

A M E N D E D A G E N D A

REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD AUGUST 16, 2011, AT 6:00 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. BRIEF SUMMARY OF CURRENT EVENTS BY MAYOR, CITY COUNCIL AND/OR CITY MANAGER--THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION ON ANY MATTER BROUGHT UP DURING THIS SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION.
- V. CALL TO THE PUBLIC--This portion of the agenda is set aside for the public to address the Council regarding an item that is not listed on the agenda for discussion. However, the Council cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. §38-431.02.A.(H).) Comments are limited to 5 minutes.
- VI. APPROVAL OF MINUTES--Work Session of 5/10/11 & Special Meeting of 8/10/11.

Comments regarding items listed on the agenda are limited to a 5 minute time period per speaker.

- VII. UNFINISHED BUSINESS--None.
- VIII. CONSENT AGENDA--The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council Member or a citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
 1. EXTENSION OF PREMISES/PATIO LIQUOR LICENSE PERMIT FOR LARRY PRITCHARD, FOR AN EVENT SCHEDULED SEPTEMBER 17 & 18, 2011, AT PLAYER'S SPORTS BAR & GRILL.
- IX. NEW BUSINESS--The following items are for Council discussion, consideration, and possible legal action.
 1. PURCHASE OF PROPERTY TO BE UTILIZED FOR ADDITIONAL PARKING IN OLD TOWN (APN 406-22-041B & APN 406-22-034--LOCATED BETWEEN AND BEHIND THE ORION BREAD COMPANY AND ADVENTURES UNLIMITED BOOKS).
 2. APPROVAL OF A 12 FOOT APS ELECTRICAL EASEMENT ACROSS A CITY OWNED PARCEL OF LAND IDENTIFIED AS APN 406-09-008.
 3. RESOLUTION NUMBER 2600--AMENDING THE CITY'S FINANCIAL OPERATIONS GUIDE (FOG) BY AMENDING THE FOLLOWING SECTIONS: COVER & TABLE OF CONTENTS; SECTION I-INTRODUCTION; SECTION II-PAYROLL PROCEDURES; SECTION III-TRAVEL POLICY; SECTION IV-PROCUREMENT PROCEDURES; SECTION VI-CREDIT CARD POLICY; SECTION VII-VEHICLE USE POLICY; SECTION VIII-TUITION REIMBURSEMENT POLICY; SECTION IX-CHANGE FUNDS; SECTION XII-INVESTMENT POLICY; SECTION XIII-WIRELESS COMMUNICATION DEVICE

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POLICY; SECTION XIV-VEHICLE ALLOWANCE POLICY; SECTION XV-LONGEVITY PAY POLICY; SECTION XVI-FRAUD POLICY; SECTION XVII-FUND BALANCE POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.

4. CONSIDERATION OF SENDING A LETTER TO THE GOVERNOR AND STATE REPRESENTATIVES REQUESTING ADDITIONAL FUNDING FOR ADOT TO ENSURE THEY HAVE SUFFICIENT FUNDING TO MEET THE MATCH REQUIREMENTS FOR FEDERAL TRANSPORTATION GRANTS.
5. UPDATE REGARDING THE ARIZONA CENTENNIAL BIRTHDAY CELEBRATION AND BELL RINGING EVENT.

X. CLAIMS & ADJUSTMENTS

- XI. EXECUTIVE SESSION—PURSUANT TO A.R.S. 38-431.03(A)(3) DISCUSSION OR CONSULTATION FOR LEGAL ADVICE WITH THE ATTORNEY OR ATTORNEYS OF THE PUBLIC BODY; AND (A)(4) DISCUSSION OR CONSULTATION WITH THE ATTORNEYS OF THE PUBLIC BODY IN ORDER TO CONSIDER ITS POSITION AND INSTRUCT ITS ATTORNEYS REGARDING THE PUBLIC BODY'S POSITION REGARDING CONTRACTS THAT ARE THE SUBJECT OF NEGOTIATIONS, IN PENDING OR CONTEMPLATED LITIGATION OR IN SETTLEMENT DISCUSSIONS CONDUCTED IN ORDER TO AVOID OR RESOLVE LITIGATION. TO DISCUSS THIS CASE (MULCAIRE V. CITY OF COTTONWOOD).

- XII. EXECUTIVE SESSION—CITY ATTORNEY'S REVIEW—PURSUANT TO A.R.S. § 38-431.03.(A)(1) DISCUSSION OR CONSIDERATION OF EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, DISMISSAL, SALARIES, DISCIPLINING OR RESIGNATION OF A PUBLIC OFFICER, APPOINTEE OR EMPLOYEE OF ANY PUBLIC BODY, EXCEPT THAT, WITH THE EXCEPTION OF SALARY DISCUSSIONS, AN OFFICER, APPOINTEE OR EMPLOYEE MAY DEMAND THAT THE DISCUSSION OR CONSIDERATION OCCUR AT A PUBLIC MEETING; THE COUNCIL MAY VOTE TO CONVENE INTO EXECUTIVE SESSION SUBJECT TO THE CITY ATTORNEY'S RIGHT TO COMPEL THE COUNCIL TO DISCUSS THIS MATTER IN OPEN MEETING.

- XIII. DISCUSSION, CONSIDERATION & POSSIBLE ACTION REGARDING APPROVING AN EMPLOYMENT AGREEMENT WITH THE CITY ATTORNEY.

XIV. ADJOURNMENT

Pursuant to A.R.S. § 38-431.02(B) the Council may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) (7) for discussion and consultation for legal advice or negotiations for the purchase, sale or lease of real property with the City Attorney.

The Cottonwood Council Chambers is accessible to the disabled in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the City Clerk (TDD 634-5526.) All requests must be made 24 hours prior to the meeting.

Members of the City Council will attend either in person or by telephone conference call.

Notice is hereby given that pursuant to A.R.S. §1-602.A.9 , subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: August 16, 2011

Subject: Application for Extension of Premises Liquor License Permit for Larry Pritchard, Applicant for Player's Sports Bar & Grill.

Department: City Clerk

From: Marianne Jiménez, City Clerk

REQUESTED ACTION

Council consideration of recommending approval or denial of an application for an Extension of Premises Liquor License permit submitted by Larry Pritchard for Player's Sports Bar & Grill located at 1100 S. Highway 260.

If the Council desires to approve this item the recommended motion is:

"I move to recommend approval of the Extension of Premises Liquor License Permit application submitted by Larry Pritchard for Player's Sports Bar & Grill for the dates of September 17 & 18, 2011."

BACKGROUND

An Extension of Premises Liquor License Permit application was received from Larry Pritchard, licensee for Player's Sports Bar & Grill located at 1100 S. Highway 260, for an event scheduled for September 17 & 18, 2011.

JUSTIFICATION/BENEFITS/ISSUE

All applications for Extension of Premises Liquor License Permits that are requested of the Arizona Department of Liquor Licenses & Control (ADLLC) for establishments located within the City of Cottonwood are presented to the Council for its recommendation of approval or denial of the application. The Council's recommendation is taken into consideration by the ADLLC prior to their final approval of the application.

REVIEWED BY:

City Manager: _____ City Attorney: _____

ATTACHMENTS

- Application for Extension of Premises Permit for Player's Sports Bar & Grill.

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5TH Floor
Phoenix AZ 85007-2934
(602) 542-5141

400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595



APPLICATION FOR EXTENSION OF PREMISES/PATIO PERMIT

THIS APPLICATION MUST BE RETURNED TO THE DEPARTMENT OF LIQUOR

Permanent change of area of service – Give specific purpose of change.

Temporary change for date(s) of: September 17 & 18 2011

1. Licensee's Name: Pritchard Larry Wayne
Last First Middle
2. Mailing Address: 4741 E Windmill Dr Cottonwood Yavapai Az 86326
City State Zip
3. Business Name: Players Sports bar & Grill LICENSE #: 06130008
4. Business Address: 1100 S Hwy 260 Cottonwood Yavapai Az 86326
City COUNTY State Zip
5. Business Phone: (928) 634-3966 Residence Phone: (928) 634-6750
6. Do you understand Arizona Liquor Laws and Regulations? YES NO FAX # (928) 634-6751
7. Have you received approved Liquor Law Training? NO YES When? 7/19/2009
8. What security precautions will be taken to prevent liquor violations in the extended area? All extended area will be fenced with security at each gate
9. Does this extension bring your premises within 300 feet of a church or school? YES NO
10. **IMPORTANT:** ATTACH THE REVISED FLOOR PLAN CLEARLY DEPICTING YOUR LICENSED PREMISES AND WHAT YOU PROPOSE TO ADD.

****After completing sections 1-9, take this application to your local Board of Supervisors, City Council or Designate for their recommendation. This recommendation is not binding on the Department of Liquor.

This change in premises is RECOMMENDED by the local Board of Supervisors, City Council or Designate:

(Authorized Signature) (Title) (Agency) (Date)

I, Larry Wayne Pritchard being first duly sworn upon oath, hereby depose, swear and declare, under penalty of perjury, that I am the APPLICANT making the foregoing application. I have read this application and the contents and all statements are true, correct and complete.



X [Signature] State of ARIZONA County of YAVAPAI
(Signature of Owner or Agent) SUBSCRIBED IN MY PRESENCE AND SWORN TO before me this date

5TH AUGUST 2011
Day Month Year

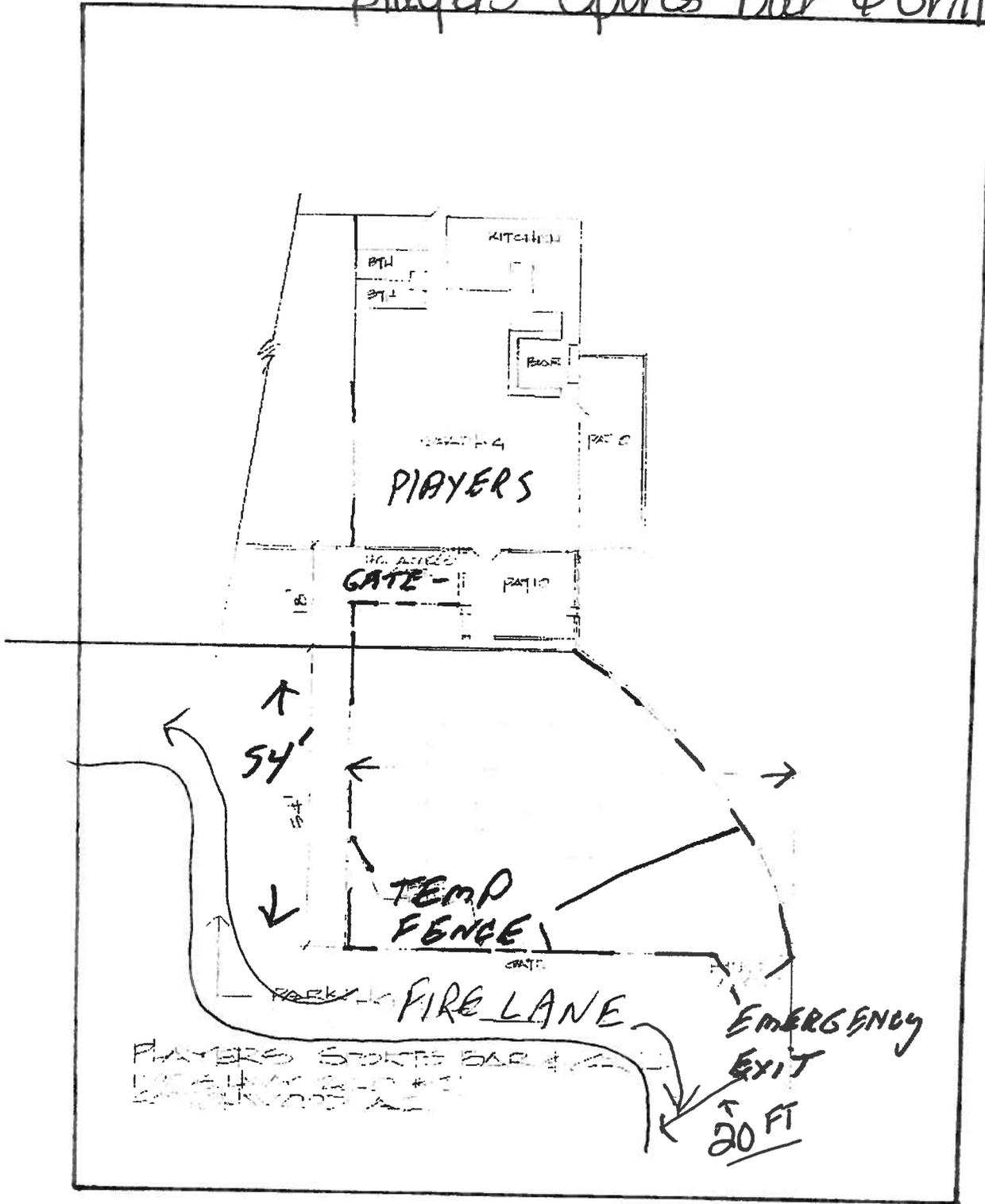
Michelle Dermo
(Signature of NOTARY PUBLIC)

My commission expires on: _____

Investigation Recommendation Approval Disapproval by: _____ Date: _____

Director Signature required for Disapprovals _____ Date: _____

Players Sports bar & Grill



Fire lane to be 20' wide & Vertical Clearance of 13'6"



Verde Valley District
4TH ANNUAL

**CHILI COOK-OFF
& 9/11 REMEMBERANCE**

NDAY, SEPTEMBER 18,2011 SO YOU THINK YOU CAN COOK COME ENTRY YOUR BEST POT C

CHILI AND HAVE SOME FUN

SIGN- IN 12:00 NOON AT PLAYERS SPORTS BAR & GRILL

PARTY - PLAYERS SPORTS BAR & GRILL - COTTONWOOD, AZ.

- -\$ 15.00 CHILI ENTRY
- \$ 10.00 BIKE SHOW ENTRY
- \$ 10.00 EVENT ENTRANCE - WITHOUT /CHILI ENTRY
- CHILI & BIKE SHOW ENTRY – 1:00 PM- PLAYERS

CHILI TASTING & JUDGING – 1:00 pm.- 4:00pm.

BIKE SHOW

- TROPHIES FOR MULTIPLE CATEGORIES

CHILI WITH CORN BREAD

LIVE MUSIC – MODS

VENDORS, RAFFLE, 50/50 AND MORE

FOR MORE INFORMATION OR TO RESERVE VENDOR SPACE CONTACT

CHRIS CHILDERS 928-300-6733, rebelpridecc@yahoo.com

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: August 16, 2011

Subject: Purchase of Property

Department: Development Services

From: Dan Lueder

REQUESTED ACTION

Consider approval of the purchase of property to be utilized for additional parking in Old Town.

If the Council desires to approve this item the suggested motion is: **Move to approve the purchase of APN 406-22-041B in the amount of seventy thousand dollars (\$70,000) and APN 406-22-034 in the amount of ten thousand dollars (\$10,000) and authorize the Mayor to sign the purchasing documents subject to the City Attorneys approval of said documents.**

BACKGROUND

Council has previously directed staff to research available parcels of vacant land in the Old Town area for possible use as additional parking facilities due to the significant increase in visitors to that area. In an executive session held on July 12, 2011 Council received a report on the above references parcels, including appraisals, and directed staff to negotiate a purchase price for the property. Staff initiated discussions with the property owners; Mika Management Corporation for APN 406-22-041B and Mika Management Corporation and Adventures Unlimited Properties, LLC as equal owners of APN 406-22-034. After negotiations with both parties a purchase price of eighty thousand dollars (\$80,000) for both lots was agreed upon by the sellers. This price is less than the appraised value and will provide the Old Town area with much needed additional parking. A conceptual drawing of the proposed parking and ingress/pedestrian walkway is attached.

JUSTIFICATION/BENEFITS/ISSUES

With the revival of Old Town into a bustling commercial center, parking has become an issue for those wishing to visit. The area in which these parcels are located is severely lacking in public parking and this purchase will significantly increase available parking and also provide

an easy access from Main Street along with a pedestrian walkway from the proposed parking lot back to Main Street.

COST/FUNDING SOURCE

Capital Improvement fund

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

Conceptual ingress, parking and pedestrian walkway drawing

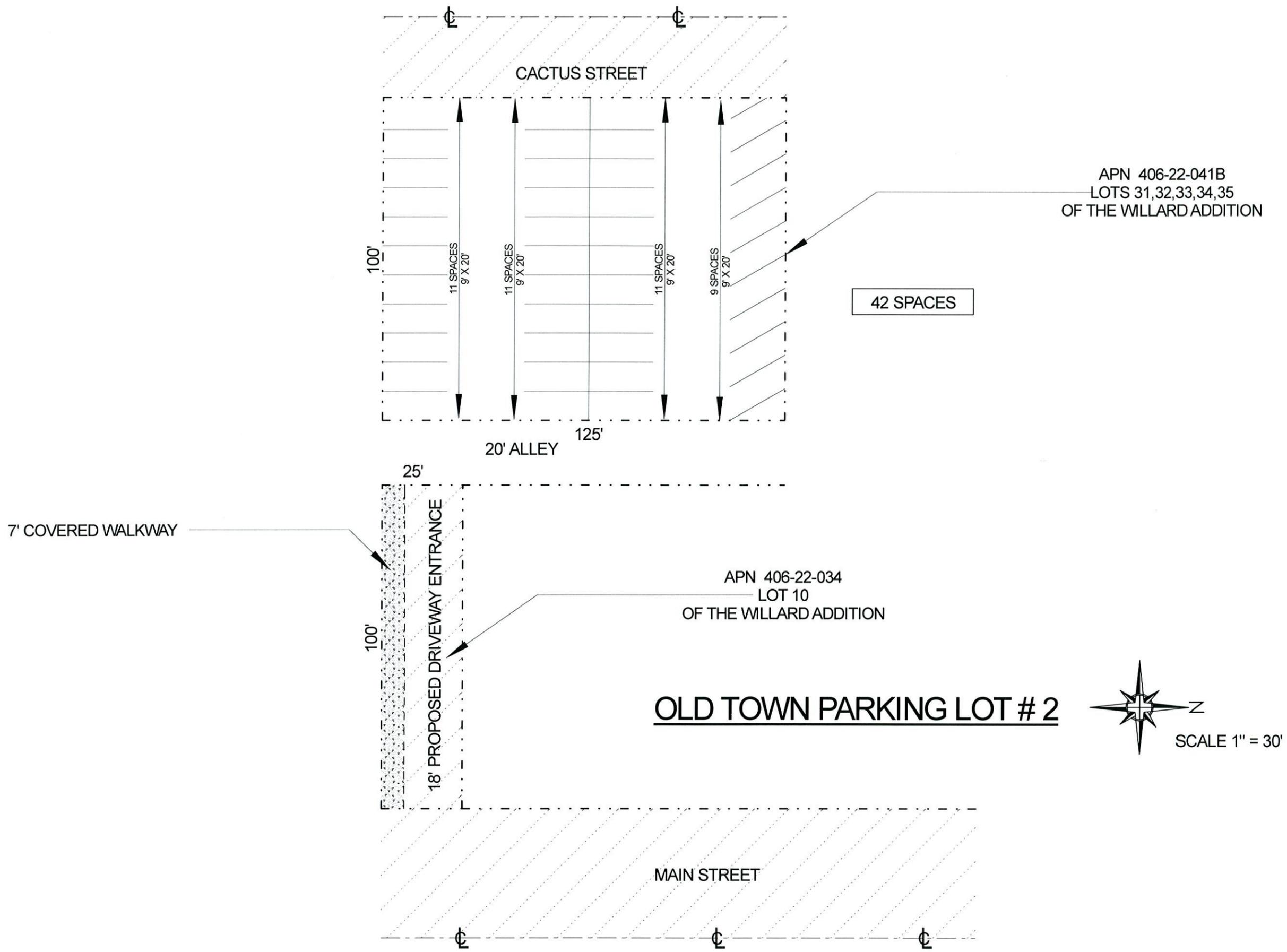
Revisions:

Engineer: Troy Odell, P.E.
 Technician: David Hausman
 Date: 7-8-11

OLD TOWN PARKING LOT # 2
 WILLARD ADDITION LOTS 10, 31, 32, 33, 34, 35
 CITY OF COTTONWOOD ENGINEERING DEPARTMENT
 CONCEPT PLANS



Engineering Department
 1490 W Mingus Ave
 Cottonwood, AZ 86326



City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: August 16, 2011

Subject: APS Easement for power upgrade

Department: Development Services

From: Dan Lueder
Morgan Scott

REQUESTED ACTION

Consider approval of an updated APS electrical easement across a city owned parcel of land identified as APN 406-09-008.

If the Council desires to approve this item the suggested motion is: **Move to approve a twelve foot (12') APS electrical easement across APN 406-09-008.**

BACKGROUND

The wastewater division has been working to upgrade the reclaimed water pumping capabilities at the Mingus Avenue Wastewater Treatment Plant (WWTP) to better supply the Cottonwood Ranch subdivision and provide adequate volume to the Mesquite Hills subdivision which has installed a reclaimed water distribution system and piping for its irrigation. One of the last items which staff requires meeting this goal is an upgrade of the electrical power to this portion of the WWTP. An upgrade to three phase electrical power will allow for reclaimed water pumps of sufficient capacity to serve the afore mentioned areas and at the same time operate the reclaimed distribution system more efficiently. To enable the power upgrade APS is requesting an easement to allow installation of the new power supply and associated electrical lines.

