

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

Tuesday, December 3, 2019, 6:30 P.M.

**DEWEY-HUMBOLDT TOWN HALL
COUNCIL CHAMBERS
2735 S. HWY 69, SUITE 10
HUMBOLDT, ARIZONA 86329**

NOTICE OF MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Dewey-Humboldt Town Council and to the general public that the Town Council will hold a meeting open to the public on **Tuesday, December 3, 2019, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329.**

DEWEY-HUMBOLDT TOWN COUNCIL REGULAR MEETING AGENDA

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

1. Call To Order

2. Roll Call Town Council Members: Karen Brooks, Lynn Collins, John Hughes, Amy Lance, Mark McBrady, Vice Mayor Victoria Wendt and Mayor Terry Nolan.

3. Pledge of Allegiance

4. Invocation

5. Announcements regarding Town Current Events; Guests; Appointments; and Proclamations

Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action. Pursuant to the Arizona Open Meeting Law, the Town Council may present a brief summary of current events; however, the Council may not discuss, deliberate, or take legal action on any matter in the summary.

A. Council announcements about outside meetings and committees

6. Public Comment on Non-agendized Items The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. According to the Arizona Open Meeting Law, Councilmembers may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A **3 minute** per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.

7. Consent Agenda

Page All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

3 A. Approval of Minutes of October 8, 2019 Study Session Meeting

8. Town Manager's Report Update on Current Events. The Town Council may ask clarifying questions about any item

listed on the agenda under Town Manager's Report, or ask that any item listed on the agenda under Town Manager's Report be placed on a future agenda for Council deliberation and action. No legal action will be taken on items listed under Town Manager's Report. From time to time, as authorized by A.R.S. § 38-431.02(K), the Town Manager may present a brief summary of a current event that, due to its timeliness, is not listed on the agenda. In such cases, the Town Council shall not propose, discuss, deliberate or take legal action on the matter.

9. General Business Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

11 **A. Discussion and possible action to accept the response received from PLAN*et Communities for consulting services to update the Town's General Plan, and to authorize staff to begin negotiating a contract with PLAN*et Communities for services** (Staff CC)

55 **B. Discussion and possible action to approve a future presentation to Council by Jack Smith or Jeff Hays, United States Department of Agriculture – Rural Development, Arizona Office, relating to Rural Business Development Grants** (Staff CC)

65 **C. Mayor's Annual Update on External Memberships and Committees Report to Council, pursuant to Dewey-Humboldt Code of Ordinances § 30.031(B)(12)**

71 **D. Discussion and possible action relating to amending the Dewey-Humboldt Code of Ordinances, Council Agenda, § 30.105(A), (C) and (D), to repeal the agenda committee, including requirements and procedures, and to make conforming changes by assigning agenda-related duties to staff** (CAARF – Councilmember Collins)

75 **E. Discussion and possible action to approve the survey of property from the bridge on Old Black Canyon Highway to the end of the Statler and Wood properties** (CAARF – Mayor Nolan; from the November 19, 2019, Regular Meeting)

10. Consideration of additional Special Session(s) Whether to hold and, if so, set the date

11. Adjourn

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 632-7362 at least 24 hours in advance of the meeting.

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the _____ day of _____, 2019, at _____ a.m./p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: _____, Town Clerk's Office.

For Your Information:

Next Planning & Zoning Meeting: Thursday, December 5, 2019, at 6:00 p.m.

Next Town Council Study Session: Tuesday, December 10, 2019, at 6:30 p.m.

Next Town Council Regular Meeting: Tuesday, December 17, 2019 at 6:30 p.m.

If you would like to receive Town Council agendas via email, please sign up at AgendaList@dhaz.gov and type Subscribe in the subject line, or call 928-632-7362 and speak with Tim Mattix, Town Clerk.

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MEETING MINUTES
OCTOBER 8, 2019, 6:30 P.M.**

A STUDY SESSION MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, OCTOBER 8, 2019, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

1. **Call To Order.** Mayor Nolan called the meeting to order at 6:30 p.m.
2. **Roll Call.** Town Councilmembers Karen Brooks, Lynn Collins, John Hughes, Amy Lance, Vice Mayor Victoria Wendt and Mayor Terry Nolan were present. Councilmember Mark McBrady was absent.
3. **Public Comment on Non-agendized Items**

The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. According to the Arizona Open Meeting law, Councilmembers may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A 3 minute per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.

Jack Hamilton spoke relating to the Town only having powers delegated in A.R.S. Title 9; not being able to change the Open Meeting Law and being unable to release Executive Session information; "emergency" being defined and its definition; the Mayor being the only person who can call an emergency; the Town being a part of a Countywide emergency system and emergency contingency plans; the Town not having a General Plan and all rezoning amendments being amendments to the General Plan; zoning laws being required to follow the General Plan; and, whether or not the Town can make amendments to the zoning laws due to not having a General Plan.

4. **Study Session.** No legal action to be taken.

A. Public Safety Report – Yavapai County Sheriff's Office Report presented by Sergeant Lopez Topics for possible discussion included: overview – self-initiated, calls for service, traffic stops including number of citations, arrests (family fight, disorderly, DUI/drugs), criminal investigation, animal control – calls for service, calls for service comparison – days of week and time of day, average response times, part 1 crimes comparison.

Sergeant Rick Lopez, Yavapai County Sheriff's Office, gave the 2019 3rd Quarter report, covering July through September. There were a total of 530 calls in the sector, 333 calls for service, and 197 calls initiated by deputies. There were 111 traffic stops and 22 traffic citations, with three cite and release. There were no assaults, one drug arrest, seven disorderly conduct arrests, three family fight arrests and six wanted persons, for 20 total arrests, including the cite and release. Animal control calls included animal bite, animal neglect, animal noise, animal pickup, animal pickup (such as dog at large) and vicious animal, with two citations.

There is a spike of calls on Fridays and Saturdays, while Sundays are quiet; 2:00 p.m. to 6:00 p.m. are the busiest times. A lot of calls at 10:00 p.m. relate to noise ordinance and barking dog complaints. Response times include 20 minutes for one accident call, five minutes for alarm and disorderly calls, and six minutes for family fights, due to officer safety and waiting for backup. High-category crimes included one aggravated assault, one burglary, four thefts and seven motor vehicle thefts. Of the motor vehicle thefts, two were an arrestable offense; five vehicles were recovered; five were almost civil in nature, such as someone filing an action, but later learning that a friend took their vehicle and not wanting to proceed. One trailer is still at large; trailers are usually not found. One vehicle is still missing, a high-opportunity theft just off of Highway 169. The Sheriff's Office manpower is less than optimal; however, there are 15 recruits, and another four in the Maricopa County academy.

Councilmember Brooks asked how tailgate thefts are classified; Sgt. Lopez responded that those are theft of property. Theft off vehicles isn't a problem, until there is a group of people moving through the area. Councilmember Brooks asked if the Sheriff's Office has considered having animal control designated hours at the Town satellite office; Sgt. Lopez responded that animal control runs under its own unit, but it could be something that the Sheriff's Office looks into.

Mayor Nolan asked about the types of vehicles being stolen; Sgt. Lopez responded that the only vehicle that was taken, which was found, was an older Dodge truck. Mayor Nolan asked about family violence, and whether the officers always wait for another officer; Sgt. Lopez responded that the best practice is to wait for backup. In response to Mayor Nolan, Sgt. Lopez spoke to turnover in the Sheriff's Office and the impact of bigger cities and towns; several Officers retired.

Leigh Cluff spoke and asked if the vehicle stolen next door to her was recovered; Sgt. Lopez responded that it has been recovered. Since it's an open investigation, he cannot go into detail.

B. Magistrate Court Quarterly Report presented by Town Magistrate Douglas Suits Topics for possible discussion include: citations, procedures, services.

Douglas Suits, Town Magistrate, stated that the Court workflow has not increased or decreased significantly. In July there were 113 phone calls and visitors, and eight motions; in August, there were 146 total contacts and 14 motions; in September, there were 160 contacts and 14 motions. All Courts are required to go through discrimination and harassment training, which Judge Suits and Therese Christopher, Court Administrator, completed. There are quarterly meetings regarding security; the Court has been greenlit to proceed with installation of security measures. Court staff has been looking at seeing if a Sheriff Volunteer in Protection (VIP) could be present as a visual bailiff; however, there is the possibility of liability. The Court is not sufficiently involved to have a metal detector; they could get a wand, leaving questions as to who would use it.

Judge Suits spoke to looking to find alternatives to fines such as community service; the community is not wealthy and most misdemeanor penalties are financial in nature. Currently, there are no community service options. The Library has limited staff and need, and already has volunteers. He is working with Public Works to see about having individuals doing remediation work; the Town is not currently in a position to do it, but will revisit it in the spring. Community Service is not required to be served in the Town; it can be done through any recognized non-profit, but he believes that the foremost place should be in the Town, and will continue to look into options.

He spoke to limited jurisdiction judge meetings, where like-judges meet to share information and efficiencies. He included information in the Council packet materials so that Council is aware of the information that Courts look at. There is a push within the criminal process to have an initial evaluation to identify those who are in jail due to a mental illness or instability, where treatment is an option, rather than incarceration. The Court has some incarcerated defendants, and the process is to get them evaluated, and if determined to need services, to get them into it as quickly as possible. This saves money because they are not in jail and allows Judge Suits to know and possibly craft a resolution accordingly. He included in the Council packet materials information on Sheriff's Office service fees and spoke to there being no charge for service on injunctions against harassment and other service fees.

Mayor Nolan asked about the service process; in response, Judge Suits stated that until January 1, 2020, the person requesting the order of protection or injunction against harassment takes it to the Sheriff's substation in Mayer for service. In January, the process will change; the Supreme Court is setting up a central clearinghouse; orders will be electronically sent to the clearinghouse, who will then transmit it electronically to the appropriate police agency. Records will be maintained in a central location so that the constabulary can track them.

Vice Mayor Wendt spoke relating to the volunteer program, and asked who would be responsible for insurance. In response, Judge Suits stated that it is not known at this time but will be looked at in the future if the program proceeds; he is trying to figure out options that serve both the community and justice, and are allowed within the system. Vice Mayor Wendt spoke relating to Sheriff Arpaio having a program, and expressed support if it can be figured out. Judge Suits stated that Maricopa County's are all criminal defendants, and the Sheriff has authority over them; Judge Suits' defendants are all civil defendants who would be able to choose. Vice Mayor Wendt requested a breakdown on the fees and fines per quarter in the future. Judge Suits confirmed that it can be pulled for the next quarterly report.

Councilmember Collins spoke relating to having heard that the Community Center had a shortage of staffing. Judge Suits confirmed that he would reach out to them.

C. Firewise Quarterly Report Topics for possible discussion include: 501(C)(3) status, status of grants – current year and next year, abatement updates, road/address sign status, and monthly meeting information.

Ed Hanks, Town Manager, stated that Firewise emailed a report, and he provided an update. Firewise volunteers met with Town staff today; Firewise learned that their attorney never filed the paperwork for the federal filing, and they are still waiting to receive the Arizona paperwork from their attorney. Firewise wants to continue the work; they are currently seeking additional volunteers and additional funds; they expressed appreciation for Town staff time; and, they look forward to continued efforts for the Firewise community. In September, they had 341 volunteer hours. Staff is managing Title III grants, which have to be completed by December 31, 2019; all but one have been used. There are two different Prescott Area Wildland Urban Interface Commission (PAWUIC) grants, for \$24,000 and \$14,000, and he spoke to the status of the grants in the Foothills and Blue Hills. The larger grant was extended to October 31, 2020, and the smaller grant will end March 31, 2020.

He summarized Firewise activities, including attendance at CAFMA meetings, assisting with the Town Cleanup

Days, a community meeting in September, participation in the Agua Fria Festival, and a PAWUIC and CAFMA meeting. Firewise was granted approximately \$15,000 for 900 signs by the Arizona Community Foundation; staff and emergency services personnel are working to put together a list of prioritized roads. 14 properties have been abated and completed; 16 are in the process and seven are open. One needs to be done by the end of the year. The next Firewise meeting is October 16, 2019; the focus will be on the Ready, Set, Go program.

In response to Mayor Nolan, Mr. Hanks confirmed that Firewise does not have the EIN number yet; they are trying to follow up with their attorney to get the paperwork filed, and, the attorney has been paid.

Councilmember Lance spoke relating to Firewise previously indicating that they disbanded and Firewise was turned back to the Town, and asked why the Town is concerned with the 501(C)(3). Mr. Hanks confirmed that it was turned back to the Town and money was budgeted to the Town.

In response to Mayor Nolan, Mr. Hanks confirmed that Firewise chose to proceed as a 501(C)(3); once the 501(C)(3) is final, Title III grants will go through Firewise, but PAWUIC grants may still go through the Town.

Councilmember Brooks asked for a graph of something showing Town Firewise duties and volunteer Firewise duties. Councilmembers Brooks and Lance spoke to the decision to disband. Mr. Hanks stated that Firewise is doing the grants for the signs, though the Town is assisting with road maps. Literature is through Town emails and the website. Councilmember Brooks confirmed that PAWUIC grants require the Town to oversee them. Mr. Hanks spoke to how the PAWUIC and Title III grants work.

Vice Mayor Wendt spoke relating to the Firewise representatives not being present to give the report, and asked why they are not present; Mr. Hanks stated his impression was that they would be here. Vice Mayor Wendt spoke relating to grant money being reimbursed to the Town once all paperwork is completed. Vice Mayor Wendt and Mr. Hanks discussed the status of the Title III grants and the reduction in future funding for PAWUIC grants.

Councilmember Lance spoke relating to there being no Firewise committee as had been presented to Council previously, and asked Vice Mayor Wendt about why the Firewise committee needed to be present. Vice Mayor Wendt spoke relating to Firewise becoming a 501(C)(3), and that they were listed as giving a report. Councilmember Lance and Vice Mayor Wendt discussed the status of the Firewise committee, and the Council having voted to take it back to the Town, with volunteers being welcomed. Mr. Hanks stated that staff is trying to get the PAWUIC grants closed, focusing on getting educational materials out, and spoke to the volunteers wanting to continue with the 501(C)(3), which would keep Firewise separate from the Town.

Councilmember Brooks spoke relating to the 501(C)(3) being beneficial to Firewise and helping give them autonomy to manage the grants, expressed support for Firewise continuing as a volunteer organization, and suggested that the Town Attorney send a letter to the Firewise attorney. She also spoke to a previous report by Firewise about the 501(C)(3) status. Councilmembers and Mr. Hanks discussed the status of the federal filing.

Councilmember Lance spoke relating to Firewise having made it clear that they wanted to separate and disband, and keep completely separate from the Town.

Vice Mayor Wendt spoke relating to Carole Stensrud having resigned from Firewise and the committee needing to confront their attorney. Mr. Hanks stated that Debbie Miller and Ronnie Donovan, Firewise, were going to start working on it this afternoon.

Mr. Hanks stated that staff will prepare a graph of duties and provide it to the Council in the next couple of days.

Leigh Cluff spoke relating to not wasting Council and Town time to tell Firewise what to do, such as contacting their attorney. Vice Mayor Wendt spoke relating to staff working with the volunteer organization. Councilmember Brooks spoke relating to there being a connection between the Town and Firewise; the Town paid the Firewise attorney. Councilmember Lance spoke relating to Firewise disbanding after the Town paid the Firewise attorney.

Councilmember Brooks spoke relating to not discouraging anyone who wants to volunteer, and her support of the Firewise volunteers continuing and having as much support as the Town can provide.

D. Discussion and consideration of an Emergency Access Standard (Staff CC; from the August 13, 2019 Study Session)

Mr. Hanks stated that at the August Study Session, Council requested staff separate the Emergency Access Standard from the Country Road Standard, and requested Council feedback on the Emergency Access Standard ("Standard"). After the Standard is finalized, it will be brought back to Council as an ordinance or resolution.

Councilmember Brooks spoke relating to Section 5.2.4 of the Standard requiring a finished, maintainable surface, and her concern that it raises above an emergency road and would make it difficult to keep people from using it.

Mr. Hanks stated that it could be reduced to a maintainable surface. Councilmember Brooks spoke relating to Section 5.2.6 requiring all road improvements to conform to the Maricopa Association of Governments (MAG) construction standards, and the Town having a different topography than Maricopa County. Mr. Hanks responded that the Yavapai Association of Governments road standards refer to MAG as general guidelines. Councilmember Hughes spoke relating to MAG being a description of the process of how a road is placed; most of the state follows MAG specifications, and explained how MAG specifications fit into road standards.

Councilmember Brooks spoke relating to Section 5.3.2 requiring roadside drainage channels to be constructed prior to the laying of the finished material, and that the most important thing is to get the road bladed out and address drainage as it goes along; in one area of the Town, there are a lot of people who can't get out if one road is blocked. Mr. Hanks responded that this would apply better for a newly constructed road; as existing roads are improved, the drainage work is done; this standard also applies to new roads that will be built.

Councilmember Brooks spoke relating to Section 6.3.2 requiring the Town to inspect on a total-stage completion basis, and that it requires drainage and other improvements and will delay use of the road if it's needed. Mr. Hanks responded that this would apply more to new roads. She spoke relating to Section 7.3.2, relating to utility requirements, and asked who cares about the utilities if it is outside of the emergency road. Councilmember Lance asked if this would be for the new road standard; Mr. Hanks responded that it is just for emergency, and spoke to Section 7.3.2 being a MAG standard, and a way to try to minimize damage later. Councilmember Brooks spoke relating to having this be after the road is in. Mr. Hanks stated that it wouldn't be a factor on existing roads, but may be a factor on new roads.

Councilmember Brooks spoke relating to Section 10.1.1 requiring materials for a subgrade to be in accordance with MAG specifications, and her concern about doing this in steps and the Blue Hills evacuation route. Mr. Hanks stated that he will update the Standard to differentiate between new evacuation routes and existing roads.

Councilmember Lance asked if this is a new standard or for an evacuation route; Mr. Hanks responded that this will apply to new construction; he will adjust the Standard to differentiate between evacuation and new construction. Councilmember Lance asked if all Town roads already meet the Standard; Mr. Hanks responded that the Town is working to bring roads up to the Country Road Standard. Councilmember Lance spoke relating to envisioning an evacuation route as a rough-cut road, streets in Maricopa County not meeting MAG standards, and this standard being great for new roads and Town-maintained roads. Mr. Hanks responded that he will change the Standard to treat it more as an evacuation road where there is not concern about finished material. He advises including some drainage standards to keep it from eroding away. Councilmember Lance spoke relating to the Standard being impossible to meet if additional evacuation routes are necessary.

Mayor Nolan spoke relating to the Town taking a bulldozer to let people in and out when required, and bringing it up to standard later; and, drainage being necessary. Mr. Hanks stated that this Standard will apply to going across the Bureau of Land Management (BLM) land in the Blue Hills; BLM will require a standard be in place.

Councilmember Lance spoke relating to this being a good standard for Town-owned roads. Mayor Nolan spoke relating to roads off of Foothills being paved without drainage, and the problems with those roads.

Councilmember Collins spoke relating to needing standards for liability issues and the standard mitigating liability.

