the Town Council and reviewed on or about July 1 of every odd numbered year by the Town Council or their designee.

C. SCOPE

1. This policy is designed to apply to the investment needs of the Town.
2. The Town will consolidate cash and reserve balances from all funds in order to maximize investment earnings and to increase efficiencies with regard to investment management pricing, safekeeping costs and administration costs, except for cash in certain restricted and/or special funds, which are exempted from this policy.
3. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
4. The Finance Director will follow A.R.S. §35–323 and other investment guidelines mandated by statute. Investments that need to restrict yield for purposes of the Internal Revenue Service's Arbitrage Bond Regulations (Treasury Regulation Section 1.148-1 *et seq.*) will be deposited into a separate account and invested in a manner that meets arbitrage guidelines permitted by the IRS.

D. INVESTMENT POLICY OBJECTIVES

1. The primary investment objectives of the Town in order of priority are:
 - a. Safety
 - b. Liquidity
 - c. Optimal yield
 - d. Collateralization

2. These objectives are defined below:

- a. Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to prudently mitigate credit risk and interest rate risk. It is understood by the Town that no investment is completely free of risk.
- 1) Credit Risk - The Town will seek to mitigate credit risk, which is defined as the risk of loss due to the failure of the security issuer or backer. Mitigating credit risk is to be accomplished by:
- a) Limiting investments in the portfolio to the asset classes designated as acceptable in A.R.S. §35-323;
 - b) Diversifying the investment portfolio so that the impact of potential losses from any one individual issuer held in the portfolio will be limited. Specific diversification parameters will be noted in Section VIII. Portfolio Criteria;
 - c) Utilizing external research and advice regarding the current global economic condition and its impact on the outlook for domestic corporate credit quality.
- 2) Interest Rate Risk - The Town will seek to mitigate interest rate risk, which is defined as the risk that the market value of securities held in the portfolio will decline due to increases in market interest rates subsequent to their purchase. This mitigation will be accomplished by:
- a) Structuring the investment portfolio so that securities mature concurrent with the anticipated cash requirements for ongoing operations, thereby avoiding, as much as possible, the need to sell securities in an adverse market environment prior to maturity;
 - b) Investing funds primarily in shorter-term securities or similar investment pools and limiting the average maturity of the portfolio in accordance with the needs of the Town;
 - c) Utilizing external research and advice regarding the current interest rate outlook and global economic condition to optimize portfolio duration strategy.
- b. Liquidity - The investment portfolio shall remain sufficiently liquid to meet anticipated cash flow requirements. This is to be accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash flow needs (static liquidity). Furthermore, because all possible cash demands cannot be anticipated, the portfolio should consist of securities for which there exist active secondary markets (dynamic liquidity). Alternately, a portion of the portfolio may be placed in money market mutual funds or the Local Government Investment Pool, which offers same-day liquidity for short-term funds.
- c. Optimal Yield - Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The investment portfolio shall be designed to optimize the yield the Town obtains from the portfolio taking into account the criteria of the investment policy, the dynamic liquidity needs of the Town and the current interest rate outlook/economic condition.
- d. Collateralization – Securities will be registered in the name of the Town of Camp Verde.

E. INVESTMENT MANAGEMENT AUTHORITY

1. Authority to manage internally or to delegate the management of the investment program of the Town to an external manager is granted to the Finance Director. If authority to manage all or a part of the investment program of the Town is delegated to an external manager, the Finance Director is responsible for:
 - a. Periodic investment portfolio reporting;
 - b. Evaluating the performance of the externally managed portfolio;
 - c. Monitoring manager compliance with the investment policy;
 - d. Conveying the investment needs of the Town to the external manager;
 - e. Developing investment strategy with the external manager.

F. BROKERS/DEALERS

1. When the Town is investing directly with Brokers/Dealers, investment transactions shall only be conducted with financial institutions that are licensed, as may be required by law, to do business in Arizona. Primary government securities dealers or broker-dealers, engaged in the business of selling government securities, shall be registered in compliance with section 15 or 15C of the Securities Exchange Act of 1934 and registered pursuant to A.R.S. §44-3101, as amended. In addition, investment transactions shall be conducted only with those direct issuers who meet both credit and capital requirements established by the Finance Director. It shall be the responsibility of the broker-dealer to provide the following:
 - a. Audited, most recent annual financial statements within six months of the close of the fiscal year;
 - b. Unaudited, most recent quarterly financial statements;
 - c. Proof of National Association of Security Dealers certification;
 - d. Proof of Arizona registration (as needed);
 - e. A signed letter acknowledging that they have read and agree to abide by the investment policy.

G. PORTFOLIO CRITERIA

1. Acceptable Asset Classes
As of 4/16/2007, A.R.S. §35-323A defines the acceptable asset classes available for the Town to invest in as follows:
 1. Certificates of deposit in eligible depositories.
 2. Certificates of deposit in one or more federally insured banks or savings and loan associations in accordance with the procedures prescribed in Section 35-323.01.
 3. Interest bearing savings accounts in banks and savings and loan institutions doing business in this state whose accounts are insured by federal deposit insurance for their industry, but only if deposits in excess of the insured amount are secured by the eligible depository to the same extent and in the same manner as required under this article.
 4. Repurchase agreements with a maximum maturity of one hundred eighty days.
 5. The pooled investment funds established by the state treasurer pursuant to § 35-326.

6. Obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations or instrumentalities.
 7. Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns or school districts.
 8. Bonds, notes or evidences of indebtedness of any county, municipal district, municipal utility or special taxing district within this state that are payable from revenues, earnings or a special tax specifically pledged for the payment of the principal and interest on the obligations, and for the payment of which a lawful sinking fund or reserve fund has been established and is being maintained, but only if no default in payment on principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if such obligations were issued less than five years before the date of investment, no default in payment of principal or interest has occurred on the obligations to be purchased nor any other obligations of the issuer within five years of the investment.
 9. Bonds, notes or evidences of indebtedness issued by any county improvement district or municipal improvement district in this state to finance local improvements authorized by law, if the principal and interest of the obligations are payable from assessments on real property within the improvement district. An investment shall not be made if:
 - 1) The face value of all such obligations, and similar obligations outstanding, exceeds fifty per cent of the market value of the real property, and if improvements on which the bonds or the assessments for the payment of principal and interest on the bonds are liens inferior only to the liens for general ad valorem taxes.
 - 2) A default in payment of principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if the obligations were issued less than five years before the date of investment, a default in the payment of principal or interest has occurred on the obligations to be purchased or on any other obligation of the issuer within five years of the investment.
 10. Commercial paper of prime quality that is rated "P1" by Moody's Investor Service or rated "A1" or better by Standard and Poor's rating service or their successors. All commercial paper must be issued by corporations organized and doing business in the United States.
 11. Bonds, debentures and notes that are issued by corporations organized and doing business in the United States and that are rated "A" or better by Moody's Investor Service or Standard and Poor's rating service or their successors.
2. All other investments are thereby prohibited from consideration for investment. Furthermore, the Town may desire to be more conservative in its investment portfolio and restrict or prohibit certain of the investments listed above.

H. BENCHMARK

1. The performance of an actively managed portfolio on behalf of the Town will be expected to at least match the performance of the Local Government Investment Pool during any one-year period.
2. Occasionally, based on the liquidity needs and the portfolio strategy of the Town it may be reasonable and desirable to measure portfolio performance against a total return

benchmark. The Finance Director shall define such a benchmark after consultation with professionals in the field of financial management and the Town Council.

I. MATURITY PARAMETERS

Funds Maximum Maturity:	3 Years
Maximum Maturity for Repurchase Agreements:	180 Days
Portfolio Duration Target:	To be defined by the Finance Director in consultation with the Town Council.
Portfolio Duration Range:	+ / - 20% of the Portfolio Duration Target

J. CONCENTRATION AND DIVERSIFICATION

1. At the time of purchase a maximum of 5% of the market value of the portfolio may be invested in debt issued by any single entity. Debt backed by the United States Treasury or GSE's are exempt from this concentration criterion.

K. MINIMUM ACCEPTABLE CREDIT QUALITY

1. As indicated in the table below, all corporate portfolio holdings at the time of purchase must have a minimum rating (*) by at least one of the Nationally Recognized Statistical Rating Organizations (NRSRO's).

	S & P	Moody's
Short Term Rating	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)
Long Term Rating *	One grade higher than the Town of Camp Verde current G.O. Bond Rating *	One grade higher than the Town of Camp Verde current G.O. Bond Rating *

*In no case shall the rating be lower than that required by A.R.S. §35-323, as amended.

L. SAFEKEEPING AND CUSTODY

1. Delivery vs. Payment - All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.
2. Safekeeping - Securities will be held by a custodian selected by the Town and evidenced by custodial reports. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

M. REPORTING

1. The Finance Director shall produce for the governing body of the Town or their designee an investment report at least quarterly. The purpose of the report is to enable the Town to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should include:

- a. A list of individual securities held at the end of the reporting period;
- b. The realized and unrealized gains or losses in the portfolio;
- c. The duration of the portfolio and of each security held in the portfolio;
- d. The maturity date of each security held in the portfolio;
- e. The book value and market value of each security in the portfolio;
- f. The percentage of the total portfolio market value that each security represents;
- g. The yield to maturity of the portfolio and of each security held in the portfolio;
- h. The periodic interest earnings of each security held in the portfolio;
- i. The credit quality of each security held in the portfolio;
- j. A periodic summary of portfolio transactions, including fees incurred for external management and custody services.

N. CUSTODIAN RECONCILIATION

1. The report of investment holdings shall be reconciled within 30 days of the close of each month to the Finance Director's custodian bank. Discrepancies shall be reported to the Finance Director.

O. ETHICS AND CONFLICTS OF INTEREST

1. Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose, within ten (10) days, any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the Town.

P. POLICY CONSIDERATIONS

1. Exemption – Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy. Any deviation from the preceding policy shall require the prior specific written authority of the Town Council.

Q. INVESTMENT TRAINING

1. Investment officials shall have a finance, accounting or related degree and knowledge of treasury functions. Investment training must take place not less than once in a two-year period and receive no less than ten hours of instruction relating to investment responsibilities from an independent source such as Government Finance Officers Association, Municipal Treasurers Association, American Institute of Certified Public Accountants, Government Finance Officers Association-Arizona, Arizona Society of Public Accounting or other professional organizations.
2. The Chief Financial Officer and all investment officials of the Town shall attend at least one training session relating to their cash management and investment responsibilities within

12 months of assuming these duties for the Town. Training must include education in investment controls, security risks, strategy risks, market risks, and compliance with state investment statutes.

3. A report of the training(s) attended shall be submitted to Council at the time of the bi-annual review of the Investment Policy subject to Section 3-4-4.3.

FRAUD POLICY

PURPOSE: To establish policies and procedures to maintain an ethical environment as a top priority for the Town of Camp Verde. The Town's Fraud Policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Camp Verde is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries, or its own employees, to gain by deceit, financial or other benefits. This policy prohibits fraud or misuse of the Town of Camp Verde's assets and sets forth specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

I. POLICIES/PROCEDURES

- A. The Town of Camp Verde recognizes the importance of protecting the organization, its taxpayers, its employees, and its assets against financial risks, operational breaches and unethical activities. Therefore, the management must clearly communicate the fraud prevention policy to both internal and external customers, vendors and employees.
- B. The impact of misconduct and dishonesty may include:
 - 1. The actual financial loss incurred
 - 2. Damage to the reputation of the Town and our employees
 - 3. Negative publicity
 - 4. The cost of investigation
 - 5. Loss of employees
 - 6. Loss of public confidence
 - 7. Damaged relationships with our contractors and suppliers
 - 8. Litigation
 - 9. Damaged employee morale
- C. The Town of Camp Verde's goal is to establish and maintain an environment of fairness, ethics and honesty for our employees, our citizens, our suppliers and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and manager every day.
- D. The Town of Camp Verde is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.
- E. Definitions - As used in this policy, the terms listed below shall have the following definitions:
 - 1) Assets – the entire property of the Town of Camp Verde. Assets include, but are not limited to, all Town vehicles, building properties, office equipment, software, cash receivables, wages and benefits, equipment, and tools.
 - 2) Corruption – the offering, giving, soliciting or accepting of an inducement or reward that may improperly influence the action of a person or entity.
 - 3) Embezzlement – any loss resulting from the misappropriation of the Town of Camp Verde's assets.

- 4) Employee(s) – all Town of Camp Verde employees, independent contractors, consultants, temporary workers, and volunteers.
 - 5) Fraud – the intentional deception, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity.
 - 6) Loss – the Town of Camp Verde losing possession or control of any type of asset through fraudulent activities.
 - 7) Misappropriate – to take or make use of any item without authority or right.
 - 8) Misapplication – illegal or improper use of lawfully held funds or property.
- F. Zero Tolerance Policy - The Town of Camp Verde has adopted a zero tolerance policy regarding fraud. No employee of the Town shall remove any Town of Camp Verde asset from the property, misuse any Town asset for one's personal gain, or willfully misappropriate any Town of Camp Verde asset. Any evidence supporting fraud, theft, or embezzlement of the Town of Camp Verde's assets and equipment may be subject to the following actions including, but not limited to: suspension, termination, restitution, and criminal charges. Any Town of Camp Verde employee who is aware of fraud being committed against the Town of Camp Verde by anyone shall report such activity to the Town Manager or the Ethics Hotline (aka Whistle-Blower Hotline).

G. Prohibited Acts

1. Fraud is defined as an intentional deception, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include:
 - a. Falsification of expenses and invoices.
 - b. Authorizing or receiving compensation for goods not received or services not performed.
 - c. Theft of cash or any assets.
 - d. Forgery, unauthorized alteration or falsification of records.
 - e. Improprieties in the handling or reporting of money transactions.
 - f. Knowingly providing false information on job applications.
 - g. Authorizing or receiving compensation for hours not worked.
 - h. Embezzlement, bribery or conspiracy.
 - i. Misappropriation, misapplication, destruction, removal, or concealment of Town of Camp Verde property.
 - j. Misrepresentation of fact.
 - k. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
 - l. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.

H. Deterring Fraud and Corruption

1. The Town has established internal controls and policies and procedures in an effort to deter, prevent, and detect fraud and corruption. All new full time employees are subject to

background investigations including a criminal background check(s). All temporary, part-time, and seasonal employees may be subject to a criminal background check based on position and possible duration or employment. The Town may also verify all applicants' employment history, education and personal references prior to making an offer of employment.

2. All vendors, contractors, and suppliers must be in good standing and be authorized to transact business in the Town of Camp Verde. Vendors, contractors, and suppliers may be subject to screening, including verification of the individual or company's status as a debarred party.
 3. When necessary, contractual agreements with the Town may contain a provision prohibiting fraudulent or corruptive acts and will include information about reporting fraud and corruption.
 4. Town employees will receive annual fraud and corruption awareness training (ethics training). New employees will receive this policy as part of their training at orientation. Employees will be required to sign an acknowledgement verifying that they received a copy of the fraud policy and attended the awareness training.
 5. Each department is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- I. Reporting of Fraud or Corruption
1. Allegations and concerns about fraudulent or corrupt activity may come from various sources including employees, vendors, members of the public, results of internal and external audit reviews, or from any other interested parties.
 2. All employees and officers have a duty to report concerns they have or information provided to them about the possible fraudulent or corrupt activity of any officer, employee, vendor, or any other party with any association with the Town. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has a responsibility to report the suspected act immediately.
 3. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall:
 - a. Dismiss or threaten to dismiss the employee,
 - b. Discipline, suspend, or threaten to discipline or suspend the employee,
 - c. Impose any penalty upon the employee, or
 - d. Intimidate or coerce the employee.
- Violations of the whistle-blower protection will result in discipline up to and including termination.
4. Concerns should be reported to any of the following:

- a. Town Manager
- b. Town Council
- c. Human Resources Director
- d. The employee's immediate supervisor
- e. Anonymous Ethics Hotline (aka Whistle-Blower Hotline)

5. Reporting Procedures

a. Mayor and Town Council Responsibilities

- 1) If the Mayor or a Town Councilmember has reason to suspect that a fraud has occurred, he or she shall immediately contact the Town Manager (or contact the Town Attorney or Human Resources Director if the Town Manager is involved).
- 2) The Mayor or Town Councilmember shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the Town Manager (Town Attorney or Human Resources Director if the Town Manager is involved).
- 3) The alleged fraud or audit investigation shall not be discussed with the media by any person other than through the Town Manager in consultation with the Town Attorney and the Human Resources Director.

b. Management Responsibilities

- 1) Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
- 2) Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is, or was, in existence in his or her area.
- 3) When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- 4) If management determines a suspected activity may involve fraud or related dishonest activity, they should contact their immediate supervisor (or contact the Town Manager or Human Resources Director if the supervisor is involved).
- 5) Department Heads should inform the Town Manager (or contact the Town Attorney or Human Resources Director if the Town Manager is involved).
- 6) Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- 7) Management should support the Town's responsibilities and cooperate fully with the Human Resources Department, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- 8) Management must give full and unrestricted access to all necessary records and personnel. All Town furniture and contents, including desks and computers, are open to inspection at any time. There is no assumption of privacy.
- 9) In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:
 - a) Incorrect accusations.
 - b) Alerting suspected individuals that an investigation is underway.

- c) Treating employees unfairly.
 - d) Making statements that could lead to claims of false accusations or other offenses.
- 10) In handling dishonest or fraudulent activities, management has the responsibility to:
- a) Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to “what you did”, “the crime”, “the fraud”, “the misappropriation”, etc.
 - b) Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the Town Attorney.
 - c) Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the Town Manager, Human Resources Director, Town Attorney, or law enforcement personnel.
 - d) Direct all inquiries from the suspected individual, or his or her representative, to the Town Manager or Town Attorney. All inquiries by an attorney of the suspected individual should be directed to the Town Attorney. All inquiries from the media should be directed to the Town Manager.
 - e) Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Human Resources Director, in conformance with the Town’s Personnel Policies and Procedures or the appropriate bargaining document.

c. Employee Responsibilities

- 1) A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee’s supervisor for reporting to the proper management official.
- 2) When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management and/or the Town Manager (or contact the Town Attorney or Human Resources Director if the next higher level of management and/or the Town Manager is involved).
- 3) If the employee is uncomfortable reporting the information directly to management, the employee may make an anonymous report through the Ethics Hotline (aka Whistle-Blower Hotline).
- 4) The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Town Manager, Human Resources Director, Town Attorney, or law enforcement personnel.

d. Human Resources Department Responsibilities

- 1) Upon assignment by the Town Manager, the Human Resources Director will promptly investigate the fraud.
- 2) In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Human Resources Director, in consultation with the Town Attorney, will contact the Marshal’s Department.

- 3) The Human Resources Director shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
- 4) If evidence is uncovered showing possible dishonest or fraudulent activities, the Human Resources Director will proceed as follows:
 - a) Discuss the findings with the appropriate management/supervisor and the department director.
 - b) Advise management, if the case involves staff members, to meet with the Human Resources Director (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Town Personnel Rules and any applicable Memorandums of Understanding.
 - c) Report to the External Auditor such activities in order to assess the effort of the illegal activity on the Town's financial statements.
 - d) Coordinate with the Town's Risk Management insurer regarding notifications to insurers and filing of insurance claims.
 - e) Take immediate action, in consultation with the Town Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
 - i. Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
 - ii. Preventing the individual suspected of committing the fraud from having access to the records.
- 5) In consultation with the Town Attorney and the Marshal's Department, the Human Resources Department may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- 6) If the Human Resources Department is contacted by the media regarding an alleged fraud or audit investigation, the Human Resources Department will consult with the Town Manager and the Town Attorney, as appropriate, before responding to a media request for information or interview.
- 7) At the conclusion of the investigation, the Human Resources Department will document the results in a confidential memorandum report to the Town Manager and the Town Attorney. If the report concludes that the allegations are founded, the report will be forwarded to the Marshal's Department for subsequent transfer to the County Attorney for disposition.
- 8) Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Human Resources Department no later than seven calendar days after notice is received.
- 9) The Human Resources Department will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
- 10) Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Human Resources Department to that department.

6. False Allegations

- a. False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

7. Corrective Action and Discipline

- a. Final determination regarding action against an employee, vendor, recipient or other person found to have committed fraud or corruption will be made by the Town Manager (or Town Council if the Town Manager is involved).
- b. Offenders at all levels of the Town will be treated equally regardless of their position or years of service with the Town. Determinations will be made based on a finding of facts in each case, actual or potential damage to the Town, cooperation by the offender and legal requirements.
- c. Appropriate and timely action will be taken against those proven to have committed fraudulent acts. These remedial actions may include, but are not limited to:
 - 1) Disciplinary action (up to and including immediate termination of employment).
 - 2) Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
 - 3) Forwarding information to the appropriate authorities for criminal prosecution.
 - 4) Institution of civil action to recover losses.
 - 5) Where the Town of Camp Verde elects to take corrective or disciplinary action, it will proceed under the procedures in place under policy or under any collective bargaining agreement for the respective employment classification.
 - 6) The Town of Camp Verde may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

8. Confidentiality

- a. All investigations will be conducted in confidence insofar as reasonably possible. The names or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action.

9. Questions or Clarifications Related To This Policy

- a. All questions or other clarifications of this policy and its related responsibilities should be addressed to the Town Manager, who shall be responsible for the administration, revision, interpretation, and application of this policy.

CELLULAR TELEPHONE POLICY

PURPOSE: The purpose of this policy is to provide guidance and procedures governing the use of Town owned cellular telephones. This administrative guideline will also help ensure consistency among Town departments using cellular phones.

I. POLICIES

- A. The Town of Camp Verde issues cellular phones to officials and employees who work in areas or on assignments where standard telephones or other forms of electronic communications equipment are not readily available and where such use will benefit the Town and its citizens.
- B. Cellular phones are intended for special applications such as safety purposes or to assist in the completion of an assigned task or official responsibility. They are not intended for personal convenience.

II. UNAUTHORIZED USES OF A TOWN OWNED CELLULAR TELEPHONE

- A. Any call which could suitably be made from a standard Town telephone or other electronic communications.
- B. Any call made in relation to an official's or employee's personal affairs or personal business enterprise.
- C. Any call for the purpose of entertainment, such as 900 numbers, movie links, etc.
- D. Any usage while driving or operating machinery.

III. PROCEDURES

- A. All requests for cellular telephones require completion of "Request for Cellular Telephone Form" (Exhibit AD), approved in advance by the department head and the Town Manager, and then forwarded to the Finance Department.
- B. The user of the cellular telephone shall be required to complete the "Cellular Telephone User Agreement" (Exhibit AE) prior to being issued a cellular telephone.
- C. The Finance Department tracks all cellular phones issued on the "Cell Sign In/Out Log" (Exhibit AF).
- D. All purchases of Town cellular telephones shall be through State of Arizona contract, unless a more advantageous contract is negotiated through an outside provider.

CELLULAR TELEPHONE POLICY

- E. All cellular telephone bills shall be sent to the Finance Department and not to a home or business address.
- F. Cellular telephone bills shall be reviewed each month by the applicable department head and/or supervisor to ensure proper use of the phones.

IV. POLICY VIOLATIONS

- A. Failure to follow this policy may result in loss of cellular phone privileges and, for employees may result in disciplinary action, including termination of employment.
- B. Excessive non-work usage of a Town owned cellular telephone is reviewed by the employee's supervisor to determine whether continued access to a cellular telephone is in the Town's interest.

V. TERMINATED EMPLOYEES

- A. Any employees issued a Town owned cellular telephone must return it no later than the last day of employment. The employee shall be required to sign the "Request for Cellular Telephone Form" (Exhibit AD) and the "Cell Sign In/Out Log" (Exhibit AF) to indicate the phone was returned.
- B. Any employees not returning Town owned cellular telephone as of their last day of employment shall be billed for the cost of the phone and any minutes used subsequent to termination.

EXHIBITS



OFFICE OF THE TOWN CLERK

GUIDE FOR PREPARATION OF

BUSINESS AGENDA ITEMS

Approved by Council

RESOLUTION 2011-844

April 20, 2011

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Agenda Item Guidelines

An AGENDA ITEM SUBMISSION (AIS) FORM (sample attached as Exhibit A) must accompany each agenda item that appears before the Mayor and Council for consideration at a business meeting. These guidelines will assist you in the preparation of the AIS form to ensure that it is complete, thorough, and provides all the information that the Mayor and Council will need to make an informed decision on your item.

Agenda Item Submission Form

Detailed below are the categories you will find on the AIS form and a brief synopsis of how to complete them.

Decision Agenda vs. Consent Agenda

There are two main categories of decisions made by the Mayor and Council during its business meetings. The **Consent Agenda** is a group of agenda items that are approved by the Mayor and Council as a group. They typically consist of non-controversial and/or routine, administrative items like proclamations, budget transfers, standard form annual contracts and awards of bid to the low bidder for projects that are budgeted. As a rule, consent items do not require individual discussion. It is important to note, however, that the Mayor and Council members, at their discretion, may decide to pull an item from the consent agenda and place it on the decision agenda for discussion. When an item is placed on the **Decision Agenda**, the Mayor and Council take it up individually for consideration. An item need not necessarily be controversial to place it on the decision agenda. It may be that the Mayor and Council needs to discuss the issue in open session or that we want to draw individual attention to the item, particularly for public information purposes. (Media representatives attend most Mayor and Council business meetings.) For example, recognizing that there is always an interest in parks issues, items that relate to parks improvements are often placed on the decision agenda to ensure that the public is well informed of actions taken. Consent agenda items ordinarily receive very little media coverage.

As the staff resource, you typically recommend whether to place something on the consent or decision agenda by checking the appropriate box on the form.

For discussion of **Reports**, see Section V below.

For discussion of **Special Announcements and Presentations**, see Section VI below.

Date of Mayor and Council Meeting

The date when the item will be presented to the Mayor and Council for consideration. The Mayor and Council meet to handle business matters on the first and third Wednesdays of the month and Planning & Zoning matters on the fourth Wednesday. Work sessions are scheduled on an as-needed basis on the second Wednesday of the month. Consequently, if you have a time-sensitive item, you must plan well in advance to have it placed on the agenda that meets your deadline.

The AIS form with supporting documentation must be submitted to the Town Clerk by **Monday at 12:00 p.m.** prior to the upcoming business meeting. ALL documents MUST be attached. All required approvals and signatures must be

obtained prior to submission to the Town Clerk. Please remember in your scheduling that the Town Attorney typically needs a minimum of two weeks lead-time on items for review. For a discussion of what items need Town Attorney review, see Review by Town Attorney below.

Requesting Department

Requesting Department - The department that is responsible for the agenda item.

Staff Resource

Staff Resource - the person or persons who will appear before the Mayor and Council to explain the request and answer questions. This is usually the staff person who conducted the research or analysis and is most familiar with the issue. However, in some cases the department head or elected official may be listed as the staff resource to make the presentation to the Mayor and Council. This decision should be made by the department head or elected official.

Agenda Title

Agenda Title - in order to inform the public, the title should adequately describe the action to be taken by the Mayor and Council. For example do NOT say "Discussion and possible action on the Community Park", but rather, "Discussion, consideration, and possible direction to staff relative to determining the location of the ingress/egress to the Community Park." This alerts the public to the exact action that the Mayor and Council are anticipated to take as it relates to this item.

Presentation Time

This only applies to decision agenda items and is intended to be an estimate of the amount of time you expect that it will take you to make your presentation of the agenda item to the Mayor and Council. Note: The Mayor and Council have voted to end their meetings as close to 10:00 p.m. as possible. The estimated times assist in planning the agenda, as well as lessens the probability that you will sit through an entire meeting only to have your item delayed to another meeting.

Discussion Time

This only applies to decision agenda items. This is the time you anticipate may be necessary for the Mayor and Council to discuss the item with you and any interested members of the public. If you know that your issue is a rather routine or non-controversial matter, discussion will be typically 5 minutes or less. If, however, you know that constituents have an interest in the item and will be attending the meeting, help the Mayor and Council anticipate this by building in discussion time. Remember that these times are intended to be estimates, not hard and fast periods, so if you estimate 10 minutes for discussion and it takes longer, that is not a problem.