On July 19, 2011 Council approved an eight foot (8') easement for APS across this same parcel. A miscommunication between the City and APS resulted in the motion calling for the eight foot easement when APS in fact required a twelve foot easement to allow for the transformer pad which is slightly larger than the eight foot easement previously approved. The additional four feet of easement APS is requesting will not have any effect on the plant or its operation and will ensure that all APS equipment is fully within their easement.

JUSTIFICATION/BENEFITS/ISSUES

Council has expressed a desire to increase the utilization of reclaimed water to better serve our residents and reduce the amount of potable water used for irrigation and construction purposes. This power upgrade will allow for the installation of properly sized, more efficient reclaimed water pumps which

will not only supply two large subdivisions but also provide sufficient flow to the city's first reclaimed water fire hydrant.

COST/FUNDING SOURCE

N/A

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

Map of proposed easement

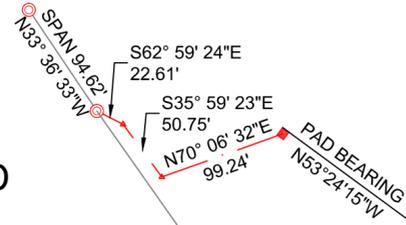
Legal description of the easement

DR. MORGAN JOHNSON
B/C N 1/4 SEC. 5

GLO B/C
NE COR SEC. 5

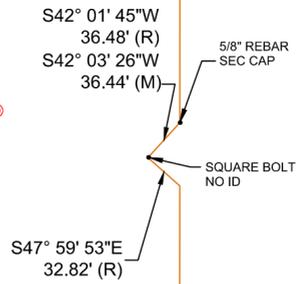
N89° 54' 20"E BASIS OF BEARING
N89° 54' 20"E 1515.74' (R)

CITY OF COTTONWOOD



1712.82' (R)
N47° 56' 03\"W

S34° 51' 54\"E
SPAN 488.15'



537.72' (R)
S00° 02' 27\"W

286.47' (R)
N58° 07' 14\"W



CUSTOMERCITY OF COTTONWOOD
 WF#: WA82737
 CITY: COTTONWOOD
 DATE: 06/28/11
 NE 1/4 SEC 5 T 15N R 3E
 CREW: FELTMANN
 NWC 11-86



SHEET	OF	SCALE:	BY:
1	1	100	FELTMANN

Please Place In APS Folder
NE-5-15N-3E
WA82737
APN 406-09-008
JGF

Page 1 of 4

CITY OF COTTONWOOD-APS UTILITY EASEMENT

CITY OF COTTONWOOD, a municipal corporation of the State of Arizona, (hereinafter called "Grantor"), is the owner of the following described real property located in Yavapai County, Arizona (hereinafter called "Grantor's Property"):

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Grantor, for and in consideration of One Dollar (\$1.00) and other valuable consideration, receipt of which is hereby acknowledged, does hereby grant and convey to **ARIZONA PUBLIC SERVICE COMPANY**, an Arizona corporation, (hereinafter called "Grantee"), and to its successors and assigns, a non-exclusive right, privilege, and easement, 12 feet in width or as further described in attached exhibits at locations and elevations, in, upon, over, under, through and across, a portion of Grantor's Property described as follows (herein called the "Easement Premises"):

SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF

Grantee is hereby granted the right to: construct, reconstruct, replace, repair, operate and maintain electrical lines, together with appurtenant facilities and fixtures for use in connection therewith, for the transmission and distribution of electricity to, through, across, and beyond Grantor's Property; and install, operate and maintain telecommunication wires, cables, conduits, fixtures and facilities solely for Grantee's own use incidental to supplying electricity (said electrical and telecommunication lines, facilities and fixtures collectively herein called "Grantee Facilities"). Grantee shall at all times have the right of full and free ingress and egress to and along the Easement Premises for the purposes herein specified.

Grantor shall not locate, erect or construct, or permit to be located, erected or constructed, any building or other structure or drill any well within the limits of the Easement Premises. However, Grantor reserves all other rights, interests and uses of the Easement Premises that are not inconsistent with Grantee's easement rights herein conveyed and which do not interfere with or endanger any of the Grantee Facilities, including, without limitation, granting others the right to use all or portions of the Easement Premises for utility or roadway purposes and constructing improvements within the Easement Premises such as paving, sidewalks, landscaping, driveways, and curbing. Notwithstanding the foregoing, Grantor shall not have the right to lower by more than one foot or raise by more than two feet the surface grade of the Easement Premises without the prior written consent of Grantee, and in no event shall a change in the grade compromise Grantee's minimum cover requirements or interfere with Grantee's operation, maintenance or repair.

Grantee shall not have the right to use the Easement Premises to store gasoline or petroleum products, hazardous or toxic substances, or flammable materials; provided however, that this prohibition shall not apply to any material, equipment or substance contained in, or a part of, the Grantee Facilities, provided that Grantee must comply with all applicable federal, state and local laws and regulations in connection therewith. Additionally, the Easement Premises may not be used for the storage of construction-related materials or to park or store construction-related vehicles or equipment except on a temporary basis to construct, reconstruct, replace, repair, operate, or maintain the Grantee Facilities.

Grantor shall maintain a clear area that extends 2 feet from and around all edges of transformer pad and 10 feet immediately in front of transformer. Grantee is hereby granted the right to trim, prune, cut, and clear away trees, brush, shrubs, or other obstructions within said areas.

Grantee shall exercise reasonable care to avoid damage to the Easement Premises and all improvements thereon and agrees that following any installation, excavation, maintenance, repair, or other work by Grantee within the Easement Premises, the affected area, including without limitation, all pavement, landscaping, cement, and other improvements permitted within the Easement Premises pursuant to this easement will be restored by Grantee to as close to original condition as is reasonably possible, at the expense of Grantee.

Grantor reserves the right to require the relocation of Grantee Facilities to a new location within Grantor's Property; provided however, that: (1) Grantor pays the entire cost of redesigning and relocating Grantee Facilities; and (2) Grantor provides Grantee with a new easement in a form and location acceptable to Grantee and at no cost to Grantee. Upon the acceptance by Grantee of a new easement and after the relocation of Grantee Facilities to the new easement area, Grantee shall abandon its rights to use the Easement Premises granted in this easement. The easement granted herein shall not be deemed abandoned except upon Grantee's execution and recording of a formal instrument abandoning the easement.

If any of Grantee's electric facilities in this easement are not being used or are determined not to be useful, Grantor may request that the facilities that are no longer needed be removed and that portion of the easement be abandoned. Grantee will execute and record a formal instrument abandoning the easement, or a

portion thereof. Any facilities that are determined to still be needed for Grantee's electrical system can be relocated pursuant to the above relocation requirements.

Grantee shall not have the right to transfer, convey or assign its interests in this easement to any individual, corporation, or other entity (other than to an affiliated entity of Grantee or an entity that acquires from Grantee substantially all of Grantee's electric distribution facilities within the area of Grantor's Property) without the prior written consent of Grantor, which consent shall not be unreasonably withheld. Grantee shall notify Grantor of the transfer, conveyance or assignment of any rights granted herein.

The covenants and agreements herein set forth shall extend and inure in favor and to the benefit of, and shall be binding on the heirs, administrators, executors, successors in ownership and estate, assigns and lessees of Grantor and Grantee.

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EXHIBIT "A"

The surface to a depth of 25 feet immediately beneath the surface of that portion of the Northeast quarter of Section 5, Township 15 North, Range 3 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows:

BEGINNING at the Northeast corner of said Section 5;

Thence South 00 degrees, 02 minutes, 27 seconds West along the East line of said Section 5, a distance of 714.57 feet;

Thence South 42 degrees, 01 minutes, 45 seconds West, a distance of 36.48 feet;

Thence South 47 degrees, 59 minutes, 53 seconds East, a distance of 32.82 feet to said East line;

Thence South 00 degrees, 02 minutes, 27 seconds West along said East line, a distance of 537.72 feet;

Thence North 58 degrees, 07 minutes, 14 seconds West, a distance of 286.47 feet;

Thence North 47 degrees, 56 minutes, 03 seconds West, a distance of 1712.82 feet to the North line of said Section 5;

Thence North 89 degrees, 54 minutes, 20 seconds East along said North line a distance of 1515.74 feet to the POINT OF BEGINNING.

EXHIBIT "B"

Said easement being 12.00 feet in width, lying 6.00 feet each side of the following described centerline:

Commencing at the Northeast corner of that certain parcel more particularly described in Exhibit "A";

Thence South 89°54'20" West along the North line of said Section 5, a distance of 632.41 feet;

Thence South 34°51'54" East, a distance of 437.58 feet;

Thence North 70°06'32" East, a distance of 20.70 feet to the **True Point of Beginning**;

Thence continuing North 70°06'32" East, a distance of 90.60 feet to **point "a"**;

Thence North 53°24'15" West, a distance of 13.13 feet to a point of **termination**;

Also: Commencing at point **point "a"**;

Thence South 53°24'15" East, a distance of 5.13 feet to the **terminus** of this easement.

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: August 16, 2011

Subject: Resolution 2600--Amending the Financial Operations Guide (FOG) and providing for an effective date.

Department: Administrative Services

From: Jesus R. Rodriguez, CGFM, Administrative Services General Manager

REQUESTED ACTION

Staff is requesting review and approval of Resolution Number 2600, amending the Financial Operations Guide (FOG) and providing for an effective date.

If the Council desires to approve this item the suggested motion is:

I move that the City of Cottonwood approve Resolution Number 2600, amending the Financial Operations Guide (FOG) and providing for an effective date

BACKGROUND

As part of a regular review of our Financial Operations Guide, it was noted that some changes were needed to update our policies to reflect the changes to city's organizational structure. As part of this housekeeping function we removed all reference to the Finance Director and inserted Administrative Services General Manager. We have also changed some to General Managers from Department Heads.

Inclusive, as part of the housekeeping we inserted in the Introduction, Section IV, "For all practical purposes, the City Manager and General Managers may have assigned designees to assist them in the authorization and management of the Financial Operations Guide policies."

JUSTIFICATION/BENEFITS/ISSUES

With the reorganization last year, it was necessary to begin updating the FOG.

COST/FUNDING SOURCE

There are not costs associated with the changes to the FOG.

REVIEWED BY:

City Manager: _____

City Attorney: _____

ATTACHMENTS

- Resolution Number 2600
- FOG Amendments:

Cover & Table of Contents

Section I-Introduction

Section II-Payroll Procedures

Section III-Travel Policy

Section IV-Procurement Procedures

Section VI-Credit Card Policy

Section VII-Vehicle Use Policy

Section VIII-Tuition Reimbursement Policy

Section IX-Change Funds

Section XII-Investment Policy

Section XIII-Wireless Communication Device Policy

Section XIV-Vehicle Allowance Policy

Section XV-Longevity Pay Policy

Section XVI-Fraud Policy

Section XVII-Fund Balance Policy

RESOLUTION NUMBER 2600

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, AMENDING THE CITY'S FINANCIAL OPERATIONS GUIDE BY REPEALING & REPLACING THE FOLLOWING SECTIONS: COVER & TABLE OF CONTENTS; SECTION I-INTRODUCTION; SECTION II-PAYROLL PROCEDURES; SECTION III-TRAVEL POLICY; SECTION IV-PROCUREMENT PROCEDURES; SECTION VI-CREDIT CARD POLICY; SECTION VII-VEHICLE USE POLICY; SECTION VIII-TUITION REIMBURSEMENT POLICY; SECTION IX-CHANGE FUNDS; SECTION XII-INVESTMENT POLICY; SECTION XIII-WIRELESS COMMUNICATION DEVICE POLICY; SECTION XIV-VEHICLE ALLOWANCE POLICY; SECTION XV-LONGEVITY PAY POLICY; SECTION XVI-FRAUD POLICY; SECTION XVII-FUND BALANCE POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council adopted Resolution Number 975 on December 16, 1986, adopting the "Town of Cottonwood Financial Operations Guide;" and

WHEREAS, the City Council has determined that it is in the best interest of the City to update the existing Financial Operations Guide.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THAT:

Section 1: That the Cover & Table of Contents, of the City's Financial Operations Guide is hereby repealed, and a new Cover & Table of Contents, as set forth in "Exhibit A," attached hereto and incorporated herein, is hereby adopted.

Section 2: That Section I-Introduction; Section II-Payroll Procedures; Section III-Travel Policy; and Section IV-Procurement Procedures, are hereby repealed and a new Section I-Introduction; Section II-Payroll Procedures; Section III-Travel Policy; and Section IV-Procurement Procedures as set forth in "Exhibit A," attached hereto and incorporated herein, are hereby adopted.

Section 3: That Section VI-Credit Card Policy; Section VII-Vehicle Use Policy; Section VIII-Tuition Reimbursement Policy; Section IX-Change Funds; are hereby repealed and a new Section VI-Credit Card Policy; Section VII-Vehicle Use Policy;

RESOLUTION NUMBER 2600

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Section VIII-Tuition Reimbursement Policy; Section IX-Change Funds as set forth in "Exhibit A," attached hereto and incorporated herein, are hereby adopted.

Section 4: That Section XII-Investment Policy; Section XIII-Wireless Communication Device Policy; Section XIV-Vehicle Allowance Policy; Section XV-Longevity Pay Policy; Section XVI-Fraud Policy; and Section XVII-Fund Balance Policy; are hereby repealed and a new Section XII-Investment Policy; Section XIII-Wireless Communication Device Policy; Section XIV-Vehicle Allowance Policy; Section XV-Longevity Pay Policy; Section XVI-Fraud Policy; and Section XVII-Fund Balance Policy; as set forth in "Exhibit A," attached hereto and incorporated herein, are hereby adopted.

Section 5: That this Resolution shall be effective upon adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, ARIZONA, THIS 16TH DAY OF AUGUST 2011.

Diane Joens, Mayor

APPROVED AS TO FORM:

ATTEST:

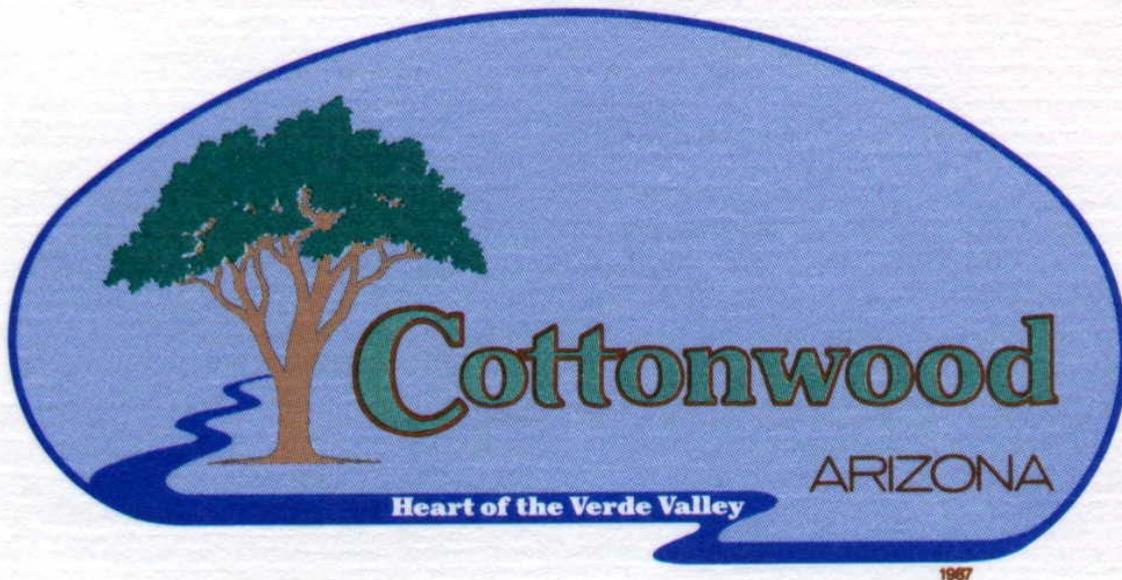
Steven B. Horton, Esq., City Attorney

Marianne Jiménez, City Clerk

EXHIBIT A

City of Cottonwood

Financial Operations Guide



Last Updated August 16, 2011

Prepared By:

City of Cottonwood Administrative Services
Jesus R. Rodriguez, CGFM, Administrative Services General Manager
Kirsten Lennon, Finance & Budget Manager
Helen Bartels, Bookkeeper
Carol Brown, Budget Analyst
Brent Kinney, IT Technician
Iris Dobler, Human Resource Manager
Lori Schneider, HR Assistant
Lisa Elliott, Purchasing Manager

EXHIBIT A

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CITY OF COTTONWOOD
FINANCIAL OPERATIONS GUIDE

No: I
Rev: 5
Date: 08/16/2011
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SUBJECT: INTRODUCTION

I. Policy

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 City of Cottonwood. The general purpose of this document is to provide a working guide to established financial policies and procedures.

II. Responsibilities

The underlying philosophy is that the City Manager is charged with implementing the financial policies of the City Council. It shall further be both the policy and procedure of the City of Cottonwood that all matters discussed herein shall be carried out within applicable laws and regulations and within generally recognized principles of good financial management and accounting.

III. Amendments

This document is prepared in section, by subject, with the intention of revision. The top right hand corner of each page will reflect the most recent revision to this manual, and the effective date of such revision.

IV. For all practical purposes, the City Manager and General Managers may have assigned designees to assist them in the authorization and management of the Financial Operations Guide policies.

V. Comments/Clarification of Policy

For any comments regarding this policy manual or any questions requiring a clarification of a policy or procedure, please address all such questions to the City's Administrative Services General Manager.

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CITY OF COTTONWOOD
FINANCIAL OPERATIONS GUIDE

No. II
Rev. 4
Date: 08/16/2011
Page: 1 of 2

SUBJECT: PAYROLL

I. Policy

Original authority for placing an employee on the payroll, to execute any change of status, or for removal from the payroll is a properly executed "Personnel Action Form". (FOG IIa)

II. Records

A file will be maintained for each employee, which contains all Personnel Action Forms along with all authorization for payroll deductions.

Records of hours paid, wages earned, and all deductions will be shown on the stub of the paycheck. Calendar "Year to Date" records will also appear on the paycheck stub.

III. Pay Periods

On January 1, 1987, the City of Cottonwood converted from a semi-monthly to a bi-weekly pay period. A Sunday through Saturday work period was established for all personnel with the exception of Firefighters. Firefighters' work periods will be established by departmental policy and in compliance with the Fair Labor Standards Act (FLSA). All City employees' overtime will be calculated in compliance with the Fair Labor Standards Act. Police Officers' overtime will be in compliance with Arizona Revised Statutes.

IV. Department Time Sheets

All General Managers and Public Safety Chiefs are required to submit a record of hours worked for all employees under their supervision. The time sheet must be completed and signed by a General Manager, Public Safety Chief, or delegate. The time sheet is authorization by a General Manager to expend funds for their employees. (FOG IIb)

Time sheets are due by 2:00 p.m. on Monday following the close of the pay period or an occasional earlier date due to a short work week. If an earlier date is necessary, the Finance Department will provide the necessary deadline to follow.

The time sheet is the source document for recording all leave taken, compensatory hours earned and hours worked by an employee.

When completing the time sheet, please assign a numerical figure for the actual hours worked in a fund for each day within the pay period

(example: employee works two hours and goes home sick for the remainder of the day (2/S)).

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SUBJECT: PAYROLL

Please use the summary section provided on the time sheet for all types of leave. Please use the time off codes provided on the time sheet and include a brief comment within the remarks section, if necessary.

Example: Jane Doe - family death (grandmother)

Each employee is required to complete and sign an individual time sheet. These time sheets must be attached to the department time sheet and submitted each pay period.

V. Employee Time Sheets

Each employee is required to complete and sign an individual time sheet for his or her hours declared for each pay period. The time sheet is the source document for recording all hours worked and all leave taken by the employee

- Non-exempt Time Sheet (FOG IIc)
- Exempt Time Sheet (FOG IId)

When completing the time sheet, please assign a numerical figure for the actual hours worked each day within the pay period and within a department (example: employee works two hours and goes home sick for the remainder of the day (2/S)).

Please use the summary section provided on the time sheet for any type of leave. Please use the time off codes provided on the time sheet and include a brief comment within the remarks section, if necessary.

