

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

**Tuesday, December 17, 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 17, 2019, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329**. As indicated in the agenda, pursuant to A.R.S. § 38-431.03(A)(3), the Town Council may vote to go into executive session, which will not be open to the public, to discuss certain matters.

**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**

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.

**5 A. Approval of the Departmental Regulation entitled “Minimum design and**

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- Page **construction standards for Rural/unpaved roads within Dewey-Humboldt”** (From the August 13, 2019 Study Session)
- 13 **B. Approval of the Departmental Regulation entitled “Minimum design and construction standards for Evacuation Route within Dewey-Humboldt” (for new, planned construction)** (From the November 12, 2019 Study Session)
- 19 **C. Approval of the Departmental Regulation entitled “Emergency Road Standards within Dewey-Humboldt” (for mass evacuation in the event of an emergency)** (From the November 12, 2019 Study Session)
- 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.
- 21 **A. Town Manager’s Report on Town Elections** (Staff CC)
- 23 **B. Town Manager’s Report on the 2020 Census and Town activities** (Staff CC)
- 9. General Business** Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.
- 25 **A. Discussion and possible action to approve revisions to the Town Council Presentation Request Form** (Staff CC)
- 29 **B. Discussion and possible action to enter into a five-year Inspection Services Agreement with the Arizona Department of Housing, Office of Manufactured Housing, for the Town to monitor and enforce installation standards for manufactured homes, factory-built buildings, and mobile homes** (Staff CC)
- 35 **C. Discussion and possible action relating to amending the Dewey-Humboldt Code of Ordinances, § 30.015, Town Council Generally, to add provisions that newly-elected Councilmembers shall attend one League of Arizona Cities and Towns (“League”) training session and one League conference within the first two years of the first term of office, and shall receive a copy of the League’s publication entitled *What All Newly-Elected Local Officials Need to Know after their election* (CAARF – Vice Mayor Wendt)**
- 39 **D. Discussion and possible action to approve a future presentation to Council by Mike Donovan on the International Wildland Urban Interface Code** (CAARF – Councilmember Collins)
- 41 **E. Council Regional Organization Appointments pursuant to Public Body Policy PG No. TC15-01, Regional Organization Appointments, and previous Council practice:**
- Central Yavapai Metropolitan Planning Association (CYMPO)
  - Northern Arizona Council of Governments (NACOG)
  - Yavapai County Interagency Coordination Committee (Emergency Management)
  - Yavapai Regional Medical Center (YRMC)
  - Greater Arizona Mayor’s Association (GAMA)
  - Central Arizona Fire and Medical Authority (CAFMA)

## 10. Executive Session

### Vote to recess to Executive Session

- A. An Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice from the Town Attorney relating to the Arizona Open Meeting Law and Arizona Public**

## Records Law

### Close Executive Session/Reconvene Regular Meeting

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

**12. Appointment of the Vice Mayor for a one-year term, pursuant to the Dewey-Humboldt Code of Ordinances, § 30.031(E)**

### 13. 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 Town Council Regular Meeting: Tuesday, January 7, 2020 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, January 9, 2020, at 6:00 p.m.

Next Town Council Study Session: Tuesday, January 14, 2020, at 6:30 p.m.

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

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## CONSENT AGENDA ITEM OVERVIEW

Regular Council Meeting Date: **December 17, 2019**

Consent Agenda Item: **7.A.**

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

**Subject:**

**Consent Agenda Approval** of the Departmental Regulation entitled “Minimum design and construction standards for Rural/unpaved roads within Dewey-Humboldt” (“Standard”).

**Background:**

At the August 13, 2019 Study Session, Council reviewed the Standard.

Based on the outcome of that meeting, staff finalized the Standard by removing the portions relating to emergency roads and is bringing it back to Council for formal approval.

The Standard provides the minimum standards for the design and construction of Rural/unpaved roads within public and private rights-of-way, and details the procedure by which the Town will accept a private road into the Town’s system of public roadways maintained by the Town.

**Financial Impact:**

Following acceptance of a road for maintenance by the Town, as per the Standard, there will be a two-year guarantee period during which repairs will be made at no cost to the Town. The Town will pay for routine maintenance during the guarantee period, and for repair and maintenance following the guarantee period.

**Direction Requested:**

Staff is seeking formal Council approval of the Departmental Regulation Standard.

**Suggested Motion:**

**For:** I move to approve the Rural/unpaved roads Departmental Regulation Standard.

**Against:** I move to deny the Rural/unpaved roads Departmental Regulation Standard.

**Attachments:**

Departmental Regulation, entitled “Minimum design and construction standards for Rural/unpaved roads within Dewey-Humboldt”.

 <p><b>TOWN OF DEWEY- HUMBOLDT DEPARTMENTAL REGULATION</b></p>	
<p><b>Department: Public Works</b></p>	
<p><b>Subject: <i>Minimum design and construction standards for Rural/unpaved roads within Dewey-Humboldt.</i></b></p>	

1. **Scope.** This procedure applies **minimum** standards for the design and construction of Rural/unpaved roads within public and private rights of way and easements in The Town of Dewey-Humboldt, Arizona.
2. **Purpose.** To establish criteria for safe, adequate access to private and public parcels within the Town of Dewey-Humboldt.
3. **Acceptance and Maintenance.** All roadways conveyed to the public shall require acceptance of the conveyance by the Town Council prior to any responsibility for maintenance by the Town. All unpaved public roadways shall be constructed to these standards prior to approval for maintenance. Approval for maintenance shall be by written documentation signed by the Town Council.
4. **Right-of-Way Requirements.**
  - 4.1. Minimum Right-of-Way Widths for Rural/unpaved roads.
    - 4.1.1. Low Volume Residential Street - 40' wide.
    - 4.1.2. Alleys - 30' minimum.
    - 4.1.3. Cul-de-sacs – 50' radius.
    - 4.1.4. Utility easements - 20' wide.
  - 4.2. The above rights-of-way are minimum width requirements and in instances approved by the Town, the right of way may be adjusted to a sufficient width to contain the complete or future roadway prism.
  - 4.3. Classification of roadways will be determined at time of sketch plan or preliminary review by the Town Public Works Director or Town Engineer.
  - 4.4. Right-of-way widths shown are total widths and shall be equidistant from the survey centerline shown on the final plat.
  - 4.5. Right of way shall be cleared in accordance with AASHTO 2001 clear lane requirements
5. **Road Width Requirements.**
  - 5.1. Minimum drivable surface widths:
    - 5.1.1. Low Volume Residential Street - 22' wide.
    - 5.1.2. Alley - 18' wide.