Review by Town Attorney

The Town Attorney must review most contracts, intergovernmental agreements and other legally binding documents to be signed by the Mayor prior to placement on the Mayor and Council's business agenda. As noted above, the Town Attorney's office should be given at least two weeks to review the contract or document. If it is a complex matter involving a number of parties, a longer lead-time should be provided to the Town Attorney. Even if you are entering into the same contract or intergovernmental agreement that was approved a few years ago, you should still obtain Town attorney review. Why? Because laws and circumstances change year to year, and contract language that was appropriate in the past may not necessarily properly protect the Town today. In addition, sometimes contracts involve partnerships and policy issues rather than money. The Town Attorney should review such contracts. (See exceptions below.) Failure to obtain Town Attorney approval of an item will result in the item being pulled from the agenda. **NOTE: ATTORNEY COMMENTS MUST BE INCLUDED ON THE AGENDA ITEM SUBMISSION FORM. IN ADDITION IF A STATUTE IS REFERRED TO IN THE AIS AND/OR THE SUPPORTING DOCUMENTATION, THE STATUTORY LANGUAGE SHOULD ALSO BE INCLUDED.**

There are a couple of exceptions:

- ✓ If you are using standard form contracts that have been pre-approved by the Town Attorney, your specific contract does not need additional review.
- ✓ If you are dealing with a standard form contract of a state or federal agency, contracts must be approved as to form by the Town Attorney, and usually do not require review. However, if they are not monetary and involve policy matters or partnerships, they should be reviewed by the Town Attorney.

If you are in doubt about whether an item requires Town Attorney review, please check with the Town Manager or your Department Head.

Department Head Approval

If staff is preparing the agenda item, it will require review and initials or signature of the Department Head on the form prior to submission to the Town Clerk.

Finance Director Approval

If there are budget or financial implications related to the agenda item, it will also require the review, comments, and initials of the Finance Director on the form prior to submission to the Town Clerk.

Fiscal Impact

This section identifies in detail the budget implications of the proposed action. For example, it should specify what costs may be associated with the proposed action, what funding (if any) has been included in the budget for this purpose, whether a budget supplement is necessary, any funding partners that may be involved and the amounts of

their contributions, any revenue that may be associated with the action, etc. If there are no budget implications, that should be so noted in this section. Please remember that if a budget supplement or appropriation is necessary, a **Budget Change/Appropriation Form** should be attached as part of the agenda item for Mayor and Council action. Contact the Finance Director early to discuss the budget implications and obtain the completed form.

Background

This is the substance of the agenda item. Every agenda item should pass the layman's test. That is, does the background section provide enough information to a person reading it to enable him or her to make a sound and thoughtful decision on the item? An easy way to assess this for yourself is to imagine what questions you might ask if you were the person making the decision on the item. Consequently, the background section should answer all the basic questions: who, what, when, where, why, how and how much? Briefly explain the problem or opportunity being addressed by the agenda item, what the proposed action entails, time frames (if appropriate), persons and/or agencies involved, and any other relevant information. Additional detail can be included in your **Staff Report**. Do not assume that the Mayor and Council are necessarily familiar with the subject matter or the acronyms you may use. Remember that you are dealing with issues within your purview every day; yet a particular item may come before the Mayor and Council only once a year, so it is important to establish the foundation every time. Equally as important, your agenda items also serve as the historic record of the action taken. Therefore, it is essential that agenda items are clear and concise and thoroughly explain the reasons for action taken for future reference purposes.

Recommended Action

This section represents the formal action to be taken by the Mayor and Council. The Recommended Action statement should serve as the motion that a Council member can read directly into the record. In other words, it should be complete, thorough, and contain the essential information that summarizes the action being taken by the Mayor and Council. For example, a poor Recommended Action statement would read: "Sign the attached document". A well-crafted Recommended Action statement would read, "Approve the Intergovernmental Agreement with the Town of Disneyland for road maintenance services on Tinkerbelle Lane with signature authority for the Mayor". The latter statement authorizes signature of the document and identifies:

- A. What is being done (what it accomplishes);
- B. What kind of document it is; and
- C. Whom it involves.

Whenever money is involved, the action statement should also reference the amount. For example, an award of bid Recommended Action statement might read, "Award the bid for widgets for the year 2010 to Acme Construction Company in the amount of \$10,000". Once again, the statement explains:

- A. What is being done;
- B. Whom it involves; and
- C. The associated cost.

Likewise, if a budget action is involved (i.e., an increase or transfer), a statement to that effect should be included in the recommended action to serve as part of the Mayor and Council's motion.

Instructions to the Clerk

This section provides information to the Clerk to the Mayor and Council that clarifies:

A. The number of originals to be signed - The Clerk needs one ORIGINAL copy of your AIS form and supporting documentation. A general rule of thumb for contracts is that enough originals should be executed for each party to the contract to receive one original copy. The Town's counterpart of a contract will reside in the original contract file. All original agreements will be retained by the Clerk. As a point of information, copies of the agenda packet, which includes the AIS form and supporting documentation, are distributed as follows: Mayor and Council (7), Town Manager and Town Clerk. All other agenda packets are distributed via a web link. As you might imagine, preparing the agenda packets takes significantly more time when the Clerk does not receive the requisite documentation.

B. The documents attached to the agenda item in support of the request - This summarizes all the attachments for easy reference. It also helps the Clerk ensure that all the packets are complete.

C. Any special instructions with regard to disposition of the signed documents - Sometimes department heads may want to receive the signed document back so they can personally transmit it as necessary. Conversely, instructions may be given to the Clerk to call someone when the document is ready to be picked up. If copies are requested to be distributed to several departments or individuals, this is where such an instruction should be noted. If the document is time sensitive, it should also be noted here. If the document needs to be mailed, please include the mailing address in this section.

II Agenda Item Submission Process

It might be helpful to understand what happens to items submitted for the Mayor and Council's business agenda. By way of explanation, the Monday at 12:00 p.m. deadline is not an arbitrary date and time. On Monday afternoon, the Clerk compiles all items for the following week's meeting and a draft agenda is prepared and forwarded to the Town Manager. During this period between Monday afternoon and Wednesday morning, the Manager will review the items for authorization to be placed on the agenda. On Wednesday afternoon prior to each business meeting, the Town Manager, Clerk, Mayor, and other interested Council members meet to review the proposed agenda. If the necessary approvals have been obtained, supporting documentation included, and the issue is ready for Mayor and Council consideration, the agenda item will be included on the final agenda. If the documentation is inadequate, or if approvals have not been obtained, the staff resource will be contacted by the Clerk about refinements that should be made to improve the agenda item or to advise that the item has been removed from this agenda.

The Clerk prepares the final meeting packets for the Mayor and Council on Thursday morning prior to the following Wednesday meeting. This allows the Mayor and Council a few days to read and absorb the substantial, and often voluminous, agenda packet prior to the Wednesday meeting. It is at that point, that the meeting notice and the agenda are posted in accordance with Arizona open meeting law and Town Code. If the agenda has been finalized and notices issued, any items submitted late require not only a separate posting but also a supplement to be created for the Mayor and Council's packets. While it is recognized that late or emergency agenda items sometimes cannot be avoided, we are flexible and able to accommodate true emergencies. However, late additions **require** authorization from the Manager **and** Mayor. We do appreciate your efforts to submit agenda items on time to avoid the cumbersome process of handling late items and the dreaded GREEN SHEETS.

III Special Processing

Certain kinds of Mayor and Council action require special processing and/or related documentation. A few of the most common are noted below:

A. Grants

Grant documentation is presented in two phases: grant application and approval of grant award/signature of grant contracts.

Grant Applications - Before considering applying for a grant, it is very important to consult with the Finance Director. The purpose of this consultation is to determine the parameters and implications of the grant, understand the grant administration requirements, and to obtain assistance in structuring the grant application. The Mayor and Council must approve all grant applications prior to submission to the grantor because grant commitments usually represent an encumbrance of Town staff time and/or money. Consequently, if you are planning to submit a grant, you must plan to have your narrative and grant application ready for the business agenda prior to your grant submission deadline. **The Finance Director must approve all grant applications prior to submission to the Mayor and Council for signature.** The reason for this is that the Finance Director is responsible for ensuring that both the grant revenue and expenses are properly reflected in the Town's budget for auditing purposes.

Often grants require a certain number of original applications to be signed and sometimes the grant guidelines even specify that originals be signed in a specific colored ink. Be alert to any grant requirements and ensure that the specific instruction to the Clerk includes the correct number of copies to present to the Mayor for signature and that any other special instructions are noted in the Instructions to the Clerk Section, as well.

More often than not, grants require some kind of match, either in-kind services and/or cash match. Your grant application agenda item should be specific and identify what match, if any, is involved and whether or not the money exists within the current department budget to fund the match. If money does not exist within the approved budget, that should be noted in the agenda item. If the grant is ultimately awarded, a **Budget Change/Appropriation Form** will need to be presented as an agenda item for the Mayor and Council's formal consideration and approval. The reason the form is not done at the time of application is that it would be an unnecessary transfer of funds if the grant were not actually awarded.

A Recommended Action statement concerning a grant might read: "Approve the grant application in the amount of \$10,000 to the State of Arizona for the Trail Development Program with signature authority for the Mayor (or Town Manager as the case may be) of the grant contract, if awarded". Note: Check your grant instructions carefully to see whose signature is required. Sometimes contracts specifically require the Mayor's signature, so make sure that the granting agency allows someone else (i.e., the Town Manager) to sign the grant documents before requesting signature authority for someone other than the Mayor in the motion.

Grant Contract - Once a grant has been awarded, the Town will be required to execute a grant contract. If you have included a signature authorization in your grant application agenda item as suggested above, you would not need to present the grant documents again through the agenda process. However, if you did not, the grant contracts will need to appear on the Mayor and Council's agenda for approval. **The Finance Director must review all grant contracts prior to signature, even if you have previously received signature authority.** Remember also to check with the Finance Department as to whether a Budget Change/Appropriation Form to supplement your budget is required at this point.

B. Resolutions and Ordinances

The Mayor and Council can only take actions that are authorized by state statute. Oftentimes those actions occur through the adoption of a resolution or ordinance. To obtain a resolution or ordinance number, please contact the Clerk's Office. Resolutions do not usually have special noticing requirements, but there are specific statutory procedures that must be followed concerning ordinances that include posting requirements. Be sure to consult the Arizona Revised Statutes to ensure that you are following the statutory procedures for any ordinances with which you may become involved.

The Town of Camp Verde Town Code is a compilation of all Town ordinances that have the effect of law. For example, a resolution proclaiming Tuesday as National Groundhog Day is not a law and would not be codified. An ordinance establishing dog at large regulations would be, and indeed is, codified. Any ordinance that will amend or add new language to the Town Code should be so referenced in the body of the resolution. For assistance in constructing the resolution language, please consult the Town Attorney. Some resolutions may and all ordinances require consultation with the Town Attorney. However, staff should discuss this with the Department Head before engaging the Town Attorney's assistance.

Note: an ordinance or resolution cannot be amended by motion alone. It takes a resolution to amend an existing resolution and an ordinance to amend an existing ordinance.

C. Award of Bid

Under the Financial Operations Guide, both informal and formal bid processes are used to award contracts for goods and services. The Mayor and Council must award all bids when:

1. The amount of the award exceeds \$20,000; and/or
2. The low responsive and responsible bidder is not recommended; and/or
3. The project cost exceeds the budgeted amount.

Please refer to the Financial Operations Guide or consult with the Finance Department for specific procurement guidelines. Generally speaking, the individual departments handle the acquisition of goods and the acquisition of services and related contracts. The Bid Award Recommendation Form (Exhibit C) documents bidders and conveys the staff recommendation to the Mayor and Council. As with grants, careful attention must be paid to ensure that adequate funding exists within your budget to award the contract. If not, a budget appropriation form must accompany the agenda item.

As with other agenda items, the Bid Award Recommendation form documents for the Mayor and Council (and for historical purposes) the most important details of the award, so be thorough and specific about the particulars of the award, the reasons for the recommendation and the process used to make the selection. This helps, too, from a litigation standpoint to ensure that the proper process was followed and that ample justification exists to make the award. For assistance in preparing a Bid Award Recommendation form, please contact the Finance Department or the Clerk's Office.

D. Executive Session Items

The Town Attorney coordinates all matters that are to be presented to the Mayor and Council in executive session. Under Arizona law, the Mayor and Council may go into executive session, which is a confidential meeting that is not open to the public, to discuss the following:

1. Personnel Matters
2. Records exempt by law from public inspection
3. Legal advice with the Town Attorney
4. Consultation with the Town Attorney to determine Council's position relative to contract negotiations, pending or contemplated litigation, or settlement discussions
5. Discussions with designated representatives to determine Council's position relative to negotiations with employee organizations regarding salaries, salary schedules, or fringe benefits
6. Discussions relative to international and interstate negotiations of for negotiations by the Town or with members of a Tribal Council located within or adjacent to the Town.
7. Discussions relative to negotiations for the purchase, sale, or lease of real property

In the same way that the AIS form provides the Mayor and Council background on formal decisions, an AIS form must be prepared for every executive session topic to fully brief the Mayor and Council on the issue at hand. It contains all the same basic elements as the regular agenda item, but it includes a disclaimer as to the confidentiality of the issue. The executive session agenda item is not a public document and will only be distributed to the Mayor and Council, Town Manager, Town Attorney, and Town Clerk.

Please submit your executive session agenda items and supporting documentation to the Town Clerk as soon as possible prior to a meeting that is scheduled outside a Wednesday business meeting or by Wednesday prior to any business meeting. The Town Clerk will organize the executive session items and prepare the executive session packet for the Mayor and Council. It is advisable to coordinate your executive session agenda item with the Town Attorney. For your information, the Mayor and Council may provide direction to staff in executive session; however, it is important to note that no formal action shall occur at an executive session.

IV Other Forms

Noted below are a few other routine forms, with which you should become familiar, that might accompany the Agenda Item Submission Form:

Budget Change/Appropriation Form

Budget Change/Appropriation Form - used to make changes to departmental budgets including increases in revenues and expenditures and budget transfers and appropriations. Please consult with the Finance Director, who will assist you with the form based on discussions with you about the budget implications of your agenda item.

Bid Award Recommendation Form

Bid Award Recommendation Form - used to fully inform Council of the process used, standing of the vendor/contractor, references checked, etc.

V Reports

Reports from Mayor and Council that do not require action on the part of the Mayor and Council are taken up during the Informational Reports sections of the Mayor and Council's agenda. From time to time, reports might be made by an outside agency that wishes to brief the Mayor and Council on a topical matter. Note: Reports and discussion from outside agencies/groups/persons are limited to 10 minutes.

Staff Reports

Staff Reports will usually accompany and immediately follow the AIS Form in the agenda packet. While an AIS form describes the 'business' of a decision, the Staff Report fully discloses how you arrived at your recommendation. A thorough and complete Staff Report provides a full briefing in a clear and concise manner; is written to avoid confusions or misunderstandings; and can save a significant amount of time for the Council and yourself. See Exhibit D – **Staff Report Guidelines**

VI Special Announcements and Presentations

The special announcements and presentations section of the agenda is intended as an opportunity for the Mayor and Council to:

- Recognize special awards or accomplishments that staff may have received from other agencies or from the Town itself;
- Adopt ceremonial proclamations such as those honoring October as breast cancer awareness month (requires Mayor and Council action); or
- Bestow awards on people or agencies.

In this case, an AIS form should be prepared explaining the reason for the special announcement or presentation in the background section. Department Heads and Elected Officials are encouraged to utilize this portion of the agenda to recognize good work by their employees and to draw attention to distinctions that the department may receive from other agencies. The Mayor and Council welcome the opportunity to publicly honor employees and others in this way during the business meetings.

VII Helpful Hints

Making changes to an existing document?

If you are making changes to policies, codes or some previously existing document, the Mayor and Council **require** a red-lined (track changes) copy that highlights additions and strike-out deletions, along with a clean copy of the new document. This helps the Mayor and Council easily recognize what the changes are.

Signatures

Please note that, as the staff resource, it is your responsibility to obtain all the necessary signatures on your forms, such as the Finance Director, Town Attorney, etc. prior to submission of the agenda item to the Clerk. Please remember to also obtain signatures from any external entities or individuals when necessary. When a form appears in the Mayor and Council's packet without signatures, the Mayor and Council often have questions about whether or not the item has obtained the proper approvals.

In-house Resources

Remember that you have considerable assistance at your disposal to help you construct quality agenda items. The names and numbers of staff who can assist you are listed below:

Debbie Barber, Town Clerk	Ext. 107
Virginia Jones, Deputy Clerk	Ext. 105
Carol Brown, Assistant to Town Manager	Ext. 106
Mike Showers, Finance Director	Ext. 109

Agenda items that appear before the Mayor and Council for consideration represent the culmination of a considerable amount of good work by staff. We hope that the information contained in these guidelines will be helpful to you and your staff in submitting items for the Mayor and Council's business agenda. Please share these guidelines with your staff and keep them on file as a reference tool. If you have any questions or suggestions concerning the agenda process, please call Debbie Barber at ext. 107. Thank you for your continued cooperation.

Exhibit A – Agenda Item Submission Form



Town of Camp Verde

Exhibit A - Agenda Item Submission Form – Section I

Meeting Date:

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department:

Staff Resource/Contact Person:

Agenda Title (be exact):

List Attached Documents:

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

- Department Head: _____ Town Attorney Comments:

- Finance Department

Fiscal Impact:

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information:

Recommended Action (Motion):

Instructions to the Clerk:

SAMPLE

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: January 1, 2010

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

(Note: double-click on the check box to select the appropriate radio button)

Requesting Department: Public Works – Parks Division

Staff Resource/Contact Person: John Doe

Agenda Title (be exact): Discussion, consideration, and possible approval of Resolution 2010-500, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting and approving an Intergovernmental Agreement (IGA) with the District of Parks to provide recreational services to the Town. Fees associated with this IGA are budgeted at \$150,000 per year.

List Attached Documents: Resolution 2010-500 & IGA

Estimated Presentation Time: 10 minutes with PowerPoint

Estimated Discussion Time: 10 minutes

Reviews Completed by:

Department Head (initial here):

Town Attorney

Comments: The attorney's recommendations have been incorporated into the IGA. His primary concern was that appropriate insurance and bonds are in place. The insurance and bonds will be filed in the Clerk's Office upon the execution of the IGA.

Finance Department (initial here):

Fiscal Impact: \$150,000

Comments: This item is budgeted.

Budget Change Form attached – N/A

Background Information: *The District of Parks has offered to provide recreational services to the community for an annual fee of \$150,000. Council has discussed this matter at previous meetings and the appropriation was approved with the budget adoption. The IGA formalizes the process.*

Recommended Action (Motion): *Move to approve Resolution 2010-500, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting and approving an Intergovernmental Agreement (IGA) with the District of Parks to provide recreational services to the Town. Fees associated with this IGA are budgeted at \$150,000 per year.*

Instructions to the Clerk:

1. *Ensure that insurance (\$1,000,000/\$2,000,000) and the performance bond (\$150,000) are received and on file. Forward a copy of these documents to the Public Works Department.*
2. *90-day bond release with Town Engineer's approval*
3. *After receiving fully executed documents, forward a copy to the County Recorder's Office for recording.*
4. *After receiving recorded document, forward a copy to the Public Works Department.*
5. *This document is set to renew on an annual basis without additional action required.*
6. *A 30-day written notice is required to terminate the contract.*

Exhibit B – Agenda Item Submission Form – Section II (Staff Report)

Town of Camp Verde

Agenda Item Submission Form – Section II (Staff Report)

Department:

Staff Resource/Contact Person:

Contact Information:

Background:

Statement of the Problem or Opportunity:

Alternatives/Options/Solutions:

Comparative Analysis:

Fiscal Impact to the Town:

Other Impacts:

Conclusion:

Recommendation:

Exhibit C - BID AWARD RECOMMENDATION FORM

Bid/Quote # _____ Submitting Department _____

NAME OF COMPANY _____

Business License # _____ Verified Yes No

Contract signed by Contractor/Provider/Vendor

www.azroc.gov (Arizona Register of Contractors) N/A

License: #	License Status:
Class:	Type:
Complaints Filed:	
Explanation:	

AND/OR

www.central-northern-western-arizona.bbb.org Better Business Bureau Not listed

Rating:	<input type="checkbox"/> Not Listed
Complaints Filed in last 12 months:	
Report Date:	

Bids/Quotes/Proposals

COMPANY	ADDRESS	Total Bid

Project Description:

Evaluation Process:

Scoring criteria included the following:

- 1.
- 2.
- 3.

Recommendation and basis:

Exhibit D – STAFF REPORT GUIDELINES

A thorough and complete Staff Report or background paper can:

- 1. Prepare the Mayor & Council for the meeting by providing a full briefing in a concise and easy-to-read format;*
- 2. Avoid confusion or misunderstandings that often occur when information is presented orally; and*
- 3. Save a significant amount of time for yourself and the Mayor and Council in the meeting.*

Elements of a Staff Report

A well-done background paper will include the following key elements:

- Background*
- Statement of the Problem or Opportunity*
- Alternatives/Options/Solutions*
- Comparative Analysis*
- Financial Impact to the Town*
- Other Impacts*
- Recommendation*
- Conclusion*

A brief description of each of these is detailed below:

Background

The background section of your report should provide “context” for the Mayor and Council and a sense of the history of the issue, problem, or opportunity. It should summarize what factors and/or events have lead up to the present circumstances. A good background section will provide a timeline or key dates, statutory authority (if applicable), references to resolutions or ordinances (if applicable), and other relevant contextual information.

Statement of the Problem or Opportunity

In order for you to make your point, you must be able to clearly articulate the problem or the opportunity that needs to be addressed. This section of your report should explain why the Town and/or your department are the right entity to address it, and why it would be irresponsible not to address it.

Alternatives/Options/Solutions

This section details the various methods that may be considered to resolve the problem or take advantage of the opportunity. Each alternative should be specific as to its approach. It is important that staff consider all reasonable options for discussion purposes.

Comparative Analysis

This section of the report details each of the proposed alternatives and compares them against one another. Your narrative should include the criteria you have used to make your comparisons as well as any assumptions. As we know, a picture is worth a thousand words; consequently, it is always helpful to use visual aids, such as charts and graphs, to depict your analysis. Use footnotes to capture your assumptions and/or reference sources.

*Survey data (i.e., what other communities are doing) is often helpful for comparative purposes. However, remember to be thorough and consistent when conducting such research - make sure you make an “apples to apples” comparison by gathering the same information from each agency contacted. **MAKE SURE THAT YOU INCLUDE ANY PAST MINUTES THAT MIGHT BE RELATED TO THE ISSUE.***

Think through your analysis and put yourself in the Council’s shoes. Have you answered all the questions that might be asked? Anticipating the questions that you know will be of interest to the Mayor and Council will result in a well-done work product.

Financial Impact to the Town

To the extent that this is an issue, explain what the financial impact to the Town will be over both the short term and long term. The impact may not only be budgetary; it may be in staff support or other in kind services. Do your homework - any estimates you propose should have a basis in fact, to the extent possible. In other words, do not guess what the cost of something might be. Be diligent about providing as reliable cost estimates as possible and be able to document your references or sources of information.

Other Impacts

There may be impacts other than financial ones (i.e., environmental, social, political, etc.) on the Town and the community at large. To the extent possible, clarify them. The impacts may be positive or negative and could tip the scales in one direction or another. Anecdotal information (i.e., an example or vivid story that makes your point) can be a powerful tool in both oral and written presentations. However, anecdotal information is not a substitute for solid research and thorough analysis.

Recommendation

If, after conducting your research, you believe one of the alternatives proposed is superior to another, offer the Mayor and Council your professional recommendation. The recommendation section of the report synthesizes your research and explains the rationale for why one course of action may be preferable to another, in your professional opinion. Explain why the proposed option is reasonable, responsible and sensible.

Much of the work we do is to serve as advisors to the Mayor and Council to provide counsel in our field of expertise. The Mayor and Council value our perspectives and opinions in that regard. Your recommendation should establish a firm foundation on which the Mayor and Council can take future action.

Conclusion

Wrap up your report with a concise conclusion section that summarizes the key issues, how they can be resolved or capitalized upon, and the overall benefits to our constituents. You might offer a name and telephone number of a staff resource to contact for additional information.

Helpful Hints

- ✓ *Your staff report may include more or fewer categories than those noted above, depending on the issue. The categories proposed are suggestions.*
- ✓ *Staff Reports need not be lengthy. In fact, the best reports are concise and economical with words. Strive to convey your message with the fewest words necessary to make your point. If a report is too long and “cluttered,” the reader not only loses interest, but may also miss the point.*
- ✓ *Use charts and graphs to illustrate your point(s). Charts and graphs can help you depict trends, make comparisons and “tell the story” in an easy-to-understand and effective way.*
- ✓ *Avoid using acronyms that may not be readily known to the Mayor and Council. Instead, spell out the name of the program or agency first, followed by the acronym in parenthesis (e.g., Arizona Department of Housing (ADOH)). Once you have defined the acronym, it can be repeated throughout your report.*
- ✓ *Depending on the kind of report being written, it may start out with an “executive summary” which encapsulates the essence of the report in few key paragraphs or pages. Basically, an executive summary condenses an otherwise lengthy report into brief synopsis of the issues. This more often would apply to a consultant’s report on a particular issue of study (such as whether to consolidate emergency medical services in the Town or future library needs) rather than in-house staff reports on specific topics.*
- ✓ *There is a wealth of information and expertise within our organization. Use your colleagues as resources to assist you in the preparation of your report. Sometimes we need to “step away” from our own work and obtain objective feedback from our colleagues, so having a peer (particularly someone outside your office) review your report before submission to the Mayor and Council is always helpful. For example, a passage that may seem clear to you may be difficult for someone else to understand. If you find that to be the case, maybe that section of the report needs to be restructured or refined to communicate your point. Mock presentations can also be very constructive and enlightening in streamlining your approach and ensuring that you focus on the key issues.*

Distribution of Agenda Item Submission Reports to the Mayor and Council

Copies of the AIS reports MUST be provided to the Clerk with your supporting documentation. Both sections of the AIS reports will be included in the Mayor and Council’s agenda packets. This ensures that the Mayor and Council will have plenty of time to read about and study the issues prior to the meeting.



TOWN COUNCIL POLICIES, RULES, AND PROCEDURES

Approved by Council 4-20-2011

Resolution 2011-844

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SECTION 1 RULES OF PROCEDURE/AUTHORITY

1.1 PROCEDURES

All meetings of the Town Council and its appointed Boards, Commissions, and Committees shall be governed by these procedures, as applicable. In addition, such meetings shall be governed by the following:

- A. Applicable provisions of the Arizona Revised Statutes (“A.R.S.”), including, but not limited to, the Arizona Open Meeting Law (A.R.S. §§ 38-431 *et seq.*, as amended) and the Arizona Conflict of Interest Law (A.R.S. §§ 38-501 *et seq.*, as amended); and
- B. The Town of Camp Verde Town Code.
- C. Where not inconsistent with these rules and procedures, the Arizona Revised Statutes and the Town of Camp Verde Town Code, and **the current version of Robert’s Rules of Order on file** will be used as a supplementary guideline.
- D. As used herein, the term “Member” shall refer to either a member of the Town Council or Board, Commission or Committee, as applicable. The term “Meeting” shall refer to a meeting of the Town Council, Board, Commission or Committee, as applicable.

1.2 PARLIAMENTARIAN

- A. The Town Clerk shall serve as Parliamentarian for all Town Council meetings. The Deputy Clerk shall serve as Parliamentarian in the absence of the Town Clerk.
- B. The Town Clerk shall also serve as Parliamentarian for those Board, Commission, and Committee meetings that he or she attends.
- C. The Chairperson of a Commission or Committee shall serve as Parliamentarian for each respective Board, Commission, or Committee meeting. The Vice-Chairperson shall serve as Parliamentarian in the absence of the Chairperson. The Chairperson Pro Tem shall serve in the absence of the Chairperson and the Vice-Chairperson. In the event that there is a lack of agreement to a parliamentary procedure, the Town Clerk shall serve as the resource for a final procedural determination.