Example: Jane Doe - family death (grandmother)

EXHIBIT A

CITY OF COTTONWOOD PERSONNEL ACTION FORM

EMPLOYEE NAME: _____ EMPLOYEE #: _____

EMPLOYEE ADDRESS: _____

HOME DEPARTMENT: _____

TYPE OF ACTION

CURRENT INFORMATION

Temporary Appointment Job Title: _____ Range: _____

Probationary Appointment Department: _____

Permanent Appointment Annual: _____ Compa-Ratio: _____

Merit Increase

Transfer

NEW INFORMATION

Promotion Job Title: _____ Range: _____

Readjustment Department: _____

Reclassification Annual: _____ Compa-Ratio: _____

Demotion Monthly: _____ Range Min: _____

Suspension Bi-Weekly: _____ Range Mid: _____

Leave of absence Hourly: _____ Range Max: _____

Retirement

Compensation Adjustment Hours of payable accrued time due employee. _____

Voluntary Termination Did employee leave in good standing? _____

Dismissal (specify below) Yes _____ No _____

Other (specify below) Exit interview date: _____

3% Annual Merit Increase _____

Effective Date: _____

Employee Signature: _____

Supervisors Signature: _____

City Manager Signature: _____

Personnel Director Signature: _____

EXHIBIT A

City of Cottonwood - Indirect Costing Time Sheet

EMPLOYEE (Please Print)		Department															
INDIRECT COST HOURS								From:	7/5/2009			To:	7/18/2009				
DATE	GEN-01	HURF-02 STREETS	Library -03	Cemetery-04	Airport -05	WWV -06	Water -16	TOTAL HOURS WORKED	OTHER USED*	ON-CALL PAY	HOLIDAY PAY	TOTAL	PAY	COMP	PAY	COMP	
S	7/5							-				-					
M	7/6							-				-					
T	7/7							-				-					
W	7/8							-				-	1.5	1.5	1	1	
T	7/9							-				-					
F	7/10							-				-					
S	7/11							-				-					
WEEKLY TOTAL	Enter hours worked in each fund and they will sum into total hours worked							-	-	-	-	-	-	-	-	-	-
S	7/12							-				-					
M	7/13							-				-					
T	7/14							-				-					
W	7/15							-				-	1.5	1.5	1	1	
T	7/16							-				-					
F	7/17							-				-					
S	7/18							-				-					
WEEKLY TOTAL	Enter hours worked in each fund and they will sum into total hours worked							-	-	-	-	-	-	-	-	-	-

***PAID TIME OFF CODES**

S - Sick Time	A - Administrative Leave	J - Jury Duty/Subpoena
V - Vacation Time	B - Float Day	FLMA - Family and Medical Leave Act
I - Industrial Leave	H - Holiday	F - Family Death (State Relationship in Remarks)
C - Comp Time	M - Military	STD - Short Term Disability

OVERTIME DETAIL

Date _____	Reason _____	Date _____	Reason _____	Date _____	Reason _____
Date _____	Reason _____	Date _____	Reason _____	Date _____	Reason _____
Date _____	Reason _____	Date _____	Reason _____	Date _____	Reason _____

REMARKS

EMPLOYEE SIGNATURE

SUPERVISORS SIGNATURE

****OVERTIME CALCULATION****

The City has established a seven day work period (Sunday 12:00 a.m. thru Saturday 12:00 p.m.). Overtime pay and compensatory time off will be calculated at one and one half times the regular rate of pay (hourly) for any time physically worked over 40 hours in the designated 7 day work period (work week). When an employee is off on paid leave time, such as sick leave, holiday or vacation time, jury leave, etc., and the employee is completely relieved of all duties, such time is not hours worked for purposes of calculating overtime.

EXHIBIT A

City of Cottonwood

Exempt Employee Leave Sheet With Indirect Costing Tracking

EMPLOYEE (Please Print) _____

DEPARTMENT _____

Bi-Weekly period Start Date	7/5/2009						End Date:	7/18/2009				
Leave Used					Fund Indirect Cost Breakdown							
Date	Code	Hours	Code	Hours	General -01	Hurf-02 Streets	Library-03	Cemetery-04	Airport -05	Waste Water-06	Water-16	Other *
7/6/2009												
7/7/2009												
7/8/2009												
7/9/2009												
7/10/2009												
7/13/2009												
7/14/2009												
7/15/2009												
7/16/2009												
7/17/2009												

PAID TIME OFF CODES

S Sick Time	M Military	J Jury Duty/Subpoena	FMLA Family Medical Leave
V Vacation Time	I Industrial Leave	F Family Death	LWOP Leave W/O Pay
C Comp Time	B Float Day	(State Relationship in Remarks)	STD Short Term Disability
H Holiday	A Administrative Leave		

REMARKS

EMPLOYEE SIGNATURE _____

SUPERVISORS SIGNATURE _____

EXHIBIT A

CITY OF COTTONWOOD
FINANCIAL OPERATIONS GUIDE

No: III
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Date: 08/16/2011
Page: 1 of 7

SUBJECT: TRAVEL POLICY

I. Policy

The policy of the City of Cottonwood is to encourage training opportunities for employees and supervisors so that their services rendered to the City shall be made more effective, and that employees may become, at the same time, qualified for promotion to higher level positions. The General Managers, supervisors, and the Administrative Services General Manager, consistent with the budget and this policy, shall authorize attendance at conferences, seminars, meetings and conventions that directly benefit the City of Cottonwood.

II. Eligible Individuals

- A. City 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 City yet serve the City as members on these boards, commissions, authorities, councils and committees.

III. General Travel Principles – The City shall authorize employee travel in accordance to the following principles:

- A. All City travel arrangements should reflect an understanding of the City of Cottonwood Travel Policy.
- B. Travel is usually warranted when personal contact is the most effective and economical method of conducting official City business.
- C. Employees may attend educational or training seminars if funds for that purpose are available and such training is directly job related.
- D. Employees receiving a monthly car allowance are to use their personal vehicle and will not be allowed to use a City unit or receive mileage reimbursement.
- E. The most economical method of transportation shall be selected in terms of expense to the City and the employee's time away from the office.
- F. Employee travel is conducted according to the City Travel Policy **regardless of funding source.**
- G. Shared lodging and transportation is encouraged, wherever possible. Non-shared lodging and transportation requires approval of the department head.
- H. Any travel claims shall be submitted to the Administrative Services General Manager within five (5) days after the end of the trip.

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IV. Procedure

Employees desiring to attend schools, conferences, conventions, seminars, and other official meetings, shall submit a Travel Authorization/Compensation/Reimbursement Form (TACRF) (FOG IIIa), along with all the required documentation, to the Administrative Services General Manager, **not later than ten (10) working days** prior to the date that travel for such schooling or training is to commence.

The TACRF shall depict all the anticipated expenditures and documentation. Quotes for lodging, registration forms, meeting itineraries or agendas, shall be attached to the TACRF. All forms shall be printed or typed and completed in their entirety and submitted to the Administrative Services General Manager for review and authorization within the previously mentioned time frame. No training outside the local area for which compensation is requested shall be authorized, nor will compensation be made, unless the TACRF has been completed and authorized by the appropriate General Manager and Administrative Services General Manager prior to departure as provided herein.

Subsistence expenses, such as lodging for official trips, shall be compensated on the basis of the actual expenses incurred for the lowest reasonable comparative rates. Meals shall be based on the per-diem schedule listed on page 4 of 7 of this section.

V. Travel Compensation Guidelines

- A. Tips and other gratuities for all meals are included in the per diem.
- B. The City shall compensate expenses only when the expenses are incurred during the performance of official duties of the City employee and for the City's benefit.
- C. Subsistence will not be permitted when the training received is for the direct benefit of the employee.
- D. Only those costs requested on the TACRF authorized by the appropriate General Manager and the Administrative Services General Manager will be approved for compensation.
- E. Employees having questions concerning subsistence and travel allowance should obtain a determination from the Administrative Services General Manager when completing the TACRF.
- F. An employee on City travel status who extends the travel for his/her own convenience or enjoyment when such is not required by the City, will not be entitled to the allowance for that/those meal(s) or if applicable, lodging.
- G. The department head shall approve or disapprove the TACRF.

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SUBJECT: TRAVEL POLICY

- H. If approved, the employee requesting travel funding shall submit a “Check Needed Form”(Form IVc) for each request (per-diem, lodging, registration), along with a copy of the TACRF to the Finance Division for preparation of a voucher.

VI. Lodging and Meal Per-Diem

- A. Lodging - the following policy is to be utilized by eligible individuals who are contemplating traveling on City business.

1. Eligibility

- a. Employee must be on authorized travel status.
- b. Travel must be outside a 50-mile radius of the corporate City limits and a multi-day event.
- c. Lodging must be at a commercial establishment.
- d. Employee is required to submit three (3) quotes for lodging in the general area if the recommended block of reserved rooms cost over \$90.
- e. Employee is required to request the lowest available rate, traditionally being governmental.

2. Documentation

- a. The commercial establishment’s original receipt is required.
- b. Lodging receipts must be itemized.
- c. It is the employee’s responsibility to submit lodging receipts to the Finance Department within five (5) days of returning from training.
- d. Employees found not submitting lodging receipt will have their future travel requests rejected.
- e. 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 (M&IE) - Per Diem

1. Eligibility

- a. Employee must be on authorized travel status.
- b. Travel must be outside a 50-mile radius of the corporate City limits.
- c. An overnight stay is required.

- ### 2. Documentation – Compensation is based on the established per-diem rate on page 4 of 7 and no receipts are required.

EXHIBIT A

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SUBJECT: TRAVEL POLICY

3. Meal Allowances (**only if overnight stay is required**)
 - a. Breakfast – Is allowable when travel commences on or before 6:00 a.m. and the traveler's normal workday is extended by two (2) hours.
 - b. Lunch – Is allowable if the traveler is in travel status for a period of six (6) hours or more and travel commences on or before 11:00 a.m. and ends on or after 2:00 p.m. and the travel is outside the 20-mile radius from the corporate City limits. Traveler must indicate the time and place travel begins and ends.
 - c. Dinner – Is allowable when travel extends to 7:00 p.m. or beyond and the traveler extended his/her normal workday by three (3) hours or when the traveler leaves for overnight travel on or before 6:00 p.m.
4. Meals Provided
 - a. The traveler is not entitled to a meal allowance for meals provided at the conference, seminar or lodging sight.
 - b. If a special meal is required due to dietary restrictions related to illness or a bona fied medical condition, notice must be given in writing at the time of compensation request.

C. Day Travel Rates (only if overnight stay is required)

Breakfast Meal	\$7.00
Luncheon Meal	\$11.00
Dinner Meal	\$18.00

D. Travel (Overnight Stay)

Depart Cottonwood on or prior to 6:00 a.m.	\$36.00
Depart Cottonwood prior to 11:00 a.m.	\$29.00
Depart Cottonwood after 11:30 a.m.	\$18.00
Lodging - As approved by the appropriate General Manager and Administrative Services General Manager in accordance to the lodging policy.	

When returning to Cottonwood, the day travel rates (per diem) will be in effect.

EXHIBIT A

CITY OF COTTONWOOD
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VIII. Transportation

Compensation will be made only for the method of transportation, which is in the best interest of the City considering travel expense, vehicle condition as well as the employee's time. When more than one employee uses the same motor vehicle, only one (1) claim for mileage compensation will be allowed.

All transportation shall be authorized by the appropriate General Manager and Administrative Services General Manager prior to use of any vehicles (city owned, rental, or personal). Inclusive, a valid Arizona driver's license is required if the employee is driving a City, personal or rental unit and on City business. It is the employee's responsibility to maintain a valid driver's license and report any changes to his/her supervisor.

A. Requirement for using City owned vehicle

1. Vehicle Reservation – each department shall reserve a pool vehicle with the City Clerk at least 24 hours before needed.
2. 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, and fuel level.
3. Returning 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 City Clerk. The vehicle shall be returned in a clean state (all soda cans, paper & trash shall be removed). Any necessary cleaning costs will be charged to the last department using the pooled vehicle according to the log book.

B. Requirement for using rental vehicle

1. Vehicle Reservation – reservations must be placed with a vehicle rental establishment, according to their reservation requirements.
 - a. Vehicle to be used for City travel must be a compact vehicle.
 - b. Reservation of any other rental vehicle must be pre-approved by the appropriate General Manager and Administrative Services General Manager prior to the reservation of the vehicle.
2. Reporting
 - a. The commercial establishment's original receipt is required.
 - b. Rental receipts must be itemized.
 - c. If original rental 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.
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 rental may be used.

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SUBJECT: TRAVEL POLICY

C. Requirement for using personal vehicle

1. Current Vehicle Insurance - liability insurance coverage with a minimum coverage of \$15,000 per person and \$30,000 per accident per Bodily Injury, and \$10,000 per accident for Property Damage.
 - 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. If the amount exceeds that coverage, the City's insurance will, at the time, cover 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 City business is involved in an accident, regardless of fault, the City will not reimburse for any physical damage to the motor vehicle.
2. Compensation Basis
 - a. Compensation is based on "Map Mileage" using official state highway maps or mapping programs.
 - b. Beginning address and ending location address must be submitted for compensation.
 - (1) Beginning address shall be the employee's primary work location.
 - (2) For Council, board or committee members, the City Hall location at 827 N. Main St. will be used as the beginning address.
 - (3) Ending address will be the training/meeting address or lodging address.
 - (4) Mileage between lodging and meeting location will not be compensated.
 - c. Compensation will be made using the most direct route.
 - d. Mileage compensation shall be at the rate provided by the Internal Revenue Service (I.R.S.). Please refer to the I.R.S. website for rate. This rate includes all travel and maintenance expenses of the vehicle.

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 will be reimbursed.

B. Extending Business Trips with Vacation Time

1. With the appropriate General Manager and Administrative Services General Manager's approval a traveler may extend a business trip using vacation time.

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SUBJECT: TRAVEL POLICY

2. The City will cover the lodging, map mileage and per-diem for the period the traveler is conducting City business.
 3. Lodging will be covered at the single room rate.
 4. Additional costs will be borne by the traveler.
- C. Local Transportation, Tolls and Parking
1. Taxi, bus, and street car use is classified as local transportation and can be claimed with receipts.
 2. Claims for local transportation will not be allowed where the City provides for other transportation (city, personal or rental vehicle).
 3. Bridge and road tolls are reimbursable with receipts.
 4. Travelers must use the free or discounted parking when traveling on City business.
 5. Receipts are required for reimbursement of allowable parking fees.

EXHIBIT A

City of Cottonwood Travel Authorization / Compensation / Reimbursement Form

This form is used to request travel authorization, compensation, and reimbursement. Please submit the completed form to the Finance Department at least 10 working days prior to the date funds are needed. All back up documentation should accompany this form.

Department _____	Date Prepared _____	Employee Name _____		
Date(s)	/ /	/ /	/ /	/ /
Breakfast				
Lunch				
Dinner				
Incidentals				
Lodging * (attach 3 quotes, if over \$90)				
Miscellaneous Expenses (attach receipts)				
Map Miles @ USGSA rates				
Commercial Air Fare / Vehicle Rental				
Daily Total				

Total expenses \$ _____ Account number to charge: _____

List of employees included in compensation / reimbursement (if applicable)

Destination and purpose of travel _____

Date & time of departure from City _____ Date & time of arrival to City _____
(City Council, Board members, and Committee members should use the City Hall address; 827 N. Main St.)

Method of Transportation: (Please Check One or More)

City Owned Unit _____
 Rental Unit _____
 Airline _____
 Personal Vehicle _____
 Other (explain) _____

Summary of Expenditures:

Transportation \$ _____
 Food \$ _____
 Lodging (attach 3 quotes, if over \$90) \$ _____
 Registration (attach form showing agenda) \$ _____
 Other \$ _____
 Total \$ _____

Mileage Information (if using personal vehicle):

Start address _____ Ending Address _____ Map Miles _____

I, the undersigned, state that the above information is true and correct to the best of my knowledge and request authorization for travel and compensation.

Employee Signature _____

Travel Request Approval:

Compensation and Release of Funds Authorization:

Department Head Signature _____

Reviewed by Finance: _____

Meal Per-Diem Rates (only for overnight travel)		
Meal	Departure Prior to	Amount
Breakfast	6:00 a.m.	\$7.00
Lunch	11:00 a.m.	\$11.00
Dinner	11:30 a.m.	\$18.00
Daily Total		\$ 36.00

* Receipts for lodging, commercial airfare and miscellaneous expenses must be attached to this form and returned to the Finance Department within five days of return. **It is the employee's responsibility for all necessary receipts and failure to do so shall jeopardize future travel needs.** Departure and arrival times from Cottonwood must be included in this form. Point to point location information is required, if using personal vehicle. Your signature and your Department Head's signature must be included before payment can be authorized. Meals provided at the hotel or the training location will not be reimbursed.

*Training location rates begin the day after travel.

EXHIBIT A

CITY OF COTTONWOOD
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SUBJECT: PROCUREMENT

I. Purpose

To establish procedures by which City staff shall exercise their delegated authority to conduct and/or oversee certain solicitations, purchases, contracts and leases for goods, services, materials, supplies and equipment (including vehicles) with an estimated cost of up to \$50,000.00. For the purposes of this Procurement Policy, the term “services” means contracted services of every kind or nature, including but not limited to the services of licensed professionals (including engineers, architects, real estate professionals, geologists, hydrologists, accountants, health care professionals and attorneys); nonprofessional services; consulting services; facility, vehicle, and equipment repair and maintenance; and financial services.

II. Reservation of Council Authority; Applicability of State Law to Procurement of Most Construction and Construction-Related Services

The City Council shall approve all purchases and leases of real property, as well as procurements with an estimated cost of \$50,000.00 or more. Moreover, the procurement of most construction and construction-related services is governed by Title 34, Arizona Revised Statutes.

III. Designation of Procurement Officer

The Administrative Services General Manager shall serve as the City’s Procurement Officer, and may either exercise or delegate any authority granted to him or her by the City Council under the City Code, this Procurement Policy, or otherwise.

IV. Gratuities Prohibited

No City employee may seek or accept any gift, gratuity or anything of value in exchange for making any purchase or giving any preference in connection with the procurement of goods or services by or on behalf of the City.

V. Procedures

A. Solicitations, Purchases, Contracts and Leases up to \$5,000.00. The City Manager, General Managers, and designees may solicit, contract for, procure or lease goods, services, supplies and equipment with an estimated cost of up to \$5,000.00 in the open market, in any manner deemed appropriate and advantageous to the City, including direct negotiation, contract and/or purchase.

B. Solicitations, Purchases, Contracts and Leases from \$5,000.00 to \$20,000.00. The City Manager and General Managers, and designees may solicit, contract for, procure or lease goods, services, supplies and equipment with an estimated cost of more than \$5,000.00 but less than \$20,000.00 in any manner deemed appropriate and advantageous to the City, but which at a minimum provides for the consideration of at least three (3) oral bids, quotes or proposals, except as provided in Section VI below.

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CITY OF COTTONWOOD
FINANCIAL OPERATIONS GUIDE

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SUBJECT: PROCUREMENT

- C. Solicitations, Purchases, Contracts and Leases from \$20,000.00 to \$50,000.00. The City Manager and/or Administrative Services General Manager may solicit, contract for, procure or lease goods, services, supplies and equipment with an estimated cost of more than \$20,000.00 but less than \$50,000.00 in a manner deemed appropriate and advantageous to the City, but which at a minimum provides for the consideration of at least three (3) written bids, quotes or proposals, except as provided in Section VI below.
- D. Procurements Exceeding \$50,000.00. Except as provided in Section VI below, all purchases exceeding \$50,000.00 shall follow a publicly advertised request for sealed competitive bids, proposals, and/or statements of qualifications, which request shall be posted on the City's website (unless the website is not available, in which case the solicitation may proceed in the absence of website posting) and published in a newspaper of general circulation published in the City no less than ten (10) days before the deadline for submission of the bids, proposals or statements of qualifications.
- E. Standards for City Purchases of Generally Available Goods, Equipment, Materials and Supplies. In making comparisons between bids or quotes for generally available goods, equipment, materials and supplies, the contract shall be awarded to the lowest responsive and responsible bidder whose bid is deemed satisfactory to the City; provided, however, that the City in all cases retains the right to waive any minor informalities, errors, or omissions in bids; to reject any and all bids; to solicit additional bids; and to cancel and/or re-advertise any solicitation for bids prior to contract award.
- F. Standards for Awards of Contracts Following a Request for Proposals. For goods and services solicited through a Request for Proposals process, the award shall be made to the proposal deemed most advantageous to the City, with price being neither the sole nor necessarily the primary consideration.
- G. Consideration of Local Suppliers in the Procurement of Locally Available Goods, Equipment, Materials and Supplies. In conducting solicitations and procurements of locally available goods, equipment, materials and supplies, individuals conducting or overseeing such procurements on behalf of the City shall attempt to obtain at least one (1) bid or quote from a local supplier, and shall use the delivered cost of goods, equipment, materials and supplies when comparing bids or quotes to determine the lowest responsive and responsible bid.
- H. Change Orders for Contracts Over \$50,000.00. Once the City Council has approved a contract valued at more than \$50,000.00, the City Manager may authorize the purchase of additional goods or services under that contract in an amount not to exceed five percent (5%) of the original contract.