5.1.3. Cul-de-sacs - 50' radius.

5.2. Adjustments. The above road widths are minimum width requirements and shall only be adjusted by Town Public Works Director or Town Engineer.

6. **Design Standards**.

6.1. All geometric design criteria shall be in conformance with A Policy on Geometric Design of very Low-Volume Roads, 2001 edition, and subsequent editions as adopted by the American Association of State Highway and Transportation Officials (AASHTO), or as approved by the Town.

6.2. A design speed of 20 M.P.H. shall be utilized for the design of residential streets and rural unpaved Low Volume roads.

6.3. Design speeds may be decreased for low volume residential streets as approved by the Town Public Works Director or Town Engineer.

6.4. Vertical Alignment:

6.4.1. Street grades of twelve (12) percent shall have a maximum length of six hundred (600) feet. (Wherever possible)

6.4.2. Shoulders minimum 2' each side of drivable surface.

6.4.3. Roadside drainage channels shall be in accordance with the drainage analysis and the drainage plan as approved by the Yavapai County Flood Control and the Town.

6.4.4. All roads and streets shall have a finished maintainable surface.

6.4.4.1. Special consideration may be given when specifying a road surface type, based upon consideration of the following or a combination of the following: (A) Total build-out, (B) traffic volumes, (C) geometrics, (D) snow removal, (E) location, and/or (F) grades.

6.4.5. Inverted crown streets will not be acceptable without approval of a variance.

6.4.6. All road improvements shall conform to M.A.G. construction standards as approved by the Town.

6.5. Design Criteria for Road Drainage.

6.5.1. A drainage report shall be subject to review and approved by the Yavapai County Flood Control and Town.

6.5.2. All-natural drainages crossing roadways will be culverted unless approved otherwise by Yavapai county Flood Control and/or Town.

6.5.3. All roadside drainage channels will be constructed prior to the laying of the finish material. Driveway culverts shall be a minimum of 15" arch/squash. Inlet and outlet erosion protection shall be implemented to prevent sediment transport.

6.5.4. Whenever possible, storm water shall be conveyed separately from the street system and defined drainage ways shall follow existing alignment.

6.5.5. Minimum cover of fill over culverts must be provided to maintain the structural integrity of the pipe under anticipated loading conditions. Culvert manufacturers provide minimum cover requirements for prefabricated pipe. All culverts shall have a manufacturer's minimum of cover from the top of subgrade. The minimum size culvert allowed across a Town road will be 18" in diameter or arch/squash equivalent. Inlet and outlet erosion protection shall be implemented to prevent sediment transport.

6.6. Roadway Encroachments. All encroachments onto Town roadways shall be done by permit.

6.7. Drainage Reports shall be in accordance with Yavapai County Drainage Criteria Manual and will be subject to review for conformance with regulatory flood control requirements.

## 7. **Construction Standards**.

7.1. All construction shall be in accordance with the approved improvement plans, and any changes in construction from the approved plans shall be preapproved by the Town.

7.2. Any errors or omissions discovered at the time of construction shall be corrected by the responsible party at no cost to The Town.

### 7.3. Construction Inspection and Submittals.

7.3.1. Inspection by Town representative will be done on the following stages:

7.3.1.1. Subgrade Completion - all utilities, culverts, ditches, shaping to finished subgrade, etc. complete in place.

7.3.1.2. A.B.C. or compatible finish material complete in Place.

7.3.1.3. Final.

7.3.2. The Town will inspect on a total-stage completion basis and not on a partial-stage completion basis.

7.3.3. It shall not be assumed that inspection by the Town Engineer's office will in any way eliminate the need for regular inspection during the construction period; it is required that a qualified registered professional engineer and testing firm (approved by the Town Engineer's office) be retained by the developer for quality control for this purpose. These costs shall be borne by the developer and/or contractor.

7.3.3.1. The engineering firm and/or inspecting firm shall document, verify and report to the Town Engineer's office all pertinent information relative to quality control for all improvements being installed, and in accordance with the quality control and testing section of this document.

7.3.3.2. The term "all improvements" shall be understood to be any required utility, roads, or other improvements, for subdivision approval or any use of the public roadway and easements.

7.3.3.3. All laboratory reports deemed necessary for quality control and testing and as specified in the documents, along with compaction test results, will be submitted to the

Town Engineer's office by the inspecting firm as backup data for the bi-monthly progress report.

7.3.3.4. The responsibility for the construction of all projects shall lie with the contractor/developer. The contractor developer shall be responsible for the necessary adjustments and/or repairs due to any failure for a minimum period of two years.

7.3.3.5. The costs for the above required quality control shall be borne by the developer and/or contractor.

7.3.3.6. Any questions as to construction standards, interpretation of results, or methods of construction, shall be brought to the Town Public Works Director attention for interpretation.

7.4. Testing and Sampling. All testing and sampling will be performed by a qualified and approved laboratory and/or engineering firm, in accordance with the applicable provisions of ASTM and the quality control and testing section of this document, with the results submitted to The Town Engineer's office.

## 8. Utilities.

8.1. All utilities required in public rights-of-way will be designed in accordance with the standards specified by the respective utility company and approved by the proper regulatory agency with placement location reviewed and approved by the Town.

8.2. Utility depth, separation, and requirements shall conform to applicable standards (e.g., Arizona Administrative Code, Arizona Department of Environmental Quality, private utility companies). The Town shall review and approve placement, horizontal and vertical, prior to construction.

8.3. All above ground devices shall be outside of the roadway template and located as near to the right of way as feasible.

8.3.1. No closures, transformers, standpipes, poles, etc., will be allowed in any surface drainage ditch.

8.3.2. Utility ditches outside of roadway prism must be compacted to 95% proctor.

8.4. As-built utility plans sealed by a Professional Engineer registered in the State of Arizona will be submitted to the proper utility company as required by the respective utilities and The Town.

## 9. Variances. Procedure for variance from these specifications shall be as follows:

9.1. A written statement to the Town requesting variance, with reasons for variance. The Town shall investigate the request and present the variance request to the Town Council at the time the plat is considered at the public hearing.

9.2. Recommendation by Town staff will be submitted to the Town Council for action.

9.3. The Town Council shall recommend approval, approval in a modified form, or denial of the request for waiver in a separate council action.

9.4. NO VARIANCE MAY BE MADE, AND NO ACCEPTANCE EXPECTED, UNLESS THE VARIANCE HAS BEEN APPROVED IN WRITING BY THE TOWN COUNCIL.