1.3 POINTS OF ORDER

The Presiding Officer shall, after consultation with the Parliamentarian, determine all Points of Order, subject to the right of any member to appeal to the entire Town Council or any Board, Commission or Committee. In which event, following a second, a majority vote shall govern, and conclusively determine such question of order.

1.4 QUORUM

Four or more Council members shall constitute a quorum for transacting business, but a lesser number may adjourn from time to time and compel the attendance of absent members. In any meeting where a quorum is present, it shall take a majority vote of the entire Council, or a minimum of four (4) votes, to enact any measure, resolution, ordinance, or other business on the agenda.

SECTION 2 PRESIDING OFFICER FOR MEETINGS

2.1 MAYOR AS PRESIDING OFFICER

The Mayor is the Presiding Officer of all meetings of the Town Council. In the Mayor's absence, the Vice-Mayor shall serve as the Presiding Officer. In the absence or disability of both the Mayor and the Vice-Mayor, the meeting shall be called to order by the Town Clerk, whereupon the Town Clerk shall immediately call for the selection of a Presiding Officer Pro Tem. The Council members present shall, by majority vote, select a Presiding Officer Pro Tem for that meeting.

2.2 CHAIRPERSON AS PRESIDING OFFICER

The Chairperson is the Presiding Officer of all meetings of the Board, Commission or Committee. In the Chairperson's absence, the Vice-Chair shall serve as the Presiding Officer. In the absence or disability of both the Chairperson and the Vice-Chair, the meeting shall be called to order by the Town Clerk or principal Town staff present, whereupon the Town Clerk or Town staff shall immediately call for the selection of a Presiding Officer Pro Tem. The Members present shall, by majority vote, select a Presiding Officer Pro Tem for that meeting.

SECTION 3 MEETINGS OF TOWN COUNCIL AND BOARDS, COMMISSIONS AND COMMITTEES

3.1 REGULAR MEETINGS

- A. The Council shall establish regular meeting dates, times, meeting place by Resolution in January of each year for Town Council and all Boards, Commissions, and Committee meetings.
- B. When the day for a Regular Meeting falls on a legal holiday, no meeting shall be held on such holiday. The meeting shall be cancelled and be convened at the time and the location as designated by the Town Council or Board, Commission, or Committee.

3.2 SPECIAL MEETINGS

- A. The Mayor, after a public vote of the Council may schedule a special session within the jurisdiction of the Town and shall direct staff to schedule a special session; or the Mayor and Manager may jointly schedule a special session to be held in appropriate facilities within Town limits, to begin at the time and place as designated in the motion.
- B. Special and emergency meetings, as permitted by law, shall be called and posted in the same manner as regular meetings by the Mayor or the Town Clerk, after confirmation of the availability of a quorum.

- C. Notices and agendas will be posted for the special sessions as required by law and additionally posted at the alternate site if applicable.
- D. Special sessions herein will not be scheduled away from Town Hall if the agenda involves public hearings on controversial topics likely to interest citizens of the Town in general rather than a particular neighborhood.
- E. A Board, Commission, or Committee may, upon majority vote and approval of the Town Manager, set a special meeting or work session.

3.3 EXECUTIVE SESSIONS

- A. The Town Council may hold an Executive Session pursuant to A.R.S. §§ 38-431.01. Boards, commissions, and committees may also hold Executive Sessions pursuant to A.R.S. §§ 38-431.01 with prior Council authorization.
- B. All information distributed and all discussions during an executive session shall remain confidential indefinitely and are not to be divulged or provided to or discussed with persons who were not parties to the executive session or members of the Council or Board, Commission or Committee, except as permitted or required by A.R.S. § 38-431.03 or a court order.

3.4 WORK SESSIONS

The Town Council or Board, Commission or Committee may schedule work or study sessions for the purpose of presentations and discussions on such issues that require more in-depth consideration by the Town Council or Board, Commission or Committee than may be possible at a Regular Meeting. No formal action may be taken by the Town Council or Board, Commission or Committee at such meetings, other than a general consensus or conveying direction to Town Staff for further action.

3.5 EMERGENCY MEETINGS

As provided for in ARS § 38-431.02(D) and (E), , including a Special Emergency Executive Session, may be called to discuss or take action on an unforeseen issue where time is of the essence and there is not sufficient time for posting of a meeting notice 24-hours or more before the meeting. In such event, the meeting shall be held upon such notice as is appropriate or practicable to the circumstances. A Notice of an Emergency Meeting will be posted within 24-hours following the holding of an Emergency Meeting. The Notice will include the Agenda and a brief and complete description of the nature of the emergency.

3.6 ADJOURNED MEETINGS

Any meeting may be adjourned to a time, place, and date certain, but not beyond the next Regular Meeting. Once adjourned, the meeting may not be reconvened except at the time, date, and place provided for in the motion.

3.7 MEETINGS TO BE OPEN TO THE PUBLIC

- A. Pursuant to the Arizona Open Meeting Law, with the exception of Executive Sessions, all Regular Meetings, Special Meetings, Work Sessions, and Emergency Meetings shall be open to the public.
- B. All public meetings may be recorded or photographed by means of audio, video, or photographic equipment; provided however, that there is no interference with the orderly conduct of the meeting and the equipment is placed in non-hazardous locations as designated by Town Staff.

3.8 CONDUCT AND DECORUM

A. Members:

1. Any Member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer, may speak. The Presiding Officer shall not unreasonably withhold such recognition. However, the Presiding Officer may call for a vote as to whether to continue a repetitive discussion or motion.
2. When two or more Members wish to speak, the Presiding Officer shall determine the order of speaking and recognize the first speaker.
3. While a Member is speaking, no other Member shall interrupt except to make a point of order or point of personal privilege. A point of order is raised when a Member raises a question of whether there has been a breach of the procedures. A point of privilege is raised when a disturbance occurs or when anything affecting the rights of the Members occurs and a Member states the problem; the Presiding Officer decides the question.
4. When a motion is made and seconded, the Presiding Officer shall ensure that the debate is confined to the motion.
5. The Town Council will not tolerate harassment, personal attacks, or discrimination against each other or by members of appointed Boards, Commissions, or Committees. Any Town Council appointee who violates this provision will be subject to removal by a majority vote. Elected Officials who violate this section may be subject to the provisions of Section 15.11 Sanctions.
6. If a Member acts in violation of these rules, the Presiding Officer shall, or any Member may, call that Member to order. The Member so called shall immediately cease speaking, but may appeal to the Town Council or Board, Commission or Committee, as applicable. Any such appeal shall be decided by a majority vote without debate. See Section 1.3.

B. Town Staff:

Town Staff and employees of the Town shall observe the same rules of procedure and decorum as the members of the Town Council.

C. Public:

Members of the public attending meetings shall observe the same rules of order and decorum applicable to the Town Council. Unauthorized remarks or demonstrations from the audience, such as applause, stamping of feet, whistles, boos, yells, and/or other demonstrations shall not be permitted. The Presiding Officer, or the Council or Board, Commission or Committee as applicable, by majority vote may, after issuing a verbal warning to persons causing such disturbances, direct a police officer to remove such offender(s) from the meeting.

SECTION 4 MEETING AGENDAS AND NOTICES

4.1 AGENDA ITEM SUBMITTAL FOR COUNCIL REGULAR AND SPECIAL MEETINGS AND WORK SESSIONS

- A. Items may be placed on a Regular, Special, , or Work Session Agenda for Town Council discussion and possible action by any Council member and Town staff pursuant to procedures as outlined in the Town Code.
- B. Contracts, ordinances, resolutions and other documents requiring review by the Town Attorney shall be provided to the Town Attorney prior to placing the item on the Agenda and in sufficient time for legal review.
- C. Any item placed on an agenda must be accompanied by supporting documents and an Agenda Action Form that contains, at a minimum, the following information:
 - 1. Background information on the item;
 - 2. Financial impact if approved; and
 - 3. Proposed action.

The documents and Agenda Action Form must be submitted to the Clerk's Office sufficiently in advance to be included in the council packet, but no later than noon on the Monday prior to the regularly scheduled meetings. If the agenda item is requested by a Council member, it will be noted on the agenda and the requesting member should sign an Agenda Action Form.

4.2 AGENDA ITEM SUBMITTAL FOR EXECUTIVE SESSIONS

Items may be placed on the Agenda for a Town Council Executive Session for discussion if in compliance with the Town Code, these Rules of Procedure, and applicable provisions of the Arizona Revised Statutes, by the following process:

- A. Items may be placed on an Agenda for Executive Session discussion by Council members, Town Staff, and the Town Attorney.
- B. The Town Attorney may review items submitted for Executive Session discussion prior to placement on the Agenda to ensure that the item is legally permissible to be discussed in Executive Session pursuant to A.R.S. § 38-431.03.

4.3 COUNCIL PACKETS

- A. Town Council packets contain the Agenda, unapproved Minutes of previous Town Council Meetings, Town Council communications, and any ordinances, agreements, or resolutions to be acted upon including Agenda Action Forms, and other documentation that may be attached to support items contained on a Town Council Agenda for all noticed meetings of the Town Council.
- B. Full packets for all noticed Town Council Meetings (except Executive Session documentation) are placed in the Council member's box. Every effort will be made to distribute full packets by the Thursday prior to each Regular Town Council Meeting, but not less than 24 hours prior to any Special Session.
- C. Material that is not received in a timely manner to include in the Council packets will be distributed to Council members with a bright green sheet attached, noting the agenda item number to which the document applies. These green sheets are used only in connection with agenda items to alert Council members that there is additional meeting information.

4.4 PREPARATION OF AGENDA

- A. An Agenda is the formal description of items to be considered by the Town Council at a noticed meeting of the Town Council. Complete agenda items, the Agenda Action Form, and all supporting documentation must be submitted to the Clerk's Office no later than noon the Monday before the meeting. Incomplete agenda requests and/or late agenda items will be returned to the submitting department.
- B. The Town Clerk shall prepare the agendas for all meetings of the Town Council based on the Agenda Action Forms that are submitted to the Clerk's Office. The Town Clerk may prepare an addendum to the Agenda for items that have emerged after the Agenda has already been distributed with the approval of the Town Manager AND the Mayor.

Addenda will be prepared on bright-green colored paper to catch the attention of Council members. Bright-green colored paper is reserved for agenda matters only and shall not be used by other Town staff.

- C. Agenda Meetings are held no later than the Wednesday before the Council meetings at a time set by the Mayor and Manager. Agenda Meetings are attended by the Mayor, Manager, Town Clerk, and no more than two (2) interested Council members for the purpose of reviewing the agenda for appropriateness, comprehensiveness, and order only. The Agenda Meeting will not be used for discussion or deliberation of the proposed agenda items. **Note: to avoid potential violations of Open Meeting Laws, no more than two Council members, in addition to the Mayor, may attend Agenda Meetings.** To avoid a possible quorum in attendance at an Agenda Meeting, interested members must notify the Town Clerk prior to an Agenda Meeting that he or she plans to attend.

Incomplete or inaccurate items and/or the timeliness of items shall cause them be removed from the agenda and returned to the appropriate department with a request to resubmit the item(s) upon resolution of the issue.

Special Session agendas are usually reviewed by the Manager and the Mayor only.

- D. The final Agenda must be posted by Thursday at 5:00 p.m. prior to the Town Council's regular meetings. To meet this requirement, the packets are prepared no later than 2:00 p.m. on Thursdays . Special, Executive, and Work Session agendas must be posted no later than 24-hours prior to the meeting.

4.5 AMENDED AGENDAS

The Town Clerk may amend a published Agenda, but not less than twenty-four (24) hours prior to the designated Meeting and only upon approval from the Mayor and the Town Manager. The Town Clerk may amend the agenda to correct minor errors upon notification to the Manager and/or Mayor. Subsequent amended Agendas will indicate the sequential number of the amendment and the date amended.

4.6 PREPARATION AND POSTING OF MEETING NOTICES

Council Agendas are posted at each of the following locations at least 24 hours before each meeting:

1. The bulletin board on the wall outside Town Hall
2. The bulletin board at Basha's, and
3. on the Town's Website.

Commission agendas are posted at the Town Hall Bulletin Board and on the Town's webpage.

4.7 DISTRIBUTION OF AGENDAS AND NOTICES

- A. The Town Clerk shall ensure that the Mayor and Town Council members receive copies of all Town Council Meeting Notices and Agendas, and any documentation provided for said Meeting, not less than twenty-four (24) hours prior to the Meeting.
- B. The Town Clerk shall ensure that the Town Council Meeting Notices, Agendas, and documentation, as deemed necessary, are distributed to the Town Manager and the Town Attorney and necessary Town Staff, and posted to the Town's website.

SECTION 5 ORDER OF BUSINESS FOR TOWN COUNCIL MEETINGS

5.1 ORDER OF BUSINESS

The Order of Business of each meeting of the Town Council shall be as contained in the Agenda as prepared by the Town Clerk and approved by the Mayor and Manager. The Agenda shall be sequentially numbered by topic and list each item included under each agenda category followed by a brief description, including a dollar amount where appropriate.

5.2 REGULAR MEETINGS

The general form of the Agenda shall be as follows and may be changed as necessary:

AGENDA

Members of the Camp Verde Town Council may attend either in person or by telephone conference call.

I. Call to Order

- II. Pledge of Allegiance
- III. Roll Call
- IV. Consent Agenda
- V. Call to the Public
- VI. Council Informational Reports
- VII. Business
- VIII. Call to the Public
- IX. Manager/Staff Report
- X. Adjournment

Presentations to the Town Council will be limited to 10 minutes, unless otherwise designated by a majority vote. Responses from the audience shall be limited to 3 minutes per speaker. Public input on items other than the Call to the Public for items not on the agenda is at the discretion of the Council; however, public input is usually encouraged on non-administrative matters.

All Agendas shall have the following statement placed at the bottom of the Agenda: Persons with special accessibility needs should contact the Town Hall, 928-567-6631, at least 24-hours prior to the meeting.

5.3 SPECIAL MEETINGS

- A. For Special Meetings, the Agenda will generally be prepared in the following order:

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Business
- V. Executive Session (optional)
- VI. Adjournment

5.4 WORK SESSION MEETINGS

Questions may be directed by the Town Council to a member of the public or another interested party, or in appropriate circumstances, a brief presentation may be permitted by a member of the public or another interested party on an Agenda item or a particular question related to an Agenda item. Presentations to the Town Council will be limited to 10 minutes for the presentation and discussion period, unless otherwise designated by a majority vote.

Citizens may attend work-study sessions, but can speak only after an open Call for Public Input. Speakers will be limited to 3 minutes per speaker.

The Agenda generally will be prepared in the following order:

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Agenda Items for Discussion (Items numbered for order). Normally, work session items listed are for discussion only. No Action will be taken unless the item(s) is properly agendized for action.**
- V. Adjournment**

5.5 EXECUTIVE SESSIONS

The Agenda for an executive session generally will be prepared in the following order:

- I. Call to Order**
- II. Agenda Items for Discussion**
- III. Adjournment**

5.6 ITEMS CONSIDERED IN ORDER

- A. The Presiding Officer, or the Town Council by a majority vote, may consider items out of sequence from the printed Agenda for the meeting.
- B. Action may be taken on all items listed for action on the Agenda. In the event of an emergency, action may be taken on items not listed on the Agenda. However, the action must subsequently be noticed in accordance with A.R.S. §38-431.02, as amended.

5.7 MAYOR AND COUNCIL MEMBERS REPORT ON CURRENT EVENTS

This is the time that Council members may present a brief summary on current events. Attendance at meetings and other important information shall be listed on the agenda or shall not be otherwise stated. Open Meeting Laws prohibit the Town Council from proposing, discussing, deliberating, or taking any legal action on the information presented unless the specific item is listed on the Agenda.

5.8 MANAGER/STAFF REPORT ON CURRENT EVENTS

The purpose of this section of the Agenda is to afford the Town Manager and/or staff an opportunity to provide the Town Council and the public with status reports or updates on Town projects and to alert them to upcoming Town events or regional events of potential interest. The topic of these reports shall be listed on the agenda. No discussion or action may be taken unless the specific item is listed on the Agenda.

5.9 CALL TO THE PUBLIC

- A. Presentation of petitions or public comments on Non-Agenda items are heard under "Call to the Public." All citizens and interested parties will be limited to a maximum of three (3) minutes to address the Town Council on a non-agenda item. However, the time limit may be waived by vote of the Town Council.
- B. At the conclusion of all citizen comments, the Mayor or any Councilmember may take any or all of the following actions:
 - 1. Ask Town Staff to review the matter.
 - 2. Ask that the matter be put on a future Agenda.
 - 3. Thank the citizens for their comments.

If a citizen has criticized one or more members of the Council, the Council may respond to such criticism, but only at the conclusion of the Call to the Public.

5.10 PRESENTATIONS

This section of the Agenda is for allowing the Mayor, Council members, Town Staff, and invited interested parties to make informational presentations to the Town Council and the public. Presentations are limited to no more than ten minutes for the presentation and discussion. Such informational items may only be discussed if specifically listed on the Agenda. No action may be taken on Presentation items unless properly agendized. The Mayor or the Chair will monitor this.

5.11 CONSENT AGENDA

- A. The Consent Agenda includes items that (i) are of such a nature that discussion may not be needed or required or (ii) have been previously studied by the Town Council. These items may be adopted by a single motion, second, and affirmative vote of a majority (4) Council members. All routine, administrative-type items, such as contract awards and approvals, etc. shall be placed on the Consent Agenda.
- B. Consent Agenda items will NOT be read aloud, except for resolution and ordinance titles and proclamations.
- C. There is no discussion on items listed under the Consent Agenda beyond asking questions for simple clarification, unless a Council member requests that an item be removed for discussion.
- D. If an item is pulled from the Consent Agenda for discussion, public input may be allowed on that item.

5.12 BUSINESS

- A. The Presiding Officer or designee will introduce each Business item by reading its title or description from the Agenda. Consent Agenda items, except Resolutions and Ordinances will NOT be read aloud.
- B. If a public hearing is required for a business item, the following sequence of events will generally be followed: Appropriate Town Staff will present its report and recommendation (if any). Council members will then have an opportunity to question Town Staff. The Presiding Officer will then open the public hearing. The first speaker will be the applicant (if any), who will have an opportunity to present comments, testimony, or arguments to the Town Council. The Presiding Officer will then ask for public comment. The applicant will then be afforded an opportunity for rebuttal and concluding comments. The public hearing will then close and no further public comments will be taken. The Town Council will then deliberate and take action.
- C. Those speaking before the Town Council, other than the applicant, will be allowed three (3) minutes to address the Town Council, but time limits may be waived upon consensus of the Town Council.

5.13 ADJOURNMENT

The open public meeting of the Town Council may be adjourned by a motion, a second, and an affirmative majority vote.

SECTION 6 PROCEDURES FOR CONDUCTING THE MEETING

Where practicable, executive sessions will be held prior to the regular business meetings, as opposed to during a meeting and/or following a meeting. Meetings will conclude at 10:00 p.m. unless a majority of Council votes to continue the meeting to a later time. Council member discussion may be limited by a majority vote if the agenda is large and the meeting is expected to last past 10:00 p.m. A break will be scheduled as close to 8:00 p.m. as possible.

6.1 CALL TO ORDER

All meetings shall be called to order by the Presiding Officer.

6.2 PARTICIPATION OF PRESIDING OFFICER

The Presiding Officer shall conduct the meeting. The Presiding Officer may debate and vote, subject only to such limitations of debate as are imposed on all Members.

6.3 INTRODUCTION/EXPLANATION OF AGENDA ITEMS

Except for Consent Agenda Items, the Presiding Officer shall introduce each Agenda item by reading its full title and description, if any, and may provide whatever additional information he or she deems necessary or reasonable.

6.4 MAINTENANCE OF ORDER

The Presiding Officer is responsible for the maintenance of order and decorum at all times. All questions and remarks shall be addressed to the Presiding Officer.

SECTION 7 MOTIONS

7.1 MOTION PROCEDURE

- A. When a motion is made and seconded, it shall be stated by the Presiding Officer before debate.
- B. The maker of the motion has the right to modify his or her motion or to withdraw it entirely. If the motion is modified, the Member who has seconded it has the right to withdraw or affirm his or her second.
- C. If a modification to a motion made by another Member is accepted by the maker of the motion, the Member who seconded the unmodified motion shall be requested to reaffirm his or her second after modification. If the Member refused to reaffirm the second, the second is presumed made by the Member suggesting the modification.
- D. In the case of a tie in votes on any motion, the motion shall be considered defeated.

7.2 MOTION TO APPROVE OR ADOPT

A motion to approve or to adopt shall be to approve the Agenda item as proposed or as proposed with an amendment(s) or stipulation(s). After the motion is made and seconded, it shall require an affirmative majority vote (4 votes) to pass, unless the matter is subject to a super majority vote (two-thirds or three-quarters majority). If the motion fails, the Agenda item shall be deemed defeated, unless a new motion is introduced and seconded.

7.3 MOTION TO DENY OR DISAPPROVE

A motion to deny or to disapprove shall be to reject the Agenda item as proposed. After the motion is made and seconded, it shall require an affirmative majority vote (4 votes) to defeat the item. If the motion fails, the Agenda item will not be deemed approved, unless a separate motion to approve or adopt is made and seconded and passes by the requisite majority vote.

7.4 MOTION TO POSTPONE

A motion "to postpone" is used to postpone an item on the Agenda until a definite time or indefinitely. This motion is debatable, and because it can be applied only to the main question, it can, therefore, only be made while the main question is immediately pending (a motion and second is on the floor). This motion is commonly used to postpone an item until a more appropriate time.

7.5 MOTION TO TABLE

Motions to table or more properly, to “lay on the table” is a proposal to suspend consideration of the pending motion. Under Robert’s Rules of Order, a motion to table is properly used only when it is necessary to suspend consideration of a main motion in order to deal with another matter that has unexpectedly arisen and which must be dealt with before the pending motion can be properly addressed. Tabling a motion can be very useful to an assembly when 1) a presenter has been delayed or 2) timely information is not available, and staff needs to leave to retrieve or copy the information. Using the Motion to Lay on the Table enables Council to move on. When the delayed person arrives or the information is available, Council can then “take the item from the table” and resume discussion.

The use of a motion “to table” in order to ‘kill’ a motion is improper. A Member that seeks to avoid a direct vote on a main motion while cutting off debate should make a motion that requires a 2/3 vote, such as an “objection to consideration of the question” which is in order *before* debate has begun or a motion to “postpone indefinitely” (in order at any time with a simple majority), followed by an immediate motion for the “previous question” (2/3 vote required).

Although the motion is undebatable, the Chair can ask the maker of the motion to state his or her reason in order to establish the urgency and legitimate intent of the motion or the maker can state it on his or her own initiative.

7.6 MOTION TO CLOSE, LIMIT, OR TO EXTEND DISCUSSION

Commonly referred to as “Calling the Question,” this motion is used to limit or close debate on, or further amend, the main motion. This motion cuts off debate. The Presiding Officer shall immediately ask the Members to vote on whether to call for a vote on the main motion. The next vote will be on the main motion, which the Chair must state.

7.7 MOTION TO AMEND

- A. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to the amendment shall not be in order.
- B. Amendments shall be voted on first, then the main motion as amended.

7.8 MOTION TO CONTINUE

Motions to continue shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.

7.9 DIVISION OF QUESTION

If the question or motion contains two or more propositions that could be divided, the Presiding Officer may, upon his or her own initiative or upon the request of a Member, divide the question or motion into multiple questions or motions for separate consideration and action.

SECTION 8 VOTING PROCEDURE

8.1 CASTING A VOTE

- A. In acting upon every motion, the vote shall be taken by casting an affirmative (“yes” or “aye”) or negative (“no” or “nay”) voice, roll call, or other vote method as determined by the Presiding Officer from which the vote of each Member **can be clearly ascertained**.
- B. The vote on each motion shall be entered into the Record by number of and the names of Members casting votes for and against, if called for by voice, roll call, or other method.
- C. If a Member has declared a Conflict of Interest and is absent during the roll call vote, the Town Clerk shall include “Absent for the vote due to declared conflict of interest” in the Official Minutes as part of the results of the vote.

8.2 ABSTENTION AND RECUSAL

- A. If a Member has a conflict of interest on a matter before the Council or Board, Commission or Committee, he or she shall declare a conflict of interest pursuant to Section 10 and recuse him or her from voting on a particular Agenda item on grounds of a declared conflict of interest.
- B. Sometimes a Member may have a reason other than a statutory or non-statutory conflict of interest that he or she believes hinders, compromises, or impairs his or her ability to cast a vote for or against a particular Agenda item. In such event, the Member may abstain from voting.

8.3 TIE VOTES

When there is a tie vote on a motion requiring a majority vote (4 votes) for adoption or approval, the motion shall be deemed defeated.

8.4 RECONSIDERATION

A reconsideration is a method used to temporarily suspend an action taken during a meeting. Any Member who voted with the majority may, **at the same meeting**, move for reconsideration of any action taken at that meeting. If the motion receives a second from either side (prevailing or non-prevailing), no further discussion can occur and no vote is required. The item will be placed on the next available agenda for reconsideration and action. This method suspends all discussion to allow for appropriate and adequate public notice that Council might or might not change their decision at a future meeting. .

After a motion for reconsideration has been acted upon, no other motion for reconsideration thereof shall be made without the unanimous consent of the Town Council or Board, Commission or Committee.

For the purposes of this section, discussion of items that Council addressed at previous meetings are not to be considered a 'reconsideration' unless, the motion for reconsideration was made and seconded as described above. Matters that were voted upon at a previous meeting must follow procedures as outlined in the Town Code relative to placing items on the agenda.

8.5 APPOINTMENTS BY THE TOWN COUNCIL OF BOARD, COMMISSION AND COMMITTEE MEMBERS

A nomination that does not receive a second fails. Four votes are required for appointment of Board and Commission members.

SECTION 9 MEETING RECORDS; MINUTES

9.1 MEETING RECORDS

The official record of each Town Council Meeting shall consist of any legal actions formally adopted or approved by the Town Council during the Meeting, including any attachments or exhibits thereto, and the final approved Minutes of the Meeting. The record shall also include any documents or other tangible matter submitted to the Town Council, Board, Commission or Committee or the Town Clerk for inclusion in the record by persons addressing the Council or Board, Commission or Committee in connection with agenda items during the Meeting. These records shall be maintained and preserved by the Town Clerk as the official custodian of records for the Town.

9.2 MINUTES

- A. The Town Clerk's office shall provide staff support at all Council meetings to include Regular, Special, and Emergency Meetings and Work and Executive Sessions for the purpose of taking notes and/or audio recordation of the Meeting or Session, as appropriate.
- B. For Regular, Special, and Emergency Meetings, written action Minutes instead of verbatim Minutes shall be taken so that a brief accounting of the issues discussed and actions taken is compiled and entered into the permanent Minute Book of the Town and kept on file and of record in the Office of the Town Clerk. The Minutes shall reflect Member attendance for the entire meeting (including notations indicating when a Member arrives late or leaves early). Audio or video recordings of meetings will be retained in accordance with the current State of Arizona Records Retention and Disposition Schedules.
- C. Executive Session Minutes shall be confidential. Executive Session Minutes shall be taken in summary form and shall be restricted to indicating the topic discussed, the speakers, and a brief summary of what was said by each speaker. Executive Session Minutes shall be kept in a separate secure confidential file in the Office

of the Town Clerk. Executive Session Minutes may be accessed only as provided by the Arizona Revised Statutes or court order.

- D. All Minutes of Meetings are Public Records under the Arizona Public Records Law (A.R.S. §§ 39-121 *et seq.*, as amended), with the exception of Executive Session Minutes. Audiotapes and videotapes of public Meetings are also Public Records.