EXHIBIT A

CITY OF COTTONWOOD
FINANCIAL OPERATIONS GUIDE

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SUBJECT: PROCUREMENT

- I. Documentation and Record Keeping.
 1. Purchase Orders. All payments and expenditures in excess of \$5,000.00 shall be authorized by a Purchase Order signed by the Administrative Services General Manager. A written Purchase Order Request (Exhibit A) shall be submitted by the General Manager or designee responsible for the purchase. In cases where multiple bids or proposals were obtained prior to award, the Purchase Order Request shall include an identification of all vendors contacted (including name, address, phone number and person contacted) and a copy or description of their respective bids or proposals. Following receipt and approval of a Purchase Order Request, the Administrative Services General Manager or his/her designee shall prepare and distribute a Purchase Order (Exhibit B) and return two (2) copies to the requesting department, one (1) of which shall be forwarded by the requesting department to the vendor.
 2. Blanket Purchase Orders.
 - a. Departments may request blanket purchase order accounts with vendors whom they make recurring purchases for parts or materials. Blanket purchase orders are intended to provide convenience for departments having a requirement to purchase small expendable items in order to continue daily operations of the department. The purchase of capital items on blanket purchase orders shall be limited in scope. All capital items must be "budgeted equipment" and have prior approval of the Administrative Services General Manager or designee.
 - b. The Purchasing Officer or designee may, at his/her discretion, withdraw a blanket purchase order if, in his/her opinion, the use of said blanket purchase order is being abused or used improperly by a department.
 - c. Blanket purchase orders shall be for not more than a one fiscal year period. A new blanket purchase order will be initiated at the beginning of each fiscal year by the Purchasing Officer or designee. Blanket purchase orders for book purchases for the Library will also be for a fiscal year period.
 - d. All blanket purchase orders shall have a set dollar amount for control purposes.
 - e. All purchases from a blanket purchase order shall be followed up in the same manner as indicated for regular purchases.
 3. Check Needed Form. The Check Needed Form, attached as Exhibit C, may be used to request checks to pay for small (i.e., under \$500.00), one-time purchases for items such as subscriptions, memberships, and travel advances. All check needed forms shall be reviewed by the Administrative Services General Manager or his/her designee.

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4. Petty Cash. The following Petty Cash Accounts are hereby authorized:

City Hall	\$100.00
Police Department	\$150.00
Utility Department	\$100.00
Public Works	\$100.00
Finance	\$250.00

- a. An explanation of the item purchased must appear on the Petty Cash Form, attached as Exhibit D, and must be supported by receipts.
- b. Petty cash expenditures shall not exceed \$20.00.
- c. Petty cash shall be randomly audited by the Finance Division on an annual basis, and the findings forwarded to the appropriate General Manager.

VI. Exceptions.

- A. Cooperative Purchasing/Government Contracts. Subject to the dollar amount thresholds set forth in subsections A through D above, the City Council, City Manager, general managers, and/or directors/department heads may purchase goods or services without competition under an existing contract or cooperative purchasing agreement administered by the United States (GSA), the State of Arizona, and/or one or more other Arizona public entities or cooperative purchasing units, including but not limited to S.A.V.E. and the Mohave Purchasing Cooperative.
- B. Sole Source Procurements. Products and services valued at less than \$50,000.00 may be procured without competition in cases where the City Manager or Administrative Services General Manager determines that the specific product or service is necessary or desirable for the City. Examples of permissible subjects of sole source procurement include advertising/publication services; public utilities; facility rental; machinery and equipment for which there is no reasonably comparable alternative; replacement parts for existing City equipment; contracts for additional work on the same project or related to work performed by an individual or firm under an existing contract; and special or unique qualifications of a specific individual or firm.
- C. Waiver by City Council. The City Council may waive any provision or requirement of this Procurement Policy upon a finding that doing so is in the best interests of the City. Circumstances justifying waiver include, but are not limited to situations in which timing/expediency is critical; special or unique qualifications of an individual, firm, vendor or item(s); the procurement of additional goods or services under an existing contract; or to comply with specific requirements of a gift or grant.

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SUBJECT: PROCUREMENT

- D. Waiver by City Manager in Cases of Actual Emergency. In cases of actual emergency where the City Manager determines that the City Council cannot be convened quickly enough to prevent posing a risk to public health, safety, or property, the City Manager may make or authorize such expenditures as are reasonably necessary to protect the public health and safety, and property. In all such cases, the City Manager shall notify the Mayor and City Council of such expenditures or commitments under this subsection at the earliest possible time, and in no case more than 48 hours after making or authorizing any such expenditure.

EXHIBIT A

Exhibit C

NEEDED

APPROVED: _____

CHARGE TO: _____

AMOUNT: _____

DATE: _____

PAYABLE TO: _____

RE: _____

CHECK NEEDED

APPROVED: _____

CHARGE TO: _____

AMOUNT: _____

DATE: _____

PAYABLE TO: _____

RE: _____

CHECK NEEDED

APPROVED: _____

CHARGE TO: _____

AMOUNT: _____

DATE: _____

PAYABLE TO: _____

RE: _____

CHECK NEEDED

APPROVED: _____

CHARGE TO: _____

AMOUNT: _____

DATE: _____

PAYABLE TO: _____

RE: _____

EXHIBIT A

Exhibit D

PETTY CASH REIMBURSEMENT REQUEST

Amount Requested: _____

Person Due Petty Cash: _____

Charge Account #: _____

Description of Item: _____

**DETACH HERE AND
RETURN TO:**

Amount \$ _____

PETTY CASH REIMBURSEMENT REQUEST

Amount Requested: _____

Person Due Petty Cash: _____

Charge Account #: _____

Description of Item: _____

**DETACH HERE AND
RETURN TO:**

Amount \$ _____

PETTY CASH REIMBURSEMENT REQUEST

Amount Requested: _____

Person Due Petty Cash: _____

Charge Account #: _____

Description of Item: _____

**DETACH HERE AND
RETURN TO:**

Amount \$ _____

PETTY CASH REIMBURSEMENT REQUEST

Amount Requested: _____

Person Due Petty Cash: _____

Charge Account #: _____

Description of Item: _____

**DETACH HERE AND
RETURN TO:**

Amount \$ _____

EXHIBIT A

CITY OF COTTONWOOD
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SUBJECT: CREDIT CARD POLICY

POLICY: The purpose of the credit card is principally to facilitate the acquisition of goods and services for the City 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 appropriate General Manager or City Manager.

I. Cardholder Limits

- A. City employees and officials may be Cardholders in accordance with this policy.
- B. 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 has been provided to each Cardholder. The City’s standard limits are as follows:
 - 1. Single Purchase Limit - Not to exceed \$1,000
 - 2. Billing Cycle Limit - Not to exceed your assigned card limit
- C. If the situation arises that purchases are regularly required over the Cardholder’s established limit, a “Credit Card Maintenance” form must be completed and signed by the appropriate General Manager requesting the change and forwarded to the Administrative Services General Manager. At the Administrative Services General Manager, with concurrence from the City Manager, approval may be granted or denied. If approved, the limitation change will be a temporary one-time approval.

II. Use of Credit Card

- A. The credit card is to be used for City purchases only.
- B. No person other than the Cardholder is authorized to use the card unless prior written authorization is obtained from the Cardholder.
- C. Questions regarding credit card accounts and procedures should be directed to the Administrative Services General Manager.
- D. The credit card may be used at any business establishment, which accepts credit cards for payment.
- E. Cardholder should exhaust all other methods of procurement before using the credit card (ie, purchase orders or invoicing).
- F. The Cardholder must be able to justify that the use of the credit card was necessary and official city business purpose.
- G. Cardholder shall take all necessary precautions to keep the card and card number in secure location.

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SUBJECT: CREDIT CARD POLICY

- H. Cardholder's department is responsible for all charges incurred on the credit card including any annual service fees and finance charges.

III. Telephone and Facsimile Orders

- A. When placing a telephone/facsimile order, 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 orders must be recorded on the "Record of Credit Card Use" form when the transaction occurs.
- C. Request that the vendor send, via facsimile or e-mail, a copy of the invoice marked "Paid by credit card". The original invoice is still necessary by the Finance Department for reconciliation purposes.
- D. If no receipt is available for the telephone/facsimile order, complete the "Telephone/Facsimile Order" form in full. This form will be used as the documentation when reconciling the Monthly Statement of Account.
- E. NO backorders are allowed.

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. All purchases are to be recorded on "Record of Credit Card Use" form. This form must be maintained as charges occur.
- C. If, for any reason, the Cardholder does not have documentation for a transaction, the Cardholder must attach a "Statement of Missing Documentation" form, which provides a description of the item, vendor's name, reason for missing documentation, and the action that will be taken to insure proper documentation in the future. In addition, the Cardholder and the City Manager's signature are required on the form.
- D. If receipts are related to travel, it is the Cardholder's responsibility to photocopy the receipts to attach to their "Travel Requisition" form. The original must be forwarded to the Finance Department for reconciliation with Monthly Statement of Account.
- E. Copies of all necessary forms are enclosed within this section of the Financial Operations Guide.

EXHIBIT A

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SUBJECT: CREDIT CARD POLICY

V. Card Restrictions

A. The following uses of a Credit Card are prohibited:

1. Cash advances.
2. Personal purchases. A Cardholder may not charge any personal items on the City credit card.
3. Gasoline purchases or vehicle repairs unless outside the service area and/or in an emergency. Documentation will be required.
4. Alcoholic beverage purchases.

B. Per Diem. Per Diem requests shall be processed through Accounts Payable prior to travel. Refer to City of Cottonwood - Financial Operations Guide - page 6 Travel and Training Policy.

C. Cardholders shall also comply with any applicable departmental restrictions on usage.

D. A Cardholder may not violate any established procurement requirements, where it pertains to obtaining quotes, when using the City credit card.

VI. Reconciliation and Payment

A. At the close of each billing cycle, the Finance Division will request a copy of your "Record of Credit Card Use" form and provide a due date for its submission.

B. Attach any additional documentation necessary, complete all forms fully and assure that all necessary signatures have been obtained.

C. This form will be reconciled with both the receipts and the "Monthly Statement of Account" by the Finance Division.

D. If unable to submit the required documentation by the due date, please contact the Finance Division as soon as possible.

E. Payment will 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 Division or in any way delaying the timely monthly payment of the credit card account will be assessed the finance charges imposed by the issuing financial institution.

VII. Disputes

A disputed item could result from numerous circumstances including defective purchases and unauthorized use. The proceeding steps should be taken when an item is being disputed:

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SUBJECT: CREDIT CARD POLICY

- A. Whenever possible, return item(s) to vendor for replacement or credit.
- B. If vendor refuses to replace the item(s) or credit the account, the “Statement of Disputed Item” form will need to be completed.
- C. If unauthorized charges occur, complete the “Statement of Disputed Items” form.
- D. Fax completed “Statement of Disputed Items” form to the Card Issuer at 1-800-346-5538.
- E. Forward a copy of the “Statement of Disputed Items” form to the Finance Division.
- F. If, after notifying the Card Issuer, the Cardholder is not satisfied with the outcome, the Cardholder may contact the Administrative Services General Manager for assistance. At this time the Cardholder will need to inform the Administrative Services General Manager of any prior action taken to resolve this dispute.

VIII. Lost or Stolen Cards

Should any Cardholder lose, suspect of having lost, or have their credit card stolen, it is their responsibility to immediately notify the Card Issuer and the Finance Division of the loss. The following steps must be taken to report the loss:

- A. Report the loss immediately to the Credit Card Issuer at 1-800-541-2382. They can be reached 24 hours a day, seven day a week.
- B. Notify the Finance Division immediately upon discovering that the card is missing.

IX. Termination / Resigning Employees

- A. All efforts will be made by the Finance Division to obtain the credit card, any receipts, “Record of Credit Card Use” forms and other related forms when a Cardholder employee is terminated or resigns, or when a Cardholder official leaves office.
- B. If the credit card cannot be collected, a “Credit Card Maintenance” form shall be completed by the General Manager or City Manager, as may be appropriate, to insure the card is canceled.

X. Policy Violations

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

EXHIBIT A

City of Cottonwood Credit Card User Agreement

1. I understand that I am making a financial commitment on behalf of the City of Cottonwood and will strive to obtain the best value for the City.
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 City of Cottonwood 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 Division 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 City of Cottonwood employment, I will return my credit card and all appropriate documentation to the Finance Division.
8. I will use the City of Cottonwood credit cards with the highest degree of personal and professional integrity and ethics, recognizing my responsibility to the public and the City organizations.
9. I agree to promptly contact JPMorgan Chase at 1-800-346-5538 if I lose, misplace, or have my credit card stolen.

I have received, read, understand, and agree to comply with the City of Cottonwood Credit Card User Policy.

Employee Name (Print)

Employee Signature

Date

EXHIBIT A

Request for City of Cottonwood Credit Card

To: Finance Department

From: _____ Department

Subject: Request for Credit Card

I request that the following employee be issued a City of Cottonwood credit card.

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

Employee Name: _____

Employee Title: _____

Reason for request:

Approved: _____ Disapproved: _____

Employee Signature

General Manger Signature

City Manager Signature

Administrative Services
General Manager Signature

EXHIBIT A

City of Cottonwood Statement of Missing Documentation For Credit Card

Complete this form if there is no documentation to support a charge on your credit card. One form must be completed in full for each instance of missing documentation. Original form must be promptly forwarded to the Finance Division for processing. Delays in forwarding this document may result in finance fees being charged to your account.

Vendor Name: _____

Date of Transaction: _____ Amount Charged \$ _____

Description of item(s) Purchased:

Explain why the documentation is missing:

What future action will be taken to ensure receipts are available:

Cardholder Signature Date

City Manager Signature Date

EXHIBIT A

City of Cottonwood Credit Card Statement of Disputed Item

Instructions: You should first make a good-faith effort to settle a claim or disputed charge directly with the vendor. If unable to resolve the dispute with the vendor, complete this form and fax to the Credit Card Issuer. Forward a copy of this statement to the Finance Division if you are not satisfied with the results of the Credit Card Issuer.

Send form to: JPMorganChase
Merchant Dispute Department
P. O. Box 15299
Wilmington, DE 19850-5299
Phone # (888) 489-8452

Cardholder Name: _____ Account Number: _____

This charge appears on our statement (billing close date): _____

Transaction Date: _____ Reference Number: _____

Vendor Name: _____

Posted Amount: _____ Disputed Amount: _____

Please check only *one* of the following:

Unauthorized Transaction

I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented by the above charge were received by me or anyone I authorized. My credit card was in my possession at the time of the transaction.

Charge amount does not agree with the order authorizing the charge

The amount entered on the sales receipt was changed from \$_____ to \$_____. I have enclosed a copy of the unaltered sales receipt.

Merchandise or Services Not Received

I have not received the merchandise or services represented by the above transaction. The expected delivery date or services was _____. (On city letterhead, please describe any attempts to resolve this matter with the vendor, the date(s) you contacted them and their response.)

Disputed Transaction

I did engage in the above transaction, which I am now disputing. I have contacted the vendor, but I have been unable to return the merchandise and /or I have been unsuccessful in reaching an acceptable resolution with them. (On letterhead, please describe your attempt to resolve this matter with the vendor, the date(s) you contacted them and their response.)

EXHIBIT A

Double or Multiple Charges
My credit card account has been doubled charged. The first charged appeared on the _____ (date) billing statement.

Defective or Wrong Merchandise
I returned the merchandise on _____ because it was: (check one)
defective wrong size wrong color wrong quantity
(Please enclose proof of return)

Other (Explain)

Cardholder Signature

Date

EXHIBIT A

City of Cottonwood Credit Card Purchase Form

Instructions: This form is to be completed and forwarded to the Finance Division within 72 hours of the purchase and must include original receipts or completed Statement of Documentation.

Department: _____ Employee Name: _____

The following purchase was made using the City credit card:

Date: _____ Vendor: _____ Amount: _____

Description of items purchased:

Charged to accounting code: _____

Credit Card Used (circle one):
(have initialed for approval by cardholder)

_____ Jesus R. Rodriguez	_____ Roger Biggs
_____ Mike Casson	_____ Richard Faust
_____ XXXXXXXXXXX	_____ Marianne Jiménez
_____ Douglas Bartosh	_____ Tim Costello
_____ Larry Wright	_____ Larry Dawson
_____ Kyla Allen	_____ Jody Fanning

EXHIBIT A

City of Cottonwood Telephone / Facsimile Order Form

Complete this form only if a receipt was not provided by the Vendor.

Merchant Name:
Date of Purchase:
Amount of Purchase:
Was the merchandise received? (Y / N)
Description of item(s) purchased:

Cardholder Signature

Date

EXHIBIT A

CITY OF COTTONWOOD
FINANCIAL OPERATIONS GUIDE

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I. Policy

City vehicles are assigned to various divisions and the appropriate General Manager will be responsible for the maintenance and upkeep of the vehicle. Pooled vehicles will be under the supervision of the Administrative Services General Manager. It is the responsibility of these individuals to ensure that the vehicles are scheduled for regular maintenance, are safe to operate, are presentable in appearance and are not subject to any abuse.

II. Replacement

The replacement policy will be subject to annual appropriations. The mileage and age criteria are established as guidelines, and actual age or mileage of vehicles may exceed the limits established. Each year, a vehicle and equipment listing will be presented to the City Council as part of the annual budget process, for approval. Other factors, such as safety and/or condition, may alter the priority of replacement.

Group One:

These vehicles would be emergency response/public safety, utility and health vehicles. This group will be separated into four sub-groups:

- A. Marked Patrol Cars - These vehicles would be purchased new or low mileage pre-owned, if available. At 75,000 miles, these vehicles would be auctioned or integrated into Group Two, if possible.
- B. Public Safety Administration Vehicles (Police & Fire) - These vehicles would be purchased new or low mileage pre-owned, if available. After 60,000 miles or five (5) years of service, these vehicles would be "rolled" into Group Two. These vehicles will remain or become "unmarked" when rolled into Group Two.
- C. Animal Control Vehicles - These vehicles would be purchased new or low mileage pre-owned, if available. At 60,000 miles or five (5) years of service, this vehicle would be "rolled" into Group Three. This vehicle would remain or become "unmarked" when rolled into Group Three.
- D. Water / Wastewater Utility Vehicles - These vehicles would be purchased new or low mileage pre-owned, if available and kept in service seven (7) years or 70,000 miles. This sub-group would be rolled into Group Two or Three.

Group Two:

This group of vehicles would be sedans and/or light trucks used for administrative types of use (building inspectors, engineering, administration, etc.). These vehicles would be "rolled" into service from the Group One, (A, B, or D) vehicles. After 100,000 service miles or twelve (12) years of age, these vehicles would be auctioned. If a sufficient supply of Group Two vehicles is not available as rollovers, additional used vehicles would be purchased from fleet sales if low mileage pre-owned is available.

EXHIBIT A

CITY OF COTTONWOOD
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SUBJECT: VEHICLE USAGE POLICY

Group Three:

Group Three vehicles would be utility service type of vehicles (pick-ups, custodial vans, flat bed trucks, etc.). These vehicles would also be purchased used through fleet sales if low mileage pre-owned is available and kept in service for fifteen (15) years or 100,000 service miles, whichever is greater.

Group Four:

Group Four would be public transportation vehicles. These vehicles would be replaced at 200,000+ miles.

Group Five:

Group Five would include special service vehicles. These vehicles would include boom trucks, road graders, backhoes, tractors, fire apparatus, dump trucks, street sweepers, etc. Replacement would be based on need.

III. Vehicle Utilization

For Group One and Two vehicles, a recommended use of 7,500 service miles per year minimum would be necessary to justify a vehicle being in service (unless other circumstances require a need).

For Group Three vehicles, 2,500 minimum service miles per year would be necessary to justify a vehicle being in this group (unless other circumstances require a need).

All City vehicles are intended to be used in connection with City business only. Passengers in City vehicles shall be limited to individuals in connection with Official City Business, such as consultants, contractors, or vendors. **Exception is made for law enforcement and fire suppression, please reference Police General Order 302, Citizen Observer Program, and Fire Ride-A-Long Policy, respectively.**

All Police employees using a City vehicle in connection with outside employment activities must receive prior approval from the Police Chief and City Manager. The City is to receive reimbursement at a rate \$3.50 per hour, per vehicle in use and \$1.00 per hour for standby vehicles. All other use of City vehicles outside of official City business is strictly prohibited.

EXHIBIT A

CITY OF COTTONWOOD
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SUBJECT: VEHICLE USAGE POLICY

IV. Prohibited Usage

- A. Alcoholic beverages shall not be consumed or transported in any City vehicles nor shall City employees have consumed alcohol or any substance (as defined in the City's Employee Manual, Section 37 -- Drug Free Work Environment Policy) while operating City vehicle. **Exception is made for law enforcement, please reference General Order 211 Code of Conduct.**
- B. Parking in front of certain types of businesses, such as liquor stores, or bars unless the vehicle is being used to conduct official City business such as inspections, & utility service calls is inappropriate. **Exception is made for law enforcement, please reference General Order 211 Code of Conduct.**

V. Take-Home Vehicles

The City has adopted a "non-personal use" policy for all City vehicles. Take-home vehicles are assigned to individuals essential to the public health & safety of the citizens or the protection of public property. Take home vehicles are to be used only for official City business after normal working hours or weekends and are not intended for any personal use. The City Manager will review the necessity of take home vehicles to determine their continued need. All take-home vehicles shall meet Publication 15B requirements for "qualified non personal-use vehicles".