Councilmember Hughes spoke relating to eliminating the Standard and creating an Emergency Bladed Trail Route. He also spoke relating to when a Standard is reduced, a person bidding will bid it for the least it can be done; and, roads can't be built without drainage first, as the material will wash away. He also spoke relating to his suggestion to not change the Standard.

Councilmember Lance spoke relating to Town-owned streets not at the Standard and trying to improve all roads to the Standard. Councilmember Hughes spoke relating to it not meaning that roads aren't in compliance when a new standard is implemented. Councilmember Lance spoke relating to the difference between an evacuation route and a new road; Councilmember Hughes spoke relating to liability and requiring drainage to ensure that roads are passable. Councilmember Lance spoke relating to materials dissipating as people drive and roads needing maintenance; Councilmember Hughes spoke relating to needing a base to maintain roads. Councilmember Lance asked if an emergency route needs to be to the Standard, or if it can be a dirt road with drainage, without putting money into millings and other material; Mr. Hanks responded that it can be just the dirt. Councilmember Lance and Mr. Hanks discussed reducing the Standard; Mr. Hanks recommends the drainage, compactions and densities. Councilmember Lance asked about the cost and how it would be paid for; Mr. Hanks responded about flood control and drainage improvements funding, and the budget for emergency roads.

Vice Mayor Wendt spoke relating to the need to get people out if there is a fire; there may not be time to go in and blade a road if a fire comes in; and, it needing to be already in place. When there is an emergency, it will be

an emergency, and the Town needs to be prepared.

Councilmember Lance asked if the BLM is adamant about not letting the road be used if it is built to the Standard, and who will maintain it. Mr. Hanks responded that the Town would check it every six months, and plan on touching it up before fire season, and that the BLM needs to see the standard and what will be put in.

Jack Hamilton spoke relating to agreeing with Mayor Nolan and Councilmember Hughes; the General Plan requires a collector road there; once past the BLM land, the Town could put in a fire break to get across, which would reduce liability and allow people to use it to get out; if the Town makes a road and people can't use it to get out, the Town is liable; Rocky Hill Prescott Dells Roads and their limitations; and, developing the land will result in more people and use of the road.

Gary Mortimer spoke relating to a road that is scraped in and whether people will be able to get out on it due to it reverting to its natural state; ongoing expenses for keeping a road up and budget implications; if a car gets stuck in the middle of the road, no one else being able to get by; the road needing to be on a maintenance plan; and, the road being able to be used by any type of vehicle, not just four-wheel drive.

In response to Councilmember Lance, Mr. Hanks stated that he will make changes and bring back both versions for Council review.

E. Overview and discussion of draft Ordinance No. 19-148, amending the Dewey-Humboldt Code of Ordinances, § 30.109, to allow public comment at all types of public meetings (Staff CC; from the September 17, 2019 Regular Meeting)

Mayor Nolan spoke relating to already having people talk at Study Sessions.

Councilmember Collins spoke relating to allowing public comment on Executive Session items. Mr. Hanks stated that staff is adding items to the agenda before the Executive Session to allow public comment. Councilmember Collins spoke relating to having it codified so in the future if someone decides they don't want it, there could be a referendum; and, codification meaning it is protected.

Councilmember Brooks spoke relating to the draft ordinance, and read portions of Section 30.109(A) and (C)(2). Mayor Nolan and Councilmember Brooks discussed the provisions. Councilmember Lance called a point of order due to having her flag up to speak.

Councilmember Lance spoke relating to previous instances of voting to let the public speak, and her support for the draft ordinance. Mr. Hanks confirmed that he will speak to Kay Bigelow, Town Attorney, about incorporating allowing public comment on Executive Session items into this ordinance.

Jack Hamilton spoke relating to the code provision requiring a vote to allow public comment at Work Sessions. Mr. Hanks and Councilmember Brooks spoke relating to the current provision requiring the vote, and this ordinance replacing that provision.

F. Discussion of the Town Hall lease agreement, for 2735 South Highway 69 (Staff CC; from the September 17, 2019 Regular Meeting)

Mr. Hanks stated that the landlord signed the new lease agreement; if Council has no changes, it will be brought back to vote on. The rent amount will be the same as what is being paid now, through January 1, 2021.

Councilmember Lance spoke relating to two things Council had previously requested, including painting the outside and a flagpole that can be used, and whether the Council wished to forego for the one-year period.

Councilmember Collins spoke relating to whether or not the Town will have a new building to move to after the lease, and asked about the current building's square footage excluding the Council Chambers and hallways. Mr. Hanks replied that excluding the Chambers, it would be approximately 1,900 square feet. Councilmember Collins spoke relating to not having a place before the lease ends, and the Town's budget. Mr. Hanks responded that the bulk of the work would not start until the next budget year. Councilmember Collins continued, and spoke relating to the agenda item for the architects, and whether the Town could pay them; Mr. Hanks confirmed that the Town would be able to pay the architect in this fiscal year.

Vice Mayor Wendt spoke relating to not being concerned; \$200,000 giving the Town a good start and budgeting in the next budget session to complete it; and, this being the best way to go.

Councilmember Lance spoke relating to taking a break to allow time for the Mayor to review the lease, and asked if Ms. Bigelow reviewed the lease; Mr. Hanks confirmed that Ms. Bigelow drafted the lease. Councilmember Lance asked if the painting is included.

Councilmember Collins spoke relating to rumors about the building being sold, and whether a new owner would need to honor the optional second year included in the lease. Mr. Hanks responded that it would need to be negotiated for both parties to agree. Councilmembers discussed the new landlord having to honor the lease.

Leigh Cluff spoke relating to residents not getting details due to Executive Sessions; the Blue Ridge market being \$2,000 a month, 2,100 square feet and still being available; the current building being 1,900 square feet; the Blue Ridge market being bigger; the Town saving at least \$25,000 yearly by moving; Council Meetings being held at the Library for free, or at the Mortimer Farms Barn or Cherry Creek Ranch; and, the time and money that has gone into the lease for the current building. Ms. Cluff also spoke relating to this being ongoing for at least five months; the toll it has taken on staff; a new building having to pass next year's budget; where there could be a referendum on the new building; whether the land will require remediation; it being a slim chance of getting done in the next year; and, her hope that the Council will consider moving.

Councilmember Lance asked if Ms. Cluff included the Sheriff's Office and the Court at the Blue Ridge Market; Ms. Cluff responded that the Court could be at the Library or other buildings, and the Sheriff could go to another small building.

The Council recessed at 8:39 p.m. and reconvened at 8:47 p.m. Councilmembers Brooks, Collins, Hughes, Lance, Vice Mayor Wendt and Mayor Nolan were present. Councilmember Mark McBrady was absent.

G. Overview and discussion of the responses received to the Town's Request for Proposals for Architectural Design Services for the Town Hall project, to be located at 12938 East Main Street. The Town received responses from Headwaters Architecture, P.C. and Michael Taylor Architects, Inc. (Staff CC; from the September 17, 2019 Regular Meeting)

Mr. Hanks stated that four architects had been contacted and two responded to the Request for Proposals and suggested that staff research steel building manufacturers who may provide complete design and setup services.

Vice Mayor Wendt spoke relating to there previously being a floorplan and requested a copy of it. Mr. Hanks confirmed that Don Roberts, Building Official, had prepared a floorplan and that it was given to the architects to use as a base; it could also be used as a base with steel building manufacturers. Vice Mayor Wendt asked about separating it into two buildings; Mr. Hanks responded that a second building was shown on the initial plans as a library in the future, and there are requirements for fire suppression systems for buildings over 5,000 square feet. Vice Mayor Wendt asked if there is enough room for the Sheriff, Library and Court in a 4,875 square-foot building; Mr. Hanks responded that the floorplan included all but the Library; the second building could be used for the Library or future growth. Vice Mayor Wendt spoke relating to consolidating everything into one and a possible second floor. Mr. Hanks responded that the fire suppression requirements include everything under roof.

Mayor Nolan spoke relating to the initial building when discussed being approximately 7,000 square feet, and putting fire suppression in if needed.

Councilmember Lance spoke and asked why the Library is being included at this point; Mr. Hanks responded that it was in looking at the future. Councilmember Lance spoke relating to the second building being for the Sheriff's Office, and whether or not the property is big enough for a 7,000 square foot building. Mr. Hanks responded that a second floor would be the only way to allow for a 7,000 square foot building.

Mayor Nolan spoke relating to the previous understanding that a 7,000 square foot building would fit; Mr. Hanks spoke to setback and parking requirements. Mayor Nolan and Mr. Hanks discussed septic requirements, and the Town potentially acquiring an adjoining property for additional parking.

Councilmember Collins spoke relating to having the Sheriff in a different building so that civilians are in a separate building from holding cells.

Councilmember Brooks spoke relating to being able to have firewalls in steel buildings; having the Sheriff's Office at one end as it is temporary holding; looking at steel buildings, as they can be ready quickly and can include partitions. Councilmember Brooks also spoke relating to using on-street parking, leaving the Library where it is, and the importance of moving the Sheriff's Office and Town Hall.

Councilmember Collins asked if the Town is paying a premium due to the time factor; Mr. Hanks responded that he doesn't think there were any drastic charges for rushing it. Councilmember Collins continued, and spoke relating to preferring the steel building package, and one of the architects is currently doing a steel building.

Jack Hamilton spoke relating to having previously looked into this and recommended 4,000 square feet for the Sheriff's Office, Town Hall, and room to grow; return on investment and the cost of steel buildings and improvements; there being a return on investment in 13 years; putting the property on one end will leave room to

grow; and, the Town acquiring a 50-foot strip of adjacent land.

Mayor Nolan summarized that staff will look into steel buildings and come back with more information.

H. Discussion and request to refer to the Planning and Zoning Advisory Commission for the Commission's review and recommendation relating to establishing a definition of "historic building"
(CAARF – Councilmember Collins)

Councilmember Collins introduced the item and stated that the building code will allow local jurisdictions to define historic, rather than the state doing it. She spoke relating to it being beneficial to write a definition that fits as many buildings as possible; being able to attract investors if they don't have to spend as much money to fix a building; and, wanting to see this go to the Planning and Zoning Advisory Commission ("P&Z"), who could possibly get suggestions from the Historical Society.

Councilmember Hughes spoke relating to sending it to P&Z.

Mayor Nolan spoke relating to the Arizona Historic Register and complying with state and national rules.

Councilmember Lance asked if this would be more strict; Councilmember Collins responded that the new building codes give local jurisdictions more control as to what can be defined as historic, and that this would address historic for building code purposes to reduce the cost of improvements. Councilmember Lance spoke relating to lowering the standards may result in individuals who purchase buildings cutting corners and the buildings not being safe. Councilmember Collins spoke relating to a meeting in 2010, where there was a question and answer with the Town Attorney about liability; and, the standards can be reduced as much as wanted.

Mayor Nolan spoke relating to the owner of the buildings [along Main Street] wanting to sell all of the buildings at one time; Councilmember Lance concurred and spoke to people who had previously looked into the buildings. Councilmember Collins spoke relating to there possibly being other buildings in the Town.

Councilmember Brooks spoke relating to the National Register of Historic Places allowing changes on the inside and bringing it up to code while protecting the outside.

Councilmember Collins spoke relating to wanting P&Z to look at it in the context of the building code changes.

Jack Hamilton spoke relating to the historic part not being relevant as the owner has to want it; Councilmember Collins wanting two separate codes; and, there needing to be one code for the inspector.

Vice Mayor Wendt spoke relating to the National Register of Historic Places; the Town's definition not meaning anything as the Historic Building Registry's definition supersedes it; the Town can create a historic district, but residents are able to opt out; previous research on designating the area as historic and residents not wanting it; and, the P&Z and staff workload and putting this on the wayside for now.

Leigh Cluff spoke relating wanting to see something done there; seeing it when driving to the new Town Hall; being embarrassed to have people come to the Town; and, needing to try to spruce it up. Councilmember Brooks spoke relating to it only taking one entrepreneur. Councilmember Collins spoke relating to reducing regulations making it more affordable and likely to be developed.

Councilmember Lance spoke relating to liking the area; and, talking about two different things: the downtown areas and the building parameters in a historical space.

Gary Mortimer spoke relating to his vision of the downtown area as a bustling attractant for people coming up to Prescott; historic buildings being a step in that direction; Jack Smith and Jeff Hays, United States Department of Agriculture – Rural Development, would like to meet with the Council to talk about the area; and, offered to set up a meeting if any Councilmembers are interested. Councilmember Lance indicated that she would be willing to talk to them. Mayor Nolan stated that he would talk to anybody about improving the Town.

Mr. Hanks stated that the conversation is getting off topic.

Councilmember Brooks stated that she would also like to meet with Mr. Hays.

I. Discussion and request to refer to the Planning and Zoning Advisory Commission for the Commission's review and recommendation related to establishing a low-intensity, neighborhood-friendly, new zoning classification for commercial zoning in residential neighborhoods. Examples of neighborhood-friendly include restricted hours, residential-scale buildings, no hotels or apartments, and able to serve as a buffer use between homes and more intense uses (CAARF – Councilmember Collins)

Councilmember Collins introduced the item and stated that she has never seen a town without a neighborhood-friendly class of zoning. The community has previously indicated they do not want intense uses; other

jurisdictions use a lower-impact commercial class to buffer against 24-hour uses; it can control the amount of noise and light pollution; there is currently not a balanced commercial code as everything is high-intensity use, and there will not be businesses such as doctors, dentists, or veterinarians.

Councilmember Brooks spoke relating to this being the ideal time to send it to P&Z as they are working on the General Plan update.

Jack Hamilton spoke relating to current C1 zoning being for integrating housing with commercial; there being no need for another district; if residential areas protest, the need for a use permit; most of the commercial is surrounded by residential; the use permit is the hassle; the zoning code was previously changed but businesses did not come; and, commercial being more valuable than residential.

Councilmember Collins spoke relating to the C1 code not being neighborhood-friendly; needing a buffer zone between commercial use and neighborhoods; commercial development needing to address the services that are needed, such as doctors and dentists; and, it being a main focus when the General Plan process first started.

Councilmember Lance spoke relating to liking the idea; the lack of commercial development being due to the lack of infrastructure, such as water, sewer and roads, rather than stringent zoning laws; the current water situation in the area; and, P&Z's current workload.

Councilmember Collins spoke relating to needing to have it as part of the planning process for the General Plan. Councilmember Collins and Councilmember Lance discussed creating new uses and districts. Councilmember Lance asked about what business would be in that buffer, and Mayor Nolan asked what towns have that class of zoning. Councilmember Collins responded that nearly every town in the east valley.

Councilmember Lance spoke relating to a situation in the east valley where a mom and pop hotel was near houses and after a zoning change, it becoming a strip club; and, incorporating this into a new General Plan, rather than P&Z looking at it now. Councilmember Lance asked, if this is sent to P&Z, if it's something that needs to be brought back, or if it could be put on the back of the list; Mr. Hanks responded that it would be added to the list, but may be shifted up as it ties in with the General Plan.

Mr. Hamilton spoke relating zoning previously being changed and nothing happening, including 28 acres zoned commercial when Young Farms sold, and zoning at Highway 169.

Councilmembers Collins and Lance discussed types of businesses that could be included and water districts in the Town.

Leigh Cluff spoke relating to types of businesses that could be included such as near the Maverick station, including hair salons, chiropractors, dog grooming, dental, and barber shops.

Mr. Hanks stated that the item will be placed on the next Regular Meeting agenda for a vote.

5. Consideration of additional Special Session(s) Whether to hold, and, if so, set the date

There was no discussion.

6. Adjourn.

The meeting was adjourned at 9:43 p.m.

Terry Nolan, Mayor

ATTEST: _____
Timothy A. Mattix, Town Clerk



COUNCIL COMMUNICATION

Regular Council Meeting Date: **December 3, 2019**

Agenda Item: **9.A.**

Submitted by: Edward L. Hanks, Jr., Town Manager

Subject:

Discussion and possible action to accept the response received from PLAN*et Communities for consulting services to update the Town's General Plan, and to authorize staff to begin negotiating a contract with PLAN*et Communities for services.

Background:

The Town issued a Request for Qualifications (RFQ) for consulting services for the General Plan update on September 18, 2019, with a due date of November 1, 2019. As no responses were received during this time, the deadline was later extended to November 15, 2019.

One response was received prior to the extended deadline, from PLAN*et Communities. Staff has reviewed the response from PLAN*et Communities and finds it to be acceptable.

Financial Impact:

Anticipated expenditures for this phase of consulting services is anticipated to be approximately \$25,000. Sufficient funds were budgeted in account 10-465-5001 for the anticipated expenditures in the current fiscal year.

Direction Requested:

Staff is seeking Council action to accept the response received from PLAN*et Communities, and to authorize staff to begin negotiating a contract with PLAN*et Communities for consulting services.

Suggested Motion:

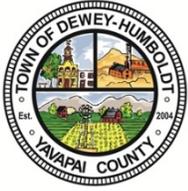
For: I move to accept the response received from PLAN*et Communities, and to authorize staff to begin negotiating a contract with PLAN*et Communities for General Plan Update consulting services.

Against: I move to not accept the response received from PLAN*et Communities.

Attachments:

RFQ with extended deadline, PLAN*et Communities response

Town of Dewey-Humboldt
P.O. Box 69
Humboldt, AZ 86329
Phone: 928-632-7362 | Fax: 928-632-7365
www.dhaz.gov



TOWN OF DEWEY-HUMBOLDT

General Plan Update Request for Qualifications

REVISED TO EXTEND SUBMITTAL DEADLINE TO:
11/15/19

CONTACT PERSON

Steven Brown

stevenbrown@dhaz.gov

Date Issued: 10/31/2019

Pre-Proposal Conference: 10/9/2019

Last Day for Inquiries: 11/14/2019

RFQ Due Date: 11/15/2019 by 12:00 p.m. (Noon)

PLEASE NOTE: IF DOCUMENTS WERE DOWNLOADED FROM THE TOWN OF DEWEY-HUMBOLDT WEBSITE, BIDDER IS RESPONSIBLE FOR OBTAINING ANY ADDENDA EITHER THROUGH UPDATES ON THE WEBSITE, OR BY CONTACTING THE TOWN CONTACT PERSON LISTED ABOVE.

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SECTION 1 - INTRODUCTION

The Town of Dewey-Humboldt is currently seeking Statements of Qualifications from qualified, licensed firms interested in providing professional services to update the Town of Dewey-Humboldt General Plan.

The estimated budget for the project is \$25,000.

SECTION 2 – PROJECT SUMMARY/SCOPE OF WORK

Introduction:

State Statute mandates that municipalities prepare General Plans in accordance with “Growing Smarter” legislation. These plans are comprehensive and describe the vision, goals, and policies the Town. The document identifies a staff responsibility to identify how each proposed Council action relates to the following Values:

- Active Citizenship
- Sustainable Development
- Creating Community
- Self-Reliance
- Efficient Public Services
- Limited Public Services
- Durable Public Improvements

Every 10 years, the General Plan is required to be ratified by the voters. The current General Plan was adopted by Council on May 19, 2009.