SECTION 10 CONFLICT OF INTEREST

10.1 ARIZONA CONFLICT OF INTEREST LAW -- INTRODUCTION

Sometimes a member of the Town Council or Board, Commission or Committee may face a situation which requires that Member not to participate in a discussion and voting on an agenda item. This situation exists when the member has a pecuniary or proprietary interest in the outcome of the vote. (*This results in a "conflict of interest" as defined by the Arizona conflict of interest law, A.R.S. §§ 38-501, et seq.*) This law establishes minimum standards for the conduct of public officers and employees who, in their official capacity, are, or may become involved with, a decision that may unduly affect their personal interests or those of their close relatives.

10.2 PURPOSE OF CONFLICT OF INTEREST LAWS

The purpose of Arizona's conflict of interest law is to prevent self-dealing by public officials and to remove or limit any improper influence, direct or indirect, that may bear on an official's decision, as well as to discourage deliberate dishonesty.

10.3 APPLICABILITY OF ARIZONA CONFLICT OF INTEREST LAW

The Arizona conflict of interest law, as now in effect and as it may be amended in the future, applies to all matters considered by and all actions taken by the Town Council or Boards, Commissions and Committees.

10.4 DISCLOSURE OF INTEREST

Any Member who believes he may have a conflict of interest should seek the opinion of the Town Attorney as to whether a conflict exists under the Arizona conflict of interest law. Any Member who has a conflict of interest in any agenda item or other matter discussed by the Council or Board, Commission or Committee must disclose that interest. The Member must file a signed written disclosure statement fully disclosing the interest, and declare the existence of the conflict and the reasons therefore at a Town Council or Board, Commission or Committee meeting. The Disclosure of the conflict shall include a statement that the Member withdraws from further participation regarding the matter. The Town Clerk shall maintain for public inspection all documents necessary to memorialize all disclosures of a conflict of interest by a Member.

10.5 WITHDRAWAL FROM PARTICIPATION

Having disclosed the conflict of interest and withdrawn from the matter, the Member must not participate in the decision-making process of the Council or Board, Commission or Committee. Further, the Councilmember should remove himself/herself from the room while the matter is being considered and decided.

10.6 RULE OF IMPOSSIBILITY

In the unlikely situation that a majority (4) of the Members have a conflict of interest on a matter such that the Town Council or Board, Commission or Committee is unable to act in its official capacity, less than a quorum may act on the matter upon approval of the Town Attorney.

10.7 IMPROPER USE OF OFFICE FOR PERSONAL GAIN

Public officers and employees are prohibited from using or attempting to use their official positions to secure valuable things or benefits for themselves, unless such benefits are part of the compensation they would normally be entitled to for performing their duties.

10.8 SANCTIONS FOR VIOLATIONS

Violations of the conflict of interest provisions set forth herein shall be punished as provided for by state law.

10.9 NON-STATUTORY CONFLICTS OF INTEREST

The Council is committed to an open and transparent government and as such, endeavors to avoid all *appearances* of impropriety. As such, if a Member feels ethically constrained from participating in the discussion and voting on an agenda item, even though the circumstances may not technically amount to a conflict of interest under the Arizona conflict of interest law, the Member may declare a conflict. Such conflicts may not violate the state law, but may create an appearance of impropriety. Under such circumstances, the Member should consider disclosing the conflict on the record, formally recusing himself, and stepping down from the dais until the Town Council or Board, Commission or Committee has concluded the public hearing and its discussion and voting upon the item.

SECTION 11 BOARDS, COMMISSIONS, AND COMMITTEES

The Town Council may create such Boards, Commissions, and Committees, as it deems necessary to assist in the conduct of the operation of Town government.

11.1 BOARDS, COMMISSION, AND COMMITTEES

- A. All Boards, Commissions, and Committees of the Town shall be classified as a regularly scheduled or unscheduled Board, Commission, or Committee. Regularly scheduled Boards, Commissions, and Committees are those that meet on a regularly scheduled basis or may be quasi-judicial in nature. Unscheduled Boards, Commissions, and Committees meet on an as called basis. All Boards, Commissions and Committees serve at the pleasure of the Council.
- B. The Town's current regularly scheduled Boards, Commissions, and Committees are:
 - 1. Planning and Zoning Commission
- C. The Town's unscheduled Boards, Commissions, and Committees consist of the Board of Adjustments and Appeals.
- D. Any Board, Commission, or Committee the Town creates shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by the Town Council.

11.2 SELECTION OF BOARD, COMMISSION, AND COMMITTEE MEMBERS

- A. The Town Council generally makes appointments to the Town's Boards, Commissions, and Committees in January of each year and on an as-needed basis. The Town continually accepts applications from Camp Verde residents interested in serving on a Board, Commission, or Committee. The application form is available from the Town Clerk or on the Town's web site. Completed applications are kept on file for consideration when vacancies occur.
- B. A call for applications to fill vacant seats shall be published via media public service announcements, advertising where budget permits, posting, web site, and other means available to the Town.
- C. Persons applying for the vacant seats must fill out and submit the Town application form to the Town Clerk.
- D. After reviewing the completed applications, the Town Clerk shall place selection of the new Board, Commission, or Committee members on the next available Regular Meeting Agenda. The Council Packet for the meeting shall include copies of all applications that meet eligibility requirements that are received for the vacant seats.
- E. All applicants shall be notified of the time and date of the public meeting for selection of the new Board, Commission, or Committee members and shall be invited to attend so that they may answer questions by the Town Council. The public will not be able to ask questions of the applicants.

- F. At the conclusion of the question and answer session, the Council members shall vote to fill each vacancy by casting a vote in favor of one of the applicants.

The applicant receiving the lowest number of votes will be dropped, and the Council will continue to vote until one applicant receives a majority of four (4) votes.

- G. Each vacancy will be voted on separately. In the event that there are an equal number of applicants for the vacant seats, Council may make one motion to appoint a certain number or all of the applicants.

11.3 QUALIFICATIONS FOR APPOINTMENT

- A. All members of Boards, Commissions, and Committees shall meet the following minimum qualifications upon their appointment, unless the Town Council by a majority vote waives or alters the requirement:

1. At least eighteen years of age.
2. A full-time resident of the Town of Camp Verde for at least one year. Residency will be determined in the same manner as residency is determined for purposes of voting in Town elections.

- B. Town employees or appointed officers shall not be eligible for appointment to any Board, Commission, or Committee, but may be requested to provide support thereto. Council members may serve on Committees or as a liaison to a Board or Commission, unless provided otherwise.

11.4 TERM, VACANCIES, AND REMOVAL

- A. All members of the Town's Boards, Commissions, and Committees shall serve at the pleasure of the Council and any Board, Commission, or Committee member may be removed by the Town Council.

- B. A vacancy on a Board, Commission, or Committee shall be deemed to have occurred upon the following:

1. Death or resignation of a member of a Board, Commission, or Committee.
2. A member ceasing to be a Town of Camp Verde resident.
3. Three consecutive unexcused absences by a member from Board, Commission, or Committee meetings. Unexcused absences are those in which a member has failed to provide sufficient notice to the Department Head (at least three days if not an emergency). Such notice allows staff to determine if a quorum will be present.
4. Failure to attend mandatory meetings as set by Council (i.e. work sessions, Quarterly Report meetings, or the Annual Training meeting for all Boards and Commissions).

- C. If a Member is no longer eligible to serve and does not resign voluntarily, the Department Head shall notify the Town Manager that a vacancy has occurred. The Manager shall place the matter on the next available agenda for Council consideration.

11.5 APPLICABILITY OF ARIZONA'S OPEN MEETING LAW AND CONFLICT OF INTEREST LAW

All Boards, Commissions, and Committees are subject to the Arizona Open Meeting Law and Conflict of Interest Law.

SECTION 12 COUNCIL AND CANDIDATE RELATIONS WITH TOWN STAFF

12.1 USE OF TOWN STAFF

No Councilmember shall request any staff project without first seeking approval of the Town Manager.

Section 3-2-1.E of the Town Code: Council to Act through Manager: Except for the purpose of inquiry, the council and its members shall deal with the administrative branch solely through the manager, and neither the council nor any member thereof shall give orders or instructions to any subordinate of the manager either publicly or privately. The Town Manager shall take his orders and instructions from the Council only when sitting in a duly convened meeting of the Council and no individual Council member shall give orders or instructions to the Town Manager.

12.2 INFORMATION PROVIDED TO ALL CANDIDATES

- A. For purposes of these Rules of Procedure, Town Council "candidates" shall be those who qualify as candidates when the nominating period closes. For purposes of these Rules of Procedure, the time period between when nominations close and the final election shall be known as the "Campaign Period."
- B. Once the candidates, including incumbents running for re-election, have been identified, all candidates shall receive Council Packets for each Town Council Meeting that is scheduled during the Campaign Period.
- C. During the Campaign Period, when one candidate submits a public information request to the Town, all of the other candidates shall be notified that the request has been made and, if the information is provided to the requestor, shall be afforded the opportunity to request and obtain the same information.

12.3 STAFF COMMUNICATIONS THROUGH TOWN MANAGER

At all times, all formal communications by Town Council members to Town Staff shall be made through the Town Manager or the appropriate department head.

12.4 STAFF COMMUNICATIONS THROUGH TOWN CLERK

During the Campaign Period, all communications to Town staff regarding the pending election by Town Council members running for re-election and candidates to Town Staff shall be made through the Town Clerk, and the Clerk shall notify all other candidates of each communication. This provision shall not preclude a Councilmember speaking directly to the Town Manager regarding any matter related to Town business.

12.5 PROHIBITION AGAINST USING TOWN RESOURCES FOR ELECTION

Pursuant to A.R.S. § 9-500.14, no Town Council member or other representative of the Town may use Town personnel, equipment, materials, buildings or other resources for the purpose of influencing the outcome of an election. In addition, copies of candidate filings will not be provided free of charge. This rule applies to all candidates, including incumbents.

SECTION 13 CORRESPONDENCE POLICIES AND USE OF PERSONAL COMPUTERS AND PERSONAL ELECTRONIC DEVICES FOR TOWN BUSINESS

13.1 DEFINITIONS

- A. Personal Computers (PCs) means: home, business, and lap top computers not owned by the Town.
- B. Personal Electronic Devices or (PEDs) means cell phones, palm pilots, and any other equipment capable of sending or receiving electronic messages.
- C. E-Mail means messages and communications sent to or received by others through any type of technological device concerning Town business and/or matters that are or could be a future agenda item.
- D. Legal Opinion means a written opinion given by the Attorney.
- E. Incidental Correspondence means routine items that do not set policy.
- F. Policy Correspondence means that which purports to set or explain official Town policy.
- G. Implementation Correspondence means that which implements a policy or a position that is already established by Council.
- H. Citizen Complaint Correspondence means a written complaint form that has been filed by a citizen.

- I. Mail Distribution means incoming mail that is distributed by Clerk's Office staff to the appropriate party.

13.2 PUBLIC ACCESS AND STORAGE OF E-MAIL

- A. The Town cannot guarantee that PCs and PEDs used by Town Council members in conducting Town business will be protected from public access. All public records are subject to public records requests. In addition, e-mails, and other documents related to Town business not otherwise classified as public records may be subject to discovery orders in litigation. Thus, all e-mails or other correspondence pertaining to Town business that is received or sent by a Council member should be copied to the Town Clerk for the public record.
- B. Town Council members who send or receive e-mails related to Town business from PCs or PEDs shall copy the e-mail to the Town Clerk each time an e-mail is sent or received. .
- C. The Town shall maintain a repository for all e-mails that are received or sent by Town Council members for the time prescribed by law. The repository will be subject to public records, discovery, and other lawful requests. The Town does not have resources to delete personal comments from e-mails. Town Council members shall have no expectation of privacy with respect to the contents of e-mails copied to or forwarded to the repository.
- D. E-mails and documents related to Town business shall be retained on PCs and PEDs only for such time as needed and may be deleted from PCs and PEDs after they have been copied to or forwarded to the Camp Verde e-mail address.

13.3 CORRESPONDENCE

- A. **Incidental Correspondence** are routine items that do not set policy for the Town, such as acknowledging receipt of documents, public relations responses, letters of appreciation, and congratulations for special activities and events. Incidental correspondence may be answered by the Mayor or other Council members. Note cards with the Town logo are available for Council use. Individual Council members may review the correspondence and comment to the Mayor or a Council member on a particular response or request a review by the full Council.
- B. **Policy Correspondence** is that which purports to set or explain official policy of the Town, such as letters of support, expressions of position or opinion, or assertions of intent. It must first receive approval of a majority (4) of the Council at public meeting and will then be signed by the Mayor or other such member authorized by Council on behalf of the Council.

At the first meeting in January of each year, Council may adopt a Policy Statement that authorizes the Mayor, as the Town's Chief Elected Official, to support or oppose bills introduced during Legislative Sessions when they adversely affect the Town's interests and require an immediate response.

- C. **Implementation Correspondence** is that which implements a policy or position already established by the Council, such as continuing letters of support on legislation, positions on actions by other governmental agencies, responding to public information requests, and other administrative steps identified in the initial representation of the issue and approved by the Council. It will be signed by the Mayor and/or other such members authorized by Council.

- D. **Public Inspection** each type of correspondence will be kept chronologically in a separate binder available for public inspection.

- E. **Citizen Complaints** is that correspondence that is addressed to the Town, the Mayor, and/or any other Council member and that is signed or otherwise verified and identified to be a citizen complaint concerning any issue(s) relating to official Town business or responsibility as authorized by statute or other legal authority shall be directed to the Town Manager upon receipt to assign appropriately for resolution. Appropriate tracking measures shall be established in order for resolution to be reported back to the Town Manager, complainant, and the Town Council.

- F. **Mail Distribution** takes place upon receipt of mail addressed to the Town of Camp Verde, the Council as a whole, or to a particular staff member or department. Mail addressed to the Mayor and/or Council will be opened, date stamped, and copied to the entire Council if the content contains something of interest or that pertains to the entire Council. Documents will only be maintained as confidential if permitted under the Arizona Public Records Act. Thus, all mail marked "Personal and confidential" or "Confidential" will be opened and placed in the appropriate Council member's box. Should the Mayor or individual Council member determine that a citizen is making a complaint, the correspondence shall be immediately referred to the Town Manager in order for the appropriate assignments to be made and allowing for the resolution process to be started. Note: all personnel matters MUST be kept confidential unless the attorney advises otherwise.

Staff and department mail will not be opened; however, the envelopes will be date-stamped and placed in the appropriate box.

SECTION 14 COUNCIL BUDGET

14.1 ADOPTION OF TOWN COUNCIL BUDGET

The annual budget for the Town adopted by the Council will contain a line item designated for Council members' expenditures. This line item shall be the maximum amount that may be reimbursed to or expended by individual Council members pursuant to this section. This line item is a part of the approved Town Council Budget.

14.2 USE OF BUDGETED FUNDS; PROCEDURES

- A. The Council budget may be used only for expenses incurred by individual Council members for participation in business activities and events at which a Council member is representing the Town in the Councilmember's official capacity.
- B. In order to receive reimbursement for amounts expended for participation in activities or events described in Paragraph A, a Councilmember shall submit a receipt(s) to the Finance Director showing the amount expended and the purpose of the expenditure. If no receipt was received for the expenditure, reimbursement may be given if satisfactory evidence of the expenditure is submitted to the Finance Director. If there is uncertainty regarding whether the expenditure is an expense for which the Council member may be reimbursed pursuant to this section, the Finance Director shall obtain approval from the Town Manager prior to providing reimbursement to the Councilmember.

SECTION 15 CODE OF CONDUCT FOR ELECTED AND APPOINTED OFFICIALS

15.1 SUMMARY

The Three Rs of Camp Verde Government Leadership: Roles, Responsibilities and Respect

The Town Code provides information on the roles and responsibilities of Council Members, the Vice Mayor and the Mayor. This is a Code of Conduct for the Town of Camp Verde's elected officials.

This Code of Conduct is designed to describe the manner in which Council Members and appointed officials of the Town (collectively, "Public Officials") should treat one another, Town staff, constituents, and others they come into contact with in representing the Town of Camp Verde. It reflects the work of defining more clearly the behavior, manners and courtesies that are suitable for various occasions. This is designed to make the public meetings and the process of governance run more smoothly.

The content of this Code of Conduct includes:

- Overview of Roles and Responsibilities
- Policies and Protocol Related to Conduct
- Council Conduct with One Another
- Council Conduct with Town Staff
- Council Conduct with the Public
- Council Conduct with Other Public Agencies

- Council Conduct with Boards and Commissions
- Council Conduct with the Media
- Sanctions
- Principles of Proper Conduct
- Checklist for Monitoring Conduct

The constant and consistent theme through all of the conduct guidelines is “respect.” Public Officials experience significant workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, Public Officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Public Officials to do the right thing in even the most difficult situations.

15.2 OVERVIEW OF ROLES AND RESPONSIBILITIES

Other resources that are helpful in defining the roles and responsibilities of Public Officials can be found in the Town of Camp Verde Code and in the Elected Officials Guide published by the League of Arizona Cities & Towns.

MAYOR

- Is directly elected by the people pursuant to ARS §9-232.03. (Town Code, Section 2-2-1)
- Acts as the official head of the Town for all ceremonial purposes
- Chairs Council meetings (Town Code, Section 2-2-4)
- Calls for special meetings (Town Code, Section 2-3-2)
- Recognized as spokesperson for the Town of Camp Verde
- Makes judgment calls on proclamations, agendas, etc.
- Recommends subcommittees as appropriate for Council approval
- Leads the Council into an effective, cohesive working team
- Sign documents on behalf of the Town of Camp Verde

VICE MAYOR

- Serves at the pleasure of the Council (Town Code, Section 2-2-2)
- Performs the duties of the Mayor if the Mayor is absent (Town Code, Section 2-2-2)
- Chairs Council meetings in the absence of the Mayor

- Represents the Town at ceremonial functions at the request of the Mayor

ALL COUNCIL MEMBERS

All members of the Town Council, including those serving as Mayor and Vice Mayor, have equal votes. No Council Member has more authority than any other Council Member, and all should be treated with equal respect.

All Council Members should:

- Fully participate in Town Council meetings and other public forums while demonstrating kindness, consideration, and courtesy to others.
- Prepare in advance of Council meetings and be familiar with issues on the agenda.
- Represent the Town at ceremonial functions at the request of the Mayor or at the request of the Council.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Camp Verde government
- Provide contact information with the Town Clerk in case of an emergency or urgent situation arises while the Council Member is out of Town
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Conduct

MEETING CHAIR

The Mayor will chair official meetings of the Town Council, unless the Vice Mayor or another Council Member is designated as Chair of a specific meeting.

- Maintains order, decorum, and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on specific agenda items under consideration
- Makes parliamentary rulings. Chair rulings may be overturned if a Council Member makes a motion as an individual and the majority of the Council votes to overrule the Chair.

15.3 POLICIES AND PROTOCOL RELATED TO CONDUCT

A. Ceremonial Events

Requests for a Town representative at ceremonial events will be handled by Town staff. The Mayor will serve as the designated Town representative. If the Mayor is unavailable, then Town staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Council Member should be asked to serve as a substitute. Invitations received at Town Hall are presumed to be for official Town representation. Invitations addressed to Council members at their homes are presumed to be for unofficial, personal consideration.

B. Correspondence Signatures

Council Members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. The Town Clerk will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor unless the Mayor requests that they be signed by another Council Member or the Town Clerk.

If correspondence is addressed only to one Council Member, then that Council Member may check with staff on the best way to respond to the sender.

C. **Endorsement of Candidates**

Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official Town meetings.

D. Public Announcements in Council Meetings

Council Members who want to speak during the Call to the Public or Council Members Report portion of the Council meeting should notify the Chair in advance. Council Members, like members of the public who use this portion of the agenda to recognize achievements or promote an event, will be limited to three minutes each, and should keep the focus on matters of community-wide interest. Matters that may require Council action or direction should not be discussed and those items on the agenda should not be used for any form of campaigning.

E. Public Hearing Protocol

The applicant shall have the right to speak first. The Chair will determine the length of time allowed for this presentation. Speakers representing either pro or con points of view will be allowed to follow. All speakers should be heard. All statements should be made to and through the Chair. The applicant will be allowed to make closing comments. The Chair has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly.

Council Members should not express opinions during the public hearing portion of the meeting, except to ask pertinent questions of the speaker or staff. All Council Member comments or questions should be directed to the Chair. "I think" and "I feel" comments by Council Members are not appropriate until after the close of the public hearing. Council Members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

Main motions may be followed by amendments, followed by substitute motions. Any Council Member can call for the question or a point of order. Only Council Members, who voted on the prevailing side, may make motions to reconsider. Motions to reconsider must be made prior to adjourning the meeting.

F. Travel Expenses

The policies and procedures related to the reimbursement of travel expenses for official Town business by Council Members is according to the Town of Camp Verde Financial Operations Guide, as may be amended. All Council travel in excess of the allowed budget, in which the Council Member expects to officially represent the Town and/or be reimbursed by the Town for travel costs, must be approved in advance by the Council. In addition, all out of state travel for which the Council Member expects to officially represent the Town and/or be reimbursed by the Town for related travel costs, must be approved by the entire Council PRIOR to taking the trip. The travel policy and budget for Council should be reviewed at each annual budget cycle.

15.4 COUNCIL CONDUCT WITH ONE ANOTHER

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may “agree to disagree” on contentious issues.

A. IN PUBLIC MEETINGS

1. **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

2. **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the comments of Council Members on track during public meetings. Council Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair’s actions, those objections should be voiced politely and with reason, following procedures outlines in parliamentary procedure.

3. **Avoid personal comments that could offend other Council Members**

If a Council Member is personally offended by the remarks of another Council Member, the offended Council Member should make notes of the actual words used and call for a “point of personal privilege” that challenges the other Council Member to justify or apologize for the language used. The Chair will maintain control of this discussion.

4. **Demonstrate effective problem-solving approaches**

Council Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. When requesting that staff provide copies to Council members, provide an explanation as to your reasoning for the request.

B. IN PRIVATE ENCOUNTERS

1. Continue respectful behavior in private

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

2. Be aware of the lack of security of written notes, voicemail messages, and e-mail

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message were played on a speakerphone in a full office? What would happen if this e-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially “public” communication.

3. Even private conversations can have a public presence

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted. Remember the open meeting law prohibits conversations of four or more council members or the “linking” together through a common source of four or more individual conversations.

4. Other Town Public Officials

The foregoing guidelines concerning “Conduct with One Another” shall be followed not only by Council Members but also by other Town Public Officials.

15.5 COUNCIL CONDUCT WITH TOWN STAFF

Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implements and administers the Council’s policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

A. Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Inappropriate behavior towards staff is not acceptable.

B. Limit contact to specific Town staff

Consequently, remember Town staff is accountable to their supervisors. Tasks performed by staff that come from outside the normal chain of supervision could cause staff confusion, inadequate work product and inefficient performance. Questions of Town staff and/or requests for additional background information should be directed through the Town Manager, Town Clerk or Department Heads, or the Department Head’s designee. The Town Manager should be copied on any request. In accordance with Town Code Section 3-2-1-E, no Council Member shall give orders or instructions to any subordinate of the Town Manager other than instructions for the purpose of inquiry without the consent of the Town Manager.

When in doubt about what staff contact is appropriate, Council Members should ask the Town Manager for direction. Materials supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information.

C. Do not disrupt Town staff from their jobs

Council Members should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

D. Never publicly criticize an individual employee

Council should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Misdirected comments could violate the Town's personnel rules and limit the Town's ability to deal fairly and efficiently with personnel matters. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.

E. Do not get involved in administrative functions

Council Members must not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits.

F. Check with Town staff on correspondence before taking action

Before sending correspondence, Council Members should check with the Town Manager to see if an official Town response has already been sent or is in progress.

G. Do not attend meetings with Town staff unless requested by staff.

Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

H. Limit request for staff support

Routine secretarial support will be provided to all Council Members by Clerk's Office staff. Routine secretarial support consists of simple requests that consume minimum staff time, such as an occasional letter or note, travel arrangements for Council-approved events, or providing copies of requested material. Secretarial support does not include making phone calls or other support for non-Council-sanctioned events and/or maintaining an appointment calendar.

The Clerk's Office staff will prepare and/or process all correspondence and documents that have been approved in a duly convened Council meeting by a majority of the members. All requests for secretarial support must be made through the Town Clerk.

Requests for additional staff support – even in high priority or emergency situations – should be made through the Town Manager who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.

The Clerk's Office opens all mail for Council Members and distributes per the Correspondence policy. Mail delivered to Town Hall and marked 'confidential' will not be treated as confidential unless permitted under the Arizona Public Records Act, but will be distributed according to the Correspondence policy.

I. **Do not solicit political support from staff**

Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff; to do so could violate the law. Town staff may, as private citizens with constitutional rights, support political candidates for other government entities but all such activities must be done away from the workplace.

J. **Other Town Public Officials**

The foregoing guidelines concerning "Conduct with Town Staff" shall be followed not only by Council Members but also by other Town Public Officials.

15.6 COUNCIL CONDUCT WITH THE PUBLIC

A. **IN PUBLIC MEETINGS**

1. **Making the Public Feel Welcome** is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

Be welcoming to speakers and treat them with respect

Be fair and equitable in allocating public hearing time to individual speakers

Generally, each speaker will be allocated three minutes. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he/she exhibits inappropriate behavior. After the close of the public hearing, no more public testimony will be accepted.

2. **Give the appearance of active listening**

It is disconcerting to speakers to have Council Members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing

around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as “smirking,” disbelief, anger or boredom.

3. Ask for clarification, but avoid debate and argument with the public

Only the Mayor, no individual Council Members, can interrupt a speaker during a presentation. However, a Council Member can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council members’ personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

4. No personal attacks of any kind, under any circumstances

Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

B. IN UNOFFICIAL SETTINGS

1. Make no promises on behalf of the Council

Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise Town staff will do something specific (fix a pothole; remove a library book; plant new trees, etc.)

2. Make no personal comments about other Council Members

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

3. Remember Camp Verde is a Small Town

Council Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the Town of Camp Verde. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Other Town Public Officials

The foregoing guidelines concerning “Conduct with the Public” shall be followed not only by Council Members but **also by other Town Public Officials.**

15.7 COUNCIL CONDUCT WITH OTHER PUBLIC AGENCIES

A. **Be clear about representing the Town or personal interests**

If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Town; 2) whether this is the majority or minority opinion of the Council.

Council Members should be clear about which organizations they represent and inform the Mayor and Council of their involvement in order to assure their independence and impartiality on behalf of the common good. Public Officials should not use their official positions to influence government decisions in which they have a substantial financial interest or a relationship that may give the appearance of a conflict of interest. Public Officials should abstain from participating in deliberations and decision-making where conflicts of interest may exist as defined under Arizona law. Public Officials should discuss issues of conflict of interest with the Town Attorney.

B. **Correspondence also should be equally clear about representation**

Town letterhead may be used when the Council Member is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record.

Town letterhead should not be used for correspondence of Council Members representing a personal point of view, and is best not used to express a dissenting point of view from an official Council position. However, should Council Members use Town letterhead to express a dissenting point of view, the official Town position must be stated clearly, so the reader understands the difference between the official Town position and the viewpoint of the Council Member.

C. **Other Town Public Officials**

The foregoing guidelines concerning "Conduct with Other Public Agencies" shall be followed not only by Council Members but also by other Town Public Officials.

15.8 COUNCIL CONDUCT WITH BOARDS AND COMMISSIONS

The Town has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Council. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

A. **If attending a Board or Commission meeting, be careful to only express personal opinions**

Council Members may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation - especially if it is on behalf of an individual, business or developer - could be viewed as unfairly affecting the process. Any public comments by a Council Member at a Board of Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Town Council.

B. Limit contact with Board and Commission members to questions of clarification

It is inappropriate for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Council Members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

C. Remember that Boards and Commissions serve the community, not individual Council Members

The Town Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political “reward.”

D. Be respectful of diverse opinions

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair and respectful of all citizens serving on Boards and Commissions.

E. Keep political support away from public forums

Board and Commission members may offer political support to a Council member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Town Council Member.