Take home vehicles are intended for official City business only and any usage outside the City limits must have prior authorization by the appropriate General Manager and the City Manager. The employee who is assigned a take home vehicle is responsible to complete a Policy Use Statement (FOG VII-1), and submit annually an Employee Report of Vehicle Use (FOG VII-3) and Policy Use Statement Memorandum (FOG VII-2) to the Finance Division. **Failure to submit the required forms could subject the employee to a taxable non-cash fringe benefit added to their compensation at the end of the calendar year related to the personal use of the pooled vehicle.**

VI. Operation of a City Vehicle

City vehicles shall be operated in a responsible, and safe manner as outlined below

- A. All personnel operating a City vehicle shall have a valid State of Arizona Driver's License with the appropriate license classification for the type of vehicle they are operating.
- B. Seat belts shall be worn by all employees and passengers using a City vehicle.
- C. City vehicle shall be driven in compliance with all motor vehicle laws.

EXHIBIT A

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SUBJECT: VEHICLE USAGE POLICY

- D. Cellular phone or wireless device usage is governed by the Cottonwood Safety Manual, Section X. Motor Vehicle Safety – Cell Phone Use. All employees shall be familiar with this policy when using a city vehicle.
- E. Employees are responsible for the prompt and proper reporting to their supervisor of any citations received while using a City vehicle.
- F. Employees are personally responsible for the payment of fines for any citations for moving violations received while using a City vehicle. Under no circumstance are citations for moving violations to be paid using City funds.
- G. Citations shall be reported within three (3) working days of the violation to the appropriate General Manager.
- H. A City employee shall immediately notify their supervisor of loss of their driver's license.
- I. City issued insurance card shall remain in the City vehicles at all times and should be stored in the glove compartment or in an appropriate log book.
- J. Vehicle Fuel Cards shall remain in the City vehicles at all times and should be stored in the glove compartment or in an appropriate log book.

VII. Accident Reporting

Any employee operating a City owned vehicle shall be familiar with this Vehicle Usage Policy as well as Section XI, Motor Vehicle Safety – Vehicle Accident Reporting and Review; of the City of Cottonwood Safety Policy Manual and Personnel Operations Guide.

VIII. Vehicle Maintenance

- A. Employees operating City vehicles are responsible for keeping them clean and litter free.
- B. Employees assigned to a specific City vehicle on a regular basis are responsible for ensuring the vehicle is in good working order at all times.
- C. It is the policy of the City of Cottonwood to keep its vehicles in good working condition. A regular maintenance program will provide all employees safe and reliable vehicles.
 - 1. Vehicle Maintenance - The minimum maintenance for all City vehicles is every 3,000 miles or four (4) months, whichever comes first. Departments may adjust this schedule to comply with manufacturer's guidelines or departmental service requirements.

EXHIBIT A

A standard “Work Order for Vehicle Maintenance” (FOG VII-4) is in place to provide the City’s contracted maintenance shop, or other service center with an outline of the work to be performed. Departments may expand the work with a supplemental form to meet their maintenance requirements. This form should be completed and submitted to the mechanic at the shop at each service.

2. Vehicle Inspection - A regular inspection program is essential for vehicle safety. Daily, a visual inspection of each vehicle should be performed to detect items requiring immediate attention such as low air pressure in tires, leaking fluids, worn tires, broken glass and other such gross visual problems. Weekly, the minimum inspections should be performed on all City vehicles:

-  check fluid levels
-  check belts and hoses
-  check turn signals, brake and other lights
-  check wiper operations
-  check seat belts
-  check brakes
-  check horn

Departments may expand inspections to meet the operating requirements of vehicles. **Pool vehicles will be inspected by a member of the Maintenance Division.**

3. Compliance - The appropriate General Manager will be responsible for monitoring the compliance of the minimum maintenance standards and ensure that necessary repairs on each vehicle be completed.
4. Violation of this policy will subject employee and General Manager to potential disciplinary action. Any division found to be out of compliance will be reported to the City Manager.

EXHIBIT A

City of Cottonwood Request for City Vehicle Assignment



To: Finance Department

From: _____ Department

Date:

Subject: Request for Vehicle Assignment

I request that the following employee be assigned a City owned vehicle.

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

Employee Name: _____

Employee Title: _____

Reason for request:

By signing this request, I understand the responsibilities of having a City vehicle assigned to me and that I will use this vehicle as intended. I am also aware that any usage beyond that of City business related activities will constitute violation of the policy and will subject me to disciplinary action. Finally, I am aware that commuting to and from work constitutes taxable income.

Approved: _____ Disapproved: _____

Employee Signature

General Manager Signature

City Manager Signature

Administrative Services
General Manager Signature

EXHIBIT A

MEMORANDUM



To: Finance Division

From: _____ Department

Date:

Subject: Vehicle Policy Use Statement

Vehicle Information

Number: _____

License: _____

Make/Model: _____

The City of Cottonwood has provided me with the above vehicle for my use during _____ (year), and requires that I commute to and from work in the vehicle. In addition, the City of Cottonwood has adopted the following policy related to this and similar vehicles.

*Employees provided with vehicles and required to commute to and from work with them may **not**, use the vehicle for personal purposes (other than commuting or incidental personal purposes such as a stop for a personal errand on the way between a business stop and home).*

(Exception is made for Police/Fire Emergency vehicles as per Publication 15B of the United States Internal Revenue Code.)

I understand that employees found to be in violation of the above policy will have a taxable non-cash fringe benefit added to their compensation at the end of the calendar year related to the personal use of the pooled vehicle. Such an adjustment to compensation is required by the IRS.

I have read the above policy statement, understand the implications of personal use, and agree to follow the policy.

Employee

Date

EXHIBIT A

CITY OF COTTONWOOD EMPLOYEE REPORT OF VEHICLE USE*



Employee: _____

Vehicle Information

Make: _____ Model: _____ Two-door ____ Four-door ____

Year: _____

Period(s) of Use: _____

Information Required for Tax Purposes

1. Total miles driven _____
2. Total business miles _____
3. Total commuting miles (N/A for emergency vehicles) _____
4. Total other personal miles _____
5. Total personal miles (3 + 4) _____
6. Average daily round-trip commuting distance (N/A for emergency vehicles) _____
7. Number of one-way commutes during period (N/A for emergency vehicles) _____
8. Was vehicle available during off-duty hours? (Y or N) _____
9. Was another vehicle available for personal use? (Y or N) _____
10. Do adequate records or sufficient evidence exist to justify business miles? (Y or N) _____
11. Is the evidence written? (Y or N) _____

Employee

Date

Was this an emergency vehicle (Fire/Police)? yes ____ no ____

•An employee/user report **must** be filled out for each vehicle made available to the employee/user during the period.

EXHIBIT A

WORK ORDER FOR VEHICLE MAINTENANCE

City of Cottonwood
827 N. Main St.
Cottonwood, Arizona 86326
(928) 634-5526



Department _____ Date _____

Vehicle ID # _____ Vehicle Lic. # _____ Mileage _____

Work Needed/Driver Complaints:

___ PMI Service Only

Preventative Maintenance Inspection (PMI)

- | | | |
|------------------------|-------------------------------|-------------------------------|
| ___ Lube Chassis | ___ Radiator & Cap | ___ CV Boots / Joints |
| ___ Head & Tail Light | ___ Coolant | ___ Shock Absorbers |
| ___ Brake Lights | ___ Fan Belts | ___ F/R Diff. Oil |
| ___ Back-up Lights | ___ Hoses | ___ U-Joints |
| ___ Turn Signals | ___ Air & PVC Filters | Tire Wear LF ___/32 RF ___/32 |
| ___ 4-way Flashers | ___ Engine Oil & Filter | Tire Wear LR ___/32 RR ___/32 |
| ___ Emergency Lights | ___ A/M Trans. Fluid & Filter | Brakes LF ___/32 RF ___/32 |
| ___ Interior Lights | ___ Brake Fluid | Brakes LR ___/32 RR ___/32 |
| ___ Mirrors | ___ Washer Fluid | |
| ___ Parking Brake | ___ P/S Fluid | |
| ___ A/C Operations | ___ Clutch Fluid | Tire Pressure Front ___ |
| ___ Horn | ___ Batteries | Rear ___ Spare ___ |
| ___ Windshield & Glass | ___ Front End & Steering | |
| ___ Wiper blades | ___ Exhaust System | ___ Tire Rotation |

Employee Requesting Service _____ Date _____

Mechanic: _____ Date Completed _____

Comments:

EXHIBIT A

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SUBJECT: TUITION REIMBURSEMENT POLICY

I. Policy

It is the policy of the City of Cottonwood to provide employees in the City service with 100% tuition payback for tuition and books for courses deemed pertinent and related to the job being performed.

II. General Reimbursement Principles

- A. The City of Cottonwood will provide up to \$5,000 reimbursement per employee per fiscal year towards their education.
- B. Funding must be budgeted during the budget preparation process.
- C. This policy is subject to a downward modification depending on current economic conditions of the City, and budgetary constraints.
- D. Reimbursements will only be allowed for tuition, books and lab fees, no travel will be authorized.
- E. Any proceeds from the books sold back to the college or university shall be submitted to the City for credit toward the total reimbursement limit.
- F. Any violations to the policy will subject the employee to disciplinary action, up to and possibly including termination.

III. Procedure

Prior approval of the appropriate General Manager, the Administrative Services General Manager and the City Manager is required before reimbursement is authorized. Approval of an educational request is completely within the discretion of a General Manager and the City Manager. The employee shall have no grievance or appeal rights from the decision to recommend or not recommend courses.

- A. Employees shall submit a "Tuition Reimbursement Request" form requesting authorization for reimbursement for tuition/books before they enroll in the course.
- B. The Finance Manager must certify the availability of funds and compliance with this policy prior to authorization by a General Manager.
- C. Upon approval by a General Manager the signed "Tuition Reimbursement Request" will be forwarded to the City Manager.
- D. The City Manager shall review the request, and if approved, signed copies will be forwarded to the Human Resources Division for distribution to the employee and department, with the original placed on file in the employee's personnel file.

EXHIBIT A

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SUBJECT: TUITION REIMBURSEMENT POLICY

IV. Upon Completion

- A. Employee shall submit a "Confirmation of Tuition Expenses" to their General Manager, together with all pertinent receipts for tuition/books upon successful completion of the course.
- B. A General Manager should then review and attest to the fact that the "Confirmation of Tuition Expenses" packet is accurate and forward the signed document to the Human Resources Division for verification.
- C. The Human Resources Manager shall assure all the pertinent documentation, including the employee's report card or transcripts are included in the package and shall process the package for signature from the Administrative Services General Manager and the City Manager on all the necessary paperwork.
- D. The approved documents will be returned to Human Resources Manager in order to process the check needed requisition to the Finance Division for payment.

Upon successful completion of such course work, the City of Cottonwood shall reimburse the employee the costs of tuition and books. Successful completion will be defined as a letter grade of "C" or better, or "B" or better for graduate level courses. In courses where no letter grade is given, a report of successful completion signed by the instructor or an official of the institution must be obtained.

IV. Tuition Reimbursement Agreement

The "Tuition Reimbursement Agreement" is available for City employees interested in obtaining additional education and degree opportunities related to their duties as a City employee.

- A. The employee shall be provided this agreement upon approval of his/her written detailed request of the type of educational program he/she wishes to participate in. The request will become part of this agreement.
- B. The employee shall also enter a tuition reimbursement amount as part of this agreement noting the non-job related courses that shall be reimbursed.
- C. This agreement also identifies the process for determining payback by the employee to the City, if the employee leaves City employment for any reason other than a Reduction in Force in less than the prescribed time after completion of the educational program.
 1. **Police Officer's** prescribed time is two (2) years following completion of all training, including field training by Field Training Officer (FTO),

EXHIBIT A

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SUBJECT: TUITION REIMBURSEMENT POLICY

2. **Firefighter's** prescribed time is two (2) years from completion of all training, including certification. Re-certification does not require a "Tuition Reimbursement Agreement".
3. **Volunteer Firefighter's** prescribed time is two (2) years of volunteer or classified employment, where a volunteer must accumulate 100 points for a year's credit based on the Cottonwood Fire Department Alternative Pension and Benefits Plan point system.
4. **Other Employees'** prescribed time is two (2) years following the completion of the last reimbursed class.

EXHIBIT A

TUITION REIMBURSEMENT REQUEST (JOB RELATED COURSES)

TO: GENERAL MANAGER

I, _____, would like to enroll at _____, to take the following job related course(s):

Course	Description	Location	Number of Days
--------	-------------	----------	----------------

and hereby request approval for tuition reimbursement upon completion of the course(s). I understand that in order to obtain reimbursement, this request must be submitted and approved prior to enrolling in a course, for which, I will be requesting reimbursement. I further understand that upon receiving proof of a passing grade of "C" or better, or "B" or better for graduate level courses, and receipts for tuition and books, the City of Cottonwood will reimburse me for my expenses relating to tuition and books. The course(s) is/are deemed pertinent to my job classification with the City of Cottonwood. An estimated cost for taking the course(s) is/are:

TUITION:	_____
BOOKS:	_____
TOTAL	\$ _____

Employee Signature

Date

TO: FINANCE MANAGER

I, _____, have reviewed this request, and hereby certify that this employee has not exceeded the maximum amount allowed by policy for tuition reimbursement and that there is sufficient budgetary allocation to accommodate this expenditure.

Finance Manager Signature

Date

TO: CITY MANAGER

I, _____, have reviewed this request, and hereby approve/disapprove the request for tuition reimbursement as the course(s) is/are not deemed pertinent to his/her job classification.

General Manager/ Public Safety Chief Signature

Date

APPROVED: _____ DATED: _____
City Manager

TO: HUMAN RESOURCES

Distribute a copy of this request to the employee and department. The originals shall be maintained in the employee's personnel file.

EXHIBIT A

CONFIRMATION OF TUITION EXPENSES

TO: GENERAL MANAGER

In accordance with "Tuition Reimbursement Request" approved on _____,
I hereby submit pertinent receipts for tuition and books, and proof of passing grade for the course(s) that
I have enrolled in and completed at _____.

Name of College

Signature of Employee

Date

Reimbursement Check Needed:

Charge to Account Code: _____

Amount: _____

Payable to: _____

THRU: HUMAN RESOURCES

TO: FINANCE DEPARTMENT

Attached please find pertinent receipts for reimbursement of tuition and books relating to the course(s)
that _____, has enrolled in at

Name of Employee

_____. Also find attached grade received for the
Name of College

course(s) indicating a passing grade of "C" or better ("B" or better for graduate level courses). Please
process same for reimbursement payable from the above account and department.

Signature of General Manager

Date

APPROVAL FOR PAYMENT:

Administrative Services General Manager

Date

TO: HUMAN RESOURCES

Distribute a copy of this request to the employee and department. The originals shall be maintained in
the employee's personnel file.

EXHIBIT A

TUITION REIMBURSEMENT AGREEMENT (DEGREE PROGRAM)

This agreement is made effective the ____ day of _____, _____, between the City of Cottonwood, a political subdivision of the State of Arizona ("City"), and _____, hereafter referred to as "Applicant."

WHEREAS:

1. The City of Cottonwood employs individuals to serve the residents of the City of Cottonwood and the public in general; and
2. With training and education, such individuals may better fulfill the duties of their employment positions; and
3. It has been determined that it is in the City's interest to have such individuals obtain additional education and degrees related to their duties as City employees, and to attract and retain quality employees by providing educational opportunities; and
4. The City wishes to benefit from the further education and degrees obtained by its employees.

NOW, THEREFORE, the parties to this agreement, in consideration of the mutual covenants and stipulations set forth herein, agree as follows:

1. An overall education program with exact classes and times must be submitted for approval by the City Manager upon the recommendation of Applicant's direct supervisor. Such program is attached as Exhibit "A" and is hereby incorporated by reference.
2. The City shall reimburse the Applicant for tuition and books paid by Applicant to obtain further education and degrees related to Applicant's duties as an employee of the City.
3. Such reimbursement shall only be paid to Applicant on a course by course basis.
4. The City shall reimburse Applicant for a course only if a letter grade of "C" or better ("B" or better for graduate level courses) is obtained. If a course is not offered with letter grades, City shall reimburse applicant upon successful completion of the course as defined by the educational institution offering the course.
5. Applicant has until the _____ day of _____, _____ to complete the approved educational program. The educational program is described in the attached Exhibit "A" which is hereby incorporated by reference. Extensions of this date must be agreed to in writing and may be granted for good cause shown.
6. The tuition amounts reimbursed to Applicant by City shall be entered onto the attached Exhibit "B" which is hereby incorporated by reference. The amounts reimbursed for non-job related courses shall be delineated from the total reimbursement.

EXHIBIT A

7. Applicant agrees to pay back to the City all of the tuition amounts listed in Exhibit "B" as non-job related if Applicant leaves the employment of the City of Cottonwood for any reason other than a Reduction in Force less than two (2) years after completion of the educational program. Applicant expressly agrees that the City may recover such amounts from the final paycheck of Applicant, any amounts owed by the City to Applicant such as compensation for accrued leave time, or by entering into another agreement with Applicant to repay the City over time. If the Applicant agrees to pay the City over time, such agreement shall include an interest rate of ten percent per annum (10%) or the maximum legal rate, whichever is lower. If the amount owed to City is not satisfied by the above methods, City reserves the right to pursue any action against Applicant, whether in law or equity.
8. If the City has to take legal action to enforce its rights under this agreement to collect the amounts due under paragraph 9, Applicant shall also pay the City the amount of its costs and reasonable attorney's fees incurred to enforce this agreement. Furthermore, Applicant shall owe City an administrative fee of five hundred dollars (\$500.00) not as a penalty but as liquidated damages to cover the expense by City of staff and administrator's time in pursuing legal action. Both parties agree that the administrative fee is a reasonable estimation of the damages to the City which cannot otherwise be precisely determined.
9. Applicant expressly acknowledges that this agreement does not grant Applicant any vested rights to continued employment with the City of Cottonwood beyond those granted by the laws of the United States, the State of Arizona, or under any City of Cottonwood Personnel Manual or policy now or hereafter in effect.
10. The terms of this agreement shall take precedence over any conflicting provision in the City Personnel Manual and policies to the extent of such conflict.
11. This instrument reflects the entire agreement between the parties and no statements, promises or inducements made by either party, or the agent of either party, other than those which are contained herein shall be valid or binding.

EXHIBIT A

IN WITNESS HEREOF, this agreement is executed this ____ day of _____, _____.

Applicant

City of Cottonwood

STATE OF ARIZONA)
) ss.
COUNTY OF YAVAPAI)

SUBSCRIBED and SWORN to before me this ____ day of _____, _____ by

_____.

Notary Public

APPROVED AS TO FORM:

Steve Horton, Esq., City Attorney

EXHIBIT A

PUBLIC SAFETY EMPLOYMENT AGREEMENT

This agreement is made effective the _____ day of _____, _____, between the City of Cottonwood, a political subdivision of the State of Arizona, and the City of Cottonwood Police/Fire Department, hereinafter cumulatively referred to as "Police/Fire Department", and _____, hereafter referred to as "Applicant".

Whereas:

1. The Police/Fire Department employs individuals to serve as Police Officers/Firefighters and to perform the duties and responsibilities of Police Officers/Firefighters; and
2. Such individuals must be trained and certified by the State of Arizona as certified law enforcement officers/certified firefighters; and
3. That after being hired, the Police/Fire Department sends non-certified Police Officers/Firefighters to an appropriate training program; and
4. The Police/Fire Department pays a portion of the expenses of the employees' attendance at the training program, with the rest of the expenses being paid by the State; and
5. The Police/Fire Department pays these expenses with the express intent of gaining certified Police Officers/Firefighters who will remain employed with the Police/Fire Department; and
6. The Applicant is not certified as a law enforcement officer/firefighter in the State of Arizona and wishes to become certified and be employed as a City of Cottonwood Police Officer/Firefighter; and
7. The Applicant has successfully completed all testing or requirements imposed by the Police/Fire Department; and
8. The Police/Fire Department has undergone considerable expense in recruiting, screening and hiring Applicant. The Police/Fire Department undergoes additional expense in training and certifying employees. These costs include but are not limited to approximately _____ in salary and administrative costs while the employee is attending the academy.