<https://www.dhaz.gov/DocumentCenter/View/120/2009-General-Plan-PDF>

Because the General Plan is a critical, all-encompassing vision for the Town and there are numerous statutory deadlines, it is important to start this process early to maximize citizen involvement, ensure community support is strong and secure resounding approval by the voters in 2020

Scope of Work:

Much of the information in the current adopted General Plan mentioned above including, but not limited to, various elements, tables/charts, maps, and goals and policies are anticipated to be retained and/or updated where necessary. The Town of Dewey-Humboldt included all of the following elements in our current General Plan, and will be included in our update:

1. **Land Use**
2. **Circulation**
3. **Open Space/Trails**
4. **Growth Area**
5. **Environmental Planning**
6. **Cost of Development**
7. **Water Resources**

Optional for Consideration

1. **Conservation**
2. **Aggregate**
3. **Recreation**
4. **Public Buildings**
5. **Housing**
6. **Safety**
7. **Energy**

The consultant will initially as Phase 1, be assisting the community in evaluating and appraising the effectiveness and continuing relevance of each element of the existing plan and exploring with the community any new elements needed to be added. Phase 1 is to be the focus of this first phase.

The results of the evaluation and appraisal from Phase 1 will be used by the firm contracted, to develop the scope of work for the update of each element, and the development of the new elements, including background data, analysis, and goals and objectives, as Phase 2 under separate contract.

Additionally the consultant will provide support in recommending plan framework, coordinating facilitating citizen participation and community outreach, plan editing and drafting, data collection and analysis to support update of each element as, including graphics and diagrams, maps, public surveying, public meetings, staff meetings, and any related items that are necessary in moving the update of the general plan forward in a manner consistent with Arizona Revised Statutes, Town of Dewey-Humboldt Laws and Regulations, and in concert with the goals and policies of the Mayor and Council.

It is anticipated that additional elements may be included to support various Town goals and policies identified through this process.

Public involvement will be a major component of the update effort, and it is anticipated that a stakeholder's group would be formed to direct the consultant's work throughout the process.

SECTION 3 - PRE-SUBMITTAL CONFERENCE

The pre-proposal conference has been scheduled for **October 9, 2019 at 1:00 p.m.**, at Dewey-Humboldt Town Hall. The address is 2735 South Highway 69, Dewey-Humboldt, AZ 86329, Council Chambers. Attendance is encouraged but not required.

SECTION 4 – SUBMITTAL REQUIREMENTS

Firms interested in this RFQ should submit a Statement of Qualifications, in an **original and eight (8) copies by November 15, 2019 by 12:00 p.m. (Noon)**. Three-ring binders are preferred. In addition, submit a complete copy of the Qualifications on Compact Disk (CD) using a searchable ".pdf" file format. Your submission must conform to the following: The original and all copies of the submittal will be appropriately labeled as such. Each set shall be organized using the tabs specified below. A Firm will be selected through a qualifications-based selection process based on the criteria below.

Submittals must be received by the specified time. On the submittal package, please display: firm name, solicitation title, and solicitation number. All submittals should be addressed to:

Town of Dewey-Humboldt
P.O. Box 69
Humboldt, AZ 86329
Attn: Steven Brown

Submittal Cover Letter (one (1) page cover letter)

TAB A: Project Experience (one page per project, maximum of five (5) projects)

TAB B: Past Performance Questionnaire (one form per projects identify in TAB A)

TAB C: Key Personnel Resumes (one page per resume, plus organizational chart)

TAB D: Method of Approach (25 pages)

COVER LETTER

Within the one-page cover letter, include your firm's full company name, address, phone number and the email address for your firm's contact person for the RFQ. Adherence to the maximum page criterion is critical: each page side (maximum 8-1/2" x 11") with criteria information will be counted. Do not use 8 1/2" x 14" or 11" x 17" size sheets (e.g., fold-outs) unless specifically authorized. Pages that have project photos, charts and/or graphs will be counted towards the required number of pages. Front and back covers, Table of Contents pages, and divider (tab) pages will not be counted unless they include qualifications information that could be considered by the selection panel. Resumes should provide information for key staff (no company profiles)

and should not include project pictures or general firm information. Any additional company information or non-key staff information included in the resume section will be counted against the maximum page requirement. Do not submit additional information not listed herein. Font size may not be less than 10 point.

TAB A - PROJECT EXPERIENCE (30 points)

Identify at least three (3) but no more than five (5) projects where you were the primary consultant. Demonstrate the experience of your firm and/or proposed team, including all sub-consultants, on projects same/similar to that described in this solicitation for same/similar services. The projects submitted should also demonstrate that the consultant and/or the team have performed a same/similar type of services to be considered relevant.

TAB B - PAST PERFORMANCE QUESTIONNAIRE (20 points)

For each project submitted in TAB A, complete a Past Performance Questionnaire, ATTACHMENT (1). The firm is directed to provide this form to the project owner or Point of Contact. Instruct the owner to complete the form and return the form with your submission.

TAB C - EXPERIENCE OF KEY PERSONNEL (20 points)

For each key person identified, list which will be directly assigned to work on this project and list their length of time with the firm and at least two comparable projects in which they have played a primary role. There are no limitations on the number of key positions the firms may provide. However, at a minimum the firm must provide the primary consultant, and at least one (1) person from each sub-consultant identified. Each resume is limited to one (1) page;

Include an organizational chart (maximum 2 pages) at the end of this tab, chart may be submitted in 11”X17”. Provide an organization chart that depicts the project team organization and lines of authority. Clearly indicate superior/subordinate reporting relationships; Provide names of each position and identification of firm or sub-consultant.

TAB D - METHOD OF APPROACH (30 POINTS)

Describe the firm’s approach to performing the required Services in the Scope of Work described above.

Describe the opportunities and constraints involved with the performance of the associated tasks which include: existing plan evaluation and appraisal, plan framework, citizen participation, community outreach, facilitation, plan editing and drafting, data collection and analysis to support each element, graphics and diagrams, maps, public surveying, public meetings and any related items that are necessary in moving the general plan update forward.

Provide a Project Work Plan/schedule showing key project milestones and deliverables. The schedule shall demonstrate firm’s ability to meet the designated milestones. This schedule will be evaluated as it relates to the infrastructure that is provided in Tab D. It will not be incorporated into the final contract. The final schedule will be delivered with the final Scope of Work.

SECTION 5 - SELECTION PROCESS

This Request for Qualifications (RFQ) is being conducted pursuant to A.R.S. § 34-604. The process is to evaluate and score the qualifications submitted in response to this RFQ, then rank the firms in descending order of score in a short list. The successful firm/s will be selected through a qualifications-based selection process. Interested firms will submit a Statement of Qualifications (SOQ). A Selection Panel will evaluate each SOQ according to the criteria set forth in Section 4 above. The Town will select a firm(s) based on the SOQ's received; formal interviews may not be conducted. The Town may conduct a due diligence review on the firm(s) receiving the highest evaluation.

A "Selection Committee" will be comprised of Town Officials, Town Employees and one person who is an architect or engineer registered pursuant to ARS 32-121. The selection committee will review, evaluate, and score the RFQ responses in accordance with the evaluation criteria established above.

The Town may then decide if, necessary to, conduct interviews of firms to make final selections. The Town will then award a Consulting Contract to the highest-ranked firm.

SECTION 6 - GENERAL INFORMATION

Town Rights. The Town of Dewey-Humboldt reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Acceptance of Evaluation Methodology. By submitting its Qualifications in response to this SOQ, respondent acknowledges and accepts the evaluation process, the established criteria and associated point values, and that determination of the "most qualified" firm(s) will require subjective judgments by the Town.

Release of Project Information. The Town shall provide the release of all public information concerning this project, including selection announcements and contract award. Those desiring to release information to the public must receive prior written approval from the Town.

Contact with Town Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the Town Manager, Department Heads and other Town staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified in Section 4 above.

Data Confidentiality. Except as specifically provided in the Contract, the Contractor or its subcontractors shall not divulge data to any third party without prior written consent of the Town.

Legal Worker Requirements. The Town of Dewey-Humboldt is prohibited by A.R.S. § 41-4401 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). The contractor and each subcontractor shall comply with all federal immigration laws and regulations related to their employees and compliance with the stated law. The Town of Dewey-Humboldt retains the legal right to inspect the papers of any contractor or subcontractor employee who is awarded a contract to ensure that the firm or subcontractor is complying with the law.

Lawful Presence Requirement. Pursuant to A.R.S. §§ 1-501 and 1-502, the Town of Dewey-Humboldt is prohibited from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign a Town-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

Protest Procedures. Firms wishing to respond to disqualification, or a procurement outcome may refer to The Purchasing Procedures of the Town of Dewey-Humboldt, AR No. 09-01 which governs protest procedures utilized throughout the selection process.

Suspension/Debarment. By submitting a proposal in response to this solicitation, the respondent is certifying that it is neither debarred nor suspended nor under consideration for suspension or debarment by any federal, state or local government or agency. If a respondent is not able to so certify, the respondent must submit a letter that identifies the agency involved and a contact and explains why respondent is suspended or debarred or being considered for suspension or debarment.

Questions. Questions pertaining to this selection process or contract issues should be directed to Steven Brown, Community Planner at (928) 632-7362. All questions must be received no later than seven (7) days in advance of the SOQ due date. Responses to questions that materially change the scope or intent of this SOQ will be issued via addendum on the Town of Dewey-Humboldt website. The Town will not notify Respondents of posting of addenda. Therefore, it is the Respondents' sole responsibility to check the website periodically for all issued addenda. Failure to include acknowledgement of all addenda may be cause for rejection of the proposal.

**ATTACHMENT 1
TO
RFQ NO. 2019-01
GENERAL PLAN UPDATE
PAST PERFORMANCE QUESTIONNAIRE**

(See following pages)

PAST PERFORMANCE EVALUATION

(TO BE COMPLETED BY CLIENT)

Ratings:

E – Exceptional - Performance meets contractual requirements and exceeds Owner’s expectations.

VG – Very Good - Performance meets contractual requirements and exceeds some of Owner’s expectations.

S – Satisfactory - Performance meets contractual requirements.

M – Marginal - Performance does not meet some contractual requirements.

U – Unsatisfactory - Performance does not meet most contractual requirements and recovery is not likely in a timely manner.

N – N/A - No information or did not apply to your contract

1. QUALITY						
a) Quality of technical data/report preparation efforts	E	VG	S	M	U	N
b) Ability to meet quality standards specified for technical performance	E	VG	S	M	U	N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E	VG	S	M	U	N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E	VG	S	M	U	N
2. SCHEDULE/TIMELINESS OF PERFORMANCE:						
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E	VG	S	M	U	N
b) Rate the consultant's use of available resources to accomplish tasks identified in the contract	E	VG	S	M	U	N
3. CUSTOMER SATISFACTION						
a) To what extent were the end users satisfied with the project?	E	VG	S	M	U	N
b) consultant was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E	VG	S	M	U	N
c) To what extent was the consultant cooperative, businesslike, and concerned with the interests of the customer?	E	VG	S	M	U	N
d) Overall customer satisfaction	E	VG	S	M	U	N
4. MANAGEMENT/PERSONNEL/LABOR						
a) Effectiveness of on-site management of subconsultants, suppliers, materials, and/or labor force?	E	VG	S	M	U	N
b) Knowledge/expertise demonstrated by consultant personnel	E	VG	S	M	U	N

c) Ability to simultaneously manage multiple projects with multiple disciplines	E	VG	S	M	U	N
d) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changed	E	VG	S	M	U	N
e) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E	VG	S	M	U	N

5. FINANCIAL MANAGEMENT

a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E	VG	S	M	U	N
b) consultant proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E	VG	S	M	U	N
c) Is the consultant's accounting system adequate for management and tracking of costs? If no, please explain in Remarks section.	Yes				No	
d) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes				No	
e) Have there been any indications that the consultant has had any financial problems? If yes, please explain below.	Yes				No	

6. GENERAL

a) Ability to successfully respond to emergency and/or surge situations (including notifying COUNCIL, TM or Contracting Officer in a timely manner regarding urgent contractual issues)			S	M	U	N
b) Compliance with contractual terms/ provisions (<i>explain if specific issues</i>)	E	VG	S	M	U	N
c) Would you hire or work with this firm again? (<i>if no, please explain below</i>)					No	

Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk. (*please attach additional pages if necessary*)



TOWN OF DEWEY HUMBOLDT GENERAL PLAN UPDATE



PREPARED BY:



PLAN*et Communities
4200 N. Central Avenue
Phoenix, AZ 85012
www.plan-et.us
602.864.0791
planet@plan-et.us





Mr. Steven Brown
Town of Dewy Humboldt
PO Box 69
Humboldt, AZ 86329

November 11, 2019

Re: Town of Dewy Humboldt General Plan Update Request for Qualifications

Dear Mr. Brown and Members of the Selection Committee,

Since the last plan update, the Dewy Humboldt has matured while fiercely protecting its unique and high desert lifestyle. This proposal for consultant services for refining and engaging the community in the update of the General Plan offers the Town a means to evaluate the relevancy and effectiveness of its current, adopted 2009 General Plan and develop an approach and framework for its General Plan 2020. PLAN*et team is pleased to present our qualifications for consultant services to assist in this update of the General Plan. All of our team members have relevant, deep and significant experience in General Plans, have worked with PLAN*et, and are leaders in their fields of expertise. The PLAN*et team is local, and we understand the unique aspects of planning for Arizona communities.

As your Project Manager, I bring to the Town over 25 years of Arizona planning experience. I am intimately familiar with General Plans and the Town of Cave Creek General Plan. My firm, with me as project lead, just completed the AZ American Planning Association (APA) twice awarded Town of Queen Creek General Plan update. This effort included extensive outreach and a significant rewrite of the Town's General Plan Land Use Categories to enhance development flexibility. I also led the development or update of over a dozen Arizona General Plans, including the first Cave Creek General Plan and the AZ APA award-winning Casa Grande General Plan. PLAN*et is also the recipient of an American Planning Association National Planning Achievement Award for Urban Design for its Lower Grand Avenue (Phoenix, AZ) Plan.

Our project team is organized to bring you professionals who are the best and brightest in their respective fields and who will collectively address the full scope of your requirements. Rick Merritt of Elliott D. Pollack and Company will lead the Growth Area and Cost of Development Elements. Rick and I have worked together on over a dozen General Plans, and are longtime teaming partners. Kimley Horn's Brent Crowther, P.E., PTOE and Andrew Baird, P.E. will lead the transportation, environmental, and water tasks of this update. Kimley Horn (KHA) and Brett is one of our trusted subconsultants. I have worked with KHA and Brett on many planning projects-including the award-winning Casa Grande General Plan, the Tolleson General Plan, and on the Maricopa Association of Governments Complete Streets Policies.

PLAN*et and its subconsultants have no conflicts of interest with regards to this project. I am the Principal and owner of PLAN*et and contact for this RFQ. authorized to bind the firm. We carry insurance coverage in conformance with the Towns' requirements. All work will be completed in our Phoenix office or the Prescott/Scottsdale offices of our subconsultants. By selecting the PLAN*et team, the Town of Cave Creek gains a partner that is as committed to a successful plan as you are.

Warm regards,

A handwritten signature in black ink that reads "Leslie Dornfeld".

Leslie Dornfeld, FAICP, CSBA
Principal and Project Manager



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TAB A: PROJECT EXPERIENCE



PROJECT EXPERIENCE

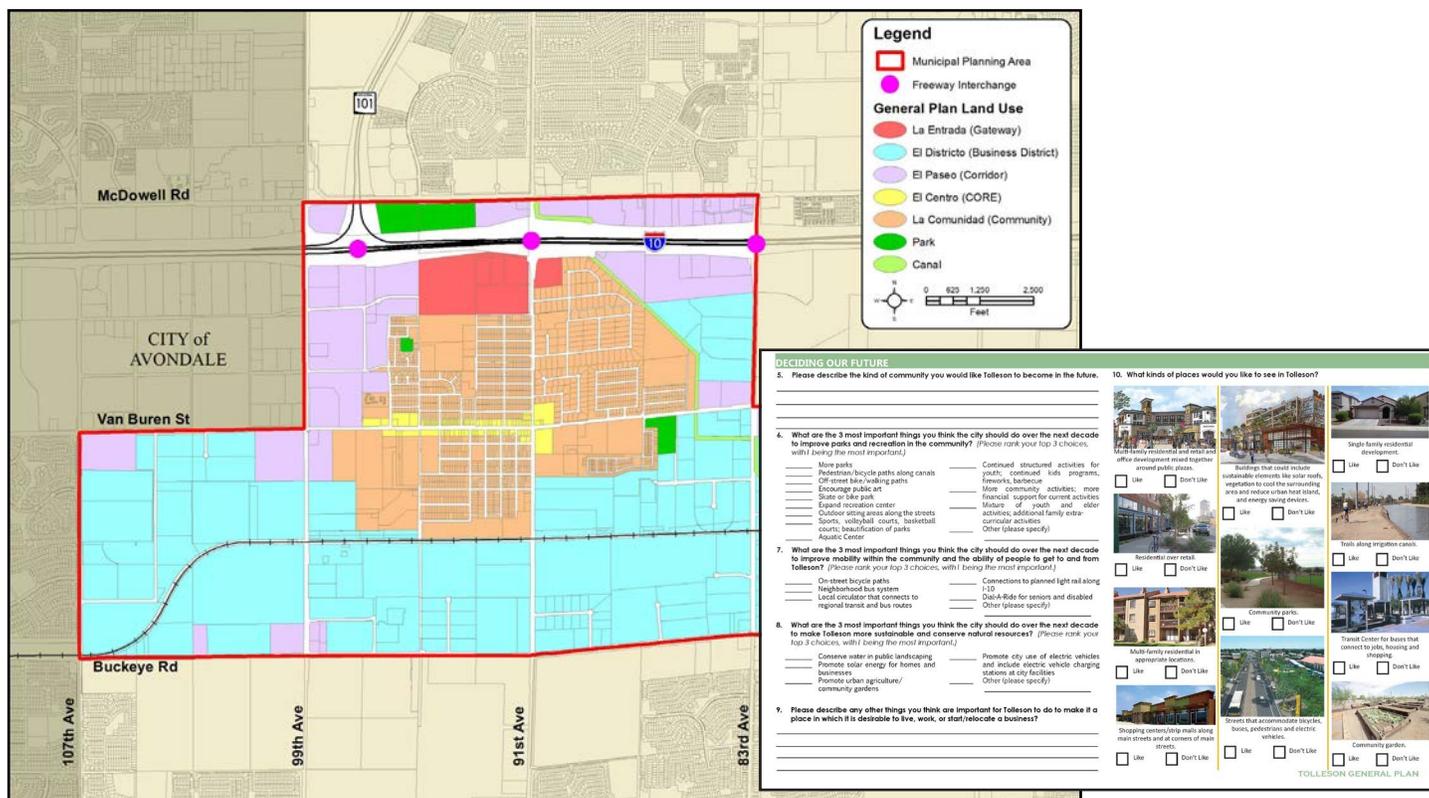
PROJECT EXPERIENCE SUMMARY

<i>Required Service</i>	<i>Assess and review current General Plan Goals, Strategies, and Land Uses</i>	<i>Determine Elements for Updated General Plan</i>	<i>Develop Land Use Categories and Map</i>	<i>Create General Plan Elements including</i>	<i>Conduct public meetings</i>	<i>Present Plan to Planning Commission</i>	<i>Post Plan adoption/pre-ratification support</i>	<i>Respond to questions in a timely matter</i>	<i>Other duties</i>
Recent General Plan Update Projects									
Queen Creek General Plan Update	•	•	•	•	•	•	•	•	•
City of Tolleson General Plan	•	•	•	•	•	•		•	•
City of Goodyear General Plan	•	•	•	•	•	•	•	•	•
Town of Hayden General Plan	•	•	•	•	•	•		•	•



CITY OF TOLLESON GENERAL PLAN

CITY OF TOLLESON, MARICOPA COUNTY ARIZONA



The City of Tolleson General Plan Update provides the city with a contemporary plan that positions the City of Tolleson to be economically competitive with other west Valley cities over the next decade. The city is largely built-out, and recognizes that higher density housing and new regionally-based retail development is necessary to continue to improve the quality of life for residents.