F. Inappropriate behavior can lead to removal

Inappropriate behavior by a Board or Commission member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Council.

15.9 COUNCIL CONDUCT WITH THE MEDIA

Council Members are frequently contacted by the media for background and quotes.

A. The best advice for dealing with the media is to never go “off the record”

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

B. The Mayor is the official spokesperson for the Town.

The Mayor is the designated representative of the Council to present and speak on the official Town position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official Town position or a personal viewpoint.

C. Choose words carefully and cautiously

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

D. Other Town Public Officials

The foregoing guidelines concerning "Conduct with the Media" shall be followed not only by Council Members but also by other Town Public Officials.

15.10 ENFORCEMENT OF THE ETHICS POLICY

A. Complaints

1. Public Officials themselves have the primary responsibility to assure compliance with this Code of Conduct.
2. The Chairs of commissions, boards, and committees and the Mayor have the additional responsibility to intervene when actions of the Public Officials appear to be in violation of this Code of Conduct.
3. If the Mayor or the chair of the applicable board, commission or committee fails to intervene, two members of the Council, board, commission may request the Mayor or the chair of the applicable public body to intervene. If the complaint arises out of actions or inactions of the Mayor or the chair, the matter shall be directed to the vice-mayor or vice-chair. If the Mayor, chair, vice-mayor or vice-chair fails to intervene, then the matter shall be referred to the Town Attorney.
4. The Town Attorney shall review the complaint and shall simultaneously notify in writing the Town official subject to the complaint of such review.
5. Within 30 days, the Town Attorney shall submit the results of his or her review to the complainant, to the official who is the subject of the complaint, and to the Mayor or chair of the public body on which the official who is the subject of the complaint sits. If the matter cannot be resolved within ten days, the matter shall be referred to the Town Council. The Town Council shall consider the Town Attorney's report at a public meeting. If the Town Council finds an ethical violation by a person serving on a commission, board or committee, then the Town Council may remove the member from the Town board, commission, or committee. In resolving a complaint, the totality of the circumstances shall be taken into consideration, including the intent of the person accused of the wrongdoing.
6. In addition, the Town Council may impose sanctions on Public Officials whose conduct does not comply with this Code of Conduct, such as reprimand, censure, loss of seniority or committee assignment, or official travel restrictions.

B. Resolving Complaints against the Mayor and/or other Members of the Town Council.

1. When complaints are levied against the Mayor or members of the Town Council, the Town Attorney shall have the authority to decide either to (a) act directly on any complaint filed against the Mayor and/or other members of the Town Council pursuant to subparagraph A above, or (b) refer a complaint to an independent reviewing authority such as a city or town attorney from another jurisdiction or an attorney from the office of the county attorney.

15.11 SANCTIONS

A. Public Disruption

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

B. Inappropriate Staff Behavior

Council Members should refer to the Town Manager any Town staff that does not follow proper conduct in their dealings with Council Members, other Town staff, or the public. These employees may be disciplined in accordance with standard Town procedures for such actions.

C. Council Members Behavior and Conduct

In addition to sanctions imposed pursuant to paragraph A.6 above, Town Council Members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the Town of Camp Verde or with inter-government agencies) or have official travel restricted.

15.12 PRINCIPLES OF PROPER CONDUCT

Proper conduct IS . . .

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively

- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT . . .

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

IT ALL COMES DOWN TO RESPECT

Respect for one another as individuals . . . respect for the validity of different opinions . . . respect for the democratic process . . . respect for the community that we serve.

15.13 CHECKLIST FOR MONITORING CONDUCT

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?

- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

15.14 EXIT PROCESS FOR DEPARTING COUNCIL/COMMISSION MEMBERS

DURING THE ELECTED/APPOINTED TERM, MEMBERS RECEIVE AND/OR HAVE ACCESS TO INFORMATION RELATIVE TO THE TOWN OF CAMP VERDE GOVERNMENT, SUCH AS REPORTS, MAPS, PHOTOGRAPHS, GIFTS THAT HAVE BEEN ACCEPTED BY A MEMBER ON BEHALF OF THE TOWN, AND OTHER DOCUMENTATION, AS WELL AS TOWN-OWNED EQUIPMENT, CELL PHONES, KEYS, COMPUTERS, OFFICE SUPPLIES, ETC. THIS LIST IS NOT ALL INCLUSIVE.

THE CLERK'S OFFICE IS RESPONSIBLE FOR COORDINATING THE EXIT PROCESS WITH ALL COUNCIL/COMMISSION MEMBERS. ALL TOWN-OWNED EQUIPMENT AND OTHER DOCUMENTS, SUPPLIES, INFORMATION, KEYS, ETC. MUST BE RETURNED TO THE CLERK'S OFFICE AT LEAST TWO BUSINESS DAYS PRIOR TO THE END OF THE MEMBER'S TERM. STAFF WILL ASSIST THE MEMBER WITH DETERMINING WHAT INFORMATION, DOCUMENTS, ETC. THAT MAY BE REMOVED TOWN OFFICES. AT NO TIME, WILL A DEPARTING MEMBER BE PERMITTED TO REMOVE ITEMS WITHOUT STAFF REVIEW.

SECTION 16 SUMMARY OF GOOD GOVERNMENT RULES FOR ELECTED AND APPOINTED OFFICIALS

16.1 SUMMARY AND NOTICE OF STATUTORY AUTHORITY.

The following is a brief summary of many of the items addressed in this document, along with the statutory authority. If you have a question or concern about any situation, it is best to speak to your Department Liaison, the Town Clerk, or the Town Manager *before* taking action.

16.2 THE PUBLIC'S PROPERTY.

Public property belongs to the people in general, and should not be used to benefit specific public officers. *Examples* of misuse of public property are requiring employees to do tasks for superiors that are not work-related; using public computers or personnel for a personal side business; claiming false travel expenses; destroying public records; using public vehicles for personal errands; and using public employees, equipment, supplies, or facilities for political campaigns.

- Personal use of public resources is *theft* (ARS §13-1802)
- Making false representations to obtain a benefit is punishable *fraud* (ARS §13-2310)
- Computer fraud occurs when a person exceeds authorization of use of any computer (ARS §13-2316)
- Destroying, altering, or falsifying a public record is *tampering with a public record* (ARS §13-2407/§38-421)
- Using public personnel or equipment to influence the outcome of an election is *prohibited political activity* (ARS §500.14.A)

16.3 PUBLIC MONEY.

Arizona law strictly regulates the receipt, custody, control, and expenditure of public money to protect taxpayers (ARS §35-196/301). Arizona Constitution, Article IX, Section 7, prohibits governmental bodies from expending public monies to give advantage to special interests or engage in non-public enterprises. **Use of public money must always be for a public purpose.**

16.4 PUBLIC PROCUREMENTS.

Laws regulate the expenditure of public money for procurement or any materials, services, construction, or property in order to promote competition, obtain the best product or service at the lowest price, and treat vendors equally. *Examples* of violations of this policy are sharing confidential bid information with vendors or third parties; purchasing an item outside of the required process simply because the product or price seems superior; obligating public funds without authorization; contracting for services without a purchase order (PO) and without quotes; bid-rigging to eliminate competition; and misuse of change orders to exceed budget or authorization. Intentional violations of the State code are class 4 felonies, with lesser penalties for violations of local ordinances. Personal civil liability even for inadvertent violations may also attach, including a 20% penalty, interest, costs, and damages. (ARS §41-2616.A). Contracts may be canceled and all amounts paid recovered by the public body. (ARS §38-506.A/511). State and federal *antitrust laws* apply, regardless of which procurement code is being followed, and procurement personnel risk being implicated in an anti-competitive combination if a vendor seeks direct influence by writing the specifications, seeks

removal of a competitor from a vendor list, seeks inside information about competitors' bids before a bid award, asks about competitors' prices, or seeks modification of the contract after the bid is awarded. There are treble civil damages and criminal penalties for violations.

16.5 CONFLICTS OF INTERESTS.

Public policy requires that personal interests not exist as a possible factor influencing a public official in the performance of his duties. Any pecuniary or proprietary interest, direct or indirect, of public officers or employees (or their relatives), is deemed a "substantial interest" which triggers a conflict, unless it falls within one of the 11 statutory exceptions set out in ARS §38-502.10. A conflict must be declared on the public record and by filing a paper signed by the public officer or employee which fully discloses the substantial interest (ARS §38-502.3). The filing shall be in a special file established pursuant to ARS §38-509. If a conflict is made known, it is not enough to simply refrain from voting. The public officer or employee may not participate in the discussion or decision of the matter on which there is a conflict with other members of the public body before, during, or after the meeting. These steps must be taken even if there is little or no likelihood that the public servant would participate in the matter, and even if the person is confident that neither his nor her objectivity nor the public interest would be harmed by participation. The conflict of interest statutes are mandatory. Criminal penalties apply for knowing violations of the statutes, and public servants may be subject to prosecution even if they were unaware of a conflict when they took official action (ARS §38-510.A.2). In addition to civil and criminal penalties, assessment of damages, attorneys fees and costs, removal from office, and other equitable relief, a contract made on behalf of the public agency in violation of the conflict of interest laws is voidable at the discretion of the agency (ARS §38-506.A/511).

16.6 COMPENSATION.

Arizona law prohibits all public officers and employees from receiving any money, tangible thing of value, or financial benefit, whether directly or indirectly, for any service rendered in connection with their duties (ARS §38-505)(Class 4 felony under ARS §38-444). The acceptance of a gift, even if given in the best intentions (without attempting to influence the public servant though rarely will gifts be brought by persons other than those who are dealing with the Town!), can still violate the law. State code section R2-5-501.C.4 prohibits employees from receiving anything of economic value as a gift, gratuity, favor, entertainment, or loan, which may even appear to be designed to influence the employee's official conduct.

16.7 FAVORITISM.

Federal and state laws are numerous which prohibit discrimination, and the reverse conduct of favoritism. Related to this are requests by constituents for assistance in dealing with other agencies or branches of government. Public officials should not use their positions to improperly influence the outcome of proceedings in which they play no official role, such as matters in other agencies or branches of government. Responses to requests by constituents should be limited to inquiry about the status of a matter, and to help the constituent understand the procedures that may be involved, and not directly or indirectly interfere.

16.8 PUBLIC RECORDS.

Public records and other matters in the office of any officer at all times during office hours shall be open to inspection by any person (ARS §39-121). The public records include records reasonably necessary or appropriate to maintain an accurate knowledge of the public officer's or public body's official activities. "Other matters" means documents which are not required by law to be filed as public records, and are held by the public officer in his or her official capacity, and in which the public's interest in disclosure outweighs the governmental interest in confidentiality. These may include informal communications such as notes, memos, calendars, and e-mail that is related to or could be related to some future Town business. *Examples* of problems areas are refusing to produce public records; purposefully delaying the release; refusing to release records based on speculation that they may contain information that does not need to be produced; refusing to disclose records because they are "only drafts" or are incomplete; refusing to disclose because of a promise of confidentiality when there is no statutory basis of confidentiality. One example of confidentiality of interest is that during and for 2 years following a public servant's position, that person may not disclose or use for personal profit confidential information acquired in the course of official duties (ARS §38-504.B). Portions of personnel files containing a peace officer's home address, home telephone number and personal cell phone, and photograph if serving or scheduled to serve as an undercover agent, are confidential.



TOWN OF CAMP VERDE

Records Management Policy

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Town of Camp Verde

Records Management Policy

All records received or generated by officials, employees, or representatives of the Town of Camp Verde in the performance of their duties shall be maintained in accordance with the provisions set forth in this policy.

INTRODUCTION

State law (A.R.S. § 41-1346) requires every municipality to establish and maintain an active, continuing program for the economical and efficient management of records, and to appoint an individual to manage the program in accordance with all applicable statutes. The designated individual oversees the program to ensure that accurate Records Retention and Disposition Schedules are maintained and adhered to, and that all reporting requirements are met. Town Code, Section 3-2-2.B Establishes that the Town Clerk keeps a true and correct record of all business transacted.

The Town Records Manager, under authority of the Town Clerk, is responsible for the day-to-day oversight of the Town of Camp Verde's Records Management Program to ensure compliance with State law. Through an ongoing Records Management Program, the Town Records Manager provides assistance and support to departments and offices of the Town of Camp Verde to ensure that schedules are followed and destructions are properly documented and reported. The Town Records Manager advises the Records Management Coordinators in each department or office on conducting records inventories and preparing Records Retention and Disposition Schedules. The Town Records Manager also serves as the liaison to the Arizona State Library, Archives and Public Records (State Library).

This manual was prepared by the Town Clerk's Office to provide written procedures for complying with State law and the Town's records management policies and procedures.

The manual includes:

- **Quick Start Guide – Three Basic Steps of Records Management**
- Overview of the Town of Camp Verde Records Management Program
- *Operating Procedures and Guidelines for Complying with State Law and Town Policies for Managing Public Records:*
 - Section 1: Records Retention and Disposition Schedule
 - Section 2: Records Retention and Storage
 - Section 3: Records Destruction
 - Section 4: Electronic Records,
 - Section 5: Electronic Messages (E-Mail and Voice Mail)
 - Section 6: Social Networking Utilities

- *Section 7: Records Requests*
 - *Frequently Asked Questions*

 - *Supplemental Information, including:*
 - *Links to Online Records Management Forms (Appendix A)*
 - *Instructions for Transferring Records to Storage (Appendix B)*
 - *Document Standards (Appendix C)*
 - *Essential Records Protection and Recovery Plan (Appendix D)*
 - *Historic Records Preservation (Appendix E)*
- 

Quick Start Guide: Three Basic Steps of Records Management

Step 1: Prepare and Maintain a Current Retention and Disposition Schedule

Every department of the Town is required to have a current, State-approved [Records Retention and Disposition Schedule](#) (Retention Schedule or schedule) on file with the Town Clerk's Office. A State-approved schedule lists the types of records, or record series, maintained by each department; indicates how long documents are to be kept; and authorizes the destruction of non-permanent records once retention periods have been met. The Town of Camp Verde adheres strictly to the [State Retention Schedule](#)

Section 1 of this manual provides detailed information on how to prepare and maintain a Records Retention and Disposition Schedule.

Step 2: Retain Records According to an Approved [Retention Schedule](#)

Every department is legally required to comply with the [Retention Schedule](#); therefore, schedules are to be followed carefully, consistently, and in a timely manner.

Section 2 of this policy provides detailed information on how to retain and store records.

Step 3: Destroy Records According to an [Approved Retention Schedule](#)

Records are to be destroyed promptly and consistently according to the current, [State-approved Retention Schedule](#). An approved Retention Schedule serves as authorization from the State Library to destroy a record once the retention period has been met.

If a record is not listed on a current, State-approved Schedule, or if a record is required beyond the prescribed retention period for litigation or legal discovery, criminal or government investigation, or ongoing audit purposes, **do not destroy the record**. Whenever there is a question regarding whether a record can be destroyed, call the Town Records Manager for assistance.

After a document has been destroyed in accordance with the approved [Retention Schedule](#), the department's Records Management Coordinator must document the destruction on a [Report/Certificate of Destruction](#) Form and file the original with the Town Records Manager. The Town Records Manager retains a copy for the official files and forwards the original report to the State Library.

Section 3 of this manual provides detailed information on records destruction.

Where to Go for Help

Section 1, Section 2, and Section 3 contain general guidelines for managing public records, provides answers to many records management “Frequently Asked Questions.”

Every department must designate a Records Management Coordinator who is responsible for enforcing the department’s [Retention Schedule](#) and for ensuring that records are maintained according to that schedule.

The Town Records Manager is available to answer records management questions and to assist in the preparation and update of forms and reports.



OVERVIEW

Purpose

The Town of Camp Verde Records Management Program was established to provide a comprehensive and cost effective method for maintaining, preserving, and disposing of Town records in compliance with State law.

Authority

Camp Verde Town Code Section 3-2-2.B.1

Town-wide Records Management Program – Document Standards

The Documents Standards, issued by the Town Clerk and Town Records Manager and approved by the Town Manager, provide general guidelines for the classification, construction, and control of official Town documents to ensure completeness and authenticity.

Arizona Supreme Court Administrative Order No. 2007-34

Administrative Order Nos. 2007-34 and 2008-88 adopt the Retention and Disposition Schedule identifying the length of time court records must be kept prior to destruction, and purge lists identifying documents to be removed from case files before storage or replication.

Arizona Revised Statutes

Arizona Revised Statutes are available online at:
<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>

A.R.S. § 38-421 – Destruction of Public Records

A.R.S. § 38-421 declares the destruction of public records by a public officer without authorization a class 4 felony, and by persons other than a public officer, a class 6 felony. Stealing, mutilating, defacing, altering, falsifying, removing or secreting public records are also felony offenses.

A.R.S. § 41-1346 – Public Records Management

A.R.S. § 41-1346 directs each governing body within the State to establish a records management program, provides a definition for “records management,” and sets forth the classification and penalty for violating the statute.

A.R.S. § 41-1347 – Preservation of Public Records

A.R.S. § 41-1347 declares all records made or received by public officials of the State in the course of their public duties to be the property of the State. Public records are not personal property, nor are they the property of a specific agency or political subdivision. The statute also prohibits the destruction or disposition of any public record unless the Department of Library, Archives and Public Records has determined that the record has no further administrative, legal, fiscal, research, or other value.

A.R.S. § 41-1350 – Definition of Records

A.R.S. § 41-1350 provides the definition of a record.

A.R.S. § 41-4172 – Anti-Identification Procedures

A.R.S. § 41-4172 requires government agencies to ensure that the personal identifying information of individuals or businesses, collected or obtained by the agency, is secure and cannot be accessed or viewed unless authorized by law.

A.R.S. § 44-7601 – Discarding and disposing of records containing personal identifying information; civil penalty; enforcement; definition

A.R.S. § 44-7601 requires the Town to ensure that records containing personal information, as defined in the statute, are not discarded or disposed of without first redacting the personal information or destroying the records.

Scope

The Records Management Program is applicable to all Departments, officials, employees, and representatives of the Town of Camp Verde. All records defined under A.R.S. § 41-1346, including records maintained by the Town of Camp Verde, are the property of the State of Arizona. No Town official or employee has any personal or proprietary right to such records, even though he or she may have developed, created, or compiled the record. Unauthorized removal, destruction, or use of Town records is prohibited.

Objectives

The primary goal of the Records Management Policy is to provide for efficient, economical, and effective control over the creation, distribution, maintenance, use, preservation, and disposition of all Town of Camp Verde records, regardless of physical form or characteristic.

The Records Management Policy objectives are:

- *Provide written guidelines and procedures for the creation, retention, and disposition of the Town's records to ensure consistency and compliance with State law.*
- *Ensure periodic review and updating of the Records Retention and Disposition Schedules.*
- *Develop a plan for evaluating, identifying, protecting, and recovering the Town's mission critical records (Essential Records Protection and Recovery Plan).*
- *Develop a process for evaluating, identifying, preserving, and protecting the Town's historic documents (Historic Records Preservation).*

Duties and Responsibilities

Town Clerk

The Town Clerk is the Chief Records Management Officer of the Town of Camp Verde and is responsible for administering the Town's Records Management Program.

The Town Clerk:

- *Develops, approves, and applies general guidelines for the creation and version control of official Town documents (agendas, minutes, contracts, resolutions, ordinances, and publications).*
- *Confers with the Town Attorney, as needed, for legal review of new records management policies and procedures prior to implementation.*
- *Confers with the Town Manager, as needed, for approval of the Records Management Policy.*

Town Records Manager

The Town Records Manager (Deputy Clerk) is responsible for the day-to-day oversight of the Town's Records Management Program.

The Town Records Manager:

- *Oversees the daily operation of the Town's Records Management Program to ensure compliance with State law.*
- *Serves as the liaison to the State Library.*

- *Assists individual Departments in establishing an internal records program for active and inactive records.*
- *Prepares and maintains the Town Records Management Manual.*
- *Provides training in the fundamentals of the Records Management Program.*
- *Files destruction reports with the State Library.*
- *Prepares and maintains the Essential Records Protection and Recovery Plan.*
- *Evaluates and classifies historical and archival Town documents, and oversees their storage and preservation.*
- *Assists Departments and offices of the Town in the identification and preservation of the Town's historic and essential records.*
- *Makes recommendations on budgetary needs to ensure the Records Management Program is funded appropriately.*

Records Management Coordinator(s)

The Records Management Coordinator is responsible for coordinating the records management responsibilities for his/her respective department.

The Records Management Coordinator:

- *Maintains department records in a neat and orderly manner to facilitate the maintenance, retrieval, storage, and disposition of the records in compliance with State law.*
- *Establishes and maintains a current Retention and Disposition Schedule of all existing records created within the department.*
- *Identifies documents meeting destruction requirements and ensures their destruction.*
- *Prepares records management-related forms and reports.*
- *Works with the Town Records Manager to ensure compliance with records management laws, policies, and guidelines.*

Town Officials, Employees, and Representatives

All Town officials, employees, and representatives shall adhere to the Town's records management policies and procedures. No Town official or employee has a personal or proprietary right to such records, even though he or she may have developed, created, or compiled the record.

Unauthorized removal, destruction, or use of Town records by any official, employee, or representative of the Town of Camp Verde is prohibited.

Duty to Protect Personal Information

A.R.S. § 41-4172 requires government agencies to ensure that the personal identifying information of individuals or businesses, collected or obtained by the agency, is secure and cannot be accessed or viewed unless authorized by law. The law cautions that nothing in A.R.S. § 41-4172 is to be construed to restrict, diminish or otherwise affect the provisions of Title 39, Public Records Laws, and affirms that the Town is still required to provide access to non-confidential public records as required by A.R.S. § 39-121.

A.R.S. § 44-7601 requires the Town to ensure that records containing personal information, as defined in the statute, are not discarded or disposed of without first redacting the personal information or destroying the records.

Specifically, A.R.S. § 44-7601 provides:

- A. An entity shall not knowingly discard or dispose of records or documents without redacting the information or destroying the records or documents if the records or documents contain an individual's first and last name or first initial and last name in combination with a corresponding complete:*
- 1. Social security number.*
 - 2. Credit card, charge card or debit card number.*
 - 3. Retirement account number.*
 - 4. Savings, checking or securities entitlement account number.*
 - 5. Driver's license number or non-operating identification license number.*

To comply with the provisions of A.R.S. §§ 41-4172 and 44-7601, all Departments and offices must:

- 1. Review the records they maintain on a regular basis to identify personal information.*
- 2. Establish written procedures to identify records containing personal information and protect that information from unauthorized access.*
- 3. Annually, review and update procedures concerning the collection of identifying information to verify whether the information collected is essential to the records being created or received.*

Departments also must ensure the proper disposition of records containing personal information pursuant to the [Town's record retention schedules](#). Paper records containing personal information must be shredded, unless an equally cost-effective and thorough method is used. The data in electronic records (including, computers, disks, CDs, magnetic tapes, hard drives, laptops, PDAs, cell phones, or any other electronic media or hardware containing personal identifying information) must be permanently erased.

DEFINITIONS

Archival Paper

Archival paper is a high quality, high fiber content, alkaline buffered, acid free paper used to preserve permanent documents. Other paper that has been tested and approved by the State Library as suitable for permanent records may also be considered “archival” quality. A representative from the State Library can conduct a simple test to determine whether a specific type or brand of paper is suitable for permanent documents. The Town Records Manager is available to arrange testing by the State Library.

Employee

“Employee” for records management purposes shall mean any official; regular, part-time, or contract employee; representative; or volunteer of the Town of Camp Verde.

Record(s)

A.R.S. § 1350 defines “records” as:

“ . . . all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, including prints or copies of such items produced or reproduced on film or electronic media pursuant to section 41-1348, made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained therein.” (A.R.S. § 41-1350)

To summarize, a record is any recorded information, regardless of medium or characteristics, including any paper, book, microfilm, card, magnetic tape, disk, map, or any copy or printout that has been created, received, or used by an organization as evidence of its activities.

Active Records

A record is considered active as long as the reference value of the record remains high. As a good rule of thumb, any document that is referred to at least six times per year is considered to be an active record.

Electronic Records

Electronic records are those that, regardless of physical form, reside in or are accessed by a computer system or are maintained in a media readable only by a machine or electronic device.

Essential Records

Essential records are any records containing information necessary for the Town to continue its key functions and activities in the event of an emergency or disaster. Essential records are not necessarily permanent, nor are they required to be maintained on a special medium. However, every Town department is required to implement and adhere to the Town's Essential Records Protection and Recovery Plan. In addition, each department is specifically responsible for the identification and protection of its own essential records. Original documents are always filed in the Clerk's Office

Inactive Records

A record is considered to be inactive when there is no longer any activity or interest in the document.

Non-Permanent Records

A non-permanent record is any record that has a time-defined retention period, even if the retention period spans a great number of years. Non-permanent records must be retained and destroyed in compliance with a [State-approved Retention Schedule](#).

If a document (or documents) in a non-permanent record series is deemed to have historic value, the document is reclassified as a permanent record and cannot be destroyed. The remaining non-historic documents in the series are still considered non-permanent records and must be destroyed according to their respective Retention Schedule.

The list of non-permanent records is quite extensive; however, a few examples include:

- *Administrative and Personnel Files*
- *Budget and Financial Records*
- *Legal Opinions*
- *Most Contracts*

Non-Records

A.R.S. § 1350 defines non-records as:

“Library or museum material made or acquired solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications or documents intended for sale or distribution to interested persons.” (A.R.S. § 41-1350)

While the definition of records encompasses a broad spectrum of recorded information, not all recorded information is considered a record. Some examples of non-record materials include:

- *Duplicate or extra copies of correspondence and reports initiated by another department and retained for informational purposes.*
- *Working papers and notes that do not pertain to a specific project.*
- *Drafts of reports or correspondence that have been finalized.*
- *Published materials originating from Town offices or other entities which require no action.*
- *Catalogs, trade journals, and other publications.*
- *Correspondence of short-term value, such as transmittal memos, courtesy copies of memos, etc.*
- *Informational or courtesy copies of records in which no documented administrative action is taken.*
- *“While-You-Were-Out” telephone logs (copy pages).*

Non-record material should not be filed or retained in the same file with record material. Sometimes documents that are normally considered non-records, such as transmittals or routing slips, will acquire record status if they clarify the matter being documented. Such distinctions require care and discretion when filing.

Generally, for records management purposes, multiple copies of a single document are non-records. One copy of the document, preferably the original, must be designated as the official record. The remaining copies of the document are considered to be non-record, reference copies generated for informational purposes. Non-records that are used on a regular basis in the course of a department's official business must be listed either on the Town's General Schedule or on a department's custom schedule.

Non-record copies are discoverable and admissible as evidence in court and are subject to public records requests.

Permanent Records

Permanent records are not scheduled for destruction, and are relatively rare, usually comprising three to five percent of a municipality's total records. Some examples of permanent records include:

- Minutes of a public body of the Town (Town Council, boards, commissions, committees, as well as their respective subcommittees).
- Resolutions and ordinances of the Town Council.
- Documents declared by resolution to be a public record.
- One copy of the Town's annual reports.
- Original copy of organizational documentation (for example, major changes in organization structure).
- Records documenting a historic or "landmark" event.

Permanent records have special storage requirements and are to be maintained on high quality, high fiber content, alkaline buffered, acid free paper, often referred to as archival paper. A.R.S. § 39-101 prescribes the material and storage conditions required for permanent public records and the penalty for noncompliance.

Record Series

A record series is a group of like records filed together and treated as a single unit for record management purposes. For example, a personnel file exists for every employee in the organization. Even though there may be large quantities of these files, with each file containing a variety of documents, they are referred to as a records series – "personnel files" – for record retention purposes.

Records Inventory

A Records Inventory identifies the types and quantity of records maintained by the department, and contains an estimate of how long the information in each record series will be needed to accomplish Town business (often based on retrieval frequency).

Records Retention and Disposition Schedule

A Records [Retention and Disposition Schedule](#) (also referred to as Retention Schedule or schedule) is a State-approved timetable that establishes the length of time a record must be kept. The retention and

disposition dates listed on State-approved schedules are based on use or need of the record, and on its administrative, legal, fiscal, or archival value to the Town of Camp Verde. A [retention schedule](#) also serves as the required legal authority to destroy a record once the retention period has been met. Retention schedules apply to both electronic and paper documents.