**10. Town Acceptance.**

10.1. When roads have been constructed to Town standards and verified as such by the Town office, recommendation will be made to the Town Council that these roads be accepted into the Town system for total maintenance for the stage to which they were constructed. Once the improvements for an unpaved road have been approved and surety released, the Town Council will review the roadway for acceptance for maintenance.

10.2. Action by the Town Council.

10.3. Response in writing to developer, inspecting firm and/or contractor as to Board action.

10.4. Inspection and release of assurances shall be done in accordance with Article V of The Town Subdivision Regulations.

**11. Material Specifications.**

11.1. Subgrade. The subgrade of the street shall be thoroughly compacted to at least 95% of maximum density, based on standard proctor, by wetting and rolling. The compacted depth shall not be less than 6". In fill sections, subgrade material shall be worked in layers (not to exceed 6" in depth) and compaction tests taken on each layer.

11.1.1. The materials for the subgrade of a road shall meet and be constructed in accordance with M.A.G. Standard Specification 702.

11.2. Select Material. Select material shall conform to M.A.G. Standard Specification 702 for processed natural materials and decomposed granite.

11.3. Aggregate Base Course. The base material shall be sand and gravel, crushed rock and/or decomposed granite with enough binder material so that it can be tightly compacted and shall have a plasticity index not in excess of 6 and shall conform to gradation as required by the Town Engineer. The work and construction shall be in accordance with Section 702 of M.A.G. Standard Specifications or Section 303 of ADOT Standard Specifications, and as modified herein. Section 303-2 of ADOT Standard Specifications shall be modified as follows:

Materials: Table 303-1 is modified to add:

Sieve Size	Percent Passing
1 1/8"	100
3/4"	80-100
3/8"	55-65
No. 8	30-45
No. 200	0-10
Class of Aggregate - 3	Maximum Plasticity Index – 6

Base material shall be placed in uniform layers not to exceed 6" in depth. Each layer shall be bladed to a smooth surface conforming to the cross section shown on the plans and shall be

watered and thoroughly rolled in a manner satisfactory to obtain a minimum compaction of 95% of maximum density, based on a standard proctor. Testing shall be in accordance with the quality control and testing section of this document.

12. **Guarantee.** All work shall be guaranteed for a period of two years beginning at the time of final acceptance by the Town Council.

<b>TOWN MANAGER APPROVAL</b>	Initial: _____
Notes: _____	

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## CONSENT AGENDA ITEM OVERVIEW

Regular Council Meeting Date: **December 17, 2019**

Consent Agenda Item: **7.B.**

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

**Subject:**

**Consent Agenda Approval** of the Departmental Regulation entitled "Minimum design and construction standards for Evacuation Route within Dewey-Humboldt" ("Standard").

**Background:**

At the November 12, 2019 Study Session, Council reviewed the Standard. Based on the outcome of that meeting, staff finalized the Standard and is bringing it back to Council for formal approval.

**Financial Impact:**

Following acceptance of a road for maintenance by the Town, as per the Standard, there will be a two-year guarantee period during which repairs will be made at no cost to the Town. The Town will pay for routine maintenance during the guarantee period, and for repair and maintenance following the guarantee period.

**Direction Requested:**

Staff is seeking formal Council approval of the Departmental Regulation Standard.

**Suggested Motion:**

**For:** I move to approve the Evacuation Route Departmental Regulation Standard.

**Against:** I move to deny the Evacuation Route Departmental Regulation Standard.

**Attachments:**

Departmental Regulation, entitled "Minimum design and construction standards for Evacuation Route within Dewey-Humboldt".

 <p><b>TOWN OF DEWEY- HUMBOLDT DEPARTMENTAL REGULATION</b></p>	
<p><b>Department: Public Works</b></p>	
<p><b>Subject: <i>Minimum design and construction standards for Evacuation Route within Dewey-Humboldt.</i></b></p>	

1. **Scope.** This procedure applies **minimum** standards for the design and construction of Evacuation Route within public and private rights of way and easements in The Town of Dewey-Humboldt, Arizona.
2. **Purpose.** To establish criteria for safe, adequate access to planned Evacuation Routes within the Town of Dewey-Humboldt. (These are gated and to be used for emergency only.)
3. **Right-of-Way Requirements.**
  - 3.1. Minimum Right-of-Way Widths for Evacuation Routes roads.
    - 3.1.1. Evacuation Route - 25' minimum.
4. **Road Width Requirements.**
  - 4.1.1. Minimum Evacuation route drivable surface widths:

Evacuation Route - 16' wide
5. **Design Standards.**
  - 5.1. Design speeds may be decreased for Evacuation Route as approved by the Town Public Works Director or Town Engineer.
  - 5.2. Vertical Alignment:
    - 5.2.1. Street grades of twelve (12) percent shall have a maximum length of six hundred (600) feet. (Wherever possible)
    - 5.2.2. Shoulders minimum 2' each side of drivable surface.
    - 5.2.3. Roadside drainage channels shall be in accordance with the drainage analysis and the drainage plan as approved by the Yavapai County Flood Control and the Town.
    - 5.2.4. All Evacuation routes shall have a maintainable surface.
    - 5.2.5. Inverted crown Evacuation Routes will not be acceptable without approval of a variance.
    - 5.2.6. All road improvements shall conform to Maricopa Association of Governments (M.A.G.) construction standards as approved by the Town.
  - 5.3. Design Criteria for Road Drainage.
    - 5.3.1. All-natural drainages crossing the Evacuation Route will be culverted unless approved otherwise by Yavapai County Flood Control and/or Town. Inlet and outlet erosion protection shall be implemented to prevent sediment transport.

5.3.2. Whenever possible, storm water shall be conveyed separately from the Evacuation Route system and defined drainage ways shall follow existing alignment.

5.3.3. Minimum cover of fill over culverts must be provided to maintain the structural integrity of the pipe under anticipated loading conditions. Culvert manufacturers provide minimum cover requirements for prefabricated pipe. The minimum size culvert allowed across an Evacuation Route will be 18" in diameter or arch/squash equivalent. Inlet and outlet erosion protection shall be implemented to prevent sediment transport.

5.4. Drainage Reports shall be in accordance with Yavapai County Drainage Criteria Manual and will be subject to review for conformance with regulatory flood control requirements.

## **6. Construction Standards for Evacuation Route.**

6.1. All construction shall be in accordance with the approved improvement plans, and any changes in construction from the approved plans shall be preapproved by the Town.