The General Plan creates four place-based land use categories that provide opportunities for a range of development and are tailored to the culture of Tolleson. The plan addresses key issues of increasing the housing stock in a manner appropriate to the community and supported by residents to provide a service base for desired residential services; creating land use categories that are appropriate to the market and context, and making the plan culturally relevant. The General Plan Update includes an economic and housing element, and updated, GIS mapping that will be provided to the city. Development of the plan was coordinated with the city's CORE district zoning update and engaged the community through on-site meetings at Luces de Navidad, a public workshop, and a survey provided on-line and delivered to each household in the city.

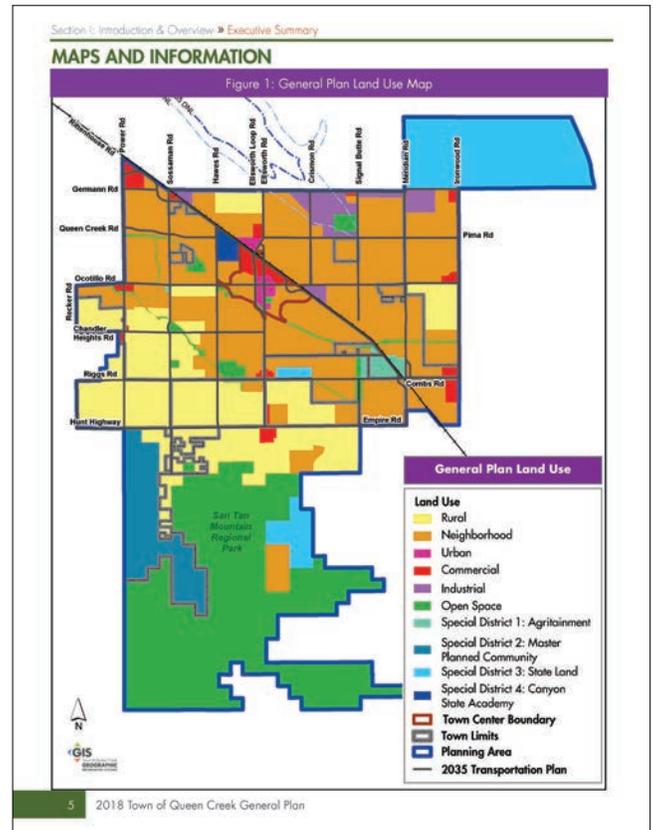
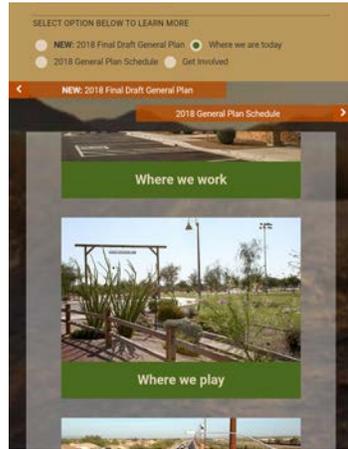
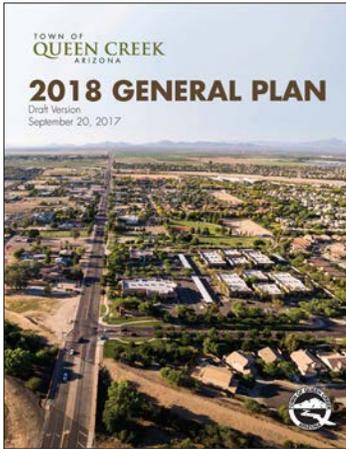
KEY STAFF PROJECT ROLES:

Leslie Dornfeld/PLAN*et: Project Manager, Author
 Rick Merritt/EDPCo: Economics Lead
 Kimley-Horn: Transportation, Environmental, and Water Lead.

REFERENCE:

Paul Gillmore, City Engineer, City of Tolleson, 9555 West Van Buren Street, Tolleson, AZ 85353
 TEL: 623-936-7111
 EMAIL: pgillmore@tollesonaz.org
 Timeframe/Completion: 2013-2014

TOWN OF QUEEN CREEK GENERAL PLAN TOWN OF QUEEN CREEK, MARICOPA COUNTY ARIZONA



The 2018 Arizona Planning Association awarded Town of Queen Creek General Plan resulted in new place-based land use categories and a streamlined General Plan tailored to the Town’s digital savvy residents. The streamlined General Plan includes a 12-page summary with a land use table, maps, and key information that is preferred by the planning department and development community, and an on-line and print-version General Plan that includes links to key documents and resources. As a result of the plan, the Town processes less Amendments, and is able to focus maintaining its agricultural heritage and quality of development. The plan update included an online-survey enabling residents to provide input into plan goals, strategies and actions they wanted to keep, change or discard, and interactive land use map, and on-line information about planning considerations and challenges. Focus Groups, a land use workshop, presentations at civic groups and monthly presentations at Town Planning Commission meetings provided opportunities for face to face engagement. This plan was successful at the ballot box.

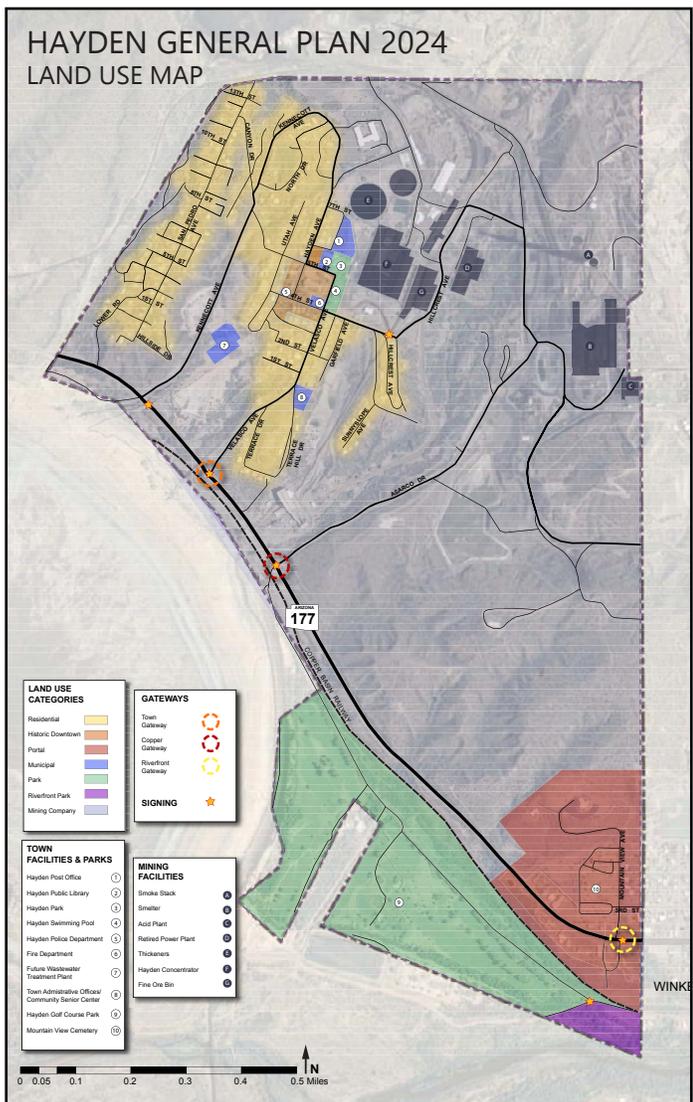
KEY STAFF PROJECT ROLES:

Leslie Dornfeld/PLAN*et: Project Manager, Author
Rick Merritt/EDPCo: Economics Lead

REFERENCE:

Brett Burningham, Development Services Director
Town of Queen Creek, 22358 S. Ellsworth Rd., Queen Creek, Az 85142
TEL: 480.358.3097
EMAIL: brett.burningham@queencreek.org
Time Frame/Completion: 2016-2017

TOWN OF HADEN GENERAL PLAN HADEN, GILA COUNTY ARIZONA



Looking Forward: Town of Hayden Community Survey

1. What do you like most about living in Hayden?

IDEAS

Community Garden
Downtown Development
Safely Crossing the State Route
Bike Routes
Connect to Kearney
Connect to Tucson
Connect to Globe
Connect to Phoenix
Connect to Winkelman
Remove failing structures
Housing on Hayden Ave.
Shops on Hayden Ave.
Gateway into Hayden
Restore Historic Buildings
Encourage Tourism
Street Trees
Neighborhood Clean-up
Safe Sidewalks
Celebrate Culture
Employment Opportunities
Environment
Family-Friendly Activities
Attractive Downtown Area
Education Programs
Open Space
Stray Dog Program

2. What are the most important things the town should do to improve the community?
1. _____
2. _____
3. _____

3. What are the most important things town should do to improve parks and recreation?
1. _____
2. _____
3. _____

4. What are the most important things the town should do to improve housing?
1. _____
2. _____
3. _____

5. What are the most important things the town should do to improve transportation to and from Hayden?
1. _____
2. _____
3. _____

6. What are the most important things the town should do to improve economic development?
1. _____
2. _____
3. _____

7. What are the most important things the town should do to conserve resources and become more sustainable?
1. _____
2. _____
3. _____

Please share some information about yourself (optional):
What is your age?: _____
How long have you lived in Hayden?: _____

The plan recognizes the role of mining in the history and future of the community. An English/Spanish community survey, available on the web and distributed throughout the town as well as a region-wide futures forum were used to solicit ideas from the community and neighboring jurisdictions.

Town of Hayden General Plan (2014). General Plan for the Historic Mining Community of Hayden, Arizona. Hayden is an economically challenged community within Arizona’s Copper Corridor. The General Plan for this community identifies several opportunities to help revitalize this unique community including working with Asarco to identify open space along the Gila River, designating the stretch of the Gila River along the Copper Corridor as a Wild and Scenic River, creating gateways to advertise the historic downtown, creating interpretive signs at mining slurrys over SR73 to attract tourists, and identification of grants and other funding sources to enhance streetscapes and improve pedestrian access to the town golf course and the Gila River. The Hayden General Plan process included substantial capacity building with town staff and elected officials. A regional forum was conducted as part of the outreach process to identify opportunities for the corridor and Hayden in particular. As a result of the Forum, the Mayors along the copper corridor started meeting monthly to discuss opportunities and problem solve.

KEY STAFF/PROJECT ROLES:
Leslie Dornfeld/PLAN*et: Project Manager/Author

REFERENCE:
Thomas Lagunas, Council member, Town of Hayden, 520 Velasco Avenue, PO Box B, Hayden, AZ . 85135 (520) 356-7801
Time Frame/Completion: : 2014-2014

TAB A: PROJECT EXPERIENCE

CITY OF GOODYEAR GENERAL PLAN CITY OF GOODYEAR, ARIZONA



The City of Goodyear General Plan public engagement process included innovative techniques including a one-day visioning session with national and local experts and futurists to help residents think constructively about the future of their city, identifying citizen “idea champions” to represent key community concerns to the General Plan Steering Committee meetings, conceiving a “learn about city services and infrastructure” tour where committee members toured actual city facilities and met with key department leads to discuss potential General Plan issues and recommendations, conducting public engagement activities at public events, such as the citywide GAIN, to increase awareness of the General Plan update. PLAN-et additionally facilitated all General Plan Steering Committee meetings. As a result of the public outreach and facilitation approach the City was able to introduce a significantly new approach to the General Plan, the planning process had widespread support, and the plan was easily approved by City of Goodyear voters.

KEY STAFF/PROJECT ROLES:

Leslie Dornfeld/PLAN*et: Project Manager

REFERENCE:

Katie Wilken, Planning Manager
City of Goodyear
195 N. 145th Avenue
Goodyear AZ 85338
(623) 882-7948
katie.wilken@goodyearaz.gov



CITY OF TOLLESON PAST PERFORMANCE QUESTIONNAIRE

**ATTACHMENT 1
TO
RFQ NO. 2019-01
GENERAL PLAN UPDATE
PAST PERFORMANCE QUESTIONNAIRE**

(See following pages)

**PAST PERFORMANCE EVALUATION
(TO BE COMPLETED BY CLIENT)**

Ratings:

- E – Exceptional - Performance meets contractual requirements and exceeds Owner’s expectations.
- VG – Very Good - Performance meets contractual requirements and exceeds some of Owner’s expectations.
- S – Satisfactory - Performance meets contractual requirements.
- M – Marginal - Performance does not meet some contractual requirements.
- U – Unsatisfactory - Performance does not meet most contractual requirements and recovery is not likely in a timely manner.
- N – N/A - No information or did not apply to your contract

1. QUALITY						
a) Quality of technical data/report preparation efforts	E	VG	S	M	U	N
b) Ability to meet quality standards specified for technical performance	E	VG	S	M	U	N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E	VG	S	M	U	N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E	VG	S	M	U	N
2. SCHEDULE/TIMELINESS OF PERFORMANCE:						
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E	VG	S	M	U	N
b) Rate the consultant's use of available resources to accomplish tasks identified in the contract	E	VG	S	M	U	N
3. CUSTOMER SATISFACTION						
a) To what extent were the end users satisfied with the project?	E	VG	S	M	U	N
b) consultant was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E	VG	S	M	U	N
c) To what extent was the consultant cooperative, businesslike, and concerned with the interests of the customer?	E	VG	S	M	U	N
d) Overall customer satisfaction	E	VG	S	M	U	N
4. MANAGEMENT/PERSONNEL/LABOR						
a) Effectiveness of on-site management of subconsultants, suppliers, materials, and/or labor force?	E	VG	S	M	U	N
b) Knowledge/expertise demonstrated by consultant personnel	E	VG	S	M	U	N



c) Ability to simultaneously manage multiple projects with multiple disciplines	E	VG	S	M	U	N
d) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changed	E	VG	S	M	U	N
e) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E	VG	S	M	U	N

5. FINANCIAL MANAGEMENT

a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E	VG	S	M	U	N
b) consultant proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E	VG	S	M	U	N
c) Is the consultant's accounting system adequate for management and tracking of costs? If no, please explain in Remarks section.	Yes				No	
d) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? Indicate if show cause or cure notices were issued, or any default action in comment section below.	Yes				No	
e) Have there been any indications that the consultant has had any financial problems? If yes, please explain below.	Yes				No	

6. GENERAL

a) Ability to successfully respond to emergency and/or surge situations (including notifying COUNCIL, TM or Contracting Officer in a timely manner regarding urgent contractual issues)					S	M	U	N
b) Compliance with contractual terms/ provisions (explain if specific issues)	E	VG	S	M	U	N		
c) Would you hire or work with this firm again? (if no, please explain below)	YES						No	

Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk. (please attach additional pages if necessary)

By : Paul Gilmore, P.E.
 Tolleson City Engineer
 11.5.19



CITY OF GOODYEAR PAST PERFORMANCE QUESTIONNAIRE

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a) To what extent were the end users satisfied with the project?	<input checked="" type="radio"/>	VG	S	M	U	N
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d) Overall customer satisfaction	<input checked="" type="radio"/>	VG	S	M	U	N
4. MANAGEMENT/PERSONNEL/LABOR						
a) Effectiveness of on-site management of subconsultants, suppliers, materials, and/or labor force?	<input checked="" type="radio"/>	VG	S	M	U	N
b) Knowledge/expertise demonstrated by consultant personnel	<input checked="" type="radio"/>	VG	S	M	U	N



c) Ability to simultaneously manage multiple projects with multiple disciplines	<input checked="" type="radio"/> E	VG	S	M	U	N
d) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changed	<input checked="" type="radio"/> E	VG	S	M	U	N
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5. FINANCIAL MANAGEMENT

a) Ability to meet the terms and conditions within the contractually agreed price(s)?	<input checked="" type="radio"/> E	VG	S	M	U	N
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e) Have there been any indications that the consultant has had any financial problems? If yes, please explain below.	Yes				<input checked="" type="radio"/> No	

6. GENERAL

a) Ability to successfully respond to emergency and/or surge situations (including notifying COUNCIL, TM or Contracting Officer in a timely manner regarding urgent contractual issues)	<input checked="" type="radio"/> E		S	M	U	N
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c) Would you hire or work with this firm again? (<i>if no, please explain below</i>)	<input checked="" type="radio"/> Yes				No	

Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk. (*please attach additional pages if necessary*)

City of Goodyear
Development Services Department, Planning and Zoning Division



November 5, 2019

RE: Narrative addressing work with Plan-et on the Goodyear General Plan Update

To Whom it May Concern:

The city of Goodyear hired Plan-et Communities in 2012 to facilitate the city's general plan update. The city did much of the work for the general plan update in-house and used Plan-et's services to facilitate the public participation process. Leslie Dornfeld provided invaluable assistance to the project. She guided a 25-member citizen committee and kept the team on-track and on-topic. She came up with some innovative ideas such as "idea champions" to give committee members an opportunity to present on topics important to them so they could be truly heard.

She went above and beyond the contract and provided general guidance in preparing the plan. Such as initiating contact with other communities that provided insight to Goodyear and providing examples of good general plans that provided guidance in the development of our general plan. Goodyear was concerned about the size of the Plan-et organization but it ended up not posing a problem through the project – Leslie brought in experts when needed such as someone to provide advice on how to get the plan ratified by voters.

I am very pleased with the performance of Plan-et and would hire them again to work on projects in the city of Goodyear.

If you have any questions at all, please contact me at 623.882.7948 or at katie.wilken@goodyearaz.gov.