SECTION 1: RECORDS RETENTION AND DISPOSITION SCHEDULE

All records created and/or maintained by officials, employees, and representatives of the Town of Camp Verde must be listed on a Records Retention and Disposition Schedule.

A Records Retention and Disposition Schedule (also referred to as a [Retention Schedule](#) or schedule) is a document that lists the types of records (record series) maintained by each department, specifies the period of time a record is retained, and authorizes the destruction of non-permanent records. The Town of Camp Verde adheres strictly to the state schedule.

Step 1: Inventory Each Record Series

The primary objective of a records inventory is to obtain the data necessary to produce a complete and accurate Retention Schedule. A records inventory identifies the type and quantity of records maintained by a department, and contains an estimate of how long the information contained in each record series will be needed to accomplish Town business.

Step 2: Evaluate Each Record Series

After a comprehensive records inventory has been taken, each record series is evaluated retention classified as either “permanent,” “non-permanent,” or “non-record.” During the evaluation, an active retention period is determined.

Following the [Retention Schedule](#)

State and local agencies within Arizona are legally required to comply with their respective schedules. To ensure compliance, Retention Schedules must be followed carefully and consistently. However, following a Retention Schedule should not preempt good judgment. Records required beyond the prescribed retention period because of litigation or legal discovery, criminal or government investigation, or ongoing audit purposes must be maintained until cleared by the appropriate authority.

Contact the Town Attorney whenever records are required because of litigation or legal discovery, criminal or government investigation, or ongoing audit purposes. Similarly, if records should be kept beyond their retention period because they have historic or archival value, contact the Town Records Manager to request an extension. The Town Records Manager will provide assistance in determining the archival value of the document in question.

A department must have written approval from the Town Records Manager before maintaining records longer than the time authorized by an approved [retention schedule](#).

Periodic Review

The Town Records Manager will work with each department to ensure Retention and Disposition Schedules are reviewed every two years.

SECTION 2: RECORDS RETENTION AND STORAGE

Most records have active and inactive stages in their lifecycle. For purposes of retention, these records are grouped within the same series. However, for filing purposes, active and inactive files are usually maintained separately.

Active Records

Paper records are usually retained within the department until they are no longer considered active. In most cases, a record must be referred to more than six times per year to be considered active. When activity drops to a very low level, consideration should be given to whether it would be more cost effective to transfer the records to the archival facility.

Inactive Records

When records are seldom referred to, their continued onsite retention becomes impractical. For this reason, most inactive records are stored until retention requirements have been met.

Departments should determine which records are eligible for transfer to storage by periodically (every 6 to 12 months) reviewing their respective Records Retention and Disposition Schedules.

SECTION 3: RECORDS DESTRUCTION

Records that must be retained beyond the specified retention period for litigation or legal discovery, criminal or government investigation, or ongoing audit purposes may not be destroyed until cleared by the appropriate authority (Town Clerk working in conjunction with the Town Attorney).

The State-approved Retention Schedule grants continuing authority to dispose of records that have met their scheduled retention period. With an approved schedule, the Town may dispose of listed records without further approval. The State requires the lawful and timely destruction of eligible records. A record should not be destroyed while it still has significant value, nor should it be retained after its value drops below the cost of continued retention. However, records that must be retained beyond the specified retention period for litigation or legal discovery, criminal or government investigation, or ongoing audit purposes may not be destroyed until cleared by the appropriate authority (Town Clerk working in conjunction with the Town Attorney and/or Town Auditor).

Destruction of official Town records must be reported to the State Library after the records have been destroyed (A.R.S. § 41-1351).

Authorization To Destroy Records

The State-approved Retention and Disposition Schedule serves as authorization to destroy records at a designated point in time. No further approval is required prior to destroying records after the scheduled retention period has been met.

If a record is not listed on a current, State-approved Schedule, or if a record is required beyond the prescribed retention period for litigation or legal discovery, criminal or government investigation, or ongoing audit purposes, **do not destroy the record**. The Town Records Manager should be contacted if there is a question about whether a record may be destroyed.

Disposal of Records on Approved Schedules

Once a document has been destroyed in accordance with a [State-approved Retention Schedule](#), the department's Records Management Coordinator must document the destruction on a [Report/Certificate of Destruction Form](#) and file it with the Town Records Manager. The Town Records Manager will retain a copy for the official files and forward the original report to the State.

A department's Records Management Coordinator is responsible for completing a Destruction Form for records that are destroyed.

Retaining Records After the Scheduled Retention Period Has Been Met

Authority from the Town Clerk is required to hold records longer than their approved retention. Reasons for retaining a record or records beyond the retention date include:

- The record is involved in litigation or legal discovery (when necessary, the Town Records Manager or Town Clerk will consult with the Town Attorney to determine the disposition of a record or records involved in litigation).
- The record is involved in a criminal or government investigation.
- The record is involved in an ongoing audit.
- It is determined that a record or record series may have historic value to the organization.

Methods of Destruction

Depositing records containing sensitive information in a landfill is not acceptable for Town of Camp Verde confidential records unless the documents have been cross-cut shredded.

Recycling is the recommended, cost effective method for destroying non-restricted or non-confidential public records. Placing records into recycle bins located throughout the Town's facilities is recommended for large quantities of records, which contain no personal, confidential, or restricted information.

For documents containing personal, confidential, or restricted information, cross-cut shredding is the recommended destruction method and complies with all statutory requirements concerning the protection of citizens' personal information.

SECTION 4: ELECTRONIC RECORDS, MICROFILM, & DOCUMENT IMAGING

All Town records, regardless of format, are to be maintained according to an approved Records Retention and Disposition Schedule. The retention and destruction of an electronic record, microfilm, or image is the same as for the paper copy of the same record. A [Report/Certificate of Records Destruction](#) Form is required for destruction of electronic records, images, and microfilm once the retention period for that record or record series has been met.

Electronic Records

Electronic records are those which, regardless of physical form, reside in or are accessed by a computer system or are maintained in a media that can only be read by a machine or electronic device.

A.R.S. § 44-7041 allows public agencies to create, receive, and maintain electronic records as long as the records comply with all other statutory records requirements. A department must have approval from the State before converting paper to electronic records (scanning).

SECTION 5: ELECTRONIC MESSAGES (E-MAIL AND VOICE MAIL)

Electronic messages, including e-mail and voice messages, are subject to the Public Records Act (A.R.S. § 41-1350) and may be subject to public disclosure.

The majority of the Town's electronic e-mail or voice mail messages are communications that function much like phone calls and, for records management purposes, are considered to be non-records. Electronic messages cannot be given blanket retention periods because they are not technically a type of record or record series.

Rules relative to electronic messages are listed in the State's Records Retention and Disposition Schedule with a 30-day retention period for non-record e-mail and voice mail messages.

Electronic messages that are considered to be official records must be maintained for the same length of time and destroyed in the same manner as a paper record.

Non-Records

Non-record electronic messages that do not meet the statutory definition of a record (A.R.S. § 41-1350) are to be deleted from the user's inbox after the reference value has been served. The destruction of non-record electronic messages does not need to be reported on a [Report/Certificate of Records Destruction](#) form.

Records

If an electronic message is determined to be an official record (as defined in A.R.S. § 41-1350) with a short retention period (one year for e-mail and three years for an electronic, or scanned, document), it can be maintained and stored in its original electronic format. An official electronic record that requires long-term retention may need to be transferred to another medium prior to storage to ensure the long-term retention period is met.

Short-Term

Records with a retention period of one year or less can be maintained effectively in a personal computer on the Town's network. These types of records may include, but are not limited to: appointment calendars, logs/rosters, activity reports (weekly, monthly, quarterly), transitory materials, etc. These short-term records can be organized and stored in online "folders" to facilitate document retrieval.

Long-Term

Electronic messages requiring long-term retention (more than one year) can be maintained in one of several types of offline systems. It is possible to transfer an electronic message to an offline system by printing the record to paper. Electronic records printed to paper must contain the full text message, including any links within the e-mail. Attachments to an e-mail must also be printed and attached to the paper record of the e-mail for retention purposes. Offline storage may also include computer output microfilm (COM), magnetic tape, or optical disk (CDs, DVDs).

Town Policies on Internet and E-Mail Use

The electronic communications capabilities of the Town provide the framework for members of the organization to conduct business efficiently and to better serve the community. Employees are expected to adhere to the Town policies relating to these resources. Employees who violate these policies may be subject to disciplinary action.

SECTION 6: SOCIAL NETWORKING UTILITIES

Government entities and public officials taking advantage of social networking utilities (Twitter, Facebook, MySpace, LinkedIn, etc.) must comply with applicable statutes, rules, and ethical obligations, including Arizona's open meeting and public records laws.

Members of a public body subject to the open meeting law must conduct business at public meetings and may not use technological devices to circumvent the open meeting law requirements.

Records created and received in connection with the transaction of public records must be “promptly” made available for public inspection and copy.

SECTION 7: RECORDS REQUESTS

Public Records Request Policy

A. Purpose

The purpose of this policy is to assist Town departments with processing public record requests by defining the guidelines for non-commercial use requests, commercial use requests, and custom requests so as to protect the public's right to data, maximize cost recovery, and ensure the appropriate distribution of monies received in connection with providing public records.

B. Definition of Legal Responsibility

A number of legal provisions govern the Town's response to requests for public information. They are as follows:

- 1. The Public Records Act, ARS §39-121 through ARS §39-121.03;*
- 2. The Open Meetings Act, ARS §38-431;*
- 3. Various information-specific statutes and administrative regulations designating particular information as either subject to public access or as confidential;*
- 4. The body of law interpreting these provisions as reported in court decisions and opinions of the Arizona Attorney General.*

The Town of Camp Verde, as a public body, and its officers are responsible for maintaining records reasonably necessary or appropriate to preserve an accurate record of their activities. Permanent public records must be maintained in accordance with the requirements of ARS §39-101 and other state and federal laws. Other public records must be maintained in accordance with ARS §41-1347 and ARS §41-1351.

C. Policies and Procedures

The following policy is established to manage the provision of Town of Camp Verde public records:

- ▶ The Public Records Act is to be interpreted liberally to facilitate broader access to public records.*
- ▶ Public Records and other matters in the Town are presumed to be open for public inspection and shall be open to inspection during office hours, with certain exceptions.*
- ▶ All information is considered public record, with three (3) broad exceptions:*
 - 1. **Confidentiality** – Disclosure is not required where prohibited by statute, court rule, or court order. (i.e. social security numbers, court orders, etc.)*

2. **Personal Privacy** – Some data need not be disclosed due to an individual's privacy rights. (e.g., home address, telephone numbers, racial background, age)
3. **Best Interest** – Disclosure may not be required if release of the information is not in the best interest of the public body. (i.e. release would inhibit public safety efforts or place the Town at a competitive disadvantage)

▶ **Generally:**

- ✓ The Town of Camp Verde has the burden of proving that release of specific public information should not be allowed.
- ✓ Public record requests should be submitted to Town departments in writing. Department management has the discretion to accept verbal public record requests for data that is readily available.
- ✓ The standard forms supplied with this policy should be completed by a petitioner before any public record is released, unless the petitioner has already provided all the information in writing.
- ✓ Any person may request to examine or be furnished copies, printouts, or photographs of any public record during regular office hours. However, if the custodian does not have the facilities for making copies of the public records, the copies may be made while the public records remain in the control of the custodian and subject to the custodian's supervision. The Town is not required to allow the petitioner to make his own copies.
- ✓ Petitioners only have a right to the data that is already maintained and in the format in which it is currently kept. A public entity is not required to convert data to a different format or convert the magnetic media to one that the public entity does not use. (i.e. tapes to cds, 3/5" floppy disc to an 8", etc.)
- ✓ Information that falls within an exemption may be 'redacted', which means 'obscured', and the remainder must be disclosed. Just because one piece of information in a document does not have to be released does not mean that the entire document can be withheld.
- ✓ The custodian responsible for the public record may not avoid the responsibility of performing redaction by refusing access to records.
- ✓ Redaction must be done in good faith.

- ✓ *Access to a public record cannot be refused if the record still exists beyond its retention date, even if the document should have been destroyed according to the schedule.*
- ✓ *The Town is not required to create a new record to meet a public record request. This means that we are not obligated to obtain new data, perform research projects, create new report formulas, convert data to different medium or formats, nor perform custom programming or extraction.*
- ✓ *Custom public record requests may be declined. However, a director or manager may choose to fulfill a request for non-existing information or for existing information in a different format or medium when it is in the Town's best interest to do so.*
- ✓ *Factors to consider when reviewing a custom public record request:*
 - ❑ *Availability of resources, such as personnel, equipment, etc.*
 - ❑ *The data subject to disclosure*
 - ❑ *Production costs*
 - ❑ *Maintenance costs*
 - ❑ *Impact on your department*
 - ❑ *Impact on the Town*
- ✓ *Once a 'custom' document is created or different data is collected in response to a custom request, that newly created document or data becomes a public record. The Public Record Request Policy will now apply to that newly created document or data.*
- ✓ *Any modification to the aforementioned 'custom' document (different time frame, layout, fields) makes the new request another custom request.*
- ✓ *What fees can be charged? Different rules apply to non-commercial purpose, commercial purpose, and custom requests for the recovery of costs. The Clerk will recommend fees for Council approval.*

▶ **Policy for Special Types of Public Record Requests**

Public Record Requests for Personnel Files and Evaluations

The Town's general policy is to keep personnel records confidential in order to preserve the employee's privacy rights. The Town will review a request for personnel files to determine whether the request is made pursuant to a matter of public interest, such as a claim letter, written

complaint, criminal investigation, litigation, or an allegation involving misconduct of a public employee.

1. **Information that Will be Released:**

- ▶ Name
- ▶ Job Title
- ▶ Department
- ▶ Supervisor
- ▶ Date of Hire
- ▶ Salary
- ▶ Date of Termination

2. **Information that May be Released:** *If the request is made pursuant to a matter of public interest, the following information will be released:*

- ▶ Personnel Action Form

3. **Information that Will NOT be Released:**

- ▶ Social security number
- ▶ Date of birth
- ▶ Home address and phone number
- ▶ Personal identifying information
- ▶ Medical Records

4. **Requests for Inspection of Public Records**

The person making a public records request must be specific in the request so as not to interrupt daily activities. While the public has a right to inspect public records, this is not an unlimited right. Inspection is subject to reasonable rules and regulations. It is the responsibility of the custodian to safeguard the records, avoid unreasonable disruption of the functioning of the office, provide reasonable supervision and ensure there is no confidential information in the records to be reviewed prior to the inspection. As such, public inspection of records must be approved by the department head and scheduled if such request will interrupt normal day-to-day activities. Contact the Clerk or Town Attorney if you have any questions or concerns with this type of request.

5. **Public Record Requests for Documents from Other Agencies**

Records from another agency are not the Town's records and therefore, should not be released by the Town. An agency may release documents to the Town that may include non-public information. The person making a public records request must be referred to the originating agency for the document to avoid potential legal issues for the Town. An example of this would be a request for a copy of a Superior Court Order. Please note, however, if the document has become a part of the Town's public records, it should be released.

6. Public Record Requests from the News Media

Public record requests from the media are not automatically considered commercial purpose requests.

7. Request for Electronic Access to a Town Database

Requests for electronic, 'remote' access to a Town database should be carefully considered from several perspectives prior to implementation. The Town Manager should be contacted to discuss the technological and customer service perspectives. The Town Attorney should be contacted to discuss legal concerns.

8. Request for Electronic Copy of a Town Database

The greatest concern surrounding such requests is the accidental disclosure of proprietary software. The request should be forwarded to the Town Attorney for legal concerns and the Town Manager to determine technological concerns.

9. Request to Purchase Town Software Application

Requests to purchase Town-developed software may involve questions of proprietary software. The Town Manager should be contacted to discuss technological concerns.

10. Authority and Responsibility:

*The **Town Clerk** shall:*

- ▶ Assist Town departments with analyzing public records requests.*
- ▶ Assist Town departments with calculating cost recovery for providing public records.*
- ▶ Assist with custom information requests. All custom requests must be submitted to the Clerk's Office for review and approval. The Clerk shall prepare correspondence in response to custom information requests.*
- ▶ Prepare reports to Council concerning information requests.*
- ▶ Approve and file Certificates of Destruction with the appropriate State agencies.*
- ▶ Keep staff updated with current records information and retention schedules.*
- ▶ Provide training on records management/retention procedures.*

The **Town Attorney** shall assist departments in determining the level of confidentiality of their public records, pursuant to the following:

- ▶ When the request is made concerning a matter currently in litigation or one that is likely to lead to litigation.
- ▶ When the item requested is a memorandum containing legal advice from the Town Attorney or from one of the Town's outside counsel.
- ▶ When the request involves producing a draft of work in progress and not the final product.
- ▶ When, after reviewing the handbook and consulting your supervisor, you are unsure how to respond.

Department Management shall:

- ▶ Seek assistance from the Town Clerk.
- ▶ Develop the cost recovery strategy for all departmental records provided.
- ▶ Identify funding requests and priorities for the use of funds from the provision of department records.
- ▶ Ensure that all policies regarding public records and requests for public record are followed.
- ▶ Have discretionary power to accept or fulfill verbal record requests for records that are readily available.

Note: Council makes the final determination as to what department information is provided for commercial use.

Marshal's Office – Generally, all information in a police report is subject to release without editing unless that information falls into one of two categories set forth below. Editing, rather than outright refusal is the preferred method of protecting various records. Information that is generally subject to release without editing includes:

- ▶ A general description of the crime;
- ▶ The type of crime;
- ▶ Date and time or occurrence, if known;
- ▶ General description of property involved;
- ▶ Name of the victim, if known, if release will not interfere with the investigation of the offense, and the crime was not a sex offense.

- ▶ *Name of the suspect*, if release will not interfere with apprehension of the suspect or hinder the investigation.



FREQUENTLY ASKED QUESTIONS

What is a record?

State Statute defines “records” as:

“. . . all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, including prints or copies of such items produced or reproduced on film or electronic media pursuant to section 41-1348, made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained therein.” (A.R.S. § 41-1350)

To summarize, a record is any recorded information, regardless of medium or characteristics, including any paper, book, disk, map, or any copy or printout created, received, or used by an organization as evidence of its activities.

To whom do Town records belong, the department or the Town of Camp Verde?

Neither. Records, as defined above, are the property of the State of Arizona. Municipal records are not personal property, even if the records were created for personal convenience, nor are they the property of a specific agency or political subdivision (A.R.S. § 41-1347). The individual Departments within the Town of Camp Verde, as well as the Town Clerk’s Office, simply serve as custodians of municipal records.

What is the difference between an official record and a non-record?

The format of a document does not identify a document as being a record or a non-record. Record and non-record documents may be created or received in a variety of formats, including paper, electronic media, and e-mail communications.

A record is the final version of any document created or received by a staff member in the course of performing official duties, functions, and responsibilities. Once a document type has been identified as an official record, it must be included on a Records Retention and Disposition Schedule and retained and destroyed according to that schedule.

Non-records are primarily used for reference or research, or for the administrative convenience of the office. Examples of non-records include: work papers, drafts, notes, newsletters, publications, and reference/research material. Informational or courtesy copies of official records maintained by another department or office are also non-records.

Generally, for records management purposes, multiple copies of a single document are non-records. One copy of the document, usually the original, must be designated as the official record, listed on the responsible department's [Retention Schedule](#), and retained according to the schedule. The remaining copies of the document are considered non-record, reference copies generated for informational purposes.

Many non-records have no value once the material has been read, while others have long term value. Non-records should be retained only as long as the administrative, reference, or research value exists.

Non-record material should not be filed or retained in the same file with record material. Sometimes documents that are normally considered non-records, such as transmittals or routing slips, will acquire record status if they serve to clarify a matter being documented. Such distinctions require care and discretion when filing.

What is the difference between a non-permanent and a permanent record?

A non-permanent record is any record that has a time-defined retention period, even if the retention period spans a great number of years or even decades. Non-permanent records must be retained and destroyed in compliance with the State-approved Retention Schedule.

If a document (or documents) in a non-permanent record series is deemed to have historic value, the document is reclassified as a permanent record and cannot be destroyed. The remaining non-historic documents in the series are still considered non-permanent records and must be destroyed according to their respective [Retention Schedule](#).

The list of non-permanent records is quite extensive; however, a few examples include:

- *Administrative and Personnel Files*
- *Legal Opinions*
- *Most Contracts*

Permanent records are not scheduled for destruction and are relatively rare, usually comprising three to five percent of a municipality's total records.

Some examples of permanent records include:

- *Council meeting minutes.*
- *Minutes of boards, commissions, and committees having decision-making authority.*

- Resolutions and ordinances of the Town Council.
- Documents declared by resolution to be a public record.
- One copy of the Town's annual reports.
- Original copy of organizational documentation.

Permanent records have special storage requirements and are to be maintained on high quality, high fiber content paper, often referred to as archival paper. A.R.S. § 39-101 prescribes the material and storage conditions required for permanent public records and the penalty for noncompliance.

What is a Records Retention and Disposition Schedule?

A Records Retention and Disposition Schedule (also referred to as [Retention Schedule or schedule](#)) is the State-approved timetable that establishes the length of time a record must be kept. The retention and disposition dates listed on State-approved schedules are based on use or need of the record, and on its administrative, legal, fiscal, or archival value to the Town of Camp Verde. A [retention schedule](#) also serves as the required legal authority to destroy a record once the retention period has been met. [Retention schedules](#) apply to both electronic and paper documents.

How do I report the destruction of records?

By law, all official Town records, including e-mail and electronic records, must be maintained and destroyed in accordance with the approved [State Retention Schedule](#). Once retention periods are met, an approved [retention schedule](#) serves as the department's legal authority to destroy records listed on the schedule without any additional authorization from the State.

After a document has been destroyed in accordance with a [State-approved Retention Schedule](#), the Department Records Management Coordinator must document the destruction on a [Report/Certificate of Destruction Form](#) and file it with the Town Records Manager. The Records Manager will retain a copy for the official files and forward the original report to the State.

Approval from the Town Records Manager is required to hold a record longer than its approved retention period. If a record is not listed on a current, State-approved schedule, or is required beyond the prescribed retention period for litigation or legal discovery, criminal or government investigation, or ongoing audit purposes, **do not destroy the record** and contact the Town's Records Manager for assistance. Questions regarding whether a record can be destroyed should be directed to the Town Records Manager.

Most Town records are public records and are not considered confidential. Destroy non-confidential records by placing them in a Town recycling bins. Records that are confidential by law, or contain citizens' personal/financial information, must be shredded.

Prior to any official documents, e-mail, or electronic record, being destroyed in accordance with an approved [retention schedule](#); the department's Records Management Coordinator must document and report the destruction by completing a [Report/Certificate of Records Destruction](#) form and submitting it to the Town Records Manager.

Non-records are to be destroyed immediately after their reference value has been served. Informational or courtesy copies of official records that are maintained by another department or office are also non-records and must not be kept longer than the original record. Non-records are not included on a [retention schedule](#); therefore, it is not necessary to document or report their destruction.

Which type of archival paper should be used to preserve permanent records?

- The fiber content must be cotton or linen, fully bleached wood pulp, or a mixture.
- The paper shall be free of lignin, unbleached wood pulp, or ground wood.
- The pH must be between 7.5 and 9.5.
- The paper must contain at least two percent (2%) calcium or magnesium carbonate as a buffer.

Only purchase paper that specifically meets these conditions.

Where can I go for help?

Answers to many records management questions are contained in this manual. Of particular interest are [Section 1](#), [Section 2](#), and [Section 3](#), which contain general guidelines for managing public records.

Who can I contact with questions regarding records management?

If you have any questions regarding records management contact the Clerk's Office.

APPENDIX A: LINKS TO ONLINE RECORDS MANAGEMENT FORMS

1. Public Records Request

2. Records Inventory Worksheet

3. Records Retention and Disposition Schedule

4. Request for Document Imaging Implementation

5. [Report/Certificate of Records Destruction](#)

6. Single Request for Records Destruction or Transfer

APPENDIX B: TRANSFERRING RECORDS TO STORAGE

The following items are needed to transfer records to Storage:

- ✓ [The State approved Retention Schedule](#). Records being sent to storage must be listed on either the [approved Retention Schedule](#) or the approved [Town General Retention Schedule](#).
- ✓ **A standard records box.** A standard records storage box is 1.2 cubic feet; 10" X 12" X 15" in size; 250-pound test; has one cutout handle at each end of the box; and has a separate, tight-fitting lid.
- ✓ **Records Center Box Label (one per box).**

Preparing Records for Storage

Records are to be placed into a standard size box using the same filing system used by the department for filing records onsite. Do not over pack—leave at least one inch of space inside the box to provide easy access to the records inside.

Store only one record series in a box. Examples of a record series are: liquor license applications, contracts, and training program evaluation records. It is not permissible to mix date ranges of the records stored within a single box. For example, records of the same series and a date range of January 1, 2000 through June 30, 2000 may be stored in the same box. Records of the same series having a date range of April 16, 1980 through July 10, 1982 cannot be stored with records having a date range of August 3, 1985 through October 16, 1987. Storing documents of a single record series,

with the same date range and destruction date, allows the entire box of records to be destroyed without extensive sorting prior to destruction.

Preparing a Records Center Box Label

Prepare one Records Center Box Label for each box being transferred to Storage.

Sample Form: Records Center Box Label

SAMPLE

RECORDS RETENTION - STORAGE			
TODAY'S DATE		DEPARTMENT	
RECORD TYPE (i.e. Agreements)			
SECONDARY DESCRIPTION			
DATE FROM	DATETHRU	DESTRUCTION DATE	BOX NO. ___ OF ___
ACCESS RESTRICTED? ___ Yes ___ No		AUTHORIZED ACCESS BY :	
PREPARED BY:		RETENTION SCHEDULE:	

It is important to provide complete and detailed information on the box label.

Department Name: Department name (i.e. Public Works)

Record Series Title: Record type, or record series, which should appear exactly as it appears on the Records Retention and Disposition Schedule. If the record does not appear on an approved [Retention Schedule](#), contact the Town Records Manager before transferring the records to storage.

Secondary Description: More detailed description of the record (i.e., Adams thru Davis, or Planning Case 2651 thru 3782, etc.).

Date From: Record having the earliest date.

Date Thru: Record having the latest date.

Destruction Date: The total number of years the record is to be kept, according to the approved [Retention Schedule](#), determines the destruction date. Completion of this field is required. If the record series has a permanent retention period, the date shall be entered as 12/31/9999.

After completing the Records Center Box Label, make a department copy for future reference.

APPENDIX C: DOCUMENT STANDARDS

Sec. 1 Purpose

To provide guidelines for the construction, control and classification of official documents originated by officials, employees, and representatives of the Town of Camp Verde.

Sec. 2 Policies

1. Official documents originated by officials, employees, or representatives of the Town of Camp Verde shall conform to the guidelines below. The provisions of this directive shall not apply when another form of a document is specified or required by law, rule or regulation.
2. Permanent documents must be maintained on high quality, cotton or linen fiber content, alkaline buffered, acid free paper, often referred to as archival paper, or be microfilmed according to State-approved standards.

3. *With the exception of agreements and contracts, only one original of an official document may be submitted as the true and final document for signature and retention. The Town Clerk's Office retains official Town documents unless the Town Clerk designates another department or individual as the official record holder.*
4. *Designation of another individual or department as the record holder of an official document shall be in writing, signed by the Town Clerk, and kept on file in the Clerk's Office.*

Sec. 3 Procedures

MINIMUM STANDARDS

At a minimum, official Town documents should be easy to read and understand; be free from stains, marks, tears, or creases; and include the following information, where applicable:

- *Document name, number, and date.*
- *Running-total page numbers.*

In addition, official documents must be created on material that meets legal requirements. For example, all public records, with limited exceptions, must be on eight and one-half by eleven inch paper (A.R.S. § 39-103). All permanent records, including historic documents, must be maintained on paper that meets State-approved standards.