6.2. Any errors or omissions discovered at the time of construction shall be corrected by the responsible party at no cost to The Town.

### **6.3. Construction Inspection and Submittals.**

6.3.1. Inspection by Town representative will be done on the following stages:

6.3.1.1. Subgrade Completion - all utilities, culverts, ditches, shaping to finished subgrade, etc. complete in place.

6.3.1.2. Final with finish material complete in Place.

6.3.2. The Town will inspect on a total-stage completion basis and not on a partial-stage completion basis.

6.3.3. It shall not be assumed that inspection by the Town Engineer's office will in any way eliminate the need for regular inspection during the construction period

6.3.3.1. The engineering firm and/or inspecting firm shall document, verify and report to the Town Engineer's office all pertinent information relative to quality control for all improvements being installed, and in accordance with the quality control and testing section of this document.

6.3.3.2. All laboratory reports deemed necessary for quality control and testing and as specified in the documents, along with compaction test results, will be submitted to the Town Engineer's office by the inspecting firm as backup data for the bi-monthly progress report.

6.3.3.3. The responsibility for the construction of all projects shall lie with the contractor/developer.

6.3.3.4. The costs for the above required quality control shall be borne by the developer and/or contractor.

6.3.3.5. Any questions as to construction standards, interpretation of results, or methods of construction, shall be brought to the Town Public Works Director's attention for interpretation.

6.4. Testing and Sampling. All testing and sampling will be performed by a qualified and approved laboratory and/or engineering firm, in accordance with the applicable provisions of ASTM, with the results submitted to the Town Engineer's office.

7. **Utilities.**

7.1. All utilities required in Evacuation Route rights-of-way will be designed in accordance with the standards specified by the respective utility company and approved by the proper regulatory agency with placement location reviewed and approved by the Town.

7.2. Utility depth, separation, and requirements shall conform to applicable standards (e.g., Arizona Administrative Code, Arizona Department of Environmental Quality, private utility companies).

7.3. All above ground devices shall be outside of the Evacuation Route template and located as near to the right of way as feasible.

7.4. As-built utility plans sealed by a Professional Engineer registered in the State of Arizona will be submitted to the proper utility company as required by the respective utilities and the Town.

8. **Variiances.** Procedure for variance from these specifications shall be as follows:

8.1. Variance requests shall follow the Town's normal variance procedure.

9. **Town Acceptance.**

9.1. Action by the Town Council.

10. **Material Specifications.**

10.1. Subgrade. The subgrade of the Evacuation Route shall be thoroughly compacted to at least 95% of maximum density, based on standard proctor, by wetting and rolling. The compacted depth shall not be less than 6".

10.1.1. The materials for the subgrade of an Evacuation Route shall meet M.A.G. Standard Specification 702.

Base material shall be placed in uniform layers not to exceed 6" in depth. Each layer shall be bladed to a smooth surface conforming to the cross section shown on the plans and shall be watered and thoroughly rolled in a manner satisfactory to obtain a minimum compaction of 95% of maximum density, based on a standard proctor. Testing shall be in accordance with the quality control and testing section of this document.

11. **Guarantee.** All work shall be guaranteed for a period of two years beginning at the time of final acceptance by the Town Council.

<b>TOWN MANAGER APPROVAL</b>	Initial: _____
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Notes:

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## CONSENT AGENDA ITEM OVERVIEW

Regular Council Meeting Date: **December 17, 2019**

Consent Agenda Item: **7.C.**

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

**Subject:**

**Consent Agenda Approval** of the Departmental Regulation entitled "Emergency Road Standards within Dewey-Humboldt" ("Standard").

**Background:**

At the November 12, 2019 Study Session, Council reviewed the Standard. Based on the outcome of that meeting, staff finalized the Standard and is bringing it back to Council for formal approval.

The Standard is solely to be used by the Town in the event of an emergency where the Town needs to evacuate individuals quickly.

**Financial Impact:**

The initial cost to the Town will be associated with blading land that may then be used by vehicles to evacuate. After the emergency subsides, there will be costs associated with returning the bladed land to its pre-emergency condition.

**Direction Requested:**

Staff is seeking formal Council approval of the Departmental Regulation Standard.

**Suggested Motion:**

**For:** I move to approve the Emergency Road Departmental Regulation Standard.

**Against:** I move to deny the Emergency Roads Departmental Regulation Standard.

**Attachments:**

Departmental Regulation, entitled "Emergency Road Standards within Dewey-Humboldt".



**TOWN OF DEWEY-  
HUMBOLDT DEPARTMENTAL  
REGULATION**

**Department: Public Works**

**Subject: *Emergency Road Standards  
within Dewey-Humboldt***

1. **Scope.** This procedure applies **minimum** standards for the design and construction of Emergency roads within public and private rights of way and easements in The Town of Dewey-Humboldt, Arizona. To only be used under emergency situations to get people out of danger.
2. **Purpose.** Emergency roads to give the town of Dewey-Humboldt an Evacuation Route.
3. **Right-of-Way Requirements.**
  - 3.1. Minimum Right-of-Way Widths for Emergency routes
    - 3.1.1. Emergency Route- 15' minimum.
4. **Road Width Requirements.**
  - 4.1.1. Evacuation Route- 15' wide
  - 4.1.2. **Design Standards.**
  - 4.2. Design Criteria for Road Drainage.
5. **Construction Standards for Emergency roads.**
6. **Town Acceptance.**
  - 6.1. Action by the Town Council.
7. **Material Specifications.**
  - 7.1. Subgrade.
- 8.

**TOWN MANAGER APPROVAL**

Initial: \_\_\_\_\_

Notes:

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S:\Legal Counsel laws and regulations\Departmental Regulations\Engineering\ENG10-01 Road Standards.doc



# TOWN MANAGER'S REPORT

Regular Council Meeting Date: December 17, 2019  
Agenda Item: 8.A.

**To:** Dewey-Humboldt Town Council and Citizens

**From:** Edward L. Hanks, Jr., Town Manager

**Subject:** Town Elections Update

Staff is preparing for the 2020 elections and is providing this information to the Town Council and to citizens of the Town. The 2020 elections will be for the Mayoral (two-year term of office) and three Town Council seats (four-year terms of office).

In the 2019 legislative session, changes were made that impact the timing of candidate filings and the Primary election date. An outline of important election dates follows.