Sincerely,
THE CITY OF GOODYEAR

Katie Wilken, AICP
Planning Manager

14455 W. Van Buren Street, Suite D101
Goodyear, Arizona 85338
T: 623-932-3005 | F: 623-932-7748

goodyearaz.gov



TOWN OF QUEEN CREEK PAST PERFORMANCE QUESTIONNAIRE

**ATTACHMENT 1
TO
RFQ NO. 2019-01
GENERAL PLAN UPDATE
PAST PERFORMANCE QUESTIONNAIRE**

(See following pages)

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a) Effectiveness of on-site management of subconsultants, suppliers, materials, and/or labor force?	E	VG	S	M	U	N
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c) Ability to simultaneously manage multiple projects with multiple disciplines	E	VG	S	M	U	N
d) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changed	E	VG	S	M	U	N
e) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E	VG	S	M	U	N

5. FINANCIAL MANAGEMENT

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d) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes				No	
e) Have there been any indications that the consultant has had any financial problems? If yes, please explain below.	Yes				No	

6. GENERAL

a) Ability to successfully respond to emergency and/or surge situations (including notifying COUNCIL, TM or Contracting Officer in a timely manner regarding urgent contractual issues)			S	M	U	N
b) Compliance with contractual terms/ provisions (<i>explain if specific issues</i>)	E	VG	S	M	U	N
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Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk. (please attach additional pages if necessary)

Leslie has the personality of a visionary. She thinks in big bold ideas and she's not afraid to express her thoughts and push the boundaries. This type of personality was an asset to us as we flipped the traditional approach to a General Plan upside down and went to a fully digital map based plan with only 7 land use categories. Leslie was able to have some of the more difficult conversations with residents and officials on challenging topics (e.g., we have to support denser housing to serve a broad range of populations), expressing the concepts' importance to the broader Queen Creek community. Leslie did a fantastic job leading the Land Use Workshop. She was able to work with residents who were upset about the current and future growth of the Town and she was able to steer conversations that were not applicable to the General Plan planning effort. This is not an easy task for anyone who has experienced a contentious workshop. Regarding scheduling, we kept Plan-et on a very tight schedule, with the project beginning in September 2017 and the plan being approved in 2018 (unanimously by Council I may add). All established deadlines were met. The Plan-et team quickly addressed any requested edits to the plan, which was especially appreciated when such requests were made in the 11th hour. Ultimately, Plan-et's efforts culminated into a Plan that was unanimously approved by Council and approved by the voters with an 84% approval (the highest approval rating for a General Plan in the Town) and we were awarded the winner of AZ APA's Best General Plan Award.

One item that we would have loved more of would have been in-person meetings rather than conference calls, though we should have revised or included this in our scope.





Team Member qualifications



EDUCATION

- » MBA, Arizona State University
- » Bachelor of Community Planning, University of Cincinnati

PROFESSIONAL REGISTRATIONS

- » American Planning Association
- » Lambda Alpha (LAI), Treasurer and Board Member

Elliot D. Pollack & Company

7505 E. 6th Avenue, Suite 100
Scottsdale, AZ 85251

480.423.9200

merritt@edpco.com

www.edpco.com

RICHARD MERRITT – PRESIDENT

ROLE: Economics, Housing, Cost of Development, Growth Areas & Demographics

LENGTH OF TIME WITH FIRM: 30 years

Rick Merritt is President and one of the founders of Elliott D. Pollack & Company and is responsible for management of real estate and economic consulting assignments for the Company. Mr. Merritt has more than thirty-five years of experience in the fields of real estate development and consulting, city planning, and project management.

Mr. Merritt specializes in economic and fiscal impact analysis, real estate market and financial feasibility, and housing market analysis. Some of his significant accomplishments are management of economic and fiscal impact studies of Bank One Ballpark in Downtown Phoenix and the Arizona Tourism and Sports Authority, the entity charged with constructing a multi-purpose stadium for the Fiesta Bowl and Arizona Cardinals in Glendale. He has supervised the completion of numerous market and feasibility studies of the retail office, industrial and residential real estate sectors. Mr. Merritt authored the Arizona Affordable Housing Profile, a study funded by HUD and the Arizona Department of Housing, which examined the housing inventory in each community and county in the State. He also was project manager for the Mesa Housing Master Plan Update and the Housing Market Assessment of the Resolution Copper Area.

RELEVANT & RECENT EXPERIENCE (Past 4 Years):

- » **City of Tolleson General Plan.** Economics, Demographics, Cost of Development, Growth Areas Element
- » **City of Chandler General Plan Update:** Evaluation and analysis of Chandler's economy and workforce, the Cost of Development Element and the section of the Plan on Building a World Class Economy.
- » **Queen Creek General Plan Update:** Responsible for the , the Cost of Development Element and the section of the Plan on Building a World Class Economy.
- » **Goodyear Impact Fee Study:** Prepared for City of Goodyear. EDPCo is responsible for preparation of the Land Use Assumptions which drive the impact fee calculation.
- » **Town of Queen Creek:** Evaluation of the potential impact of increasing impact fee on of the growth and development of the community. The analysis evaluated the impact on both residential and non-residential uses and is currently an on-going analysis.

ABOUT ELLIOTT D. POLLACK & COMPANY

Elliot D. Pollack & Company (EDPCO) offers a broad range of economic and real estate consulting services backed by the most comprehensive database found in Arizona.

FIRM QUALIFICATIONS

The firm's services include land use/land economic studies, marketability and supply/demand studies, financial feasibility analysis, real estate and economic forecasting, fiscal impact studies, demographic analyses, econometric modeling, economic development analysis, and analysis of economic development programs at the local and state level, workforce studies and targeted industry studies.

GENERAL & COMPREHENSIVE PLANNING

PLAN*et has successfully worked with Rick Merritt of EDPCO for over a decade on numerous projects including: Town Of Queen Creek General Plan (2017), Mesa Inner Loop District Land Use Plan (2018), Arizona State Land Department Study N. Pinal County (2018), Arizona State Land Department Study, Fountain Hills(2017), City Of Tolleson General Plan (2014), City Of Casa Grande General Plan (2012), and the Queen Creek Parks And Recreation Master Plan (2017).

Kimley»Horn

EDUCATION

- » M.S., Civil Engineering, Virginia Polytechnic Institute and State University
- » B.S., Civil Engineering, Brigham Young University
- » Registered Professional Engineer in Arizona (#41366), California, and Utah

PROFESSIONAL REGISTRATIONS

- » Association of Pedestrian and Bicycle Professionals
- » Institute of Transportation Engineers

BRENT CROWTHER, P.E., PTOE

ROLE: Transportation

LENGTH OF TIME WITH FIRM: 15 years

Brent has 18 years of experience delivering a diverse range of transportation and infrastructure planning and design projects. He is an experienced champion of integrating transportation and community goals. His relevant experience includes traffic engineering, transportation safety, transportation planning and design, bicycle and pedestrian planning, multimodal transportation, access management, and public involvement. Brent's breadth of experience includes managing projects of all sizes throughout Arizona, including on-call contracts for small rural communities, larger municipalities, and state agencies. He also has extensive experience engaging stakeholders in the planning process and engineering, garnering their input to identify needs and concerns.

RELEVANT & RECENT EXPERIENCE

- » Lake Havasu Avenue Reconstruction, Mesquite Avenue to Swanson Avenue, Lake Havasu City, AZ
- » Burris Lane Drainage and Roadway Improvements, Flagstaff, AZ
- » City of Flagstaff, Milton Road Alternatives Operations Analysis Micro-Simulation Modeling, Flagstaff, AZ
- » Pinetop-Lakeside Pedestrian Safety Study, Pinetop-Lakeside, AZ
- » City of Flagstaff Transit Spine Route Study, Flagstaff, AZ
- » Kachina Village Multimodal Transportation Study (PARA), Kachina Village, AZ
- » City of Sedona Transportation Master Plan, Sedona, AZ
- » San Francisco Street/McCreary Intersection, Flagstaff, AZ
- » Northern Arizona University (NAU), San Francisco Street Circulation Study, Flagstaff, AZ
- » NAU, McCreary Signal, Flagstaff, AZ
- » NAU, San Francisco Street Traffic Analysis, Flagstaff, AZ
- » NAU Circulation Study, Flagstaff, AZ
- » NAU Monuments, Flagstaff, AZ
- » Colorado River Indian Tribes (CRIT) Long Range Transportation Plan (LRTP), Parker, AZ
- » Sun Corridor Metropolitan Planning Organization Regional Transportation Plan, Casa Grande, AZ

ABOUT KIMLEY HORN

At Kimley-Horn, one of the nation's premier planning and design consultants, our professionals are experts in many disciplines yet share one passion: making our clients successful. We combine creative yet practical solutions, a sense of urgency, and a focus on bottom line value to meet your specific project needs.

FIRM QUALIFICATIONS

Kimley-Horn approaches comprehensive planning with a core purpose in mind: to facilitate a process for informed decision making that is aligned with community values and vision, community development strategies, and urban design and transportation priorities.

GENERAL & COMPREHENSIVE PLANNING

Kimley-Horn's approach to comprehensive plans centers on a commitment to:

- » Use goal-setting and visioning exercises to understand baseline community desires.
- » Create a holistic understanding of community dynamics.
- » Conduct a dynamic process that fosters a constructive conversation of community challenges and desires.
- » Provide a framework upon which to offer realistic and measurable strategies for the plan's major elements.
- » Apply an interdisciplinary approach where the Comprehensive Plan is integrated with other community plans, investments, and initiatives.
- » PLAN-et has successfully worked with Kimley-Horn on several General Planning projects including the Award-winning Casa Grande General Plan and the City of Tolleson General Plan Update. Kimley Horn was also a partner on our Complete Streets Guidelines developed for the Maricopa Association of Governments.

Kimley Horn

- 201 N. Montezuma St.
Prescott, AZ 86301
- 928.458.7121
- Andrew.Baird@kimley-horn.com
- www.kimley-horn.com



ANDREW BAIRD, P.E.

ROLE: Roadway / Transportation

LENGTH OF TIME WITH FIRM: 3 years

EDUCATION

- » B.S., Civil Engineering Arizona State University

PROFESSIONAL REGISTRATIONS

- » Registered Professional Engineer in Arizona (#48841), and Nevada
- » American Society of Civil Engineers
- » Arizona Public Works Association

Andrew is a multidiscipline project manager with over 13 years in both the public and private sector. His experience includes the management and design of paving, drainage, and utility projects for states, counties, cities, and private development. Over the last six years Andrew worked primarily on public works projects varying in size and delivery method. This includes on-call contracts throughout Northern Arizona, alternative delivery agency roadway projects, and utility coordination/design. Andrew leads the Kimley-Horn Northern Arizona office located in Prescott, Arizona.

RELEVANT & RECENT EXPERIENCE

- » Lake Havasu Avenue Reconstruction, Lake Havasu City, AZ
- » Lake Havasu City Roadway, Streets, Drainage, Transportation, and Traffic System Improvements On-Call, Lake Havasu City, AZ
- » ADOT Colorado River Indian Tribes SR 95 Sidewalks Project Assessment, Parker, AZ
- » Coconino County On-Call for Engineering Services, Coconino County, AZ
- » Burris Lane Drainage and Roadway Improvements, Flagstaff, AZ
- » Carleton Street and South Cortez Reconstruction, Prescott, AZ
- » City of Prescott Drainage Projects, Prescott, AZ
- » City of Sedona Uptown Roadway Improvements, Sedona, AZ
- » Hassayampa Village Lane/Thumb Butte Intersection Improvements, Prescott, AZ
- » Prescott Signal Warrant Analysis, Prescott, AZ
- » Prescott Pickleball Court and Parking Layout, Prescott, AZ
- » Town of Camp Verde Community Park, Camp Verde, AZ
- » US Highway 191 Mountain Avenue Intersection Relocation, Morenci, AZ
- » Woodland Road Multi-Purpose Pathway, Town of Pinetop Lakeside On-Call, Pinetop-Lakeside, AZ
- » Willow Lake Road/Prescott Lakes Parkway Signal, Prescott, AZ
- » Zuni Drive Improvements, Flagstaff, AZ
- » City of Sedona Transportation Master Plan, Sedona, AZ
- » Flagstaff Meadows Unit 1 Pavement Improvements, Flagstaff, AZ
- » City of Prescott On-Call, Prescott, AZ

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GEOFFREY BROWNELL, PE, CFM

ROLE: Water Resources

LENGTH OF TIME WITH FIRM: 3 years

EDUCATION

- » B.S. Geological Engineering, New Mexico State University

PROFESSIONAL REGISTRATIONS

- » P.E. in Arizona (#42317), NV, CA
- » CFM (#02-00581)

Geoff is a senior project manager with 20 years of progressive experience in drainage design, flood hazard analyses, and flood hazard mitigation. He has served as project manager and project engineer for numerous drainage and floodplain studies, ranging from small storm drain improvements to large-scale master plans. Geoff has led many projects developing one- and two-dimensional hydrology and hydraulic models for river systems, local and regional watersheds, and land development throughout Arizona and the Southwest. As a former Federal Emergency Management Agency (FEMA) contractor, Geoff is also an expert in large floodplain mapping studies, map revisions, and the Conditional Letter of Map Revision (CLOMR)/Letter of Map Revision (LOMR) process.

RELEVANT & RECENT EXPERIENCE

- » Cudia City Wash ADMS, Phoenix/Paradise Valley, AZ
- » Goodyear Plan Review, Goodyear, AZ
- » Eagle Eye Rd @ Tiger Wash, Maricopa County, AZ
- » *Golden Valley Zone A Study, Mohave County, AZ
- » *Golden Valley Zone A/AE Physical Map Revision, Mohave County, AZ
- » *Casa Grande Downtown Drainage Master Plan, Casa Grande, AZ
- » *Douglas/Agua Prieta Flood Hazard Mitigation Alternatives Study, Douglas, AZ and Agua Prieta, MX
- » *Crossroads East Drainage Infrastructure Design, Scottsdale, AZ
- » *Apache Junction Risk MAP Project, Pinal County, AZ
- » *Gila Bend Area Drainage Master Plan Update/HAZUS Analysis, Gila Bend, AZ
- * Prior to Kimley-Horn

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JENNIFR SIMPKINS, REP

ROLE: Environmental

LENGTH OF TIME WITH FIRM: 5 years

EDUCATION

- » M.S. Environmental Resource Management, Florida Institute of Technology
- » B.S. Environmental Science, University of West Alabama
- »

PROFESSIONAL REGISTRATIONS

- » Registered Environmental Professional (#6063)
- » National Registry of Environmental Professionals

Jennifer has more than 18 years of experience in managing environmental regulatory compliance issues for both the private and public sector. She is well-versed in Section 404 permitting for impacts to Waters of the U.S. with experience preparing PJDs, individual and nationwide permits applications, and mitigation plans. Jennifer has extensive experience in conducting PISAs and Phase I/II Environmental Site Assessments. Her NEPA experience includes CEs, EAs, and EISs.

RELEVANT & RECENT EXPERIENCE

- » Sacramento Wash Bridge, Topock, AZ
- » Sacramento Wash Improvements, Kingman, AZ
- » Lake Havasu City NEPA Requirements, Lake Havasu City, AZ
- » Sunrise Vistas Off-site Drainage Improvements Environmental Services, Bullhead City, AZ
- » Arizona DOT, Topock Port of Entry, Topock, AZ
- » Colorado River Indian Tribes LRTP, Parker, AZ
- » Mohave County ALERT Sites, Mohave County, AZ
- » Lake Havasu City Roadway, Streets, Drainage, Transportation, and Traffic System Improvements On-Call, Lake Havasu City, AZ
- » Lake Havasu State Park Boat Launch Design, Lake Havasu City, AZ
- » MCDOT, Tuthill Road Bridge at the Gila River, AZ
- » ADOT I-10 County Line to Salome Highway, AZ
- » ADOT I-10, Sunshine Boulevard to Picacho Peak Dust Safety Improvement Project, AZ
- » City of Tucson Bicycle Share Feasibility Study, Tucson, AZ
- » ADOT SR 101L (Chaparral Road to SR 202L) General Purpose Lanes Design, Scottsdale, AZ
- » City of Buckeye, Skyline Regional Park, Buckeye, AZ
- » Colorado River Indian Tribes LRTP, Parker, AZ
- » Town of Sells Pedestrian Bridge/HAWK Sidewalk Project, Sells, AZ
- » ADOT SR 303L, El Mirage Road TI Final Design, Peoria, AZ
- » City of El Mirage Citywide Traffic Signal Improvements, El Mirage, AZ
- » Picture Rocks Multimodal Transportation Study, Picture Rocks, AZ

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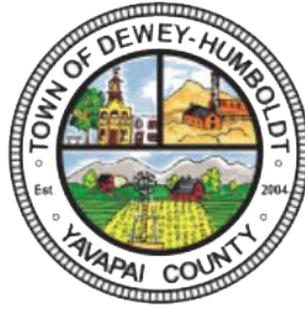


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PROJECT MANAGER
 Leslie Dornfeld, FAICP, CSBA
 PLAN*et

**Local Expertise
 Community Vision
 Plan Goals**
 Dewey Humboldt
 Community

**COMMUNITY
 ENGAGEMENT**
 Leslie Dornfeld, PLAN*et

**LAND USE &
 DEVELOPMENT**

Land Use
 Leslie Dornfeld,
 FAICP, CSBA
 PLAN*et

**TRANSPORTATION,
 ENVIRONMENT
 WATER**

Transportation
 Brent Crowther, P.E.,
 PTOE
 Kimley Horn

*Andrew Baird, P.E. Kimley
 Horn*

Water
 Geoffrey Brownell, P.E.
 CFM
 Kimley Horn

Environmental
 Jennifer Simpkins, REP
 Kimley Horn

**DEMOGRAPHICS,
 HOUSING
 ECONOMICS**

*Demographics,
 Projections,
 Economics, Housing,
 Cost of Development*
 Rick Merritt
 EDPCo

**COMMUNITY
 SERVICES**

*Public Buildings,
 Recreation and
 Open Space, Safety,
 Energy*
 Leslie Dornfeld,
 FAICP
 PLAN*et







PROJECT UNDERSTANDING

To help focus this update of the General Plan, the Town of Dewy Humboldt is wisely breaking it's General Plan Update into two phases. Phase I is examination of the existing Plan and it's relevance to planning issues currently under consideration and anticipated in the future and Phase II, and update of the plan based on those findings. We recognize that since the recovery of the 2008 recession, Dewy Humboldt has almost recovered it's share of the County population and is experiencing some modest growth. The 2012 Dewy Humboldt Transportation Plan projects a 2031 population ranging between a low of 4,700 and high of 7,244 persons, substantially higher than the State 2031 projection of 4,313. The Transportation Plan also projects a build out population of 15,000 at 2.45 persons per household under the current land use plan. At a 2% per annum growth rate, the Town could reach build-out in approximately 50 years.

As population continues to increase Dewy-Humboldt will need to consider the quality of life it wishes to offer its residents and the planning challenges it might encounter in doing so. We anticipate some of these challenges might be focused around current decisions, such as relocating the Town Offices. Longer term challenges could include how to manage allow commercial uses along SR69, and 169, developing an employment base (or not), new housing densities, providing trails and open space for residents, and community safety (fire), and roadway improvements (although much of this is addressed in the Town's 2014 Transportation Plan). When we worked with the Town of Cave Creek on their original General Plan, the then 3,900 population Town recognized that Cave Creek Road and Carefree Highway were their only opportunities for commercial development that would bring revenues into the Town. They also recognized that as the region grew, housing demand would increase, and areas for higher density housing would need to be identified. Their plan included strategies to address these planning challenges. Now, with 5,000+/- residents the Town has a thriving commercial area along Cave Creek Road, regional commercial along Carefree highway and a mix of housing types that are in keeping with it's western culture and lifestyle. While not the same as Cave Creek, Dewy Humboldt is approximately the same size as Cave Creek is now. The Town has amazing open space and other resources associated with it - including the Agua Fria River and Prescott National Forest/Bradshaw Mountains - much like Cave Creek's Spur Cross Ranch. Prescott Valley, the fastest growing area in the County and the 2nd largest jurisdiction in the County is at the Town's door. Yavapai County is growing, and almost 25% of the County's 2020 to 2030 growth in incorporated areas and designated places will occur in the areas immediately surrounding Dewy Humboldt - Prescott Valley, Mayer, Spring Valley and Cordes Lakes. This growth provides opportunities for Dewy Humboldt to position itself as a sub-regional leader and capture potential revenues from locals and visitors without sacrificing it's rural culture and character.