EXHIBIT A

NOW, THEREFORE, the parties to this agreement, in consideration of the mutual covenants and stipulations set forth herein, agree as follows:

1. The Police/Fire Department will employ Applicant as a Police Officer/Firefighter and send him/her to a training academy with the intent that Applicant becomes a certified law enforcement officer/firefighter.
2. If the Applicant fails to complete the academy for any reason, his/her employment with the Police/Fire Department shall automatically cease without any right by Applicant to review or appeal/grievance process and his/her responsibilities under this agreement shall terminate.
3. The Applicant agrees to remain in the employment of the Police/Fire Department for two (2) years from completion of all training, including field training. If Applicant resigns, quits, or is terminated by the Police/Fire Department for any reason other than Reduction in Force prior to the expiration of the two-year period, the Applicant shall be required to reimburse the City for the all training expenditures on behalf of the Applicant. This amount may be deducted from the Applicant's final paycheck, or may be paid by entering into another agreement with the City to repay the amount over time at an interest rate of ten percent per annum (10%) or the maximum legal rate, whichever is lower. The City shall reduce the required amount of reimbursement by a percentage equal to the percentage of the two-year term completed by the Applicant. This provision shall not be construed as preventing Applicant from accepting additional outside employment which does not interfere with his/her ability to perform the duties of a City of Cottonwood Police Officer/Firefighter and which does not violate any rules and regulations applicable to employee. Throughout this period and during the entire term of employment relationship, the Police/Fire Department reserves the right to terminate the Applicant's employment.
4. Applicant expressly acknowledges that, this agreement gives him/her absolutely no vested rights to continued employment with the Police/Fire Department. Applicant expressly acknowledges that this agreement gives him/her no rights to continued employment beyond those given by the laws of the United States, the State of Arizona, or under any City of Cottonwood Personnel Manual or policies now or hereafter in affect.
5. The terms of this agreement shall take precedence over any conflicting provision in the City Personnel Manual and policies and any policies and procedures of the Cottonwood Police/Fire Department, to the extent of such conflict.
6. This instrument reflects the entire agreement between the parties and no statements, promises, or inducements made by either party, or the agent of either party, other than those which are contained herein shall be valid or binding.

EXHIBIT A

IN WITNESS HEREOF, this agreement is executed this ____ day of _____, _____

Applicant

City of Cottonwood

STATE OF ARIZONA)
) ss.
COUNTY OF YAVAPAI)

SUBSCRIBED and SWORN to before me this ____ day of _____, _____ by
_____.

Notary Public

APPROVED AS TO FORM:

Steve Horton, Esq., City Attorney

Police/Fire Chief, City of Cottonwood

Date

City Manager

Date

EXHIBIT A

PUBLIC SAFETY EDUCATION COST REIMBURSEMENT AGREEMENT

This application is to be used to apply for reimbursement from the City of Cottonwood for course(s) taken by employees of the City ("Applicant"). IN ORDER TO OBTAIN REIMBURSEMENT, THIS APPLICATION MUST BE SUBMITTED AND APPROVED BEFORE THE COURSE(S) BEGIN.

Applicant Name: _____

Job Title: _____

Department: _____

Applicant hereby attests that the following course(s) shall improve the Applicant's skills and knowledge in relation to Applicant's employment by the City of Cottonwood. Applicant seeks reimbursement from the City of Cottonwood for such courses. Applicant understands that reimbursement shall only be given after completion of the course(s) and on a course by course basis.

Applicant shall not be eligible for reimbursement in a course unless a letter grade of "C" or better ("B" or better for graduate level courses) is obtained. If a course is not offered with letter grades, the City shall reimburse applicant upon successful completion of the course as defined by the educational institution offering the course.

Applicant must submit this application to his/her direct supervisor for approval. If the supervisor approves of the course(s) listed below as an education program that will improve the applicant's skills and knowledge in relation to the applicant's employment by the City, the supervisor shall signify such approval by (a) signing on the line below and (b) forwarding the application to the City Manager for review with a recommendation that the course(s) be approved. Recommendation of an educational program by Applicant's direct supervisor is completely within the sole discretion of such supervisor and Applicant shall have no grievance from the decision to recommend or not recommend the course(s) listed below.

Upon submission of this application with the recommendation of Applicant's direct supervisor, the City Manager shall review this application for approval. If the course(s) is/are approved, the City Manager shall (a) signify such approval by signing on the line below and (b) designate each course as either job related or non-job related based upon how the courses fit with applicant's job designation. Approval of the course(s) and the designation of each course(s) as job related or non-job related by the City Manager are completely within the sole discretion of the City Manager and Applicant shall have no grievances from any such decisions.

Once the course(s) listed below are approved, the Applicant shall not be entitled to reimbursement until he/she enters into a Tuition Reimbursement Agreement with the City of Cottonwood.

EXHIBIT A

COURSE(S) SUBMITTED FOR APPROVAL

Educational Institution:

<u>Designation (circle one):</u>	Job Related	Non-Job Related
<u>Course</u>		
<u>Date or Days /Times</u>		
<u>Description</u>		

<u>Designation (circle one):</u>	Job Related	Non-Job Related
<u>Course</u>		
<u>Date or Days /Times</u>		
<u>Description</u>		

<u>Designation (circle one):</u>	Job Related	Non-Job Related
<u>Course</u>		
<u>Date or Days /Times</u>		
<u>Description</u>		

<u>Designation (circle one):</u>	Job Related	Non-Job Related
<u>Course</u>		
<u>Date or Days /Times</u>		
<u>Description</u>		

The above course(s) are a true and correct description of the educational program that I wish to pursue.

Applicant's Signature: _____ Date: _____

I hereby recommend that the above course(s) be approved by the City Manager.

Police/Fire Chief's Signature: _____ Date: _____

I hereby approve the course(s) listed above for reimbursement by the City of Cottonwood.

City Manager's Signature: _____ Date: _____

EXHIBIT A

CITY OF COTTONWOOD
FINANCIAL OPERATIONS GUIDE

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I. Purpose

The City of Cottonwood establishes funds for the convenience of making change in conjunction with collecting City revenues.

II. Procedure

The following change funds have been established for the purpose of making change only:

Department/Location

Finance Dept. (main register)	\$200.00
City Hall.....	\$100.00
Police Department.....	\$55.00
Pool	\$100.00
Library (3)	\$18.00
Planning and Zoning	\$50.00
Court	\$75.00
River Front Concession	\$150.00

III. Change funds shall be randomly audited by the Finance Department on an annual basis, and the findings forwarded to the General Manager and City Manager.

EXHIBIT A

CITY OF COTTONWOOD
FINANCIAL OPERATIONS GUIDE

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I. Policy

It is the policy of the City of Cottonwood to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all applicable State and City statutes governing the investment of public funds.

II. Scope

This investment policy applies to all financial assets of the City of Cottonwood. These funds are defined in the City of Cottonwood's Comprehensive Annual Financial Report (CAFR) and include:

- General Funds
- Special Revenue Funds
- Debt Service Reserve Funds
- Debt Service Sinking Funds
- Capital Project Funds
- Proprietary Funds
- Fiduciary Funds
- Expendable Trust Funds
- Any new funds created unless specifically exempted by Council

III. Objectives

The primary objectives, in priority order, of the City of Cottonwood's investment activities shall be:

A. Safety of Principal

The City recognizes its fiduciary responsibility for the stewardship of public funds with which it has been entrusted. Therefore, its foremost investment objective is to ensure safety of principal. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

B. Liquidity

City of Cottonwood's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated.

C. Yield

City of Cottonwood's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account City of Cottonwood's investment risk constraints and the cash flow characteristics of the portfolio.

EXHIBIT A

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IV. Standard of Care

A. Prudence

This policy shall apply the "prudent person" standard, as defined in the glossary, in the context of managing the overall portfolio. Investment officials acting in accordance with procedures consistent with this policy and exercising due diligence, shall not be held personally liable for market price changes or the credit risk of a certain investment, provided that any unexpected deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

B. Ethics and Conflicts of Interest

Investment officials shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials shall disclose to the City Manager any material personal financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City, particularly with regard to the time of purchases and sales.

C. Delegation of Authority

Authority to manage the investment program is granted to the Administrative Services General Manager, and derived from the Arizona Revised Statutes §35-323. Procedures for investing of Trust and Sinking Funds are specified in Arizona Revised Statutes §35-324 and §35-328. Investments in the State Treasurer's Pool investment fund for collective investments of public funds is authorized in Arizona Revised Statutes §35-326. Responsibility for the operation of the investment program is hereby delegated to the Administrative Services General Manager, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements, and resolutions for participation in the State' Treasurer's Local Government Investment Pool – LGIP are included with this. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer within the City's Financial Operations Guide. The Administrative Services General Manager, with the concurrence of the City Manager, shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

EXHIBIT A

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V. Authorized Financial Dealers and Institutions

- A. The Administrative Services General Manager shall maintain a list of financial institutions, which are authorized to provide investment services. In addition, a list will be maintained of approved security brokers/dealers selected by credit worthiness who are authorized to provide investment services in the State of Arizona. No public deposit shall be made except in a qualified public depository as established by State laws.
- B. Banks and savings and loans shall provide their most recent "Consolidated Report of Condition" (call report) at the request of the City.
- C. Securities dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers, or meet certain other criteria as determined by the Administrative Services General Manager.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Administrative Services General Manager with the following:

1. Most recent audited annual financial statements,
2. Proof of National Association Security Dealers membership,
3. Proof of State of Arizona registration, and a
4. Completed broker/dealer questionnaire

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Administrative Services General Manager.

A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the City does business.

VI. Safekeeping and Custody

A. 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.

B. Safekeeping

All securities shall be held by a third party custodian designated by the Administrative Services General Manager. The third party custodian shall be required to issue a safekeeping receipt to the City listing the specific instrument, rate, maturity and other pertinent information.

Collateralization shall be required on two (2) types of investments:

1. Certificates of deposits
2. Repurchase agreements

EXHIBIT A

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SUBJECT: INVESTMENT POLICY

In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level will be 102% of market value of principal and accrued interest. Acceptable types of collateral for repurchase agreements shall consist of treasuries and agency notes with a maximum maturity of five (5) years and a collateralization level of 102% of market value of principal and accrued interest.

C. Internal Controls

The Administrative Services General Manager shall establish a system of written internal controls, which will be reviewed annually with the independent auditor. This review will provide internal control by assuring compliance with policies and procedures.

VII. Suitable and Authorized Investments

A. Authorized Investments

The City is empowered by statute to invest in the following types of securities. If an investment is not specifically listed in the suitable list, it is prohibited.

1. Fully insured or collateralized certificates of deposit and other evidence of deposit at banks and savings and loan associations.
2. Interest bearing savings accounts in banks and savings and loan institutions doing business in Arizona whose accounts are insured by Federal Deposit Insurance Corporation (FDIC).
3. Repurchase agreements with a maximum maturity of one hundred eighty (180) days, collateralized at no less than one hundred two percent (102%), provided a signed PSA Master Repurchase Agreement is on file with the counterpart bank or broker\dealer.
4. Deposits in the local government investment pool operated by the Treasurer of the State of Arizona.
5. Bonds or other evidences of indebtedness of the United States or any of its agencies or instrumentalities if the obligations are guaranteed as to principal and interest by the United States or by any agency of instrumentality of the United States.
6. Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns, school districts, or municipal improvement districts which carry as a minimum one of the A ratings of Moody's Investors Service or one of the A ratings of Standard and Poor's Rating Service or their successors.

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7. Commercial Paper with an A-1/P-1 rating or higher rating.
8. Mortgage-backed securities.

B. Prohibited Investments

1. Reverse Repurchase Agreements.
2. Futures, Contractual Swaps, Options.
3. Inverse Floaters.
4. Interest Only Securities.
5. Interest Bearing Securities that have the possibility of not accruing current income.
6. Closed end management type companies.
7. Securities whose yield/market value is based on currency, commodity or non-interest indices.
8. Bearer-form securities.
9. Securities lending.
10. Any security product not described in this document until reviewed and approved by the City Council.

C. Investment Pools

A thorough investigation of any investment pool is required prior to investing. There shall be a questionnaire developed which will answer the following general questions:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safekept (including the settlement processes), and how often are the securities priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal.
5. A schedule for receiving statements and portfolio listings.

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6. Are reserves, retained earnings, etc. utilized by the pool?
7. A fee schedule, and when and how is it assessed.
8. Is the pool eligible for bond proceeds and/or will it accept such proceeds?

VIII. Diversification and Maturity Limitations

The City will diversify its investment portfolio to minimize the risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification standards by security type and issuer shall not exceed the following:

A. Fully insured or collateralized CD's	no more than 25%
B. U.S. Treasuries and securities having principal and interest guaranteed by the U.S. Government or agencies or instrumentalities of the U.S. Government	100%
C. State, county, school district and other district municipal bonds or debt with an A rating or better	no more than 25%
D. Repurchase agreements	100%
E. Local Government Investment Pool	100%

The Administrative Services General Manager shall be required to diversify maturities. To the extent possible, the Administrative Services General Manager will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific requirement, the Administrative Services General Manager may not invest more than 25% of the portfolio for a period greater than three (3) years. Unless matched to a specific requirement, the Administrative Services General Manager may not invest any portion of the portfolio for a period greater than five (5) years.

IX. Reporting

A. Method

The Administrative Services General Manager shall prepare quarterly reports for the City Manager's, which provide a clear picture of the status of the current investment portfolio. The management reports shall include:

1. Comments on fixed income markets and economic conditions.
2. Discussions regarding restrictions on percentage of investment by category.
3. Possible changes in portfolio structure going forward.

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4. Thoughts on investment strategies.
5. Any schedules should include:
 - A listing of individual securities held at the end of the reporting period by authorized investment category.
 - Weighted average maturity and final maturity of all investments listed.
 - Coupon, discount or earnings rate.
 - Par Value, Amortized Book Value and Market Value.
 - Percentage of the portfolio represented by each investment category.

The City Manager and Administrative Services General Manager shall be responsible for making recommendations to the City Council of changes in the investment policy and in establishing performance benchmarks based upon City of Cottonwood's portfolio composition and current investment strategy.

The Administrative Services General Manager shall include a market report on investment activity and returns in City of Cottonwood's Comprehensive Annual Financial Report - CAFR.

B. Performance Standards

The City of Cottonwood's cash management portfolio shall be designed with the objective of regularly meeting or exceeding a selected performance benchmark, which could be the average return on three-month U.S. Treasury bills, the state investment pool, a money market mutual fund or the average rate of Federal funds. These indices are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio's rate of return.

X. Investment Policy Adoption

City of Cottonwood's Investment Policy shall be adopted by the City Council. The policy shall be reviewed on an annual basis by the City Manager and significant modifications thereto must be approved by the City Council.

XI. Glossary

A glossary of financial terms referenced herein follows.

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GLOSSARY

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BENCHMARK: A comparative base for measuring the performance of risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered for securities.

BROKER: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active to markets in which banks buy and sell money and in inter-dealer markets.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits or public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City. It includes five (5) combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed statistical section.

CITY: The City of Cottonwood, Arizona

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

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DELIVERY VERSUS PAYMENT: There are two (2) methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent return.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small-business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Federal funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks) that lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

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FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven (7) members of the Federal Reserve Board and five (5) of the twelve (12) Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven (7) member Board of Governors in Washington, D.C., twelve (12) regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA, or FmHA mortgages. The term “passthroughs” is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the state treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase--reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities.

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OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the Federal Open Market Committee in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived. The care skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the public deposit protection commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

REPURCHASE AGREEMENT: A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use repurchase agreements extensively to finance their positions.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types of descriptions are held in the bank's vaults for protection.

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SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by congress to protect investors in securities transactions by administering securities legislation.

STATE: State of Arizona

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations that have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

TREASURY BILL: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three (3) months, or one (1) year.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities of more than ten (10) years.

TREASURY NOTES: Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one (1) to ten (10) years.

YIELD: The rate of annual income return on an investment, expressed as a percentage.

(a) **Income yield** is obtained by dividing the current dollar income by the current market price for the security.

(b) **Net yield or yield to maturity** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

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I. Purpose:

To provide a policy governing the use of wireless communication devices by City of Cottonwood employees and to provide allowance guidelines, criteria and conditions for business use of personally owned wireless communication devices.

As a general rule, the City of Cottonwood shall not own or otherwise provide wireless communication devices or services to its employees. The exception to this rule is cellular phones owned for short-term events, emergency or disaster recovery purposes, or for on-call personnel. This administrative guideline will also help ensure consistency among City departments using cellular phones and wireless devices.

II. Employee Owned Wireless Communication Devices Guidelines:

- A. City employees are allowed to use discounted plans for government employees from Verizon wireless or other wireless carriers.
- B. All personal wireless communication devices and accessories are the employee's responsibility and not the liability of the City.
- C. The City of Cottonwood will provide a wireless communication device allowance to those employees who have a documented official City business need for a communication device, and who continue to meet eligibility requirements.
- D. The City of Cottonwood does not purchase any wireless communication devices for employees.
- E. The City of Cottonwood provides an allowance to officials and employees who work in areas or on assignments where standard telephones or other forms of electronic communications equipment are not always readily available and where such use will benefit the City and its citizens

III. Maximum Allowances:

- A. The monthly wireless allowance shall not exceed the employee's monthly wireless plan charges. The City will pay an allowance equal to the lesser of the employees' monthly plan or **\$40** per month for cellular phone service.
- B. The Wireless Communication Device allowance is for phones that allow secure access to City of Cottonwood's e-mail environment. This additional allowance is equal to the lesser of one half of the employee's monthly plan charge or **\$25**.
- C. If internet accessibility is essential to conduct City business via a Wireless Communication Device, then an additional allowance not to exceed **\$15** shall be provided.

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- D. Employees may request allowance for any combination of services; however the maximum monthly reimbursement shall not exceed **\$80**. The wireless allowance may be subject to taxation and will be added to the employees' gross income.
- IV. Oversight Responsibility:
- A. Individual departments shall be responsible for oversight of employee wireless usage and shall monitor and review such usage periodically to ensure that use is appropriate and that prudent fiscal management guidelines are followed.
- B. This periodic review shall include an assessment of each authorized employee's continued need to use wireless devices for business purposes.
- C. Wireless Communication Device accounts shall be randomly audited by the City's Finance Division by requesting the statement summary of the account.
- V. Allowance Procedures:
- A. All requests for wireless communication devices allowance will require the completion of a "*Request for Wireless Communication Device Allowance*" form, approved in advance by the General Manager and the City Manager, then forwarded to the Finance Division.
- B. Any employee eligible for an allowance and currently in possession of a City owned wireless communication device shall sign an "*Assumption of Liability*" form, re-assigning all responsibility for the service from the City of Cottonwood to the employee.
- C. It is recommended that wireless communication devices and contracts be obtained through Verizon Wireless to take full advantage of their IN program, and the governmental discounts provided by the carrier.
- D. All wireless communication device bills will be sent to the employee's home.
- E. All employees receiving an allowance shall provide all information requested by the Finance Division for audit purposes within ten (10) calendar days.
- VI. Policy Violations:
- A. Failure to follow this policy may result in loss of wireless communication device allowance and may result in disciplinary action, up to and including termination of employment.
- B. Allowance will be suspended for employees not complying with the Finance Division's audit requests and will not be provided with back allowance.

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VII. Personal Use of City Provided Wireless Device Guidelines - While the City generally will not provide wireless phones to employees, there are some exceptions to this rule:

- A. The City will own and retain a certain number of cell phones for emergency, on-call, or disaster recovery purposes.
- B. In the instances where the City is providing a wireless communication device:
 - 1. Employee use of City wireless communication devices is limited to official City business only.
 - 2. There shall be limited personal use of City wireless communication devices **except** in response to family emergencies or unforeseen work schedule changes.

VIII. Procedures:

- A. All requests for City provided wireless communication device will require completion of a “*Request for City Issued Wireless Communication Device*” form approved in advance by the department head and the City Manager, then forwarded to the Finance Department.
- B. All purchases of City issued wireless communication devices will be through State of Arizona contract, unless a more advantageous contract is negotiated through an outside provider.
- C. All cellular telephone bills will be sent to the Finance Division.
- D. The employee responsible for the cellular telephone will review each monthly cellular telephone bill for accuracy.

IX. Policy Violations:

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

EXHIBIT A

City of Cottonwood Wireless Communication Device Allowance Agreement

I understand that I am receiving an allowance provided by the City of Cottonwood in order to make my work easier and more productive.

I will be allowed to use discounted plans for government employees from Verizon wireless or any other service provider.

The City of Cottonwood does not purchase any wireless communication devices for employees.

I understand that the personal wireless communication devices and accessories are not provided by the City, but are my responsibility and not the liability of the City.

The City of Cottonwood will provide a wireless communication device allowance to those employees who have a documented official City business need for a communication device, and who continue to meet eligibility requirements.

Under no circumstance will my allowance be greater than my wireless communication device plan.

I will immediately notify my supervisor and the City of Cottonwood Finance Division of any changes that may affect my allowance.

I will follow the established Wireless Communication Device Policy. I understand that failure to do so may result in loss of privileges and, as a City employee, disciplinary action, up to and including termination of employment.

I have received, read, understand, and agree to comply with the City of Cottonwood Wireless Communication Device Policy.

Officer/Employee Name (Print)

Signature

Date

Received by the Finance Division

Signature

Date

EXHIBIT A

City of Cottonwood Request for Wireless Communication Device Allowance

To: Administrative Services

From: _____ Department

Subject: Request for Wireless Communication Device Allowance

I request that the following employee be provided an allowance for their wireless communication device.