### 2020 Election Dates

**December 27 – 30, 2019** – Call of Election published in the *Daily Courier*

**January 2, 2020** – Candidate packets available to be picked up at Town Hall

**March 9, 2020\*** – First day for candidates to file nominating paperwork\*\*

\*March 7 would be the first day for candidates to file; however, due to March 7 falling on a Saturday, the first day to file is the following Monday

\*\***New for this election** – Candidates must file a Statement of Interest form prior to obtaining any signature on a nomination petition

**April 6, 2020, 5:00 p.m.** – Deadline for candidates to file nominating paperwork

**July 6, 2020** – Voter registration deadline for the Primary Election

**July 8, 2020** – Early ballots will be mailed for the Primary Election

**August 4, 2020** – Primary Election Day

**October 5, 2020** – Voter registration deadline for the General Election

**October 7, 2020** – Early ballots will be mailed for the General Election

**November 3, 2020** – General Election Day

Pursuant to Town Code § 30.046, candidates who receive a majority of all votes cast at the Primary will be declared elected to office.

Presidential Preference Election (“PPE”) – the Town is not involved in the administration of the PPE and is providing this information solely as a courtesy.

- The Democratic Party is the only party participating in the PPE;
- Only voters registered as Democrats on or before the voter registration deadline are eligible to participate in the PPE – voters registered as any other party or as independent are not eligible to participate;
- February 18, 2020 – Voter registration deadline for the PPE;
- February 19, 2020 – ballots will be mailed for the PPE;
- March 17, 2020 – Presidential Preference Election Day.

### Recall Petitions

Recall petitions were pulled in 2019. The deadline to file the petitions passed without the petitions being filed.

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

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# TOWN MANAGER'S REPORT

Regular Council Meeting Date: December 17, 2019  
Agenda Item: 8.B.

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**To:** Dewey-Humboldt Town Council and Citizens

**From:** Edward L. Hanks, Jr., Town Manager

**Subject:** 2020 Census and Town Activities

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The 2020 Census date is April 1, 2020. Postcards will be mailed to households from the Census Bureau on March 12, 2020.

It is critical that everyone in Dewey-Humboldt be counted - the census count directly impacts the amount of state-shared revenues that the Town receives for its annual budget.

Yavapai County is coordinating a county-wide effort to get the message out to citizens in the County. Meetings are typically every two weeks; Beth Evans, Administrative Assistant, attends on behalf of the Town. These efforts include consistency among message points and graphics to be used, to ensure that the community is aware of the census and participates in it.

The Town will be participating in bringing community awareness by use of the Town newsletter, website, social media, and the Constant Contact email feature.

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

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## COUNCIL COMMUNICATION

Regular Council Meeting Date: **December 17, 2019**

Agenda Item: **9.A.**

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

**Subject:**

Discussion and possible action to approve revisions to the Town Council Presentation Request Form.

**Background:**

At the September 16, 2014 Council Meeting, Council approved the Presentation Request Form ("Form"). In reviewing various Town forms, staff identified a need to update the Form due to recent ordinances, and, as the Form was originally approved by Council, staff is bringing the recommended changes to Council for approval.

The overall process is not being recommended to change – a Councilmember must still submit a Council Agenda Action Request Form (CAARF) for the full Council to consider whether to schedule the presentation at a future meeting.

Substantive recommended Form changes include:

- Updating the dates of Regular Meetings and Study Sessions to reflect current Town Code provisions; and,
- Differentiating between presentations that are informational in nature or that will request Council to take action, to assist in scheduling the Presentation at the appropriate meeting.

In addition, staff is recommending various wording changes in an attempt to clarify the process.

**Financial Impact:**

There is no financial impact to the Town for making these changes.

**Direction Requested:**

Staff is seeking Council approval of the revisions to the Form.

**Suggested Motion:**

**For:** I move to approve the revisions to the Town Council Presentation Request Form.

**Against:** I move to deny the revisions to the Town Council Presentation Request Form.

**Attachments:**

Redlined Town Council Presentation Request Form



TOWN OF DEWEY-HUMBOLDT  
 P.O. BOX 69  
 HUMBOLDT, AZ 86329  
 Phone 928-632-7362 ▪ Fax 928-632-7365  
 www.dhaz.gov

### Town Council Presentation Request Form

Requests to make a formal Town Council presentation must first be approved by the Town Council ~~as a whole~~ at a regular council meeting. The request form is used to accompany a council member's Council Agenda Action Request Form (CAARF) which would sponsor the presentation request. The Form must be submitted to the sponsoring council member at least four weeks ~~to the sponsoring council member~~ prior to the requested Town Council meeting date. The CAARF will be discussed at a ~~council meeting~~ Regular Council Meeting for the Council to determine whether to approve the presentation request. The Town Council meets the first and third Tuesdays of the month at 6:30 p.m. for Regular sessions, ~~and~~ The Council also meets the first second Tuesday of the month for Study Sessions at ~~2:00~~ 6:30 p.m. ~~The Town Council attempts to limit the length of individual presentations should be limited~~ to 15 minutes unless the Council votes to extend that time. If any special equipment is requested, please notify the Town Clerk no less than 72 hours before the Council meeting.

If approved by Council, presentations that are informational in nature will typically be scheduled for the next available Study Session. Presentations that request a decision or Council vote will typically be scheduled for the next available Regular Meeting.

Nature and Description of Presentation (Please note that this form does not apply to commendation and /or proclamation presentations, and individuals who wish to speak ~~at the Comments from the public item on an agenda~~ during Public Comment on Non-agendized Items):

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Is the Presentation informational in nature, or will the Town Council be asked to make a decision or vote?

Informational  Requesting something of the Town Council

Please describe the number of participants, any audio or visual equipment that you will set up and utilize, and how long you will require to set up your equipment.

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Individual, agency, and/or organization attending Town Council meeting:

Name: \_\_\_\_\_ Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Council Meeting Date Requested: \_\_\_\_\_; ~~alternate~~ Alternate date: \_\_\_\_\_

Requested by:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

If you have any questions about the application process, please contact the Town Clerk's Office at (928) 632-7362. Please return this form to the sponsoring council member, Dewey- Humboldt Town Hall, 2735 S. Highway 69, P.O. Box 69, Humboldt, AZ 86329, by fax to (928) 632-7365 or by email to the council member (Town Council contact information can be found at [www.dhaz.gov/contacts](http://www.dhaz.gov/contacts)).