The Town has started thinking about challenges already. The 2014 Transportation Plan identifies roadway and non-vehicular improvements for the near, mid, and long term. The city council is focused on and making decisions about the location of new Town Offices, fire safety, and it's role in regional economic development activities.

Because the Town has a population greater than 2,500 people, and it's growth rate has not exceeded 2% per annum between 2000 and 2010 or between 2010 and 2018 this update does not need to be ratified. Similarly, in accordance with State Statute, the updated plan need only include a land use and circulation element. With this update, and the Town has flexibility to update the 2009 Cost of Development, Open Space/Trails, Environmental Planning and Water Resources elements as well as potentially include an economic development, housing, growth areas, and aggregate element.



PROJECT APPROACH

In contrast to traditional General Plan Updates, where the old plan is jettisoned and replaced, or simply re-adopted, this update seeks to assess the 2009 General Plan and provide meaningful guidance for its update resulting in a usable document to guide the Town as it makes decisions about land use, economic development, transportation, parks, trails and open spaces, and community resources. We understand this process will occur in two phases. Phase I will evaluate the existing 2009 General Plan for its relevancy as a guiding document for the next decade and beyond. Phase II will update the 2009 General Plan based on the findings and outcome of Phase I. Our approach to Phase I will:

- Educate the community about the function and value of the General Plan.
- Provide updated statistics and other information to inform the community about the potential impacts of projected growth on transportation, land use patterns, and housing, on community resources such as water and open space access, and on community services such as parks and trails.
- Affirm/update the General Plan Vision
- Conduct working group and community meetings that include a robust community dialogue to discuss and identify key planning challenges to be addressed in the update of the 2009 General Plan.
- Determine if the 2009 General Plan Goals and objectives address the identified challenges to the satisfaction of the community and specific elements/maps to be updated
- Develop a framework for the update of the 2009 General Plan that includes elements required by Statute.

We anticipate Phase II will require:

- Work with the community to develop strategies to address identified planning challenges in a manner acceptable to the community
- Creating a section that describes Dewy Humboldt today (population, land use, transportation systems, recreation and amenities, natural resources including open space and water)
- Update the layout of the General Plan to make it more reader and web-friendly (including links to resources and references)
- Updating General Plan amendment, land use, transportation, parks and recreation and other maps to a digital format that is mutually agreeable to the consultant and the Town
- Updating the Plan elements and their goals and strategies



Douglas Redevelopment Plan Visioning



Goodyear General Plan Open House

METHODOLOGY & APPROACH

- Potentially developing new General Plan Elements
- Conducting community meetings on the plan
- Presenting the General Plan at Public Hearings of the Planning Commission and Town Council public meetings for action and adoption
- Supporting the Town to keep the General Plan “front and center” between adoption and voter ratification



PHASE I: APPROACH TO REQUIRED SERVICES

TASK 0. GENERAL PLAN SCOPE AND SCHEDULE MEETING WITH TOWN STAFF

This task includes an in-person meeting to review the project scope, develop a project schedule for community, steering committee, and

TASK 1: EXISTING PLAN EVALUATION & APPRAISAL

TASK 1A. STEERING COMMITTEE MEETING 1: GENERAL PLAN KICK-OFF AND 2009 PLAN VISION REFINEMENT

At this first, kick off meeting, PLAN*et will present our Phase I scope and schedule, and present the 2009 Vision for a facilitated discussion that results in refinement of the Vision. The refined vision will be presented at the Issue Focused Community Meeting (Task 5) for additional comment. The Vision will be refined with the intent of council adoption for inclusion in the 2009 General Plan update (Phase II).

TASK 1B. DEMOGRAPHICS / LAND USE / OPEN SPACE / HOUSING / ECONOMIC ASSESSMENTS

Development of baseline and 2030 and 2050 projections for population, housing and jobs. Development of current land use, trails and open space, and zoning maps. These maps will be developed based on publicly available data and data provided by the Town in a digital format agreeable to the Town and PLAN*et. The assumed end use of the maps and projections will be incorporation into the Phase II update of the 2009 General Plan.

TASK 1C. STEERING COMMITTEE MEETING :2 TOPIC IDENTIFICATION

At this meeting, PLAN*et will present its findings from the research completed in Task 3 and facilitate a discussion on key Planning Challenges faced by the Community. The issues identified by the Steering Committee will be used to frame the issues discussion in Task 4: Focused Community Meeting.

TASK 1D. A SURVEY (VIA SURVEYMONKEY) TO SOLICIT COMMENT ON THE KEY PLANNING CHALLENGES IDENTIFIED BY THE STEERING COMMITTEE AND TO SEEK BROAD BASED COMMUNITY FEEDBACK ON THE GOALS, OBJECTIVES, AND POLICIES/ACTIONS OF THE CURRENT GENERAL PLAN.

We conducted a similar survey for the Town of Queen Creek, which asked community members which goals



Town of Hayden General Plan Update

they would like to keep, amend (and the amendment they would make), or discard. The findings from this survey would be presented at the Issue Focused Community Meeting (Task 5, below).

TASK 1E: ISSUE FOCUSED COMMUNITY MEETING (TOPICAL ROUND TABLES)

To help focus on what the General Plan should and could focus on, we propose a community meeting where information about current conditions is presented and key planning challenges are described. After the presentation, participants will be asked to participate in focused discussions on issues important to them. The issue discussions could be focused around topics such as and not limited to land use (where should the town create it's downtown and what should it look like?), economic development and future areas of development, trails/open spaces, housing densities, fire safety, and water.

TASK 2: PLAN FRAMEWORK

TASK 2A: DEVELOP A RECOMMENDED OUTLINE FOR THE UPDATED OUTLINE AND KEY PLANNING ISSUES FOR THE 2009 GENERAL PLAN UPDATE

Our approach to updating the 2009 General Plan will be to substantially rely on the input received during this Phase and recently developed and adopted plans and policies. Should the community be willing, we will include a reformat to make these plans more web-friendly so it can include links (for the on-line version) to other resources and materials. We also suggest moving demographic and statistical information into an appendix (that is not adopted or ratified) so it can updated without amending the plan. For the plan introduction and for each element, our approach to the update will be to organize the elements into chapters organized around the Town Vision.

TASK 2B. STEERING COMMITTEE MEETING 3: GENERAL PLAN 2009 OUTLINE UPDATE AND NEXT STEPS MEETING

PLAN*et will present the Recommended Outline to the Steering Committee for discussion and refinement/finalization of the key issues that should be addressed within this General Plan update. As State Statute is not burdensome with regards to the General Plan Elements required by Statute, the Steering Committee has wide latitude to identify those elements, in addition to land use and circulation, that should be included in the update. We anticipate, that in addition to the elements already included in the 2009 plan, the Town might consider including a housing, aggregate, and safety (fire protection) element. We also suggest that the Open Space / Trails element include recreation and the Environmental Planning Element be incorporated into a Conservation Element.

TASK 2C: PRESENTATION TO TOWN PLANNING COMMISSION AND TOWN COUNCIL

PLAN*et will attend a meeting of the Town Planning Commission and a meeting of the Town Council to present the Draft General Plan outline and next steps/time line. Based on the comments received at the Town Council and Planning Commission, we will revise the outline and time line to final and provide it to the Town Project Manager.

Phase I Proposed Time Line								
	2019	2020						
	Dec.	Jan	Feb	Mar	April			
Task 1: Meeting with Town Staff								
Task 2: Steering Committee Meeting 1								
Task 3: Demographics								
Task 4: Steering Committee Meeting 2								
Task 5: Survey Monkey Survey								
Task 6: Community Meeting								
Task 7: Updated Plan Outline/Issues								
Task 8: Steering Committee Meeting 3								
Task 9: Commission / Council								



PHASE II: APPROACH TO GENERAL PLAN UPDATE

TASK 9: PREPARE A SCOPE OF SERVICES FOR THE UPDATE OF THE TOWN 2009 GENERAL PLAN IN CONFORMANCE WITH STATE LAW.

Should the town desire, we propose the following services be included in Phase II:

- A **Land Use Planning Workshop** where residents share their ideas of the locations and types of development desired for their community
- A **General Plan Open House** where the refined plan is presented to the community.
- **Ongoing Steering Committee Meetings** to help guide the update process
- **Public Hearings** as required by Statute
- **General Plan Informational Brochure** that will address:
 - » “Why Update the General Plan?” - This will highlight key issues and concerns that could be addressed through the update and also explain that it is a State requirement
 - » “How and When Will the Plan Be Updated” - This will outline, using graphics and text planned Steering Committee, Community workshops, and Public Hearings to update the plan and well as reference (through QR code and Text) the General Plan Website
 - » “Who Do I contact for More Information?” - This will identify contact names and numbers.
- **Distribution of the Plan to 60-day review entities** and recording of 60-day review comments
- **Update of General Plan maps, elements, goals, and strategies** based on Phase I
- **Incorporating the Environmental Planning Element into a new Conservation Element**
- **Development of new Housing, Economic, Safety, and Aggregate elements** and incorporation of Recreation into the Trails and Open Space element
- **Draft and Final Plan documents** as follows:
 - » A digital draft plan (for review by the City Project Manager)
 - » A revised draft (presented at a Public Workshop, posted on line, and presented to the Planning and Zoning Commission and City Council at a work session)
 - » A public review draft (for distribution by the Town to 60-day review agencies and the Planning Commission)
 - » A final draft final plan (presented at public hearings and the Planning Commission and City Council for recommendation and adoption).



COUNCIL COMMUNICATION

Regular Council Meeting Date: **December 3, 2019**

Agenda Item: **9.B.**

Submitted by: Edward L. Hanks, Jr., Town Manager

Subject:

Discussion and possible action to approve a future presentation to Council by Jack Smith or Jeff Hays, United States Department of Agriculture (USDA) – Rural Development, Arizona Office, relating to Rural Business Development Grants.

Background:

The USDA – Rural Development Arizona Office is promoting grant opportunities through the USDA that are open to Towns. Grant amounts vary, typically from \$10,000 up to \$500,000, with smaller grants typically being given higher priority. Funds may be used for a variety of reasons, so long as they benefit small and emerging businesses in rural areas.

Staff is requesting Council consideration of approving a presentation at a future Council Meeting. Due to the in-depth nature of the presentation, staff would recommend that a Special Meeting be scheduled for the presentation and to discuss this topic.

Financial Impact:

None.

Direction Requested:

Staff is seeking Council approval to schedule a future presentation by the USDA – Rural Development.

Suggested Motion:

For: I move to approve having a future presentation given by the USDA – Rural Development.

Against: I move to deny having a presentation given by the USDA – Rural Development.

Attachments:

Rural Business Development Grants fact sheet; Summary of Major Programs.



Rural Business Development Grants (RBDG)

What does this program do?

RBDG is a competitive grant designed to support targeted technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas that have fewer than 50 employees and less than \$1 million in gross revenues. Programmatic activities are separated into enterprise or opportunity type grant activities.

Who may apply for this program?

Rural public entities including, but not limited to:

- Towns
- State agencies
- Nonprofit Corporations
- Federally recognized Tribes
- Communities
- Authorities
- Institutions of Higher Education
- Rural Cooperatives

What is an eligible area?

RBDG funds must be directed for projects benefitting rural areas or towns outside the urbanized periphery of any city with a population of 50,000 or more. **Check eligible areas.**

How much funding is available?

There is no maximum grant amount for enterprise or opportunity type grants; however, smaller requests are given higher priority. Generally, grants range from \$10,000 up to \$500,000. There is no cost sharing requirement. Total opportunity type grant funding is limited statutorily to up to 10% of the total RBDG annual funding.

How may funds be used?

Enterprise type grant funds must be used on projects to benefit small and emerging businesses in rural areas as specified in the grant application. Uses may include:

- Training and technical assistance, such as project planning, business counseling/training, market research, feasibility studies, professional/technical reports, or product/service improvements
- Acquisition or development of land, easements, or rights of way; construction, conversion, renovation, of buildings, plants, machinery, equipment, access streets and roads, parking areas, utilities

- Pollution control and abatement
- Capitalization of revolving loan funds including funds that will make loans for start-ups and working capital
- Distance adult learning for job training and advancement
- Rural transportation improvement
- Community economic development
- Technology-based economic development
- Feasibility studies and business plans
- Leadership and entrepreneur training
- Rural business incubators
- Long-term business strategic planning

Opportunity type grant funding must be used for projects in rural areas and they can be used for:

- Community economic development
- Technology-based economic development
- Feasibility studies and business plans
- Leadership and entrepreneur training
- Rural business incubators
- Long-term business strategic planning

Rural Business Development Grants (RBDG)

How are applications evaluated for competitive funding?

RBDG applications compete at the state office level, which are dependent on appropriations.

All applications are evaluated based on:

- Evidence showing job creation to occur with local businesses;
- Percent of nonfederal funding committed to the project;
- Economic need in the area to be served;
- Consistency with local economic development priorities;
- Experience of the grantee with similar efforts; and
- Other factors described in the current Notice of Solicitation of Applications (NOSA), if one is published.

How do we get started?

Applications are accepted through USDA Rural Development's **local or State offices** once per year. Applicants are advised to view program information specific to your **local or State office** to learn about local application timelines, concept paper requirements, etc.

Grant awardees will need to complete required paperwork and comply with the terms and conditions of the award. Contact your **local or State office** for details.

Who can answer questions?

Contact your **local office**.

What governs this program?

- Basic Program – 7 CFR Part 4280, Subpart E
- This program is authorized by the Consolidated Farm and Rural Development Act (ConAct)

What governed the predecessor programs of RBEG and RBOG, as well as all awards given before FY 2015?

- RBEG Basic Program - RD Instruction 1942-G
- RBOG Basic Program - 7 CFR Part 4284
- This program was authorized by the Consolidated Farm and Rural Development Act (ConAct)

Why does USDA Rural Development do this?

This program provides grants for rural projects that finance and facilitate development of small and emerging rural businesses, help fund distance learning networks, and help fund employment related adult education programs. To assist with business development, RBDGs may fund a broad array of activities.

NOTE: Because citations and other information may be subject to change please always consult the program instructions listed in the section above titled "What Law Governs this Program?" You may also contact **your local office** for assistance. You will find additional forms, resources, and program information at www.rd.usda.gov. *USDA is an equal opportunity provider, employer, and lender.*



USDA Rural Development Summary of Major Programs

USDA Rural Development is committed to future of rural communities. Through our programs, we help to improve the economy and quality of life for rural Americans.

Rural Development contacts and funding notices are at www.rd.usda.gov. The **Contact Us** menu tab has office addresses and phone numbers, or use our toll-free number at 1 (800) 670-6553 to be connected.

Rural Housing and Community Facilities Programs

Program	Objective	Applicant	Uses	Population	Loan/Grant	Terms/Conditions
<u>Single-Family Housing Direct Loans (including Self-Help Loans)</u>	Safe, well-built, affordable homes for very-low- and low-income rural Americans.	Families and individuals.	Buy, build, improve, repair or rehabilitate a rural home as the applicant's permanent residence.	Rural areas with populations of up to 35,000.	Direct loan.	Up to 100% of market value or cost. Loan term of 33/38 years. Applicant may be eligible for payment assistance (subsidy) on the loan.
<u>Single-Family Housing Loan Guarantees</u>	To assist low- to moderate-income applicants/household buy their homes by guaranteeing loans made by private lenders.	Families and individuals.	Purchase new or existing homes and refinance existing Rural Development guaranteed or direct loans.	Rural areas with populations of up to 35,000.	Loan guarantee.	30-year fixed. The interest rate is negotiated between lender and borrower. Loans up to 100% of market value plus the amount of the up-front guarantee fee being financed.
<u>Single-Family Repair Loans and Grants</u>	To help very-low-income applicants remove health and safety hazards or repair their homes.	Families and individuals who currently own their home.	Repair/replace roof, winterize, purchase or repair heating system, structural repair, water/sewage connect fees, etc.	Rural areas with populations of up to 35,000.	Direct loan and grant.	Loans up to \$20,000 up to 20 years at 1%. Grants available to very-low-income applicants 62 years or older unable to pay a 1% loan.
<u>Self-Help Housing Technical Assistance Grants</u>	Helps lower-income families build their own homes.	Nonprofits and public bodies.	Technical assistance to help small groups of families build each other's homes.	Rural areas with populations of up to 35,000.	Grant.	Grant agreement.
<u>Rural Rental Housing Direct Loans</u>	Safe, well-built, affordable rental housing for very-low-income individuals and families.	Individuals, trusts, associations, limited partnerships, for-profit and nonprofit entities, tribes, public bodies.	Rental housing new construction or substantial rehabilitation.	Rural areas with populations of up to 35,000.	Direct loan.	Up to 100% of total development cost (nonprofits); 97% (for-profits); 95% (for-profits with Low-Income Housing Tax Credits). 30-year term with up to 50-year amortization.
<u>Rural Rental Housing Loan Guarantees</u>	Guarantees on loans to build or preserve affordable housing for very-low to moderate-income tenants.	For-profit and nonprofit lenders.	Build or rehabilitate affordable rental housing.	Rural areas with populations of up to 35,000.	Loan guarantee.	At least 25-year term with fixed interest rate. Loan guarantees on up to 90% of the principal.
<u>Housing Preservation Grants</u>	Repair and rehabilitate housing owned or occupied by very-low- and low-income rural families.	Public bodies and nonprofit organizations.	To operate a program that finances repair and rehabilitation activities for single-family and small rental properties.	Rural areas with populations of up to 35,000.	Grant.	Grant agreement.
<u>Farm Labor Housing Loans and Grants</u>	Safe, well-built affordable rental housing for farmworkers.	Individuals, public and private nonprofit organizations.	Rental housing new construction or substantial rehabilitation.	Not applicable.	Direct loan and grant.	Up to 102% of total development cost. Up to 33 years to repay at 1% interest.
<u>Community Facilities Loans and Grants</u>	Improve, develop, or finance essential community facilities for rural communities.	Public bodies, nonprofits, and Federally recognized Indian Tribes.	Construct, enlarge, or otherwise improve essential community facilities, such as public safety, fire and rescue, telecommunications, schools, libraries, hospitals, other healthcare facilities, etc. This may include furnishings, fixtures, and other required equipment.	City, town, or unincorporated area of not more than 20,000 in population. Facilities must primarily serve rural residents.	Direct loan, loan guarantee, or grant.	Up to 100% of market value. Term is for useful life of the facility or equipment, the State statute, or 40 years. Maximum grant 75% of project cost. Grant eligibility based on income, population, and need.
<u>Rural Community Development Initiative</u>	To facilitate housing, community facility, and community and economic development projects.	Private nonprofit or public organizations, philanthropic foundations, low-income communities.	Technical assistance grants of \$50,000 to \$300,000 to develop the capacity and ability of awardees to carry out needed projects.	City, town, or unincorporated area of not more than 50,000 in population.	Grant.	Matching funds required for grant.