Format

An Arial, ten or eleven-point font is recommended for official documents, particularly if the document will be scanned and shared electronically. One-inch margins work well for most documents; however, documents that will be recorded, as well as ordinances and resolutions, require a two-inch top margin on the first page. If the document to be recorded has a top margin that is less than two inches and cannot be changed, a cover sheet with a two-inch top margin may be used. The cover sheet must include the title and date of the document.

Permanent Documents

Permanent documents must be maintained on high quality, high fiber content paper, often referred to as archival paper, or on paper approved by the State Library. Permanent records may also be preserved by microfilming the documents according to State-approved standards.

RECORDING STANDARDS

Under some circumstances documents may need to be recorded with the Yavapai County Recorder's Office. Recorded documents must conform to Yavapai County Recording Standards, ARS §11-480, Requirements for Form of Instruments.

When submitting documents for Council approval that require recording, be sure to notify the Clerk's Office in writing of that requirement. Abandonment resolutions and development agreements are examples of documents that may require recordation.

SPECIFIC GUIDELINES

Agreements and Contracts

The first page of each agreement or contract shall include the document title; contract number; and, if available, expiration date. Subsequent pages of multi-page agreements and contracts shall include the document title, contract number, and running-total page numbers.

The Town Code states that all contracts shall be executed in the name of the Town of Camp Verde by the Mayor and countersigned by the Town Clerk. Contracts and agreements subject to approval by the Town Council must contain signature blocks for the Mayor and Town Clerk and a signature block indicating "Approved as to form" for the Town Attorney.

Whenever possible, the termination date of a contract or agreement should be clearly indicated within the contract.

With very few exceptions, only one copy of a contract may be designated as the true and final document and routed for signature. If more than one original signed version of a contract or agreement is required (e.g., agreements with federal, state, county, and other local agencies), multiple copies of the agreement, up to a maximum of one original per party, may be submitted for signature.

The Town Clerk's Office is the official record holder of the Town's agreements and contracts, unless the Town Clerk designates, in writing, another department as the record holder.

Correspondence (Official Letters and Memos)

Under most circumstances, letters and memos are used to convey routine information and are classified as general correspondence.

Some correspondence (e.g., legal opinions, management directives, and conflict of interest statements) is appropriately classified as official correspondence and may require a longer retention period than general correspondence. The Minimum Standards referenced above should be used as a guide for preparing official correspondence.

Exhibits and Attachments

Exhibits and attachments should be clearly labeled with the document number, running-total page numbers, and date.

Minutes

Minutes of all Town of Camp Verde public bodies, including, Council, board and commission, and other official Town meetings must conform to the guidelines contained in this directive. The first page shall include, at a minimum, the document title, meeting date, and specific meeting location. Subsequent pages of multi-page minutes shall include the document title, meeting date, and running-total page numbers.

Minutes of all Town of Camp Verde public bodies are permanent records and must be maintained on archival paper, or on paper approved by the State Library.

Ordinances and Resolutions

The first page of an ordinance or resolution shall include the document title and number (Ordinance No. _____), as well as the legislative title (summary of legislation to be enacted). Subsequent pages of a multi-page ordinance or resolution shall include a header containing the document title and number and running-total page numbers.

An ordinance or resolution requires the prior review and approval of the Town Attorney before it can be placed on a Council agenda for consideration.

An ordinance that modifies the Camp Verde Town Code must be marked in a manner that identifies text additions and deletions. Deletions must be identified by using a strikethrough method. The recommended method for identifying added text is to use all CAPS.

After an ordinance, or a resolution having the effect of an ordinance, has been adopted, the Town Clerk's Office is responsible for publishing the document in full in the official newspaper of the Town. If an exhibit, map, table, or other type of document is referenced within the document, it also must be published in full in the newspaper, which can be very costly. In an effort to reduce costs, the following guidelines should be used when preparing an ordinance or a resolution having the effect of an ordinance:

- 1. If an exhibit, map, table, or other document is not a required component of the ordinance or resolution, do not reference it within the ordinance or resolution.*
- 2. A lengthy document or one which is difficult to reproduce, may be adopted as a public record by resolution and is not required to be published in the newspaper. The Town Clerk is available to assist with this process.*

3. *An exhibit that is included as part of an ordinance or resolution must be of high quality and easy to reproduce. If the print is small or unreadable, the newspaper must publish a larger version of the document, thus increasing publication costs.*
4. *If you are planning to present a lengthy ordinance (more than ten pages) to the Council, notify the Town Clerk in advance to ensure that publication requirements are met and to minimize associated costs.*

Reports

Permanent records, or records requiring a long retention period (more than 25 years), must be prepared on archival paper to ensure that retention requirements are met.

The first page of each report shall include the document title, date, and document number, if applicable. Subsequent pages of multi-page reports require the document title, date, running-total page numbers, and document number, if applicable.

APPENDIX D: ESSENTIAL RECORDS PROTECTION AND RECOVERY PLAN

Purpose

The Town of Camp Verde Essential Records Protection and Recovery Plan identifies essential records and establishes guidelines for the preservation and access of information necessary for the Town to continue its key functions during an emergency or disaster.

The objectives of the Town's Essential Records Protection and Recovery Plan, hereinafter referred to as the Essential Records Plan, or Plan, are to:

- *Identify records necessary for maintaining business operations during emergency situations*
- *Identify records necessary for performing or reconstructing each department's most critical functions*
- *Identify records protecting the legal and financial rights of the Town , its employees, and citizens*
- *Develop and implement cost effective methods for protecting essential records from loss, misuse, modification, and unauthorized access*
- *Develop procedures and an action plan to assess damage and to begin recovery or reconstruction of Town of Camp Verde essential records affected by an emergency or disaster*

Authority

The Office of the Town Clerk prepared this plan in accordance with State requirements listed below.

A.R.S. § 41-1346(A)(2) *requires the head of each state and local agency to make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency.*

A.R.S. § 41-1346(A)(5) *requires the head of each state and local agency to submit to the [State Library] director lists of all essential public records in the custody of the agency.*

A.R.S. § 41-1347(A) *declares that all records made or received by public officials or employees of this state in the course of their public duties are the property of the state. Except as provided in this article, the [State Library] director and every other custodian of public records shall carefully protect and preserve the records from deterioration, mutilation, loss or destruction and, when advisable, shall cause them to be properly repaired and renovated.*

Responsibilities

The Town Clerk, Town Records Manager, and Department Records Management Coordinators are critical to the success of the Essential Records Plan, providing assistance and support to Town personnel in the identification, inventory, protection, storage, accessibility and update of essential records.

The Town Clerk is the Chief Records Management Officer for the Town and approves the Town's Essential Records Plan.

The Town Records Manager oversees the daily implementation of the Essential Records Plan, including preparing, maintaining, and updating the Plan, as necessary.

Department Records Management Coordinators work with the Town Records Manager to identify, backup and store essential records within Departments. Department Records Management Coordinators are responsible for completing the Department's Essential Records List and filing them with the Town Records Manager. Department Records Management Coordinators are required to review these lists on an annual basis, update as necessary, and file any changes with the Town Records Manager within five (5) business days. In the event no changes are required, the Department Records Management Coordinator shall forward a memo to the Town Records Manager indicating the date of the review and stating that no changes are necessary.

During emergency situations, Department Records Management Coordinators are responsible for assessing damage to essential records, establishing safe storage locations, coordinating salvage efforts, and providing the Clerk and Records Manager with situation reports.

Identifying Essential Records

Essential records consist of two main types:

- *Emergency Operating Records – Records essential for the continued operation or function of a department during and after an emergency.*
- *Rights and Interests Records – Records essential to the protection of the legal and financial needs of the department, as well as records documenting individual rights affected by the department's activities and decisions. Rights and Interests Records include records that document the restriction of public access to areas of Town property (e.g., closing of Town parks, creating or enforcing curfews, fire restrictions). Examples of Rights and Interests Records that affect individual rights include policies and procedures, ordinances, regulations, and department rules.*

The Town's essential records must be available to Town officials and employees to ensure continuity of service to citizens, businesses, and employees; to conduct official business, especially in times of disaster or emergency; and, to pay, account for, and collect financial obligations.

Each Town department is responsible for identifying and protecting its own essential records in compliance with the Town's Essential Records Plan. Essential records are to be maintained securely, be protected by a backup method (e.g., CDs, scanned images or paper copies), and be accessible by authorized personnel. All essential electronic records should be backed up daily. Finally, emergency operating records (records essential to department operations during emergency situations) should not be maintained on any computer that is dependent upon an outside power source.

Procedures

Every department must have a Department Essential Records List and a Department Records Recovery Team List on file with the Town Clerk's Office. The Department Records Management Coordinator is responsible for updating these lists as changes occur, or, at a minimum, on an annual basis.

Activation of Essential Records Plan

During an emergency situation, implementation of the Essential Records Plan shall consist of the actions on the checklist below:

Records Recovery Procedure Checklist

1. _____ **Department Records Management** notifies Records Recovery Team of the disaster.
2. _____ if necessary and only after authorized by police or fire personnel, team members enter the affected offices to examine any damaged records and determine the extent of the damage to the records.
3. _____ Department Records Manager, or other designated member of the Records Recovery Team, identifies and lists the essential records to be reconstructed.
4. _____ Department Records Management Coordinator, or other designated member of the Records Recovery Team, retrieves the essential records backups and begins the reconstruction process.
5. _____ Team members index all non-essential records that cannot be salvaged and report them as destroyed.

6. _____ *Department Records Management Coordinator, or other designated member of the Records Recovery Team, submits daily situation reports to the Town Clerk*

Department Essential Records List

Department: _____ Office: _____

Records Management Coordinator _____ Phone # _____

<p><i>Record Series</i></p> <hr/>
<p><i>Media</i> _____ <i>Backup Media</i> _____</p>
<p><i>Location of Office</i></p> <hr/>
<p><i>Location of Record</i></p> <hr/>
<p><i>Location of Backup</i></p> <hr/>
<p><i>Offsite Storage Location</i></p> <hr/>
<p><i>Offsite Contact Person</i> _____ <i>Phone #</i> _____</p>

Record Series

Media _____ *Backup Media*

Location of Office

Location of Record

Location of Backup

Offsite Storage Location

Offsite Contact Person _____ *Phone #* _____

Department Records Recovery Team List

Department Manager (or Chief): _____

Work Phone No.: _____

Cell Phone No.: _____

Home Phone No.: _____

Home Address: _____

Note: If numbers are unlisted or confidential do not use without prior approval, or use a contact person instead

(e.g., a Police Department Information Officer with access to necessary information).

Assistant Manager (or Deputy Chief): _____

Work Phone No.: _____

Cell Phone No.: _____

Home Phone No.: _____

Home Address: _____

Note: If numbers are unlisted or confidential do not use without prior approval, or use a contact person instead

(e.g., a Police Department Information Officer with access to necessary information).

Department Records Management Coordinator:

Work Phone No.: _____

Cell Phone No.: _____

Home Phone No.: _____

Home Address: _____

Note: If numbers are unlisted or confidential do not use without prior approval, or use a contact person instead

(e.g., a Police Department Information Officer with access to necessary information).

Recovery Team Staff Personnel: _____

Work Phone No.: _____

Cell Phone No.: _____

Home Phone No.: _____

Home Address: _____

Note: If numbers are unlisted or confidential do not use without prior approval, or use a contact person instead

(e.g., a Police Department Information Officer with access to necessary information).

Recovery Team Staff Personnel: _____

Work Phone No.: _____

Cell Phone No.: _____

Home Phone No.: _____

Home Address: _____

Note: If numbers are unlisted or confidential do not use without prior approval, or use a contact person instead

(e.g., a Police Department Information Officer with access to necessary information).

Recovery Team Staff Personnel: _____

Work Phone No.: _____

Cell Phone No.: _____

Home Phone No.: _____

Home Address: _____

Note: If numbers are unlisted or confidential do not use without prior approval, or use a contact person instead

(e.g., a Police Department Information Officer with access to necessary information).

APPENDIX E: HISTORIC RECORDS PRESERVATION

Identifying Historic Records

Historic records document the important issues, places, people and events of the Town, and include letters; reports; photographs; papers; and tapes; whether printed, written, or in electronic format.

Age alone is not an indicator a document has, or ever will have, historic significance. The historic value of a record is distinguished by the unique character, of an otherwise routine Town record, that captures the details of the Town's progress over the years.

Identifying historic records among the thousands of routine documents produced by the Town can be a daunting task. Records that are considered routine today, can later take on historic relevance as the result of a special event or circumstance (e.g., a former Councilmember is elected to the Senate, or a municipal judge is appointed to the Supreme Court). As a result, an event may not be recognized as having historic significance until after the event has long passed, along with the opportunity to preserve records documenting the event.

Good judgment, corporate knowledge and an understanding of the goals and direction of the Town leaders can be the best tools for identifying historically significant documents. Listed below are some of the types of documents to look for when classifying historic records. A word of caution: Not all documents with these characteristics are historic records.

- *Documents that influenced Town leaders to make significant, unique, or controversial decisions (e.g., a letter from the Governor, or other high-ranking government official; a Councilmember's resignation letter; or a significant report, such as "Which Way Camp Verde").*
- *Documents that demonstrate how public policy was initiated, or why a special program was considered or implemented (e.g., documentation regarding the studies, letters and petitions from citizens concerning a divisive issue, etc.).*
- *Written policies or legislation expanding (e.g., lifting bans or restrictions) or limiting (e.g., stricter licensing requirements, seizing property, new types of zoning, etc.) citizens' rights.*
- *Town documents leading to, or responding to, newsworthy events (e.g., a local, catastrophic event; ballot measure referendums or initiatives; etc.).*

Once a record has been identified as historic, it must be maintained as a permanent record requiring special protection and preservation on an archival medium.

Preserving Historic Documents

A.R.S. § 39-101 requires the Town to follow specific procedures and standards outlined by the Arizona State Library, Archives and Public Records in maintaining and preserving historic documents and permanent public records of the Town .

Permanent preservation methods must maintain records in perpetuity. The two acceptable materials which meet preservation standards are silver halide microfilm and permanent (archival) paper.

Microfilm is a high-resolution film that duplicates paper images into a reduced format and provides an efficient, space-saving solution to preserving documents not already on archival paper.

Archival paper is acid-free, lignin-free, alkaline buffered, and contains 25% cotton or linen fiber for strength and durability. Recycled paper (even “acid free” recycled paper) does not meet the minimum requirements and should be avoided when preserving permanent documents.

Folders and boxes containing permanently preserved documents must also conform to archival permanent standards.

All historic records maintained electronically (digital photographs, tapes, etc.) must be converted to a format that meets permanent standards. Any deviation from this procedure must be authorized by the Town Records Manager and reflected on a Retention Schedule.

If a department requires assistance with determining the historic value of records, converting historical records to a permanent medium, or preserving historic records, contact the Town Records Manager.



To All Event Promoters/Planners/Coordinators:

As Town staff work to develop a more efficient, effective, and responsive local government, departments are focusing on streamlining processes to ensure accuracy and compliance, but more importantly, to ensure that we are meeting the needs of those we serve, our citizens. Part of this process included the development of a policies and procedures manual to assist promoters with conducting public events that are held within our Town limits. It was our goal to provide a “one-stop shop” for event planners. The result of this effort is the attached Special Event Permitting Process and Handbook (Handbook).

The Handbook serves a two-fold purpose. The first purpose is that it is a contract between you and the Town and secondly, it serves as a guide to assist event planners in every aspect as they plan and produce an event. The Handbook contains valuable information relative to when and how to file various applications for permits and licenses, as well as Master Forms for the Town and Sample Forms from other agencies. The Handbook also provides information about insurance requirements, clean-up, street closures, sales tax, contact names, checklists, and much more.

The guidelines and procedures listed in the Handbook apply to ALL events that are open to the public and that are held within the incorporated limits of the Town of Camp Verde, including those that are held on Town-owned properties. Please note, however, that there are some exceptions to the type of events that require permits. These events are addressed later in the Handbook. Also be aware that failure to abide by these guidelines could result in a violation of various sections of the Town Code.

We hope that you find the Handbook helpful to you as you plan and conduct your event and as always, your comments and input are important to the process. Please feel free to contact us with suggestions or comments that might improve our procedures. Your event contributes greatly to the spirit and economy of the Town of Camp Verde and we are grateful for all that you do to make Camp Verde the best place to live, work, and play!

Respectfully,

Deborah Barber, MMC
Town Clerk



Frequently Asked Questions

And Other Important Points of Information

What is a Special Event?

A Special Event is any activity that is open to the general public that is held on public or private property and that will affect the venue location and surrounding area(s). Examples include, but are not limited to festivals, parades, concerts, races, rodeos, carnivals, auctions, exhibits, etc. Generally, you will need a permit for the following:

- Any event or activity that is advertised for attendance by the public-at-large;
- Any event or activity that has an admission fee;
- Any event or activity that affects the character or quality of your neighborhood or surrounding properties (i.e. increase in traffic, impeding flow of traffic or blocking access, bright lights, or loud noises such as music, amplifiers, or microphones).

You **will not** need a Special Event Permit for activities on privately owned property that are currently permitted by a Special Use Permit issued by the Planning Department or for activities such as family or neighborhood gatherings, real estate open houses, occasional yard sales, estate sales, grand openings, houseware parties, cosmetic, or other in-home demonstrations, Church events, bizarres, holiday programs, or socials, etc. **Please contact the Clerk's Office at 567-6631 ext. 100 to verify the need for a Special Event Permit.**

Who must apply for a Special Event permit or a Notice of Event?

Individuals, groups, and organizations who plan to host a festival, exhibit, parade, concert, race, or any other public gathering that will be held within the incorporated boundaries of the Town of Camp Verde must have a Special Event Permit or Notice of Event. Special Event Permits are issued for activities that take place on Town-owned properties. A Notice of Event is not approved by the Town; however, it is distributed to both the Camp Verde Fire District and Camp Verde Marshal's Office so that they might plan accordingly for emergency access. **(See exceptions noted above and feel free to contact the Clerk's Office at 567-6631 ext. 100 if you are unsure if your event requires a permit.)**

My organization holds several events throughout the season; must I get a separate permit for each event?

If your organization holds events such as a gymkhana, barrel racing, roping, or rodeos on a regular basis, one permit per year may be issued that identifies the dates of each event for that year. This permit serves as the means to alert emergency responders in advance of the possibility of road restrictions, etc.

What is the process for applying for a Special Event permit?

You must complete the application and appropriate forms that are in the Special Event Permit Handbook. A **recommended timeline (pgs. 7 & 8)** is included for your convenience. *This timeline is a recommendation only.* The time required to process your permit varies depending upon the type of event. For example, if you plan to sell or consume alcohol at the event, you must submit a Special Event Liquor License Permit application in addition to your Special Event Permit application. The liquor permitting process takes approximately 60 days to complete.

All events require agency and departmental reviews. Your application will be distributed at minimum to the Marshal's Office, Planning & Zoning, Building & Safety, Public Works, Risk Management, Town Manager, and the Camp Verde Fire District. If your event will have food vendors, you must provide copies of the Yavapai County Health Services Food Handler's Certificate(s) to the Town prior to the opening of the event.

Who issues the Special Event permit?

3-3-2.B of the Town Code provides that the Town Clerk shall issue all licenses that may be prescribed by state statute, Town ordinance, or the Town Code.

Who has the ability to deny my Special Event permit and for what reasons?

The Town Clerk has the authority to deny your permit application based on a variety of reasons. For example, failure to submit required documentation or fees will result in denial of a permit, as will recommendations for denial that come from other departments and/or outside agencies. Violations of the procedures and/or failure to provide required reports from prior events will also affect your ability to have permits approved for subsequent events.

Please note that this list is not all-inclusive. If your permit is denied, you will be given the reasons in writing.

What recourse do I have if my permit is denied?

You may appeal the Clerk's decision to the Town Manager. The Town Manager will meet with the Town Clerk to discuss the matter, review the material. The Town Manager may at his discretion, decide such appeal OR refer it to the Council. You will be provided with a written response relative to the decision.

Can my permit be revoked prior to or during an event?

Yes. Failure to abide by the rules and procedures as outlined in the Handbook and/or unsafe conditions may result in immediate closure of the event and revocation of your permit. CVMO Deputies have the authority to close events that are in progress.

Who is responsible for ensuring that my event meets its obligations?

You must provide the name of at least one contact person who will be available during the entire event and who has the authority to take immediate action. This person will be responsible for everything connected to the event, including licensing and reporting. You should provide the name, address, home, business, and cell phone number(s) for the responsible party. This information will be provided to the deputies or staff members during the event.

Are the vendors who are participating in my event required to get a license?

Yes. Vendors must apply for and receive a Special Event Vendor License from the Clerk's Office for all events. In addition, you must supply a list of participating vendors to the Clerk's Office prior to the event that includes the business name, contact person, address, and telephone

number. The vendors must display their license during the entire event. Failure to display a current license for the event will result in immediate closure of that vendor's activities.

Note: Vendors who have a current Business License on file will be provided a Special Event Permit at no charge. The vendor must display the permit and food handler's certificate (if applicable) on their booth during the event.

Can I be held responsible for the failure of a participating vendor to abide by the contract terms?

Yes. You must ensure that all terms of the contract are implemented and in compliance. Failure to do so may result in the immediate closure of the event, forfeiture of your fees, and denial of future event permits.

How much are the fees?

The Mayor and Council set appropriate fees by resolution on an annual basis. The fees cover the actual costs to the taxpayer. In part, this includes staff salaries and employee-related expenses, utilities, materials, etc.

The fees will depend on your event, where it is held, and the amount of time and materials required from the Town. In some cases, fees, such as business license fees and equipment rental fees may be waived. For example, Town Code Section 9-1-4 stipulates that no fees will be required from any *resident* selling farm or orchard products that are actually produced by that resident. Further, Section 9-1-5 states that there is no fee for charitable, religious, or civic organizations. (See definitions to determine if your organization is eligible for waiver of fees.)

In all cases, your fees will be determined after your application has been submitted to the appropriate departments who will indicate their fee amount(s) requirements. For your convenience, a fee schedule is included in this Handbook. NOTE: Fees are subject to change on an annual basis. The fee schedule that is in place when your application is approved is the schedule that will apply to your event. Be sure to request the most current Fee Schedule.

Who determines if the fees can be waived?

Section 9-1-5 allows for the Town Clerk to determine if the organization is a charitable, religious, or civic organization and that the individual making the application is a member of that organization. See Exhibit B – Definitions.

Can I appeal the Town Clerk's determination?

Yes. The Town Clerk's determination may be appealed to the Town Manager, which may at his discretion decide such appeal OR refer it to the Council.

Must my license/permit be posted?

Yes. Failure to post a license/permit can result in the immediate closure of the event and/or vendor.

Must I have a Special Event Vendor License if I hold a current registered business license in the Town of Camp Verde?

Yes. However, your business license allows licensed retail business to conduct *occasional* off-site sales events such as car and recreational vehicle shows and home shows. There will be no

charge for the Special Event Permit for businesses with current business licenses on file in the Clerk's Office. Note: Some off-site sales or events may also require zoning clearance.

What Town official has the authority to close an event or a vendor?

Camp Verde Marshal's Office, Town Clerk, Town Manager, Building Inspector and the Camp Verde Fire District have the authority to close an event or a vendor.

The Camp Verde Fire District will conduct inspections for fire and life safety purposes. Town staff will inspect vendor booths for the display of appropriate licenses during your event. The Town Clerk will ensure that all vendors have been issued appropriate licenses/permits and will advise the Camp Verde Marshal's Office. The Maintenance staff and/or the Camp Verde Fire District will determine if the weather poses a risk.

The Event Coordinator/Promoter is also required to close down a vendor for non-compliance.

Whom do I contact if I experience problems during an event?

If your event is held on Town property, contact the Public Works Department for maintenance issues at 567-6631, ext 136. You may also contact the Camp Verde Marshal's Office at 567-6621 for other problems unrelated to maintenance. If you have alcohol at your event, you will have a deputy onsite to assist you.

After-hours cell numbers of staff will be provided to you at the time the permit is issued. Note that calling staff out after hours may result in additional fees.

What sort of inspections must be done?

1. Fire, Life and Safety inspections
2. Health inspections
3. Permit inspections
4. Liquor Compliance inspections

Who performs these inspections?

Some of the departments and/or agencies that may inspect your event include the Town's Zoning Compliance & Building Official, Town Clerk, Camp Verde Marshal's Office, Public Works Department, Parks & Recreation Department, Yavapai County Health Services Department, Arizona Department of Liquor, and the Camp Verde Fire District. In addition, the Town requires a copy of the most recent certified **inspection(s) certificates for activities such as carnival and amusement rides.**

The Step-by-Step Permitting Process

1. It is recommended that you call the Clerk's Office at 567-6631 ext. 100 to schedule a Planning Meeting approximately 90 days prior to your event. Let the Clerk know what type of event you wish to hold and where you would like to hold it. This will provide staff with the opportunity to determine who should attend the Planning Meeting.
 - a. This is an informal meeting where you will be given the opportunity to present your idea and/or plan and where staff can determine the initial steps you will need to take.

- b. Gather all your information and put your questions down on paper to discuss during the Planning Meeting. Various staff members may attend the meeting to get a clear understanding of your proposal and to explain what needs to be done.
 - c. If your event is to be held on Town property, you should reserve the facility at this time with the Public Works Department at 567-6631 ext. 136. Exhibit I.
2. Complete your application packet and submit the documentation to the Clerk's Office at 473 S. Main, Ste. 102 as soon as possible. Don't forget to submit your applications to the Fire District. Fees and deposits will be collected prior to the issuance of a Special Event Permit. Note: incomplete packets will be returned. The following items are offered as an explanation as to what might be required for various events. (You will be informed of your specific requirements during the initial Planning Meeting.)
 - a. If you need to close a public thoroughfare, such as you would do in a neighborhood block party, request a Street Closure Permit from Public Works at 385 S. Main, telephone number 567-6631 ext. 136.
 - b. If you plan to sell alcohol, submit a separate Liquor License application to the Clerk's Office, including the appropriate site map where alcohol will be confined, at least 60 days before your event. This requires Council approval, so plan to attend a Council meeting to answer questions. Council meetings are held on the first and third Wednesdays of each month at 6:30 p.m. at 473 S. Main, Ste. 106. Liquor License application fees are due at the time of submission of your application.

After receiving Council approval, submit your Liquor License application to the State Department of Liquor Licenses and Control. Sample forms are included as an exhibit in this Handbook. Note: you must include a **completed copy of your liquor license with state approval** PRIOR to receiving your special event permit. Thus, it is imperative that you DO NOT wait too long to begin the liquor permitting process.

3. The Clerk's Office will review your application packet with you to determine if it is complete. After review, the application will be forwarded to the appropriate departments and the Camp Verde Fire District for review and comment.
4. The reviewing departments will make comments, note requirements, and calculate fees. Upon completion, each department will forward their information to the Clerk's Office. This process may take up to eight (8) working days, excluding holidays.
5. Upon receipt of Department Review, the Clerk's Office will tabulate the fees (WHICH ARE SET BY COUNCIL RESOLUTION EACH YEAR), note additional requirements and contact you that your permit is approved contingent upon payment of fees and deposits, and the completing of the agreement. In some cases, fees may be waived. Be sure to bring proper documentation to the Planning Meeting if you plan to request a fee waiver. This document will then become part of your contract with the Town. Note: Insurance requirements are NEVER waived.
 - **ESTABLISHED PROMOTER STATUS** – IF YOU HAVE SUCCESSFULLY COMPLETED TWO (2) EVENTS THAT HELD ON AN ANNUAL BASIS AND ARE COMMUNITY-WIDE EVENTS AND THESE EVENTS HAVE

BEEN WITHOUT DEPOSIT-RELATED ISSUES, YOU MAY BECOME ELIGIBLE FOR ESTABLISHED PROMOTER STATUS FOR YOUR THIRD EVENT. THE TOWN CLERK SHALL DETERMINE ELIGIBILITY. ESTABLISHED PROMOTER STATUS ALLOWS WAIVER OF DEPOSITS. HOWEVER, AS PREVIOUSLY NOTED, INSURANCE REQUIREMENTS ARE NEVER WAIVED. THE CLERK'S DECISION MAY BE APPEALED TO THE TOWN MANAGER.