For Town Clerk Office Use Only:

Date requested received \_\_\_\_\_ Sponsoring Council Member \_\_\_\_\_  
Approved by Council at \_\_\_\_\_ meeting (Mayor Initial \_\_\_\_\_)  
Not Approved \_\_\_\_\_ Applicant Notified and Notes: \_\_\_\_\_

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## COUNCIL COMMUNICATION

Regular Council Meeting Date: **December 17, 2019**

Agenda Item: **9.B.**

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

**Subject:**

Discussion and possible action to enter into a five-year Inspection Services Agreement with the Arizona Department of Housing, Office of Manufactured Housing, for the Town to monitor and enforce installation standards for manufactured homes, factory-built buildings, and mobile homes.

**Background:**

Under State law, the Arizona Department of Housing, Office of Manufactured Housing (“OMH”) maintains standards of quality and safety for manufactured homes, factory-built buildings, and mobile homes. State law also directs OMH to enter into agreements with local jurisdictions to enforce the installation standards set by OMH.

The Town’s previous five-year agreement with OMH, entered into on August 25, 2014, has expired.

**Financial Impact:**

Under the terms of the agreement, the Town may charge permit and inspection fees to receive compensation for the services provided.

**Direction Requested:**

Staff is seeking Council approval of the agreement with OMH.

**Suggested Motion:**

**For:** I move to approve the Inspection Services Agreement with the Arizona Department of Housing, Office of Manufactured Housing.

**Against:** I move to deny the Inspection Services Agreement with the Arizona Department of Housing, Office of Manufactured Housing.

**Attachments:**

Inspection Services Agreement

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

**INSPECTION SERVICES AGREEMENT**

**BETWEEN**

**ARIZONA DEPARTMENT OF HOUSING  
OFFICE OF MANUFACTURED HOUSING**

**AND**

**TOWN OF DEWEY HUMBOLDT**

**TO ENFORCE INSTALLATION STANDARDS**

This **AGREEMENT** (“Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the **ARIZONA DEPARTMENT OF HOUSING, OFFICE OF MANUFACTURED HOUSING** (“OMH”) and TOWN OF DEWEY-HUMBOLDT (“Agency”).

**WHEREAS**, pursuant to Arizona Revised Statutes (A.R.S.) § 41-4002 the purpose of OMH is to maintain standards of quality and safety for manufactured homes, factory-built buildings, mobile homes, and the installation of the same.

**WHEREAS**, A.R.S. § 41-4004 (A)(5) directs OMH to enter into agreements with local enforcement agencies to enforce the installation standards in their respective jurisdictions consistent with the installation standards of OMH; and

**WHEREAS**, it is the desire of both parties to eliminate unnecessary duplication of inspections regarding installation standards within the Agency’s jurisdiction;

**NOW, THEREFORE**, in consideration of the premises and mutual promises and undertakings herein contained, and for other good and valuable consideration, the parties agree as follows:

1. **Monitoring and Enforcement.** For the duration of this Agreement, the Agency will monitor and enforce the installation standards set forth in A.R.S. § 41-4004 (A)(4) and Arizona Administrative Code (A.A.C.), including but not limited to, R4-34-102, R4-34-204, R4-34-606 and R4-34-801 as they apply to installation standards and accessory structures.
2. **Term.** The term of this Agreement shall be for five (5) years from the date of this Agreement.
3. **Standards of Performance.** In exercising the authority delegated hereunder the Agency shall perform to the same standards of performance that the law imposes upon OMH in exercising the authority described in section 1 hereof. In addition, the Agency shall not approve any installation unless the installer affixes a State Insignia of Approval as required by A.A.C. R4-34-802 (A) and pays to the Agency the fee established by OMH pursuant to the authority by A.A.C. R4-34-501.

4. Monthly Reporting. The Agency in this Agreement shall submit a Monthly Report to OMH. A copy of each closed mobile home/HUD manufactured home or FBB permit shall be submitted with the monthly report. The monthly report with copies of permits shall be submitted by mail, fax, or email, on or before the 15<sup>th</sup> of the following month. OMH will provide the monthly report format which will require the following be collected and documented:

- a. ARZ HUD label number(s) or FBB manufacturers insignia number
- b. Unit serial number
- c. Installation insignia or FBB plan approval number
- d. Address of installation
- e. Date of approved final installation inspection

5. Fees Charged by the Agency. Permit fees charged by the Agency shall be the same as the Fee Schedule created by OMH pursuant to its authority under A.R.S. § 41-4010 (A)(4), A.R.S. § 41-4010 (A)(5) and A.A.C. R4-34-501 and no more than permitted by R4-34-801(E). All fees collected by the Agency shall be kept by the Agency as compensation for the services performed by the Agency under this Agreement. The Agency shall not be entitled to any other compensation for services rendered by it under this Agreement.

6. Termination. Either party may terminate this Agreement at any time without cause by giving the other party thirty (30) days written notice prior to the date of termination. Additionally, OMH may terminate this Agreement immediately and without notice, if OMH determines that the installation standards required in the Agreement are not being maintained, or that local fees are not consistent with the inspection fees established by the Board of Manufactured Housing.

7. Qualifications of Personnel. The personnel that perform the functions delegated to the Agency in paragraph 1 hereof shall each have no less than one year of experience as a building code inspector or manufactured housing installation inspector.

8. Inspector Training. All Agency Inspectors performing under this Agreement shall participate in required initial and/or periodic training as set and coordinated by the State.

9. Duties of OMH. Should OMH require inspections of any portion of the installation of mobile, manufactured homes, accessory structures or factory built buildings not required by the Rules referred to herein and not covered under this Agreement, OMH shall be responsible for the inspections and enforcement thereof.

10. Notices. All notices shall be mailed or delivered to the party to receive such notice to the following address.

- a. If intended for OMH to:

Arizona Department of Housing  
Office of Manufactured Housing  
1110 West Washington, Suite #280  
Phoenix, AZ 85007-2935

Attn: Tara Brunetti  
Title: Deputy Director  
Phone: (602) 771-1035

b. If intended for Agency, to:

**Town of Dewey Humboldt**

P.O. Box 69; 2735 South Highway 69, Suite 12  
Humboldt, AZ 86329

Attn: Don Roberts  
Title: Building Official  
Phone: (928) 632-7362

11. Interpretation and Amendments. This Agreement contains the entire agreement between the parties hereto. This Agreement shall not be amended or modified in any manner, except by an instrument in writing signed by the parties hereto.

12. Headings. Headings are for convenience only and are not to be construed as part of this Agreement.

13. Invalidity of a Term. The parties agree that in the event any term, covenant or conditions herein contained should be held to be invalid or void, the invalidity of any such term, covenant or condition shall in no way affect any other term, covenant or condition of this Agreement.