For direct loans and grants, apply to Rural Development. For loan guarantees, apply to participating intermediaries such as approved banks, mortgage companies, etc.

Rural Business and Cooperative Programs

Program	Objective	Applicant	Uses	Population	Loan/Grant	Terms/Conditions
<u>Business and Industry Loan Guarantees</u>	Create jobs/stimulate rural economies by providing financial backing for rural businesses.	Lenders/businesses.	Real estate, buildings, equipment, supplies, working capital, and some debt refinancing.	All areas except cities over 50,000 and their contiguous urbanized areas.	Loan guarantee.	Lender and borrower negotiate terms. Up to 30 years for real estate, 15 years for machinery and equipment, and 7 years for working capital.
<u>Rural Business Development Grants</u>	Help small and emerging private businesses, and/or nonprofits in rural communities, startup or expand. Note: This program combines the former Rural Business Enterprise Grant and Rural Business Opportunity Grant programs and was created through the 2014 Farm Bill.	Public bodies, government entities, nonprofit entities, and Federally recognized tribes.	Acquire or develop land, buildings, plants and equipment; build or improve access roads, parking areas, utility extensions, and water and waste disposal facilities; provide technical assistance; establish revolving loan funds; and support rural distance learning programs that provide educational or job training.	All areas rural in character except cities over 50,000 and their contiguous urbanized areas.	Grant.	Grants are awarded on a competitive basis.
<u>Intermediary Relending Program Loans</u>	Establish revolving funds for business facilities and community development projects.	Public bodies, nonprofit corporations, Native American tribes, and cooperatives.	Community development projects, establish or expand businesses, create or save rural jobs.	Rural areas and incorporated places with populations of less than 50,000.	Direct loan.	The intermediary makes loans to businesses from its revolving loan fund on terms consistent with security offered. Intermediary pays 1% for 30 years.
<u>Rural Microentrepreneur Assistance Program</u>	Establish revolving funds to target assistance to small rural enterprises.	Microenterprise Development Organizations (MDOs).	Loans, technical, and capacity-building assistance to businesses with 10 or fewer employees and sole proprietorships.	All areas except cities over 50,000 and their contiguous urbanized areas.	Loans, grants.	Rural microenterprises apply directly to the intermediary.
<u>Rural Economic Development Loans and Grants</u>	Finance economic development and job creation in rural areas.	Rural Utilities Service-financed electric and telephone utilities.	Business startups or expansion projects that create rural jobs.	Rural areas with priority to places with populations of 2,500 or less.	Direct loan or grant to establish revolving loan fund.	Intermediary makes loans to for-profit or nonprofit businesses and public bodies. Loans are 0% for 10 years.
<u>Rural Cooperative Development Grants</u>	Establish/operate centers for cooperative development.	Nonprofits and institutions of higher education.	Establish centers to provide technical assistance, training, applied research, and data collection and interpretation, for the purpose of cooperative development.	All areas except cities over 50,000 and their contiguous urbanized areas.	Grant.	Minimum 25% fund match (5% for 1994 Institutions). Grants awarded competitively.
<u>Socially Disadvantaged Groups Grants</u>	Funds to eligible co-ops, co-op associations, or co-op development centers for technical assistance to small, socially disadvantaged groups in rural areas. Note: This program was formerly known as the Small, Socially Disadvantaged Producer Grants Program.	Cooperatives and co-op development centers that serve socially disadvantaged groups where a majority of the board of directors or governing board is comprised of individuals who are members of socially disadvantaged groups.	Technical assistance.	All areas except cities over 50,000 and their contiguous urbanized areas.	Grant.	Grants are awarded on a competitive basis. There is no matching requirement.
<u>Value-Added Producer Grants</u>	Help independent agricultural producers enter into activities that add value to their products.	Independent producers, farmer and rancher cooperatives, producer groups, majority-controlled producer-based business ventures.	Feasibility studies, business plans; working capital.	All areas.	Grant.	Grants are awarded on a competitive basis. Funds may not be used to build facilities or purchase equipment. Funds must be matched on a dollar-for-dollar basis.

Rural Business and Cooperative Programs (Continued)

Program	Objective	Applicant	Uses	Population	Loan/Grant	Terms/Conditions
<u>Rural Energy for America Program (REAP) Loan Guarantees and Grants</u>	Provide assistance for energy efficiency improvements or to purchase a renewable energy system for operations.	Rural small businesses and agricultural producers.	Energy efficiency improvements, renewable energy systems, land acquisition, and working capital.	Cities, towns, unincorporated areas with population less than 50,000. (Population limits do not apply to agricultural producers.)	Loan guarantee and/or grant.	Grants up to 25% of project costs not to exceed \$250,000 for energy efficiency projects and \$500,000 for renewable energy. Loan guarantees up to 75% of project cost not to exceed \$25 million.
<u>REAP Audit/Development Grants</u>	Grants for entities to pass through to small businesses or agricultural producers for 75% of the cost of an energy audit or renewable energy development assistance.	State, tribal, or local government institutions of higher education; rural electric cooperatives; or public power entities.	\$100,000 grant to entities; smaller ones to small businesses and agricultural producers for 75% of energy audit or renewable energy development assistance.	Cities, towns, unincorporated areas with population less than 50,000.	Grant.	\$100,000 to entities and up to 75% of the cost of energy audit for renewable energy development assistance.
<u>Biorefinery, Renewable Chemical, and Biobased Product Manufacturing Assistance Program Loan Guarantees</u>	Loan guarantees to develop and construct commercial-scale biorefineries or retrofit facilities using eligible technology for the development of advanced biofuels. Note: This program was formerly known as the Biorefinery Assistance Program.	Individuals, Indian Tribes, State or local governments, corporations, farm cooperatives, associations of agricultural producers, national laboratories, higher learning institutions, rural electric co-ops, public power entities, consortiums of any of the entities.	Loan guarantees to develop and construct commercial-scale biorefineries or retrofit facilities to use eligible technology for the development of advanced biofuels.	No restrictions.	Loan.	90% (maximum) guarantee on loans up to \$125 million; 80% (maximum) guarantee on loans less than \$150 million; 70% (maximum) guarantee on loans of \$150 million but less than \$200 million; 60% (maximum) guarantee on loans of \$200 million up to \$250 million.
<u>Repowering Assistance Program</u>	Payments to biorefineries to replace fossil fuels with biomass.	Biorefineries.	Grant to biorefineries, including ethanol and biodiesel plants that use electricity generated from natural gas and coal and require this for the fermentation process.	No restrictions.	Grant.	As funds are available. Complete applications submitted to National Office for review. Grant awards determined by National Office.
<u>Advanced Biofuel Payment Program</u>	Payments to producers of advanced biofuels.	Eligible producers of advanced biofuels.	Grant to producers of advanced biofuels (non-commercial-based).	No restrictions.	Grant.	As funds are available. Complete applications submitted to National Office for review. Grant awards determined by National Office.

For direct loans and grants, apply to Rural Development. For loan guarantees, apply to participating intermediaries such as eligible banks, etc. For revolving funds (IRP, REDLG, RMAP), intermediaries apply to Rural Development, others to the intermediaries.

Rural Utilities Programs

Program	Objective	Applicant	Uses	Population	Loan/Grant	Terms/Conditions
<u>Water and Waste Disposal Loans and Grants</u>	Provide infrastructure for rural areas.	Public entities, Indian Tribes, and nonprofit corporations.	Build, repair, and improve public water systems and waste collection and treatment systems.	Rural areas and towns with up to 10,000 population.	Direct loan and grant.	Repayment period is a maximum of 40 years. Grant funds may be available.
<u>Water and Waste Disposal Loan Guarantees</u>	Provide infrastructure for rural areas.	Public entities, Indian Tribes, and nonprofit corporations.	Construct, repair, and improve water supply and distribution systems and waste collection and treatment systems.	Rural areas and towns with up to 10,000 population.	Loan guarantee.	Eligible lenders obtain up to a 90% guarantee on loans they make and service.
<u>Solid Waste Management Grants</u>	Provide technical assistance and/or training to those who operate and maintain active landfills.	Public bodies, private nonprofit organizations, Indian Tribes, and academic institutions.	Technical assistance and training to improve landfill conditions and protect against threats to nearby water resources.	Rural areas and towns with up to 10,000 population.	Grant.	Applications accepted year-round. Complete applications submitted to National Office for review.
<u>Technical Assistance/ Training/Circuit Rider</u>	Provide technical assistance and training.	Public, private, and nonprofit organizations.	Technical assistance and training to assist with management of water and waste projects.	Rural areas and towns with up to 10,000 population.	Grant.	As funds are available. Complete applications submitted to National Office for review.
<u>Rural Broadband Direct Loans and Loan Guarantee</u>	Deployment of broadband service to eligible rural communities. Note: The 2014 Farm Bill revised program provisions. An interim rule was published in published in FY 2015.	Entities seeking to provide broadband services in rural areas.	Funds to construct, improve, and acquire facilities and equipment to provide broadband service in eligible rural communities.	Refer to the rule for specific definition and population limits.	Minimum and maximum loan amounts published annually in the <i>Federal Register</i> .	Refer to the rule for loan terms and conditions.
<u>Electric and Telecommunications Loans</u>	Help rural communities obtain affordable, high-quality electric and telecommunications services.	Nonprofit and cooperative associations, public bodies, and other utilities.	Generation, transmission facilities and distribution of electric power, including alternative, renewable, conservation and energy efficiency programs. Enhance 911 emergency service, digital switching equipment, and fiber optic cable, along with traditional main system telecommunications service.	Electric: areas served by an existing rural electric borrower, or rural areas other than a city or town of more than 20,000. Telecommunications: areas cities with population under 5,000.	Direct loan or loan guarantee.	Interest rates established in accordance with 7 CFR 1714. Contact RUS at www.rd.usda.gov or 1 (800) 670-6553.
<u>Energy Efficiency and Conservation Loan Program</u>	Finances energy efficiency and conservation projects for commercial, industrial, and residential consumers.	Existing electric loan borrowers (utilities) serving rural areas.	Improve energy efficiency for existing electric facilities; attract new business and create jobs; reduce fossil-fuel use; energy-efficiency measures for consumers; energy audits; and more.	Rural areas and towns up to 20,000 population. Eligible communities can be combined into larger service areas.	Loans.	Repayment period is 15 years unless ground-loop source investments or technology have a longer lifespan.
<u>Rural Energy Savings Program</u>	Helps rural families and small businesses achieve cost savings through loans to qualified consumers to implement durable cost-effective energy efficiency measures.	Current and former RUS borrowers or their subsidiaries, and entities that meet retail electric service needs in rural areas.	Implement energy efficiency measures to decrease energy use or costs for rural families and small business.	Contact RUS to determine whether a project is in an eligible rural area.	Loans.	Up to 20 years at 0% interest; up to 3% interest for relending to qualified end-users/consumers for up to 10 years; up to 4% of the loan total may be used for startup costs.

Rural Utilities Programs (Continued)

Program	Objective	Applicant	Uses	Population	Loan/Grant	Terms/Conditions
<u>Distance Learning and Telemedicine</u>	Develop and deploy advanced telecommunication services throughout rural America to improve education and healthcare.	Incorporated entities, including municipalities, for-profit, and nonprofit corporations that operate rural schools, libraries, healthcare clinics, and other educational or healthcare facilities.	To provide end-user equipment and programming that delivers distance learning and telemedicine services into eligible areas.	Rural areas outside incorporated or unincorporated cities with populations up to 20,000.	Grant.	Awards range from \$50,000 to \$500,000. A minimum of 15% in matching funds is required.
<u>Community Connect Grants</u>	Provide public access to broadband in otherwise un-served communities.	Public bodies, tribes, cooperatives, nonprofits, limited dividend or mutual associations, corporations, and other legally organized entities	To build broadband infrastructure and establish a community center that offers free public access to broadband for 2 years.	A single community outside incorporated or unincorporated cities with a population over 20,000 and that does not have broadband.	Grant.	Minimum: \$50,000; Maximum: \$1 million. Amounts are published in Notices of Funding Availability and may vary.

Electric and Telecom programs: Contact the Rural Utilities Service Administrator; Water programs: Contact the Rural Development State Office. CFR refers to Code of Federal Regulations.

Rural Development Program Purposes

Rural Housing and Community Facilities Programs	Land & Buildings	Machinery & Equipment	Working Capital	Infrastructure	Technical Assistance/ Training
Single Family Housing Direct Loans (including Self-Help Loans)	♦				
Single Family Housing Loan Guarantees	♦				
Single Family Housing Repair Loans/Grants	♦				
Self-Help Housing Technical Assistance Grants					♦
Rural Rental Housing Direct Loans	♦			♦	
Rural Rental Housing Loan Guarantees	♦			♦	
Housing Preservation Grants	♦	♦	♦	♦	♦
Farm Labor Housing Loans/Grants	♦			♦	
Community Facilities Direct Loans, Loan Guarantees, Grants*	♦	♦	♦	♦	
Rural Community Development Initiative					♦
Rural Business and Cooperative Programs					
Business and Industry Loan Guarantees	♦	♦	♦	♦	
Rural Business Development Grants	♦	♦		♦	♦
Intermediary Relending Program Loans	♦	♦	♦		
Rural Microentrepreneur Assistance Program	♦	♦	♦	♦	♦
Rural Economic Development Loans and Grants	♦	♦	♦	♦	♦
Rural Cooperative Development Grants					♦
Socially Disadvantaged Groups Grants					♦
Value-Added Producer Grant			♦		♦
Rural Energy for America Program Loan Guarantees/Grants	♦	♦		♦	♦
Biorefinery, Renewable Chemical, and Biobased Product Manufacturing Assistance Program Loan Guarantees					
Repowering Assistance Program					
Advanced Biofuel Payment Program					
Rural Utilities Programs					
Water and Waste Disposal Direct Loans, Loan Guarantees, Grants	♦	♦		♦	
Solid Waste Management Grants					♦
Technical Assistance/Training/Circuit Rider					♦
Rural Broadband Direct Loans and Loan Guarantees	♦			♦	
Electric and Telecommunications Direct Loans/Loan Guarantees	♦	♦		♦	
Energy Efficiency and Conservation Loan Program	♦	♦		♦	
Rural Energy Savings Program	♦	♦		♦	
Distance Learning and Telemedicine Loans/Grants		♦		♦	
Community Connect Grants	♦	♦	♦	♦	

* Initial operating expenses are eligible in conjunction with financing an eligible Community Facility project. However, grant funds may not be used to fund initial operating expenses.

Last Revised November 2017

MAYOR NOLAN 2019 ANNUAL UPDATE - EXTERNAL MEMBERSHIPS COMMITTEES

DECEMBER 2018

12/12/2018	DHHS - Agua Fria Church		D-H
12/13/2018	GPREP -		Prescott Valley
12/14/2018	Town Hall Window Painting	Humboldt Elementary Stu	D-H
12/17/2018	Mayor's Breakfast		D-H
12/19/2018	CYMPO		Prescott
12/19/2018	Firewise		D-H
12/20/2018	Santa at School	Humboldt Elementary	D-H

JANUARY

Date	Organization/Group	Contact/Type	Location
1/3/2019	Met with Town Attorney and Staff		D-H
1/3/2019	P&Z Meeting		D-H
1/8/2019	CYMPO (Central Yavapai Metropolitan Planning Organization)	Met with Director	Prescott
1/8/2019	TC (Town Council) Meeting	Study/Special	D-H
1/10/2019	GAMA (Greater Arizona Mayor's Association)		D-H
1/14/2019	Mayor's Breakfast		Chino Valley
1/15/2019	TC Meeting	Regular	D-H
1/16/2019	CYMPO Board Meeting		Prescott
1/16/2019	Firewise Meeting		D-H
1/21/2019	Women's Council of Realtors		Prescott
1/22/2019	TC Meeting	Study Session	D-H
1/23/2019	Distracted Driving Summit	American Society of Safety Professionals	Phoenix (Capitol)
1/24/2019	KQNA Radio Interview		Prescott
1/28/2019	RTAC (Rural Transportation Advocacy Council) Meeting		Phoenix
1/29/2019	Economic Leadership Summit		Prescott Valley
1/29/2019	EPA (Environmental Protection Agency)	Meeting on Smelter Site	D-H - Humboldt Elementary School
1/30/2019	CYMPO Strategic Planning Meeting		Prescott

FEBRUARY

Date	Organization/Group	Contact/Type	Location
2/5/2019	Yavapai County	Economic Leadership Summit	Prescott Valley
2/5/2019	TC Meeting	Work Session	D-H
2/7/2019	P&Z Meeting		D-H
2/8/2019	Lunch with Judge		D-H
2/11/2019	Mayor's Breakfast		D-H
2/11/2019	Meeting relating to Judge Interviews		D-H
2/12/2019	Center for the Future of Arizona		Prescott
2/13/2019	CYMPO Board Meeting		Prescott
2/18/2019	TC Meeting	Special Meeting	D-H
2/19/2019	TC Meeting	Regular	D-H
2/20/2019	Firewise		D-H
2/25/2019	Ambulance Response Meeting		D-H
2/27/2019	TC Meeting	Special Meeting	D-H

MAYOR NOLAN 2019 ANNUAL UPDATE - EXTERNAL MEMBERSHIPS COMMITTEES

MARCH

Date	Organization/Group	Contact/Type	Location
3/4/2019	TC Meeting	Special	D-H
3/5/2019	TC Meeting	Work Session	D-H
3/7/2019	P&Z Meeting		D-H
3/8/2019	Read Across America	Humboldt Elementary	D-H
3/8/2019	TC Meeting	Special	D-H
3/11/2019	RTAC Meeting		Phoenix
3/13/2019	Dewey-Humboldt Environmental Advisory Board	Environmental Meeting	D-H Library
3/15/2019	Met with Senator McSally		Prescott
3/18/2019	Mayor's Breakfast		Prescott Valley
3/19/2019	TC Meeting	Regular	D-H
3/20/2019	Met with Ms. Whitaker at Town Hall		D-H
3/20/2019	CYMPO Board Meeting		Prescott
3/21/2019	GPREP (Greater Prescott Regional Economic Partnership) Meeting		D-H
3/21/2019	Transportation Implementation Plan Meeting		Prescott Valley
3/26/2019	Board of Adjustment Training		D-H
3/27/2019	TC Meeting	Special	D-H

APRIL

Date	Organization/Group	Contact/Type	Location
4/1/2019	Unified Planning Workshop	ADOT	Prescott
4/2/2019	Yavapai County Farm Bureau		Cottonwood
4/3/2019	TC Meeting	Special	D-H
4/4/2019	TAC (Technical Advisory Committee) Meeting	CYMPO	Prescott Valley
4/4/2019	AZ Department of Health Services Meeting		Phoenix
4/4/2019	P&Z Meeting		D-H
4/8/2019	RTAC Meeting		Phoenix
4/15/2019	Mayor's Breakfast		Prescott
4/15/2019	TC Meeting	Special - Canceled	D-H
4/16/2019	Economic Development Symposium	Police Department	Prescott Valley
4/16/2019	TC Meeting	Regular	D-H
4/18/2019	Radio Interview KQNA		Prescott
4/30/2019	Transit Workshop Meeting		Prescott Valley
4/30/2019	CYMPO Board Meeting		Prescott