6. You will receive your permit after you submit your signed contract, all required documents, and pay your fees and deposits. You should then follow the remaining steps of the Event Planning Checklist to ensure that you have a successful event.

SUMMARY

Planning is an essential element of a successful event. Though staff is here to serve, be aware that there is a process to complete that cannot be rushed or disregarded *even if it means that your event will have to be cancelled or postponed.*

Event Planning Checklist (Recommended Timeline)

90 Days prior to your Event:

- Contact Clerk's Office at 567-6631 ext. 100 to schedule a Planning Meeting. Describe the proposed event fully so that the staff will know which departments to contact to attend the meeting.
- Check the availability of Town facilities that you might need to use for your event. Call 567-6631 ext. 136 to tentatively reserve facilities for your event.

60 – 80 Days prior to your Event:

- After the Planning Meeting, submit your completed Special Event Permit application packet.
- Request a Street Closure Permit from the Marshal's Office if you plan to close streets, sidewalks, or other Town Rights-of-way. Marshal's Office must approve street closure. Public Works will review Traffic and Safety Plan. Submit this permit with your application.

60 Days prior to your Event:

- Submit a complete and detailed Liquor License Application with accompanying fees to the Clerk's Office to place on the next available Council agenda.
- It is recommended that you attend the Council meeting to answer questions.

45 Days prior to your Event:

- Submit your application for permit to the Camp Verde Fire District.
- Submit Health Department Event Coordinator form to the Yavapai County Health Department. A sample form is included in the Handbook.
- Advise your vendor(s) that they must submit an application for a Special Event Vendor License and fees to the Clerk's Office no later than 10 working days prior to the event.

30 Days prior to your Event:

- Submit your deposits and fees to the Clerk's Office.

10 Working Days prior to your Event:

- Submit your Certificate(s) of Insurance to the Clerk's Office.
- Submit a legible, computer-generated list of participating vendors to the Clerk's Office. The list shall include Name of Business, Name of Owner, Address, Telephone number, and Special Event Vendor License Number.
- If you plan to sell alcohol at your event, you must submit a legible or computer-generated list of your Server's names to the Clerk's Office. The list shall include the names, addresses, and telephone numbers of the qualified servers who have received alcohol training. You must have at least one qualified server on each shift.
- Submit a legible or computer-generated list of driver(s) that will be available to provide transportation for those patrons who have consumed alcohol and are unable to drive. The list shall include name, address, and telephone number. Drivers shall also provide proof of insurance.
- Submit Certificate(s) of Insurances from your participating vendor(s). The Town of Camp Verde participates in the TULIP program that offers easy access and lower insurance rates to users. See Exhibit L in this packet.
- The Special Event Permit will be issued upon receipt of all required documents and payment of fees.*

1 Day prior to your Event (Set-up Day):

- Notify the Clerk's Office of the set-up completion time to schedule a Final Inspection. All vendors must have their Special Event Vendor License and Health Permits CLEARLY displayed. The Clerk's Office will provide you with staff contact numbers for after-hours needs at that time. Note: **If your event is held on a weekend, the event set-up must be ready for inspection before the close of business on Thursday before the event.** If not, you may be invoiced for overtime payment for Town staff.

15 Working Days after your Event:

- Submit your Final Participating Vendor Report to the Clerk's Office. NOTE: Failure to submit this report shall result in the denial of future Special Event permits.

- Submit your Final Participating Vendor Report to the Arizona Department of Revenue.

INSURANCE REQUIREMENTS
(For Events Held on or in Town-owned Property and/or Facilities)

You must provide a Certificate of Insurance (COI) FROM AN INSURANCE COMPANY WITH AN A.M. BEST RATING OF A OR GREATER for General Liability Insurance of at least \$1,000,000 per occurrence and \$1,000,000 aggregate for claims for bodily injury, death, and property damage *if your event is held on or in town-owned property and/or facilities*. The COI MUST name the Town of Camp Verde as Additional Insured. A Master (Blanket) Insurance Policy for the sponsor of a special event that allows a certain number of named vendors to be covered on said policy is acceptable under the same terms and conditions as defined.

If liquor is to be sold and/or consumed at the event, an **additional \$1,000,000 liquor liability policy** is also required, again naming the Town of Camp Verde as Additional Insured.

With respect to one Master Policy, the following information must be included on the Certificate of Insurance:

1. The sponsor's name and each vendor named on the policy for the event.
2. Insurance company name (underwriters must be rated "A" or better by A.M. BEST Rating Center)
3. The Town of Camp Verde shall be named as 'Additional Insured'
4. The COI must be signed/stamped by the insurance company in the box labeled, "Authorized Representative".

If not listed in a Master Insurance Policy, all food and craft vendors participating in your event must also provide a COI for General Liability Insurance of at least \$1,000,000 per occurrence and \$1,000,000 aggregate for claims for bodily injury, death, and property damage. For all *food and craft vendors* participating in your events, the box labeled '**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**' should have the following verbiage:

1. *The Town of Camp Verde is listed (or named) as additionally insured. There may be variations to the above verbiage. For Example: The Town of Camp Verde is listed (or named) as additionally insured with respect to the general liability.*
2. The insurance companies and vendors will be encouraged to include the following verbiage: "for all activities on Town Premises" rather than the *specific event (i.e. Fort Verde Days)*.

In summary, as long as everything else is satisfactory on the COI's, the Town will accept the COI's with either the specific event or with the verbiage for all activities on Town Premises.

Certificates of Insurance must be submitted to the Clerk's Office at least **10 working days** prior to the opening date of your event. Failure to submit the certificates shall result in the immediate revocation of your permit. Certificates of Insurance must specifically name the Town of Camp Verde, 473 S. Main Street, Camp Verde, Arizona 86322, as additional insured and must also include the name and date(s) of your event. **Certificates without this information will not be accepted.**

Insurance is also available through the Tenant User Liability Insurance Program (TULIP). See Exhibit L.

Alcoholic Beverages

Sales of alcohol within the Town limits requires a permit/license from both the State of Arizona and the Town of Camp Verde. In addition, Town Code, Section 11-1-6 permits the sale and/or consumption of alcoholic beverages **on Town property** at the following events only:

1. Ft. Verde Days (beer only).
2. Corn Festival (beer only).
3. Pecan, Wine & Antique Festival (wine only).

If you plan to sell alcoholic beverages within the Town limits, you must submit a Special Event Liquor License application from the Arizona Department of Liquor & Control, including the appropriate site map where alcohol will be confined, to the Clerk's Office. The Council **MUST** approve this application in a duly convened Council meeting. You can obtain the license application at www.azliquor.gov or call (602) 542-5141. See Exhibit N

Sixty days prior to your event, submit the completed Special Event Liquor License application and payment of the fees to the Clerk's Office at 473 S. Main, Ste. 102, Camp Verde, AZ 86322. You must also submit a copy of the application to the Camp Verde Fire Department located at 26 W. Salt Mine Road. You will be notified of the Council meeting date at the time you submit your completed application to the Clerk's Office.

Though attendance at the Council meeting is not mandatory, it is recommended in the event that Council members have questions. Council meetings are held on the first and third Wednesdays of each month at 6:30 p.m.

If your liquor license application is approved, remember that you must also obtain additional liquor liability insurance if your event is held on **Town-owned property or facilities**. You will also be required to submit your security plan to the Camp Verde Marshal's Office (CVMO) for review to determine the number of deputies that will be assigned to your event. The three events in which the Town will not invoice the promoter for CVMO deputy time and employee-related costs are **Fort Verde Days, Corn Festival, and the Pecan, Wine and Antique Festival**. All other events that require the presence of deputies due to the sale and/or consumption of alcohol must pay for the employee time and related costs.

Mandatory Stipulations for the Sale and/or Consumption of Alcoholic Beverages on or in Town-owned Property and/or Facilities

Summary:

1. All alcohol sales and consumption will be in a confined area designated by the Town and approved in your Liquor License Application Site Plan.
2. Beer gardens must be enclosed by an approved barrier.
3. Entrances and exits must be clearly marked.
4. Entrances and exits must be staffed with security personnel at all times as outlined in your approved Security Plan.
5. Only those age 21 or over are allowed in the beer garden.
6. All permits must be prominently displayed.
7. You must have at least two (2) servers per shift
 - a. You must provide a list of server's names to the Clerk's Office and proof of training.

- b. At least one server per shift must have training from the Arizona Department of Liquor Licenses and Control. You must provide copies of their certificates to the Clerk's Office.
8. You must provide a list of names and contact numbers for your security personnel.
9. You must prohibit servers, security personnel, and event workers from consuming alcohol while working.
10. You may not permit more than two (2) alcoholic drinks per purchase per person.
11. You must provide safe transportation options and present the plan and names to the Clerk's Office.
12. You must require a photo I.D. from all purchasers.
13. "Last Call" promotions are strictly prohibited.

Note: If infractions occur, CVMO Deputies have authority to demand immediate correction and/or to shut down the event, and to recommend revocation of your privileges to hold future events.

Set-up Requirements:

Fort Verde Days: The beer garden will be set up in the location(s) as designated in your Liquor License permit that includes a detailed site plan. Sales and consumption will not be permitted in more than one location at a time. No consumption is permitted outside the beer garden. Each entrance AND exit must be staffed with security personnel at all times.

Corn Festival: The beer garden will be set up in the location(s) as designated in your Liquor License permit that includes a detailed site plan. Sales and consumption will not be permitted in more than one location at a time. No consumption is permitted outside the beer garden. Each entrance AND exit must be staffed with security personnel at all times.

Pecan, Wine, and Antique Festival: The wineries will be set up in the location(s) as designated in your wine festival License that includes a detailed site plan. No consumption is permitted outside the designated area(s). Each entrance(s) AND exit(s) to the venue must be staffed with security personnel at all times.

Site Maps

All applications MUST include both a Site Map with your Special Event Application AND with your Special Event Liquor License application. The maps should define the event area and include, at minimum, the following information:

For Town-property events:

1. Location of all tents and temporary structures that will be erected. (i.e. beer garden, inflatable items, small carnival games, etc.) Note: the Beer Garden must be set up in the Town Hall Parking Lot.
2. Location of utility services
3. Location of all vendors
4. Location of all dumpsters and trash receptacles
5. Location and layout of tables, chairs, picnic tables, etc.
6. Location of stages
7. Entrances and exits

For All events in which alcohol is sold and/or consumed:

8. Location of the area(s) in which alcohol will be sold and/or consumed
9. Location of individual wine vendors may be listed by number IF a legend is included that lists the wine vendor name and the corresponding number.

Special Event Vendor License

You and your vendors are required to have a Special Event Vendor License. If you or your vendors have a current business license on file, there will be no charge for a Special Event Vendor license. See Exhibit C.

Each participating vendor must submit an application with original signatures and associated fees to the **Clerk's Office**. In addition, the certificate must be prominently displayed throughout the event. Prior to the opening of your event, Town staff will make an on-site inspection. Any vendor who does not have a Special Event Permit on display in a conspicuous place will not be allowed to open their booth.

STATE TPT NUMBER AND SALES TAX

All vendors who sell taxable items at your event are required to collect and pay applicable sales tax. It is your responsibility to provide a list of vendors to the Arizona Department of Revenue and the Clerk's Office within five (5) days following your event. The list shall include the vendor's name, business name, mailing address, and telephone number.

Note: Failure to file required reports shall result in the denial of future permits.

Contact Information:

Arizona Department of Revenue
License Compliance Officer
Phone: 480-545-3534
Fax: 480-545-3596

Town of Camp Verde
Clerk's Office
473 S. Main St., Ste. 102
Phone: 928-567-6631 ext. 100
Fax: 928-567-9061

STREET CLOSURE/BARRICADE

Proper barricades and signage are required if your event will close streets or a public right-of-way (ROW). At least 90 days prior to your event, you must submit an application with a detailed Traffic Control Plan to the Public Works Street Division indicating where barricades and signs will be placed. Street and ROW closings will be reviewed, evaluated, and approved on a case-by-case basis to determine the need for barricades.

The applicant will be responsible for the placement and removal of all barricades and signage before and following your event. Your event could require a licensed barricade company to perform these duties. If so, the contractor must submit a traffic control plan to the Public Works Street Division that is in compliance with the Manual of Uniform Traffic Control Devices and evidence of insurance. The Town of Camp Verde Public Works Department will review the applicant's traffic control plan to ensure compliance with the Manual of Uniform Traffic Control Devices.

The Town of Camp Verde may also require you to notify businesses and/or residents that might be affected by the closure, as well as a requirement to issue a press release and camera-ready site map to all media at least two weeks before your event. You will also be required to notify the Camp Verde Fire Department, Camp Verde Marshal's Office, and Camp Verde School Transportation Department.

Required Forms

Certificate of Insurance

Public Works Street Division Traffic and Safety Permit

Important Contact Information

Public Works Department
Ron Long, Director
Deborah Ranney, Admin Asst.
395 S. Main Street · 928-567-0534 ext. 137
Camp Verde Marshal's Office
Lt. Earl Huff
646 S. First Street · 928-567-6621 ext. 407
Camp Verde School Bus Barn
Stacy Barker – Transportation Supervisor
928-274-0013

Camp Verde Fire Department
Barbara Rice, Inspector
Fire and Life Safety
26 W. Salt Mine Road · 928-567-9401
Building Department
Robert Foreman
473 S Main, Suite 102 · 928-567-8513 ext. 112

CLEAN-UP PLAN

You must submit a Clean-up Plan for events held on Town property with your event application. The Plan must include at minimum, the following information:

1. A Site Map of the event area showing the types and locations of dumpsters, individual trash receptacles, and recycle containers. (The Town requires the use of recycle containers at all events held on Town property.)
2. The names and contact information of individuals and/or groups who will provide cleaning services both during and after an event.

Remember, YOU are the person who is responsible for prompt cleaning of Town property, restrooms, parking lots, streets, rights-of-way, sidewalks, etc. during and after your event. If you fail to clean adequately or cause damage to the Town's property or facilities, your deposit will be forfeited. You will be invoiced for any costs related to clean and/or repair damaged property over the deposit, and your insurance company will be contacted.

NOTE: The Town's dumpsters are not available for your use. You will need to provide adequate dumpsters and/or waste receptacles. If you use Town dumpsters, disposal fees will be deducted from your deposit.

Waste Contractors that service our area:

North American Waste 928-567-0250	Waste Management 800-762-9708	<i>Taylor Waste</i> 928-649-2662
<i>Arid Waste</i> 928-567-0213	SWS 928-634-6275	<i>Taylor & Sons Hauling</i> 928-649-8335

SECURITY

It is your responsibility to provide adequate security for your event. The type and location of the event, presence of alcoholic beverages, crowd size, and other factors determine the amount and type of security that you are required to have. If your event is held on Town property and it includes the sale and consumption of alcohol, CVMO officers must be present during the hours that alcohol is served. CVMO will review your application and determine the number of officers that are required. The Town will provide CVMO Officers at no cost to the promoter for the following events only: Fort Verde Days, CORN CRAWDAD Festival, and the Pecan, Wine and Antique Festival.

All other events that are held within the Town limits and that sell and/or consume alcohol require off-duty officers or a Security Plan that has been approved by the Marshal. The promoter must pay the fees for the off-duty officers at least 30 days IN ADVANCE OF your event. **Off-duty officer fees are \$50.00 per hour, with a minimum of two officers per event. THESE FEES CANNOT BE WAIVED FOR EVENTS HELD OFF TOWN-OWNED PROPERTIES.**

NOTE: CVMO deputies are authorized to issue citations, cease and desist orders, and to order a vendor or an event to close.

HEALTH DEPARTMENT PERMITS

If you plan to sell food or drinks or to have food vendors that sell food or drinks, you are required to submit an Event Coordinator form to the *Yavapai County Health Department* at least **45 days before your event**. The County also requires a vendor list and site map. Each vendor must have a food handler's certificate prominently displayed if they sell food or drinks. Yavapai County Health Department usually conducts on-site inspections of food booths prior to and during events.

Contact the Yavapai County Health Department at 928-639-8138 for further information, instructions, or questions.

FIRE & LIFE SAFETY REQUIREMENTS

You are required to follow the Camp Verde Fire District's (CVFD) "Fire Safety Standards". See Exhibit M. It is your responsibility to contact the CVFD to discuss your event, ASSOCIATED FEES, and set times for inspections. CVFD will inspect all structures, including but not limited to tents, overhangs, barriers, amusement rides, circus tents for fire safety and life safety compliance. The Town's Building Department and/or CVFD Inspector will inspect electrical connections and compliance with building and safety codes. Contact CVFD Inspector at 928-567-9401 for further information, instructions, or questions.

NOTE: THE TOWN OF CAMP VERDE DOES NOT HAVE THE AUTHORITY TO WAIVE OUTSIDE AGENCY FEES.

TENTS, TEMPORARY STRUCTURES, AMUSEMENT RIDES, AND VEHICLE USE ON PARKLANDS

Tents, canopies, temporary structures, amusement rides, etc. must meet the requirements of the Fire Safety Standards and Life Safety Standards as provided by the Camp Verde Fire District (CVFD). A CVFD Inspector will inspect each structure for compliance. See Exhibit M.

Some notable requirements include, but are not limited to

- fire extinguishers
- the site must provide for emergency access at all times
- the site must provide for reasonable and safe distance between vendor booths
- electrical lines must meet safety requirements and be placed in a fashion that the public and/or workers cannot be harmed
- all amusement rides, including 'blow-up' structures must be inspected for life safety and fire safety compliance
 - In addition to a Certificate of Insurance, amusement ride vendors must provide the CVFD and the Town of Camp Verde with their most current Certificate of Mechanical Inspection for all rides. Failure to provide the certificate(s) will preclude the vendor from opening or operating amusement rides during your event.

Use of vehicles and ground stakes on parkland is strongly discouraged. However, if you must use a vehicle and/or stakes contact the Parks & Recreation Maintenance Division at 567-6631 ext. 136 to schedule an appointment to have sprinkler heads and underground lines marked. If vehicles, ground stakes, sand, or any other material, apparatus, mechanical or animal are used that results in damage to the grass, you must repair the ground and replace the grass during the clean-up of your event. NOTE: damage that occurs due to your use or your participating vendor's use is your responsibility and you will be invoiced for damages that exceed your deposit and your insurance company contacted.

APPLICATION

&

AGREEMENT

**TOWN OF CAMP VERDE
SPECIAL EVENT PERMIT APPLICATION**

General Information

Sponsoring Organization _____

Contact Person(s) (Responsible Party) _____

Home Phone: _____ Work: _____ Cell: _____

Mailing Address: _____

Event Name: _____

Date(s) of Event: _____

Day 1 Start Time: _____ AM/PM End Time: _____ AM/PM

Day 2 Start Time: _____ AM/PM End Time: _____ AM/PM

Day 3 Start Time: _____ AM/PM End Time: _____ AM/PM

Set-up Date: _____

Start Time: _____ AM/PM

Time set for final inspection: _____ AM/PM

Note: if event is held on Town property and you plan a weekend event, you must be ready for the final inspection prior to close of business on the Thursday before your event.

EVENT DESCRIPTION

Provide a detailed description of your event (attach additional sheets of paper if needed):

Event Location(s) (list all facilities to be used including parking lots, buildings, streets, parks, etc): _____

Anticipated Attendance: _____

Admission Charge Amount: _____

Describe type of entertainment that will perform at your event: _____

Describe type of equipment to be used (i.e. tents, sound equipment, amplifiers, stages, arenas, etc.):

Will you have food and beverage vendors? Yes No

Will you have craft vendors? Yes No

Will you need Town utility connections? Yes No

If yes, describe: _____

Will alcohol be served at this event?* Yes No

*Note: alcohol sales and consumption on Town-owned facilities is allowed at three (3) specific events – Fort Verde Days, Crawdad Festive, and the Pecan, Wine & Antique Festival.

Will you require street closure?

Yes

No

If yes, describe: _____

SPONSORS

Is your organization a non-profit or civic organization?

Yes

No

If yes, describe: _____

If non-profit, provide proof of your non-profit status (i.e. 501(c) 3 number): _____

Describe how your event will benefit the community and/or your organization's mission:

Your Checklist

Have you included all of your paperwork with your application?

Special Event Application

Event Agreement

Site Map

Street Closure Application

Certificates of Insurance

Certificates of Mechanical Inspection

Liquor License Application

Clean-up Plan

CVFD Special Event Permit

Banner Application

Deposit(s)

Health Department Certificates

Miscellaneous

TOWN OF CAMP VERDE
NOTIFICATION OF EVENT TO BE HELD IN TOWN LIMITS

General Information

Sponsoring Organization _____

Contact Person(s) (Responsible Party) _____

Home Phone: _____ Work: _____ Cell: _____

Mailing Address: _____

Event Name: _____

Date(s) of Event: _____

Day 1 Start Time: _____ AM/PM End Time: _____ AM/PM

Day 2 Start Time: _____ AM/PM End Time: _____ AM/PM

Say 3 Start Time: _____ AM/PM End Time: _____ AM/PM

Set-up Date: _____

Start Time: _____ AM/PM

Time set for final inspection: _____ AM/PM

Note: if event is held on Town property and you plan a weekend event, you must be ready for the final inspection prior to close of business on the Thursday before your event.

EVENT DESCRIPTION

Provide a detailed description of your event (attach additional sheets of paper if needed):

Event Location(s) (list all facilities to be used including parking lots, buildings, streets, parks, etc): _____

Anticipated Attendance: _____

Admission Charge Amount: _____

Describe type of entertainment that will perform at your event: _____

Describe type of equipment to be used (i.e. tents, sound equipment, amplifiers, stages, arenas, etc.):

Will you have food and beverage vendors? Yes No

Will you have craft vendors? Yes No

Will you need Town utility connections? Yes No

If yes, describe: _____

Will alcohol be served at this event?* Yes No

*Note: alcohol sales and consumption on Town-owned facilities is regulated by Section 11-1-6 of the Town Code.

Will you require street closure? Yes No

If yes, describe: _____

SPONSORS

Is your organization a non-profit or civic organization? Yes No

If yes, describe: _____

If non-profit, provide proof of your non-profit status (i.e. 501(c) 3 number): _____

Describe how your event will benefit the community and/or your organization's mission:

Your Checklist

Have you included all of your paperwork with your Notification of Event Form?

- | | |
|---|--|
| <input type="checkbox"/> Notification of Event | <input type="checkbox"/> Event Agreement |
| <input type="checkbox"/> Site Map | <input type="checkbox"/> Street Closure Application |
| <input type="checkbox"/> Certificates of Insurance | <input type="checkbox"/> Certificates of Mechanical Inspection |
| <input type="checkbox"/> Liquor License Application | <input type="checkbox"/> Clean-up Plan |
| <input type="checkbox"/> CVFD Special Event Permit | <input type="checkbox"/> Banner Application |
| <input type="checkbox"/> Deposit(s) | <input type="checkbox"/> Health Department Certificates |
| <input type="checkbox"/> Miscellaneous | |

AGREEMENT FOR EVENT SERVICES

PARTIES: The TOWN OF CAMP VERDE, a municipal body (hereinafter referred to as "the Town"); and _____ with a business address _____ as an independent PROMOTER (hereinafter referred to as "PROMOTER').

AGREEMENT

I

The Town desires to permit the PROMOTER to use Town property, and PROMOTER desires to provide services to the Town in the form of a Special Event in his/her capacity as an independent contractor, upon the terms and conditions set forth in this Agreement and the Special Events Permit Handbook.

II

PROMOTER shall provide those services set forth herein and under the following terms and conditions included herein.

III

The term of the Agreement shall commence on _____ and shall continue for _____ hours/days unless earlier terminated by either party. The TOWN may terminate this Agreement with or without cause immediately upon giving verbal and/or written notice to the PROMOTER. If this Agreement is terminated, the TOWN shall have no further obligation to the PROMOTER.

IV

The TOWN agrees to allow the PROMOTER reasonable access to Town facilities during the _____ Event for a fee in the amount of \$ _____.

V

For all purposes under the terms of this Contract, PROMOTER shall be an independent contractor, and not an employee of the TOWN. The TOWN shall provide no employee benefits, including but not limited to Worker's Compensation coverage, regularly afforded to staff, administrative or professional employees. PROMOTER shall provide whatever employees, tools, equipment, vehicles, and supplies PROMOTER may determine to be necessary in performance of services hereunder.

VI

The conduct and control of work under this Contract lies solely with PROMOTER and the TOWN is interested only in the healthy, safety, and welfare of the public who will attend the Event

VII

PROMOTER shall provide a written report summarizing the results of the Event to include a Participating Vendor List and a written description of the outcome of the event, (i.e. number in estimated attendance

and impact on local merchants. The report shall also contain information as to unanticipated problems, calls for assistance, and citations written.

VIII

All reports and other work products produced by PROMOTER, as a part of the services rendered under this agreement shall be provided to and be the sole property of the TOWN. The Town may use this information to determine support for future events.

IX

The PROMOTER agrees to abide by all rules, regulations, recommendations, and stipulations outlined in the Camp Verde Town Code and the Special Event Permit Handbook.

X

The PROMOTER agrees to accept full responsibility for actions of their Participating Vendors and hold the Town harmless.

XI

The parties agree that should damage occur during the event, the PROMOTER shall forfeit the deposit and contact their insurance company for payment to the Town.

IN WITNESS HEREOF, the parties have executed this Agreement on the respective date under each signature.

TOWN OF CAMP VERDE

Town Manager

Promoter

ATTEST:

Deborah Barber, Town Clerk

Date

This section will be completed by Town staff and included as part of your completed Special Event Permit/Agreement package.

Parks & Recreation
Comments:

Fee amount: _____

Public Works Streets Division
Comments:

Fee amount: _____

Maintenance Department
Comments:

Fee amount: _____

Marshal's Office
Comments:

Fee amount: _____

Finance Department
Comments:

Fee amount: _____

Planning & Zoning Department
Comments:

Fee amount: _____

Building Department
Comments:

Fee amount: _____

Risk Management
Comments:

Fee amount: _____

Mayor & Council
Comments:

Fee amount: _____

Camp Verde Fire Department
Comments:

Fee amount:

Clerk's Office
Comments:

Fee amount:

Comment Summary:

Total Amount Due:

Event Promoter Certificate of Insurance Date: _____

Vendor Certificate of Insurance (attach separate sheet) Date: _____

Council Approval for Alcohol Date: _____

Fees:

Deposit	Date/Amount: _____
Event Fees	Date/Amount: _____
Security Personnel Fees	Date/Amount: _____
Camp Verde Fire District Fees	Date/Amount: _____
Special Event Vendor License	Date/Amount: _____
Event Fees	Date/Amount: _____
Misc. Fees	Date/Amount: _____

Vendor List Date: _____

Final Inspection Date: _____

Permit Issued Date: _____

Permit Denied Date: _____

Vendor Report Received Date: _____

Deposit Returned Date/Amount: _____

EXHIBITS

Exhibit A – Special Event Fees & Deposits

Exhibit B – Definitions

Exhibit C – Special Event Vendor License

Exhibit D – Site Map for Soccer Field

Exhibit E – Site Map for Community Center

Exhibit F – Site Map for Town Hall Parking Area

Exhibit G – Blank Site Map

Exhibit H – Public Works – Street Division Traffic & Safety Application

Exhibit I - Facility User Request

Exhibit J – Banner Pole Policies, Procedures and Application

Exhibit K – Camp Verde Town Code, Chapter 9 Business Regulations

Exhibit L – Tenant User Liability Insurance Program (TULIP) User Guide

Exhibit M – Camp Verde Fire Department Special Event Permit Application and Handbook.

Exhibit N – Sample Series 15 Special Event Liquor License Application

Exhibit O – Sample Yavapai County Community Health Services Guidelines