14. Dispute. In the event of any dispute between the parties under this Agreement, the parties agree that they shall submit the dispute to arbitration pursuant to A.R.S. §§ 12-133(D) and 12-1518.

15. Inspection and Audit. Pursuant to A.R.S. §§ 35-214 and 35-215, all books, accounts, reports, files and other records relating to this Agreement shall be subject at all reasonable times to inspection and audit by the State of Arizona for five (5) years after completion of this Agreement. Such records shall be produced at the Auditor General's Office or such other office as the parties hereto may mutually agree within a reasonable time after request.

16. Conflict of Interest. The parties acknowledge that this Agreement is subject to cancellation by the Governor of Arizona pursuant to A.R.S. § 38-511, the provisions of which are incorporated herein.

17. Prohibition Against Discrimination. In the event that it applies, the parties agree to comply with the Arizona Governor's Executive Order No. 2009-09.

18. Governing Law and Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. The exclusive venue for any litigation, arbitration, administrative hearing or the like concerning this Agreement or any matter arising therefrom shall be in Maricopa County, State of Arizona.

19. Unavailability of Funding. Every payment or financial obligation of the parties under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by any party at the end of the period for which funds are available. No liability shall accrue to any party in the event this provision is exercised, and neither the OMH or Agency shall be obligated or liable for any future payments nor for any damages as a result of termination under this paragraph.

20. E-verify. To the extent applicable under A.R.S. § 41-4401, each party and its respective subcontractors warrant compliance with all federal immigration laws and regulations that relate to its employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). Each party has the right to inspect the papers of the other party or its subcontractors participating in this Agreement and may result in the termination of the Agreement by a non-breaching party under terms of this Agreement.

21. Antitrust Violations. To the extent applicable, Agency assigns to the Department any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the Agency toward fulfillment of this Agreement.

22. Boycott of Israel. To the extent applicable and permitted by law, Agency warrants it is not engaged in a boycott of Israel as defined by A.R.S. § 35-393.01, as may be amended from time to time.

**IN WITNESS WHEREOF**, the parties hereto agree to carry out the terms of this Agreement and have executed this Agreement the day, month and year first written above.

ARIZONA DEPARTMENT OF HOUSING:

TOWN OF DEWEY-HUMBOLDT:

Names: \_\_\_\_\_

Name: \_\_\_\_\_

Carol Ditmore, Director  
Arizona Department of Housing

Terry Nolan, Mayor

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Tara Brunetti, Deputy Director  
Arizona Department of Housing  
Office of Manufactured Housing

Timothy A. Mattix, Town Clerk

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

This Agreement has been reviewed by the undersigned attorney for the Agency who has approved the Agreement as to form.

BY: \_\_\_\_\_

Kay Bigelow, Bigelow Law Offices, PLC  
Town Attorney

This Agreement has been reviewed by the undersigned Arizona Assistant Attorney General, who has approved the Agreement as to form.

Dated this \_\_\_ day of \_\_\_\_\_, \_\_\_\_.

BY: \_\_\_\_\_

Valerie L. Marciano, Esq.  
Assistant Attorney General

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# **Addendum**

## **Newly Elected Councilmembers**

### **PURPOSE AND BACKGROUND INFORMATION:**

In order to avoid common pitfalls as an elected official in the town of Dewey-Humboldt, it is important that all newly-elected persons understand their key functions as a mayor or a councilmember. The decisions made by any councilmember will be based upon the information they have available to use in making a determination. Therefore, it is important to make every effort to gather and analyze all available information, and become educated about municipal government. Understanding issues such as policy versus administration, the importance of teamwork, conflicts of interest, council meeting and open meeting laws is crucial to effectively making decisions and creating policy. It makes good sense to prepare and support our councilmembers so they may more properly serve our community.

Amend Administrative Code 30.015 to include the following:

- (H) All newly elected council members shall be provided with a printed copy of the most current version of the League of Arizona Cities and Towns publication entitled, "What All Newly-Elected Officials Need to Know." The publication shall be provided to each councilmember by the town of Dewey-Humboldt no later than the end of first month after election.
- (I) Newly-elected council members will be required to attend a minimum of one League of Cities and Towns "Newly Elected Officials Training" and one League Conference prior to the end of the first two years of their initial term.

### 30.015 TOWN COUNCIL GENERALLY.

(A) *Number and term.* The elected officials of the town shall be seven Councilmembers (including the Mayor) who shall constitute the Town Council. Councilmembers shall serve four-year, staggered terms as provided by state law. Each Councilmember shall continue in office until the assumption of duties of office by his or her duly elected and sworn successor. Councilmembers elected in 2011 or appointed to fill the term of a Councilmember elected in 2011 shall serve until the assumption of duties by Councilmembers elected in the Fall 2014 election. Councilmembers elected in the Spring 2013 election shall serve until the assumption of duties by Councilmembers elected in the Fall 2016 election.

(B) *Any form of action permissible.* The corporate powers of the town shall be vested in the Council and shall be exercised only as directed or authorized by law. All powers of the Council shall be exercised by ordinance, resolution, order, or motion.

(C) *No artificial limit.* The Town Council has the power, in the name of the town, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants, which are not specifically prohibited by the constitution, the town ordinance or state or federal laws.

(D) *Majority rule.* The Council acts as a body. Policy is established by majority vote. A decision of the majority binds the Council to a course of action. The Council majority may be a majority of the quorum of the Council.

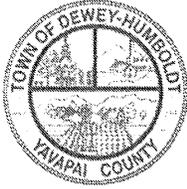
(E) *No special powers.* No Councilmember has extraordinary powers beyond those of other members (except as may otherwise be provided in state law). All members, including the Mayor, have equal powers.

(F) *One office.* No member of the Council is permitted to hold any other town office or town employment (except as may otherwise be provided in the town ordinance).

(G) *Assumption of office.* Immediately prior to assumption of the duties of office, each Councilmember shall sign the Council Code of Ethics and take and subscribe to the oath of office. The oath shall be given by the Town Magistrate or by the Town Clerk. Councilmembers of the town shall assume the duties of office at the first regular meeting of the Council in December next following the date of the primary or general election at which the Councilmembers were elected. Assumption of an elected office will result in the automatic resignation of all other town offices, elected or appointed.