MAY

Date	Organization/Group	Contact/Type	Location
5/2/2019	TC Meeting	Budget	D-H
5/2/2019	P&Z		D-H
5/3/2019	Lunch with Representative Gosar		Prescott Valley
5/7/2019	TC Meeting		D-H
5/10/2019	Met with Representative from McSally's Office		D-H
5/13/2019	RTAC Meeting		Phoenix
5/14/2019	TC Meeting	Budget	D-H
5/15/2019	CYMPO Board Meeting		Prescott
5/15/2019	Superfund EPA Meeting	Humboldt Elementary	D-H
5/16/2019	EPA Meeting at Mortimer's Barn		D-H

MAYOR NOLAN 2019 ANNUAL UPDATE - EXTERNAL MEMBERSHIPS COMMITTEES

MAY (Continued)

5/20/2019	Mayor's Breakfast		Chino Valley
5/20/2019	Regional Ambulance Service Meeting	AZ Health Department	Phoenix
5/21/2019	TC Meeting		D-H
5/22/2019	Dedication for Water Tanks	Firewise/CAFMA	D-H
5/23/2019	Met with Owner of Property South Highway 69	Interim Town Manager	D-H
5/24/2019	Mayor's Prescott Realtor's Membership Brunch (spoke)		Prescott
5/29/2019	TC Meeting	Budget	D-H

JUNE

Date	Organization/Group	Contact/Type	Location
6/1/2019	Veterans Home Dedication Groundbreaking		Flagstaff
6/3/2019	Transit Meeting		Prescott Valley
6/4/2019	TC Meeting	Study/Special	D-H
6/6/2019	P&Z Meeting		D-H
6/10/2019	RTAC Meeting		Phoenix
6/11/2019	TC Meeting	Study/Budget	D-H
6/11/2019	Brian Beck Geology Meeting - Mortimer Barn		D-H
6/13/2019	Met with Pastor Church about Clearview		D-H
6/17/2019	Mayor's Breakfast		D-H
6/18/2019	TC Meeting	Regular	D-H
6/19/2019	CYMPO Board Meeting		Prescott
6/20/2019	Women's Council of Realtors		Prescott Valley
6/25/2019	TC Meeting	Budget	D-H
6/27/2019	Northern Arizona Council of Governments (NACOG)	Regional Council	Prescott
6/28/2019	GAMA Meeting		Flagstaff

JULY

Date	Organization/Group	Contact/Type	Location
7/2/2019	TC Meeting	Regular	D-H
7/22/2019	RTAC Meeting		Phoenix

AUGUST

Date	Organization/Group	Contact/Type	Location
8/1/2019	Lunch with Judge		D-H
8/1/2019	P&Z Meeting		D-H
8/6/2019	TC Meeting	Regular	D-H
8/12/2019	Met with former Mayor Earl Goodwin		D-H
8/15/2019	Superfund Meeting at Mortimer Farms Barn		D-H
8/19/2019	Mayor's Breakfast		Prescott
8/27/2019	Met with Representative Gosar		Chino Valley
8/28/2019	Transit Stakeholders Meeting		Prescott Valley
8/29/2019	County Supervisors Managers Mayors Tribal Meeting		Camp Verde

SEPTEMBER

Date	Organization/Group	Contact/Type	Location
9/3/2019	TC Meeting	Regular	D-H
9/5/2019	TAC Meeting	CYMPO	Prescott Valley

MAYOR NOLAN 2019 ANNUAL UPDATE - EXTERNAL MEMBERSHIPS COMMITTEES

SEPTEMBER (Continued)

9/5/2019	Met with Town Attorney	Kay Bigelow	D-H
9/5/2019	Interview KQNA Radio Interview		D-H
9/5/2019	P&Z Meeting		D-H
9/10/2019	TC Meeting	Study Session	D-H
9/11/2019	Healing Fields Presentation		Prescott Valley
9/12/2019	Superfund Meeting		D-H
9/16/2019	Mayor's Breakfast		Chino Valley
9/17/2019	TC Meeting	Regular	D-H
9/18/2019	CYMPO Board Meeting		Prescott
9/21/2019	Agua Fria Festival		D-H
9/27/2019	Met with Mr. Roginson		D-H

OCTOBER

Date	Organization/Group	Contact/Type	Location
10/1/2019	TC Meeting	Regular	D-H
10/3/2019	P&Z Meeting		D-H
10/8/2019	TC Meeting	Study Session	D-H
10/10/2019	NACOG Area Agency on Aging		Prescott
10/11/2019	NACOG Area Agency on Aging		Prescott
10/15/2019	TC Meeting	Regular	D-H
10/16/2019	CYMPO Board Meeting		Prescott
10/17/2019	Rural Transportation Summit	CYMPO, NACOG	Tucson
10/18/2019	Rural Transportation Summit	CYMPO, NACOG	Tucson
10/21/2019	Mayor's Breakfast		D-H
10/25/2019	GAMA Meeting		Prescott
10/25/2019	Met with Tribune Reporter		Prescott
10/29/2019	Met with Ms. Statler, Little League		D-H

NOVEMBER

Date	Organization/Group	Contact/Type	Location
11/4/2019	Transit Stakeholders Meeting		Prescott Valley
11/5/2019	TC Meeting	Regular	D-H
11/7/2019	Regional Water Summit		Prescott Valley
11/7/2019	P&Z Meeting		D-H
11/8/2019	RTAC Meeting		Phoenix
11/12/2019	TC Meeting	Study Session	D-H
11/14/2019	Regional Water Summit		Prescott
11/18/2019	Mayor's Breakfast		Prescott Valley
11/19/2019	TC Meeting	Regular	D-H
11/20/2019	CYMPO Board Meeting		Prescott
11/25/2019	Training Room - County Development Services Building	Transportation	Prescott
11/26/2019	TC Meeting	Special	D-H

DECEMBER

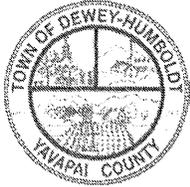
Date	Organization/Group	Contact/Type	Location
12/2/2019	Meeting with Representative Gosar		Prescott
12/3/2019	Supervisors Managers Mayors Meeting		Prescott

MAYOR NOLAN 2019 ANNUAL UPDATE - EXTERNAL MEMBERSHIPS COMMITTEES

DECEMBER (Continued)

12/3/2019	TC Meeting	Regular	D-H
12/10/2019	TC Meeting	Study Session	D-H
12/12/2019	Town Hall Window Painting	Humboldt Elem Students	D-H
12/17/2019	TC Meeting		D-H
12/18/2019	CYMPO Board Meeting		Prescott

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

Dewey-Humboldt

NOV 21 2019

Received

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: Dec 3 2019

Date of Request: 11-21-19

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):

Amend 30.105, council agenda, (A.), (C), (D).

Purpose and Background Information (Detail of requested action). Waste of

time, & staff resources. Numerous citizen complaints
about manipulation of the process to prevent, discourage
resident input, too much politics

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: _____

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

Contact Person: Lynn Collins

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

30.105 COUNCIL AGENDA.

(A) The Manager and Clerk are responsible for receiving and organizing all materials for the Council agenda, ~~in collaboration with the Mayor and Vice Mayor. The Mayor, Vice Mayor, Town Manager and Town Clerk shall constitute the agenda committee. Notice of agenda committee meetings shall be provided to other members of the Council. No more than three Councilmembers may attend agenda committee meetings and attendees shall be determined based on the order of requests made, not to exceed three. The Mayor or Town Manager should be contacted if an individual councilmember wishes to modify the agenda. Upon recommendation of the agenda committee, the Mayor may cancel or reschedule a study session or regular council meeting.~~

(B) (1) Any resident of the town may request that an item be placed on a Council agenda by presenting the item at a Council meeting under the topic of "public comment on non-agendized items", or by requesting that a Councilmember submit a "Council Agenda Action Request Form."

(2) Any member of the Town Council may request an item be placed on a future Council agenda. A request to modify or remove an agenda item may be made by the Councilmember who requested the item be placed on the agenda, in which case it shall be modified or removed without further action. The Mayor or any other Councilmember may request an item that was submitted by another Councilmember be modified or removed, in which case it may only be modified or removed with the concurrence of the Councilmember who requested it be put on the agenda.

(C) Agenda item requests shall be submitted using a "Council Agenda Action Request Form". ~~The agenda committee shall place the item on the next appropriate agenda. An emergency agenda request may be submitted after the deadline pursuant to § 30.031(B)(10).~~

(D) Order of agenda.

(1) Regular Council Meeting Agendas shall begin with the following items:

- (a) Call to order;
- (b) Roll call;
- (c) Pledge of Allegiance;
- (d) Invocation;

The following agenda items shall be appropriately placed on the agenda, based on content, ~~by the agenda committee.~~

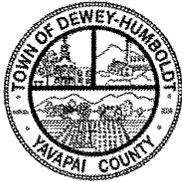
by the town clerk

- (e) Public comment on non-agendized items;
- (f) Public hearing;
- (g) Consent agenda;
- (h) Reports; Town Manager's report;
- (i) General business;
- (j) Announcements, proclamations;
- (k) Consideration of additional Special Session(s); and
- (l) Adjournment.

(2) When Council holds a Study Session or Special Council meeting, the following agenda items shall be appropriately placed on the agenda by the agenda committee based on content:

- (a) Call to order;
- (b) Roll call;
- (c) Discussion only items;
- (d) Action items (Special Meetings only); and
- (e) Adjournment.

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TOWN OF DEWEY-HUMBOLDT
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Dewey-Humboldt

NOV 04 2019

Received

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: November 5, 2019

Date of Request: November 2, 2019

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):

Survey of property

Purpose and Background Information (Detail of requested action). _____

Survey property from the Bridge on Old Black Canyon Hwy to end of Statler property

see previous carf for this earlier this year.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: ORAL

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: Mayor, Nolan

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



TOWN OF DEWEY-HUMBOLDT
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RECEIVED
 MAY 08 2019
 Dewey-Humboldt

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: 5/21/19

Date of Request: 5/8/19

Requesting: Action Discussion or Report Only

Type of Action: Routine/Consent Agenda Regular

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

Discuss Right of Way on OLD
Black Canyon Highway

Purpose and Background Information (Detail of requested action):

Mr. Stalter & Mr. Wood would like to donate
The Bridge & 60' frontage to the Town for the
Town to Survey & install new Fencing along said

Staff Recommendation(s): Right of way

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: oral

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

Contact Person: Mayor, Nolan

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

discussion with TA Goodwin on how many hours would be needed.

Public Comment

Jack Hamilton asked why are putting out a RFQ for another Town Attorney. The Mayor stated because our current attorney is resigning.

VM Wendt made a motion to utilize the ad that was used in the past, change the dates and place an ad for Town Attorney, seconded by CM Brooks. Mayor Nolan called for the vote: CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM Lance – aye; CM McBrady – aye; VM Wendt – aye; Mayor Nolan – aye. The motion passed unanimously.

I. Discuss right-of-way (ROW) on Old Black Canyon Highway (CAARF – Mayor Nolan)

Mayor Nolan stated Mr. Statler and Mr. Wood would like to donate property they own on Old Black Canyon Highway which includes a bridge and 60' of frontage to the Town for the Town to survey and install new fencing along said ROW.

There was Council discussion about who owns the property. TA Goodwin said you need to have a title search done with title insurance to verify ownership. It was stated that the road has been there for over 100 years, it was designated as a war road and was never blocked off. This road was a public, county-maintained road that is now Town owned. It was stated that Mr. Statler put up a fence which encroaches on the ROW of the road. There was discussion on the cost of the survey, the title report, the new fencing and the maintenance of the road.

Jack Hamilton said that he has done a lot of research on this road. He said he could give a copy of this research to the Town Attorney, so she doesn't have to spend time doing it. He said that if this isn't a Town owned road, then you have violated the gift laws because the Town has spent over \$125,000 on that road in the last two years. He stated there is an 1871 government map that shows Old Black Canyon Highway. This map shows Mr. Bower's house. Mr. Bower bought King Woosley's property at a Sheriff's auction sale. He said Mr. Bower's house and where the road are is right where it crosses the bridge. He said if the road was there first and it's an RS2477 road, which it is, then it is a territorial road which doesn't have a ROW. He stated this is a legal road and these roads get moved around, but the ROW goes with the road. He said Mr. Bower homesteaded a quarter section of his land in 1880 which included Statler's land. When he homesteaded, there was no ROW on the deed because the road was there, but it was never surveyed. So, when the land is sold after that, it never shows up on the deed. He said that's why Mr. Statler claims that this is his road, because for a road to be a legitimate road, it has to have a ROW on the deed. He said that doesn't work with the RS2477 roads, because they didn't have to have a surveyed ROW.

CM Brooks made a motion to allow Mr. Hamilton more time to talk about the Old Black Canyon Highway, seconded by CM Lance. Mayor Nolan called for the vote: CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM Lance – aye; CM McBrady – aye; VM Wendt – aye; Mayor Nolan – aye. The motion passed unanimously.

Mr. Hamilton said where the vineyard is, used to be King Woosley's property. He said that property was split up in the early 1970s. When they split it up, the east border of that property runs along Old Black Canyon Highway. The other side was the railroad ROW which was eventually abandoned. He said so you know what is on each side of the roadway and you have a map from 1871 before any of this land was homesteaded. So, the road was here before any of this land was homesteaded. On that map it shows almost exactly crossing that property line where the bridge is. He said you should authorize the Town Attorney to look at the information he has and have her make a determination on where the road goes. There was further Council discussion with the Town Attorney on this issue.

CM Lance made a motion to request the Town Attorney to take the information presented to her, research it and verify its truth, seconded by CM Collins. Mayor Nolan called for the vote: CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM Lance – aye; CM McBrady – aye; VM Wendt – aye; Mayor Nolan – aye. The motion passed unanimously.

J. Update on emergency ingress/egress fire road (Staff CC)

ITM Hanks said they have been in discussions with numerous owners along Prescott Dells Ranch Road and we have had the survey done on the Bureau of Land Management (BLM) property, Read Star Mine and Bandit Way. He said we need to send the survey to the Town Attorney for final review. He said we have been in contact with roughly half of the owners and we are getting ready to send a second letter out to the ones that haven't responded. He stated BLM is still on board for the easement across their land once we have the easements of Read Star Mine and Bandit Way, which goes down to Prescott Dells Ranch Road. ITM Hanks

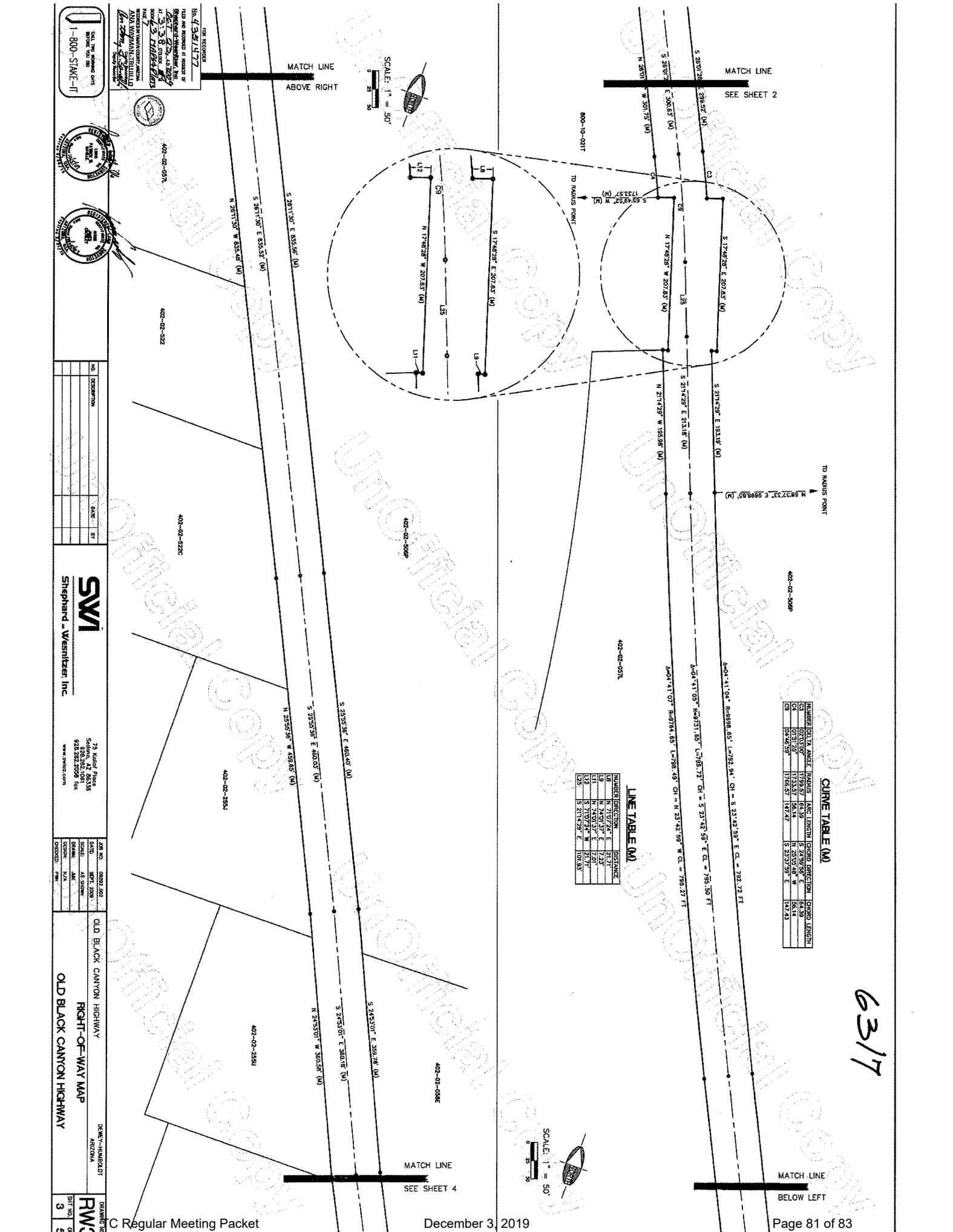
6317

CURVE TABLE (M)

NUMBER	BELTA ANGLE	RADIUS	ARC LENGTH	CHORD BELENGTH	CHORD LENGTH
402-02-508P	179.837°	64.39	5.2479258	6.4139	6.4139
402-02-508P	179.837°	64.39	5.2479258	6.4139	6.4139
402-02-508P	179.837°	64.39	5.2479258	6.4139	6.4139

LINE TABLE (M)

NUMBER	DIRECTION	DISTANCE
402-02-508P	N 17°42'28" E	207.837
402-02-508P	N 17°42'28" E	207.837
402-02-508P	N 17°42'28" E	207.837
402-02-508P	N 17°42'28" E	207.837
402-02-508P	N 17°42'28" E	207.837



FOR RECORDS
 No. 4361477
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DATE: 12/13/2019
SCALE: AS SHOWN
BY: [Signature]
DATE: 12/13/2019
BY: [Signature]

OLD BLACK CANYON HIGHWAY
RIGHT-OF-WAY MAP
OLD BLACK CANYON HIGHWAY

DATE: 12/13/2019
SCALE: AS SHOWN
BY: [Signature]
DATE: 12/13/2019
BY: [Signature]

3 **5**