Temporary allowance: _____ Length of time: _____ Permanent allowance: _____

Employee name: _____

Employee title: _____

Reason(s) for the amount of the request:

Allowance amount requested:

\$40 _____ Cellular Phone

\$65 _____ Blackberry

\$15 _____ Wireless Internet Access (additional allowance)

Approved: _____ Disapproved: _____

Employee Signature

General Manager Signature

City Manager Signature

Administrative Services General Manager Signature

EXHIBIT A

Transfer of Billing Responsibilities E-mail/Faxback Form

Corporate to Personal/Employee Assumption of Liability rev02062007



This form will allow you to transfer billing responsibilities for a Verizon Wireless mobile telephone number currently held by your employer to you.

- 1) Complete all the applicable fields below.
- 2) If you are eligible, or required, to change your calling plan (or if the line you are transferring is the primary line on a Family SharePlan, or is the *only* secondary line on a Family SharePlan), please review the available calling plans on the Verizon Wireless website at verizonwireless.com. After selecting a calling plan, complete the fields in the Calling Plan Change section below.
- 3) Read the terms and conditions of this Transfer of Billing Responsibilities Form.
- 4) Read and accept the Terms and Conditions of the Verizon Wireless Customer Agreement. You may obtain a copy of the Customer Agreement from your Organization or Verizon Wireless representative or online at verizonwireless.com (enter in Customer Agreement in the search field).
- 5) When returning this form via e-mail you must click the box above the signature line below to acknowledge your electronic acceptance of these terms. Save a copy of the form and upload it to the Verizon Wireless Secure Document Gateway at <https://b2b.verizonwireless.com/tbmb/formuploader> (address must be manually typed in to your browser). The form should then be e-mailed to **RanchoBSC@nw.verizonwireless.com**. E-mails will only be accepted from your Organization's email domain. Once the form is received, a confirmation e-mail notice will be sent to the requester's e-mail box.
- 6) If e-mail process is not available, return this form via Fax, have both parties sign and print at the bottom of this form and fax this form to: (866) 857-3667

Note: Completion timelines for the Assumption of Liability request is 3-5 business days.

Account Information (Assuming Customer)

Wireless Number to be Transferred:		Create New Billing Account: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Assuming Customer Name:		Add to Existing Account Number (if applicable):		
Billing Address: (No PO Boxes)		Date of Birth:	Social Security #:	
Billing Address (Cont):		E-Mail Address:		
City:	State:	Zip Code:	Driver's License Number:	State:
Primary Address for Use (if different than billing) Note: No P.O. Boxes:		Home Phone:		
City:	State:	Zip Code:	Work Phone:	

Calling Plan Change - If Required (Assuming Customer)

Calling Plan Name:	Home Airtime Minutes:	Monthly Access Fee:	<input type="checkbox"/> 12 Months <input type="checkbox"/> 24 Months
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Organization Release of Liability (Relinquishing Customer)

- The account identified must be current (no past due balance) before Verizon Wireless can transfer it to another party.
- The individual signing this Transfer of Liability on behalf of Organization represents that they have the legal capacity to bind Organization.
- Organization remains responsible for all charges incurred until the line is transferred.
- By signing this form, or checking the box below, Organization agrees to release liability for the mobile telephone number indicated above. If returning via email, the Organization representative must include their name and date.

If you received this form electronically and are returning via e-mail, please check the box to the left to acknowledge your electronic acceptance of these terms.

Signed:	Title:	
Name:	Date:	Current Corporate Account Number:

Personal/Employee Assumption of Liability (Assuming Customer)

- Upon processing of the transfer of billing responsibilities, a new personal account will be established for you, for this mobile telephone number for which you agree to assume all financial responsibility.
- Establishment of your new personal account is dependent upon a credit check. Some of your personal information above will be used in conjunction with that credit check. A deposit may be required to establish this account.
- Your new personal account requires a minimum of an annual service agreement and you may be subject up to a \$175 Early Termination Fee pursuant to the terms and conditions of both the Transfer of Billing Responsibilities and the Customer Agreement.
- If you are receiving discounted monthly access fees as a benefit of your employment: You understand that this discount is based on your organization's agreement with Verizon Wireless, and that from time to time, your discount rate may be adjusted in accordance with your organization's agreement. You agree that, if you are otherwise subject to an Early Termination Fee, you will not be permitted to terminate your service without being liable for such Early Termination Fee solely because of a change in your rates resulting from a discount adjustment to which your organization has agreed.
- You understand that certain information relating to your service, including your name, your mobile telephone number and total monthly charge may be released to your organization.
- Verizon Wireless reserves the right to require proof of your employment (Company ID badge or pay stub). If a review of your employment status reveals that you are not, or are no longer, an employee of your organization, Verizon Wireless reserves the right to remove this discount and move you to a commercially available calling plan or to a non-discounted service plan for the remainder of your line term commitment.

If you received this form electronically and are returning via e-mail, please check the box to the left to acknowledge your electronic acceptance of these terms and the Customer Agreement.

Signed:	Print Name:	Date:
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EXHIBIT A

City of Cottonwood Request for City Issued Wireless Communication Device

To: Administrative Services

From: _____ Department

Subject: Request for City Issued Wireless Communication Device

I request that the City of Cottonwood provide a wireless communication device for departmental use only.

Temporary allowance: _____ Length of time: _____ Permanent allowance: _____

Department: _____

Reason(s) for the request:

Type of phone requested:

_____ Cellular Phone

_____ Wireless Communication Device

_____ Include Wireless Internet Access

Approved: _____ Disapproved: _____

General Manager Signature

City Manager Signature

Administrative Services General Manager Signature

EXHIBIT A

City of Cottonwood City Owned Wireless Communication Device User Agreement

I understand that I am using a wireless communication device that has been issued to me by the City of Cottonwood in order to make my work easier and more productive.

I will restrict my personal calls to emergencies only.

I will follow the established Wireless Communication Device Policy. I understand that failure to do so may result in loss of privileges, and as a City employee could result in disciplinary action, up to and including termination of employment.

I agree that if I violate the terms of this Agreement, I will notify and reimburse the City of Cottonwood for all incurred charges and any fees related to the collection of those charges.

I agree that if I leave City of Cottonwood employment or public office, I will return my wireless communication device and all appropriate documentation and accessories to my supervisor or to the City Manager, as may be appropriate.

I will use the City-issued wireless communication device with the highest degree of personal and professional integrity and ethics, recognizing my responsibility to the public and the City organization.

I have received, read, understand, and agree to comply with the City of Cottonwood Wireless Communication Device Policy.

City Employee Name (Print)

Signature

Date

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I. Purpose

The purpose of this policy is to establish procedures governing the authorization for vehicle allowances for specific department heads and supervisory personnel in lieu of providing a City owned vehicle. The option to receive a vehicle allowance or use of a City vehicle is that of the employee submitting a request and the City Manager.

II. Eligible Employees

Eligible employees are departmental heads and supervisory staff, meeting the minimum criteria under this policy and with approval from the City Manager. It is, however, ultimately the City Manager's discretion to approve or deny any vehicle allowance request.

III. Vehicle Allowance Criteria

A. Vehicle allowances may be provided to certain departmental and supervisory staff in lieu of providing a City owned vehicle. The following factors are considered in order to obtain approval for a car allowance.

1. The employee's City of Cottonwood duties require city business usage of a personal vehicle.
2. The employee considering request for a vehicle allowance should provide proof that they log over 7,000 miles annually on City related business and not have a vehicle available for use in the department.
3. A City vehicle or vehicle allowance is normally furnished to an individual in a similar capacity at a comparable community.
4. An appropriate source of funds must be available; however, available funding is **not** sufficient justification for an allocation.

B. A person approved for a vehicle allowance is not permitted to submit mileage for reimbursement as a travel expense.

C. Authorized Amount

1. The authorized vehicle allowance amount may not exceed \$450 per month.
2. All amounts require the City Manager's approval.

D. Approval Procedure

1. An employee seeking initial approval of a vehicle allowance will complete the Vehicle Allowance Request and Approval Application (FOG XIV-1) and submit it his/her General Manager for review and approval.
2. The form with appropriate GM signatures is then forwarded to the Administrative Services General Manager and the City Manager for their review and approval.
3. The application must include justification, and the recommended monthly vehicle allowance amount (not to exceed the maximum amount under this policy).

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SUBJECT: VEHICLE ALLOWANCE

4. Upon receiving the approved memo, the employee will forward the approved memo to the Human Resources Division for processing.
5. Typical start date for approved vehicle allowance is the fiscal year in order to provide the funding allocation to the respective department.

E. Employee Owned Vehicle Requirements

1. Employee must have a valid Arizona drivers license, and in good standing.
2. Employee must promptly notify the City of any adverse matters regarding their driver's license status.
3. Employee must maintain their vehicle in good working order.
4. Employee must maintain at the very least, minimum insurance coverage in accordance with State requirement, at the sole responsibility of the employee.
5. Employee may not use a vehicle that is not registered to them.
6. Under no circumstance is the City responsible for maintenance, repairs, and/or fuel costs associated with the employee's personal vehicle.

F. Payment Procedure

The vehicle allowance payment will be established on the employee's payroll record and will be paid each month of the fiscal year unless notified in writing of a change.

G. Taxability

1. Vehicle allowances are considered taxable income subject to federal and state taxes.
2. Vehicle allowances are not considered as part of gross wages according to the Arizona State Retirement System and the Public Safety Personnel Retirement System.
3. Vehicle allowances are not considered part of benefits base salary for insurance purposes or any other purpose.

IV. Right to Change Policy

The City of Cottonwood reserves the rights to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.

EXHIBIT A

VEHICLE ALLOWANCE REQUEST AND AUTHORIZATION

To: Administrative Services

From: _____ Department

Date:

Subject: Request for Vehicle Allowance in lieu of City Vehicle

I request that the following employee be provided a vehicle allowance.

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

Employee Name: _____

Employee Title: _____

Is this public safety personnel: yes _____ no _____

Reason for request:

By signing this request, I understand the responsibilities of using my personal vehicle and opting for a vehicle allowance. I am also aware violation of any section of the policy will subject me to disciplinary action.

Employee Signature

General Manager Signature

Authorized Amount: \$_____

Approved: _____ Disapproved: _____

City Manager Signature

Administrative Services General Manager Signature

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SUBJECT: LONGEVITY POLICY – CURRENTLY NOT IN EFFECT

I. Policy

The City of Cottonwood values the years of satisfactory performance its employees give the organization. The purpose of this policy is to provide guidance to govern the annual distribution of Longevity Pay.

II. Eligibility

- A. An employee must be a full time classified employee.
- B. An employee must have completed five (5) years or more of continuous service.
- C. Years of continuous full-time service will be calculated on July 1st.
 - 1. Time off payroll does not count toward years of service.
 - 2. For the purpose of longevity calculation:
 - a. 2,080 hours for classified regular employees
 - b. 2,912 hours for shift firefighters
- D. Must have attained a compa-ratio of 100+ in an approved classification position.
- E. An employee must have at least a satisfactory rating in their most recent performance review.
- F. All retiring employees are eligible for longevity pay upon retirement through one (1) of the two (2) City sponsored retirement plans.
 - 1. Arizona State Retirement System (ASRS)
 - 2. Public Safety Personnel Retirement System (PSPRS)

III. Procedures

- A. The Cottonwood City Council, during the annual budget preparation process, may appropriate funds for this program, subject to budgetary limitations.
- B. The Finance Department will compile a fulltime classified employee listing as of July 1st of each year, and make the necessary calculations based on the Longevity Pay criteria.
- C. The Finance Department will, no later than the first council meeting each November, provide the City Council with a status report on the City's financial position.
- D. The Cottonwood City Council may chose to reduce or eliminate the amount of appropriation based on the City's economic situation.

E. If funded, the Finance Department will produce a final listing of employees still employed by the City of Cottonwood and make the necessary calculations.

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SUBJECT: LONGEVITY POLICY – CURRENTLY NOT IN EFFECT

E.F. The Finance Department will make the disbursement on an off payroll week by mid-December.

IV. Calculation of Longevity Pay

LONGEVITY PAY MATRIX					
	Years of Service (\$s /year)				
Compa-Ratio	5+	10+	15+	20+	25
100%-105%	\$25	\$50	\$75	\$100	\$125
105.1% - 110%	\$50	\$75	\$100	\$125	\$150
110.1% - 115%	\$75	\$100	\$125	\$150	\$175
115.1% - Above	\$100	\$125	\$150	\$175	\$200

(Calculation example: 12 years of service @111% Compa-ratio = \$100 X 12 = \$1,200)

V. Policy Restrictions

- A. No prorated payments will be made for partial years of service.
- B. The gross dollar value of the Longevity Pay is not meant as covered salary for the purposes of calculating retirement benefits.
- C. Employee must still be employed with the City of Cottonwood at the time of distribution.
- D. The cap of maximum longevity pay per individual is set at \$5,000.

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I. Purpose:

The intent of the policy is to protect the assets and interests of the City of Cottonwood, and outline the responsibility of employees for detecting, reporting, and resolving instances of fraud, and suspected fraudulent activities.

II. Policy:

- A. It is the policy of the City of Cottonwood to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the City and, when appropriate, to pursue legal remedies available under the law.
- B. The City will take appropriate disciplinary and legal actions against employees and/or entities to include the possibility of termination of employment, restitution, and forwarding of information to the appropriate authorities for criminal prosecution.
- C. This policy will attempt to clarify acts that are considered to be fraudulent, and describe the steps to be taken when fraud or other related dishonest activities are suspected. This policy also includes the procedures to follow in accounting for missing funds, restitution, and recoveries.

III. Definitions:

- A. **City:** The City of Cottonwood and all of its components, regardless of source of funding.
- B. **Employee:** Any staff member who receives compensation, either full or part time, from the City. The term also includes any volunteer who provides services to the City through an official arrangement with the City or a City organization.
- C. **Management:** City Manager, General Manager, Director, Division Manager, Supervisor, or other individual who manages or supervises funds, expenditures, assets, or other resources, including human resources.
- D. **Fraud:** Fraud is defined as the intentional deception, misappropriations of resources or the manipulation of data to the advantage or disadvantage of a person or entity.
- E. **Fraudulent Activity/Fiscal Misconduct:** Defalcation, misappropriation, and other fiscal irregularities or improprieties meeting the definition of fraud under Section IV - Actions Constituting Fraud.

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- F. **Screening:** Investigation into the following to determine the business practices, liabilities, and integrity of vendors and their principals:
- Criminal records
 - Bankruptcy records
 - Illegal activity allegations
 - Civil cases
 - Liens
 - Media coverage
- G. **Suspected Fraudulent Activity:** A reasonable belief or actual knowledge that fraudulent activity has or is occurring. Failure to show an actual diversion of assets or loss shall not be considered unreasonable belief.
- IV. Actions Constituting Fraud:
Dishonest or fraudulent activities include, but are not limited to, the following:
- A. Forgery or alteration of documents (checks, promissory notes, timesheets, independent contractor agreements, purchase orders, budgets, etc.).
- B. Intentional misrepresentation of information on documents.
- C. Misappropriations of funds, securities, supplies, or any other asset.
- D. Theft, disappearance, or destruction of any asset.
- E. Improprieties in the handling or reporting of money transactions.
- F. Employee acceptance or solicitation of any gift, favor, or service that might reasonably tend to influence the employee in the discharge of his or her official duties.
- G. Authorizing or receiving payments for goods not received or services not performed.
- H. Authorizing or receiving payment for time not worked.
- I. Knowing, reckless, or intentional inaccuracies in the maintenance of books and records or irregularities in financial reporting.
- J. Computer related activities involving any of the above activities, including the manipulation of data or misappropriation of City owned software.

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- K. Any apparent violation of Federal, State, or local laws related to dishonest activities or fraud.
- L. Any similar or related activity.
- V. Deterring Fraud and Corruption:
 - A. The City has established internal controls, policies and procedures in an effort to deter, prevent, and detect fraud and corruption.
 - B. All new employees, including temporary, seasonal, and contract employees, are subject to background investigations including a criminal background check.
 - C. Prior to making an offer of employment to any applicant, the City will also verify some or all of the following items: employment history, education, and personal references.
 - D. All vendors, contractors, and suppliers must be active, in good standing, and authorized to transact business in the City of Cottonwood. Vendors, contractors and suppliers are also subject to screening.
 - E. Contractual agreements with the City may contain provisions prohibiting fraudulent or corruptive acts and will include information about reporting fraud and corruption.
 - F. The City employees will receive fraud and corruption awareness training before policy implementation and on an annual basis.
 - G. New employees will receive this policy as part of their orientation at the commencement of employment.
 - H. Employees will be required to sign an acknowledgement verifying that they received a copy of the fraud policy. It is an employee's responsibility to read and understand the policy.
 - I. Each department is responsible for instituting and maintaining a system of internal controls to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities.

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VI. Employee Responsibilities:

When suspected fraudulent incidents or practices are observed by or made known to an employee, the following should be done:

- A. The incident or practice must be relayed to his/her superior for reporting to the proper management official.
- B. 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 City Manager.
- C. When a higher level of management and/or the City Manager is involved, employees should report directly to the City Attorney or Administrative Services General Manager.
- D. If the employee is uncomfortable reporting the information directly to management, the employee may make an anonymous report through the City's Fraud reporting webpage at this Uniform Resource Locator - url <http://www.ci.cottonwood.az.us/anonymousfraud.php>
- E. The reporting employee shall refrain from further investigation of the incident, confrontation of the alleged violator, or further discussion of the incident with anyone unless requested to by the Administrative Services General Manager, the Legal Department, and/or law enforcement personnel.

VII. Management Responsibility:

- A. Management is responsible for detecting fraudulent or related dishonest activities in their areas of responsibility.
- B. Each manager should be familiar with the types of improprieties that might occur in their area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.
- C. 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.
- D. If management determines a suspected activity may involve fraud or related dishonest activity, they should contact their immediate supervisor and their General Manager.

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- E. If a General Manager is involved the City Manager, City Attorney, or Administrative Services General Manager should be contacted.
- F. If the City Manager is involved, the City Attorney or Administrative Services General Manager should be contacted.
- G. The General Manager should also immediately contact the Cottonwood Police if they feel the situation warrants such action (for example, obvious theft has taken place, security is at risk, or immediate recovery is possible).
- H. The Administrative Services General Manager will conduct an investigation with appropriate internal and external departments to include Risk Management.
- I. After turning the matter over to the Administrative Services General Manager, management should not attempt to conduct individual investigations, interviews, or interrogations.
- J. Management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- K. Management will support the City's responsibilities and will cooperate with the Administrative Services General Manager, other involved departments, and law enforcement agencies in the detection, reporting and investigation of criminal acts, including prosecution of offenders.
- L. The Administrative Services General Manager shall have full and unrestricted access to all necessary records and personnel unless restricted by law.
- M. All City furniture and contents, including desks, lockers, and computers, are open to inspection when there is reasonable suspicion of a dishonest or fraudulent activity which makes such inspection appropriate; employees are hereby notified that they should have no subjective expectation of privacy in City-owned computers, desks, or other furniture.
- N. Every effort should be made to effect recovery of City losses.
- O. Great care must be taken in dealing with suspected dishonest or fraudulent activities to avoid the following:
 - 1. Incorrect accusations.
 - 2. Alerting suspected individuals that an investigation is underway.
 - 3. Treating employees unfairly.

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SUBJECT: FRAUD POLICY

4. Making statements that could lead to claims of false accusations or other offenses.
 5. Individuals who knowingly make false accusations may be subject to disciplinary action.
- P. Responsibilities of the manager in handling dishonest or fraudulent activities include the following:
1. Do not contact (unless requested) 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 forgery," "the misappropriation," etc.
 2. Do not discuss the case, facts, suspicions, or allegations with anyone outside the City, unless specifically directed to do so by the City Attorney.
 3. Do not discuss the case with anyone inside the City organization other than employees who have a need to know such as the City Manager, Administrative Services General Manager, City Attorney or law enforcement personnel.
 4. Direct all inquiries from the suspected individual, or his or her representative, to the Administrative Services General Manager, City Manager, or City Attorney. All inquiries by an attorney of the suspected individual shall be directed to the City Attorney. Direct all inquiries from the media to the City Manager. A proper response to such an inquiry might be, "I'm not at liberty to discuss this type of matter."
 5. Take appropriate corrective and disciplinary action, up to and including termination, after consulting with Human Resources, in conformance with the City's Personnel Policies and Procedures.

VIII. Administrative Services Responsibilities:

- A. Upon assignment by the City Manager, the Administrative Services General Manager will promptly direct a staff member(s) to investigate the fraud, and forward the names of the investigation team to the City Manager and City Attorney.
- B. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Administrative Services General Manager, in consultation with the City Attorney, will contact the Police Department.

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- C. The Administrative Services General Manager shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
- D. If evidence is uncovered showing possible dishonest or fraudulent activities, the Administrative Services General Manager will proceed as follows:
 - 1. Discuss the findings with the appropriate management/supervisor and the General Manager.
 - 2. Advise management, if the case involves staff members, to meet with the Human Resources Manager (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the City's Employee Manual policy.
 - 3. Report to the City's external auditor such activities in order to assess the effect of the illegal activity on the City's financial statements.
 - 4. Coordinate with the City's Risk Manager regarding notifications to insurers and proper filing of insurance claims.
 - 5. Take immediate action, in consultation with the City Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
 - a. Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
 - b. Preventing the individual suspected of committing the fraud from having access to the records.
- E. In consultation with the City Attorney and the Police Department, the Administrative Services General Manager may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- F. If the Administrative Services General Manager is contacted by the media regarding an alleged fraud or audit investigation, the Administrative Services General Manager will consult with the City Manager and the City Attorney, as appropriate, before responding to a media request for information or interview.
- G. At the conclusion of the investigation, Administrative Services will document the results in a confidential memorandum report to the City Manager and the City Attorney. If the report concludes that the allegations are founded, the report will be forwarded to the Police Department.