(Ord. 09-49, passed 4-7-2009; Am. Ord. 13-97, passed 6-4-2013; Am. Ord. 14-106, passed 6-3-2014)

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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

DEC 03 2019

Received

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular  Special  Work Session

Meeting Date: Next Available

Date of Request: 12-3-19

Type of Action:  Routine/Consent  Regular

Requesting:  Action  Report Only

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

Brief presentation by Mr. Donovan on Wildland Urban Interface Code for discussion as a Supplement to IBC. OR to pick out best sections for distribution to residents as information.

Purpose and Background Information (Detail of requested action). Mr. Donovan asked for an opportunity to do this. I was told by him the IWUIC is copyrighted. It has info in it that can be of value to residents in fire proofing homes. I was disappointed to hear it was copyrighted since some methods in it are very important info.

Staff Recommendation(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

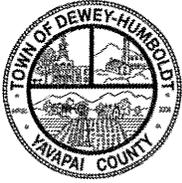
List All Attachments: \_\_\_\_\_

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.**



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ86329**  
**Phone 928-632-8562 • Fax 928-632-7365**

Dewey-Humboldt

NOV 25 2019

Received

### Town Council Presentation Request Form

Requests to make a formal Town Council presentation must be approved by the Town Council as a whole at a council meeting. The request form is used to accompany a council member's Council Agenda Request Form (CARF) which would sponsor the presentation request. The Form must be submitted at least four weeks to the sponsoring council member prior to the requested Town Council meeting date. The CARF will be discussed at a council meeting for the Council to determine whether to approve the presentation request. The Town Council meets every first and third Tuesday of the month at 6:30 p.m. for regular sessions. The Council also meets every second Tuesday of the month at 2:00 p.m. for study sessions. The Town Council attempts to limit the length of individual presentations to 30 minutes unless the Council votes to extend that time. If any special equipment is requested, please notify the Town Clerk no less than 72 hours before the Council meeting.

Nature and Description of Presentation (Please note that this form does not apply to commendation and /or proclamation presentations, and individuals who wish to speak at the Comments from the public item on an agenda):

**Request a quick PowerPoint presentation by Mr. Mike Donovan regarding the International Wildland Urban Interface Code, a supplement to the International Building Code, and it's application for Dewey-Humboldt be allowed**

Please describe the number of participants, any audio or visual equipment that you will set up and utilize, and how long you will require to set up your equipment.

**This is a quick, one person PowerPoint presentation. It's on a thumb drive that will only need the existing projection system.**

Verbal presentation

Individual, agency, and/or organization attending Town Council meeting:

Name: **Mike Donovan, Resident, Dewey-Humboldt**

Council Meeting Date Requested: Next alternate date: Next

Requested by:

Name: Mike Donovan Phone: 949-309-0616

Address: 10358 E Powerline Rd Email: donovanml@att.net

If you have any questions about the application process, please contact the Town Clerk's Office at (928)632-7362. Please return this form to the sponsoring council member, Dewey- Humboldt Town Hall, 2735 S. Highway 69, P.O. Box 69, Humboldt, AZ 86329, by fax to (928)632-7365 or by email to the council member (Town Council contact information can be found at [www.dhaz.gov/contacts](http://www.dhaz.gov/contacts)).

For Town Clerk Office Use Only:

Date requested received <u>11/25/2019</u> Sponsoring Council Member <u>Councilmember Collins</u>
Approved by Council at _____ meeting (Mayor Initial _____)
Not Approved _____ Applicant Notified and Notes: _____

 <p><b>TOWN OF DEWEY-HUMBOLDT TO BE DETERMINED</b></p>	<p><b>PG № TC15-01</b></p>
<p><b>All Public Bodies : Town Council, Board, Commission, and Committees</b></p>	<p><b>Effective Date: December 1, 2015</b></p>
<p><b>Subject:</b> <i>Regional organization appointments</i></p>	

1. **Purpose and Scope:** To provide a procedure for Council or other public bodies to appoint representatives to regional organizations. Town staff representation at regional organizations is not subject to this policy.

2. **Background:**

The Town participates in the activities of several regional organizations, such as the Central Yavapai Metropolitan Planning Organization (CYMPO), the Northern Arizona Council of Governments (NACOG), the Greater Prescott Regional Economic Partnership (GPREP), the League of Cities and Towns, and others. It is important that the Town has representation at these regional organizations. Town Council usually appoints the Mayor or a Council Member to serve as Town’s official representative at each organization.

3. **Policy and Appointment procedures:**

3.1 An appointment to a regional organization may be initiated by a request of the agency or a council decision to ensure the Town is properly represented at the organization. The Council appointee may or may not serve on a board, commission or committee within the regional organization.

Town Council, as of the effective date of this Policy, has appointed the Mayor and/or Council members to represent the Town at the following organizations:

- CYMPO – Executive Governing Board
- GPREP – Governing Board
- NACOG – Council
- Yavapai Regional Medical Center – Board of Electors
- GAMA (Greater Arizona Mayors’ Association)
- Yavapai County Interagency Coordination Committee (Emergency Management)

The Town’s representation to regional organizations is not limited to the above list and organizations may be added or deleted at the Council’s discretion.

3.2 When the Town receives an invitation or a request for a public body member to represent the town at a regional organization, the matter shall be placed on a regular

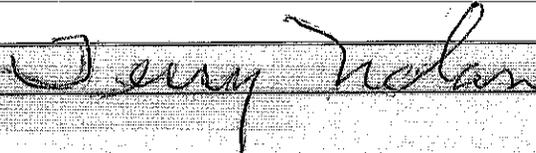
meeting agenda for the Council to make an appointment decision. Such decision may be made by motion unless otherwise required by the regional organization.

**3.3** It is Council's policy that when a Representative to a regional organization is appointed, Council will also appoint an alternate representative to the same organization.

**3.4** Once appointed, the appointee shall make every effort to represent the town properly and provide periodic reports to the Town Council. The appointee shall comply with applicable town codes and policies, including Town Code section 30.085 Representing an Official Town Position.

**3.5** Council will review the Regional Organization appointee list to reappoint and/or continue the existing appointments at the second regular Council meeting in December of each year. If, for any reason, Council fails to do so, the appointees shall remain in their positions until new appointments have been made.

**3.6** If a person appointed as a representative or alternate representative to a regional organization resigns or is unable to serve, the Town Council shall appoint a new representative and/or alternate at the next available Council meeting. The new representative may or may not be the alternate to the representative who resigned.

TERRY NOLAN, MAYOR	
ATTEST:	
JUDY MORGAN, TOWN CLERK	
Notes:	