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- H. An employee under investigation for fraud shall be notified at the earliest appropriate time under the circumstances, as determined by the Administrative Services General Manager and/or the City Manager. Following such notice, the employee shall be given an opportunity to respond to the allegations in writing to the Administrative Services General Manager within seven (7) calendar days. Any response submitted pursuant to this subsection will become part of the investigatory file.
- I. The Administrative Services General Manger will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
- J. 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 Administrative Services to that department.
- IX. False Allegations
The City recognizes that false allegations of fraud can seriously and permanently damage an employee's personal and professional reputation. Therefore, it shall be a violation of this policy for any City employee to make a knowingly or recklessly false allegation of fraud against another City employee, and employees who make such allegations may be subject to disciplinary action, up to and including dismissal.
- X. 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 City Manager (or City Council if the City Manager is involved).
- B. Offenders at all levels of the City organization will be treated equally regardless of their tenure with the City.
- C. Determinations will be made based on a finding of facts in each case, actual or potential damage to the City, cooperation by the offender and legal requirements.
- D. 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).

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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 City of Cottonwood elects to take corrective or disciplinary action, it will proceed under the procedures in place under policy.
 6. The City of Cottonwood may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.
- XI. Cost of Recovering Funds:
There is no special fund to cover the costs of recovery, such as hiring special investigators. These expenses may be allocated from existing budget funds.
- XII. Retaliation:
Retaliation for filing a good faith report regarding suspected fraudulent activity is prohibited by this policy, and is cause for disciplinary action, up to and including termination.
- XIII. Confidentiality:
- A. The City of Cottonwood treats all information received confidentially.
 - B. Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the City of Cottonwood from potential civil liability.

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I. Purpose:

To ensure financial stability, the City of Cottonwood desires to manage its financial resources by establishing fund balance/net asset ranges for selected funds. This will ensure the City maintains a prudent level of financial resources to provide sufficient cash flow for daily financial needs, secure and maintain investment grade bond ratings, offset significant economic downturns and revenue shortfalls, and provide funds for unforeseen expenditures related to emergencies.

II. Definitions:

A. Fund Balance: Fund balance means the difference between fund assets and fund liabilities as reported in a governmental fund. Furthermore, Government Accounting Standard Board (GASB) Statement 54 establishes the following fund balance classifications depicting the relative strength of the constraints that control how specific amounts can be spent:

1. **Non-spendable fund balance** includes amounts that are not in a spendable form (inventory, for example) or are required to be maintained intact (the principal of an endowment fund, for example).
2. **Restricted fund balance** includes amounts that can be spent only for the specific purposes stipulated by external resource providers (for example, grant providers), constitutionally, or through enabling legislation (that is, legislation that creates a new revenue source and restricts its use). Effectively, restrictions may be changed or lifted only with the consent of resource providers.
3. **Committed fund balance** includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.
4. **Assigned fund balance** comprises amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
5. **Unassigned fund balance** is the residual classification for the general fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose. If another governmental fund has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification in that fund. Positive unassigned amounts will be reported only in the General Fund.

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SUBJECT: FUND BALANCE POLICY

- B. Net Assets: Net assets are the difference between assets and liabilities as reported in a financial reporting unit such as proprietary funds and fiduciary funds.
- C. Fund Balance Range: Fund balance range is the range of amounts this policy has set within which the City means to maintain the undesignated fund balance.
- D. Surplus: Surplus is the amount by which the undesignated fund balance exceeds the upper limit of the fund balance range.
- E. Shortfall: Shortfall is the amount by which the lower limit of the fund balance range exceeds the undesignated fund balance.
- F. Expenditures: Expenditures are all uses of financial resources, budgeted for any purpose, and include operating and capital expenses, debt service, and transfers to other funds.
- G. Operating Expenditures: Operating expenditures are uses of financial resources for personnel, supplies, services and materials, and exclude capital expenses, debt service, and transfers to other funds.

III. Fund Balance Range:

Fund balance ranges are established for each governmental fund type which contains operating expenses, as well as, the proprietary funds. The amounts set for each fund are based on the predictability of revenues, volatility of expenditures, and liquidity requirements of each fund and may need to be reviewed periodically.

The calculation of the various fund balances to proposed expenditures will be established as part of the budget preparation process taking the previous year's revised expenditures and the established fund ratio to determine the ensuing budget year's fund balance requirements.

IV. Designations for Proprietary Funds:

Unrestricted net assets in proprietary funds do not necessarily represent resources available for appropriation. This is due to the fact that capital assets are included in proprietary funds and are offset in unrestricted net assets. Since it is not likely the organization will sell the capital asset in order to fund operations, its value is not available for appropriation. In order to take this into account when calculating the ratio related to the fund balance range, staff will identify the portion of unrestricted assets that does not represent resources available for appropriation and consider the amount "designated".

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V. Funds:

- A. General Fund: The fund balance for the General Fund consists of several balances for multiple purposes. These balances are depicted below.
1. General Fund Balance: The unassigned fund balance range for the General Fund shall be not less than 16.66% and not more than 25% of the total revised budgeted operating expenditures of the General Fund budget.
 2. General Fund Capital Accumulation Fund: The assigned fund balance range for the General Fund Capital Accumulation Fund shall be any current accumulation plus not less than 2.67% of the total revised budgeted operating revenues of the General Fund budget. Currently capped at \$1,000,000.
 3. Public Safety Capital Accumulation Fund: This restricted fund balance range is an accumulation of the City's .2% sales tax after all current library bonded debt service is satisfied. The fund balance requirement for this fund should not fall below \$100,000 with no upper limit.
 4. The City may establish additional committed, assigned, or unassigned fund balances in any amount as deemed necessary.
- B. Highway User Revenue Fund (HURF): The restricted fund balance range for the HURF shall be not less than 5% and not more than 16.66% (60 days) of the total budgeted revenues of the HURF.
- C. Library Fund: The assigned fund balance range for the Library Fund shall be not be less than 0% and not more than 5% of the total budget revised expenditures of the Library Fund budget.
- D. Enterprise Funds: The fund balance range for the Enterprise Funds, including maintenance, operations and administration shall be not less than 25% (90 days) and not more than 33.3% (120 days) of the total budgeted operating expenses of the Fund. For the purpose of calculation, this reserve shall be in addition to all other required reservation of net assets including, but not limited to, amounts restricted for debt service, amounts reserved for replacement of capital assets, amounts set aside for resource development, and/or required bond covenants.
- E. Capital Projects Fund: The Capital Projects Fund was created to account for resources (such as the local government infrastructure sales surtax) designated to construct or acquire general fixed assets and major improvements. Occasionally, these projects may extend beyond a single fiscal year. Therefore, although no specific reserve requirement is established for the capital projects fund, at a minimum, the fiscal year-end assigned and unassigned fund balance, coupled with estimated revenues for the ensuing fiscal year, must be sufficient to fund all outstanding capital fund obligations.

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- F. Debt Service Fund: The restricted fund balance for the Debt Service Fund is dictated by a bond indenture or similar agreement to be reserved for debt service payments in the event the government defaults on its debt.

VI. Surplus:

If it is determined that there is a surplus (an amount in excess of the upper limit of the fund balance range for any fund), the funds are to be designated or appropriated at the next budget cycle for the following purposes in order of priority:

- A. Eliminate shortfalls in related funds. Any General Fund surplus shall be transferred to cover shortfalls within HURF, Library Fund, or any other fund initiated by the City to provide City services. Any Utilities Operating Fund surplus shall be transferred to the respective Utilities Capital Improvements Fund.
- B. Reduction for avoidance of debt. If there is short-term debt within the fund the surplus may be applied to reduce or eliminate the debt if financial analysis proves this to be advantageous for the City. If a borrowing is scheduled, the surplus may be used to reduce the principal amount the City needs to obtain if financial analysis proves this to be advantageous for the City.
- C. Applied to a replacement program. Surplus funds may be used to supplement or enhance a capital replacement program such as vehicle, personal computer, or heavy equipment replacement, or any other capital replacement program initiated by the City.
- D. One-time capital needs. Since a surplus does not represent a recurring source of revenue it should not be used to fund a recurring expense; however, if a one-time capital expenditure has been identified, but not already funded through an appropriation, the surplus may be appropriated for this use.
- E. Tax, fee, or rate stabilization. Surplus funds may be designated for stabilization in order to avoid raising taxes, fees, or rates related to the fund in subsequent years.

VII. Shortfall:

If it is determined there is a shortfall (an amount below the lower limit of the fund balance range for any fund), the fund balance is to be replenished through the following mechanisms in order of priority:

- A. With exception of the HURF, Proprietary Fund, and Fiduciary Fund, a distribution of surplus from other related funds as delineated under "Surplus" category.
- B. An appropriation during the next annual budget process of at least 20% of the lower limit of the fund balance range until the lower limit has been reached.

EXHIBIT A

CITY OF COTTONWOOD
FINANCIAL OPERATIONS GUIDE

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SUBJECT: FUND BALANCE POLICY

- C. If this is financially infeasible, a written plan shall be forwarded by the Administrative Services General Manager to the City Manager for Council approval in order to restore the fund balance to an amount within the range within a practical time frame. This plan may require reduction of services, increases in taxes, fees, or rates, or some combination thereof.

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: August 16, 2011

Subject: Letter Supporting Funding for ADOT for Federal Grant Matches

Department: Administration

From: Doug Bartosh, City Manager

REQUESTED ACTION

The City Council is requested to approve a letter from the Mayor supporting additional funding for the Arizona Department of Transportation (ADOT) to ensure they have sufficient funds to match the requirements for federal transportation grants.

Motion:

I move to approve the Mayor signing a letter to the state legislators and the Governor requesting additional funding for ADOT ensure that they have sufficient funding to meet the match requirements for federal transportation grants.

BACKGROUND

The outlook for future transportation revenue continues to grow increasingly gloomier. Revenue trends are so discouraging that senior ADOT management are now expressing concerns that Arizona may not have sufficient matching funds to secure all of our future allocated federal transportation revenues. Considering Arizona's match requirement is 5.7%, far below the standard 20% for most states, such a development is very alarming. This translates to a loss of \$17.5 Million in federal funding for every \$1 Million that Arizona fails to invest. Many organizations, including Rural Transportation Advocacy Council (RTAC), have expressed strong opposition to a high growth state such as Arizona having federal donor status, receiving back only 92-cents for every Arizona-generated dollar sent to Washington. However, our donor status is really a moot point if we have insufficient state revenues to secure what federal funding we are eligible to receive and greatly takes away from our argument for a more equitable allocation.

The erosion of state transportation revenues has accelerated considerably over the last decade due to funding transfers, stagnant revenue collections and action in this year's state budget that significantly reduces ADOT's bonding capacity. From 2000 to 2010,

over \$1 Billion was raided from state highway and local street revenues. For 2011 alone, \$229 Million was diverted. Other transportation modes have also been impacted greatly as the State Aviation Fund has experienced massive fund transfers over the last decade and the Local Transportation Assistance Fund (LTAF), the state's only public transit revenue source, was eliminated entirely.

These highway and street dollars are not being siphoned away from a growing pot of money as transportation-related revenue streams such as gas and vehicle license taxes are not rebounding like other sources of state revenue. In fact, Highway User Revenue Funds (HURF) have only grown by 1% compared to last year and places overall collections at roughly 2004 levels. Also, last year, the state budget shifted the payment of ADOT Motor Vehicle Division (MVD) operations from the State Highway Fund (SHF) to HURF. The aim was a cost shift so that local governments would partially pay for the costs of operating MVD. Another, likely unintended, consequence of this cost shift was a lowering of ADOT's bonding capacity. HURF bonds are guaranteed by the funding pledged to the SHF. By funding MVD directly from HURF rather than the SHF, significantly less funding was deposited in the SHF resulting in less bonding capacity. This has immediately exacerbated the cash flow challenges of the highway construction program.

The impacts from all of these actions are starting to emerge. Last year, for the first time, no new major construction projects in Greater Arizona (all areas outside of Maricopa and Pima counties) were included in the new year (2016) of the state's 5-year highway construction program update. This was clearly due to a lack of funding rather than a lack of need as demonstrated by the preliminary work on the state's long-range transportation plan update which estimates a \$47 Billion gap between needs and revenues over the next 25 years. The elimination of projects and deferrals to later years in the 5-year construction program are also occurring at increasing rates. Roughly \$300 Million in adjustments were formally adopted at the State Transportation Board's June meeting. Now, we are receiving indications that the State may have insufficient matching funds to secure all of our future allocated federal funding.

The impacts of antiquated revenue streams and inadequate transportation investment levels were well established prior to the current economic downturn and there were significant efforts at both the state and federal level to increase funding. However, with the current economic and political climate, it is highly unlikely for those efforts to resume any time in the near future.

Efforts to streamline and enhance efficiencies for all aspects of project delivery and further develop alternative finance opportunities such as public-private partnerships will be pursued and have great potential to be realized. RTAC will continue to support and assist in successfully accomplishing those efforts. However, all of these very appropriate reforms will not bridge the very sizeable gap between infrastructure needs and resources which impacts the economic recovery particularly through the tens of

thousands of Arizona constructions jobs that have been lost, our longer term economic growth and many other facets of our overall quality of life.

In Washington, as Congress deliberates on a transportation reauthorization bill greatly overshadowed and influenced by efforts to pare down deficit spending and the national debt, a reduction in federal transportation spending levels by as much as one-third may also occur in the very near future.

Of immediate concern is the need to convince state lawmakers to stop the transportation funding raids and restore ADOT's previous bonding capacity so that we can at least maximize what existing transportation resources we do have. While we are far from predicting a robust state budget next year, state revenue collections are clearly on the upswing. Through May of State Fiscal Year 2010-11 (which ended on June 30th), the State had already collected \$783 Million more than was collected at the same time the previous year. May was the tenth consecutive month of revenue growth indicating a stable upward trend in revenue collections. There will clearly be significant competition for any increased revenue including efforts to restore funding to other numerous programs that have also incurred sizeable cuts.

JUSTIFICATION/BENEFIT/ISSUES

As a community that is part of Greater Arizona and depends extensively on federal funding to help meet the growing demands for improved roadways and other transportation amenities, it is critical to our future to ensure that ADOT has sufficient funds to meet the matching requirements for federal grants. Without the ability to meet match requirements for federal grants, transportation needs may linger for years before they are even funded, let alone completed.

COST/FUNDING SOURCE

The city has already experienced many losses of funding through the HURF and LTAF. We have also seen reduction in funding matches for airport and transit projects. The city has also been tasked by the State Legislature in using some of our HURF funding to support Motor Vehicle Department operations. Without additional funding from the State Legislature and Governor for transportation projects more of the burden is likely to fall on local community budgets.

REVIEWED BY

City Manager: _____

City Attorney: _____

ATTACHMENTS

City of Cottonwood, Arizona
City Council Agenda Communication



Meeting Date: August 16, 2011

Subject: Arizona Centennial Birthday Celebration and Bell Ringing Event Updates

Department: Administration

From: Kyla Allen, Executive Assistant to the City Manager

REQUESTED ACTION

This action is to update the Council on City participation in the Arizona Centennial.

Motion:

No Motion Requested

BACKGROUND

The State of Arizona Centennial is officially February 14, 2012. Many communities, including Cottonwood, have chosen to make it a year long celebration. The Cottonwood Centennial Committee has organized several events (see the attached list) the majority of which are piggy-backed on already existing city events. Two celebrations not attached to already occurring events include a “Centennial Birthday Party”, which will take place on Saturday, February 4th, 2012 in the early afternoon, which will be followed in the evening with a performance at the Old Town Center for the Arts by Marshall Trimble, the State Historian. The second is an event taking place on the actual centennial date of Tuesday, February 14th, at 2:14 p.m. This will be a state-wide “bell ringing” event, where citizens and business owners from throughout the community and state will step outside and ring a bell at that time, signifying the exact time of Arizona’s statehood.

A brief ceremony is planned for the birthday event. Plans are to have the historic bell at Cottonwood Fire Department rung during the bell ringing event.

Attached is a sample of the bells that will be ordered and available for sale to our citizens for a minimal cost. Plans are to purchase red, white, blue and copper bells respectively, and affix Cottonwood centennial labels to them. Also attached are samples of the designs to be used. This design will also be used for the light pole banners that will be sponsored by local businesses and citizens.

JUSTIFICATION/BENEFIT/ISSUES

These events are to promote the City of Cottonwood, and the State of Arizona, in this milestone occasion.

COST/FUNDING SOURCE

The cost for the bells, labels, banners, cakes and decorations for these events will be taken from the funding already approved for Centennial activities. The Finance Director has encouraged staff to acquire donations for Centennial celebration events and we hope to secure enough to reduce the final out of pocket cost to the city to a minimal amount. The cost of the bells and banners is hoped to be recouped through sales or sponsorship.

REVIEWED BY

City Manager: _____

City Attorney: _____

ATTACHMENTS

- Bell Sample
- Bell Label and Banner Designs
- COC Centennial Activity List

**CENTENNIAL BANNER
AND BELL LABEL IMAGES**



**CENTENNIAL CELEBRATION ACTIVITIES
(Updated 7-21-11)**

September 2011 through July 2012

EVENT	DATE	SPONSOR	LOCATION
• Farmers Market Jamboree 6:00 to dark	July 7 th thru Sept 29?	COC	Old Town Activity Park
• National Night Out 5:30pm to 8:00 pm	August 2, 2011	COC	Cottonwood Kids Park
• Thunder Valley Rally	September 17, 2011	COC	Old Town
• Rhythm N Ribs Will have a booth promoting the Centennial	October 1, 2011	COC	Cottonwood Kids park
• Airfest 2011 Fly-In Will have a booth promoting the Centennial	October 15, 2011	COC	Cottonwood Airport
• Fall Carnival	October 31, 2011	COC	Old Town Activity Park
• Walkin' On Main Will have a booth promoting the Centennial	November 12, 2011	COC/OTA	Old Town
• Zeke Taylor Barbeque	November 12, 2011	CHM	Clemenceau Heritage
• Old Town Chocolate Walk Centennial theme with copper paper wrapped chocolates, unique labels, shaped chocolates, etc	December 2011	OTA	Old Town
• Centennial Birthday Party Have moved date in order to coordinate with a visit / show by Marshall Trimble that evening.	February 4, 2012	COC	Civic Center??
• Bell Ringing Event	February 14, 2012	COC	Recreation Center
• Old Fashion Easter Egg Hunt	April 7, 2012	COC	Riverfront Park
• Brian Mickelsen Marathon Decorate Water Stations?	April 2012	COC	??
• Sizzlin Salsa (?)	May 2012	OTA	Old Town
• 4 th of July Extravaganza	July 4, 2012	COC	Kids Park

**[The desire is to have at least one activity per month.
January, March and June 2012 need activities!](#)**

Other Ideas

Antique In – Trade Day June 2012

Clean out your attic centennial rummage sale type event.

Picture of the Week

Send to the Independent

Centennial Posters by Cottonwood Kids to put on the website!

CLAIMS REPORT OF AUGUST 16, 2011

FUND TOTAL	VENDOR NAME	DESCRIPTION	TOTAL \$0.00
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CLAIMS EXCEPTIONS REPORT OF AUGUST 16, 2011

FUND	VENDOR NAME	DESCRIPTION	TOTAL
All	City of Cottonwood	Payroll 08/05/2011	\$394,342.94
All	APS	Utilities	\$9,903.54
Utilities	APS	Electrical Svc. Extension PO 18986	\$16,500.28
Gen Utilities	CDW Government, Inc.	Back up batteries, Utility computers PO 18980	\$9,192.98
Utilities	Ferguson	Supplies	\$7,250.98
Gen	Sedona Fire District	Dispatching	\$10,082.43
Gen	Sutton Law	Prosecuting atty	\$7,000.00
Gen	VV Humane Society	Annual Fees	\$40,000.00
Gen	Wirth Entertainment	Deposit Rhythm and Ribs	\$5,000.00
All	APS	Utilities	\$82,950.31
Utilities	Asphalt Paving and Supply Inc	PO 18963 Pine Shadows Water	\$104,680.76
Utilities	Ashland	Ploymer PO 18974	\$6,044.22
Gen	Cottonwood Oak Creek School District	Lighting at Football and Softball Fields	\$5,131.25
Gen	Dell Marketing	Software Licenses Police Dept.	\$16,156.28
Utilities	Envirogen	Arsenic Maintenance PO 18881	\$36,779.65
Gen	Ecivis, Inc	Grant Information PO 18988	\$18,917.00
All	United Fuel & Energy	Fuel	\$9,707.99
TOTAL			\$779,640.61