

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

Tuesday, February 4, 2020, 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, February 4, 2020, 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)(1), 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, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance 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.

Page

A. Council announcements about outside meetings and committees

5 B. Proclamation – declaring January 26, 2020 through February 1, 2020 as Dewey-Humboldt School Choice Week

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.

7 **A. Approval of Minutes of December 3, 2019 Regular Meeting**

13 **B. Approval of Minutes of December 10, 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.

A. Town Manager's Report on information received from the United States Department of Agriculture, Rural Development Office, relating to grant and loan options for the new Town Hall building, and on information gathered relating to Business Development Grant Opportunities in the Town

B. Town Manager's Report on the status of the new Town Hall building, to be located at 12938 East Main Street

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

19 **A. Review, discussion and possible action relating to the draft ordinance amending the Dewey-Humboldt Code of Ordinances to change farm animals from an accessory use to a permitted use.** Possible action includes directing staff on revisions to the draft ordinance and/or referring the draft ordinance to the Planning and Zoning Advisory Commission to begin the public hearing process. (Staff CC; from the September 17, 2019 Regular Council Meeting)

27 **B. Discussion and possible action relating to designating parking on Main Street as angled parking** (Staff CC; from the January 7, 2020 Regular Council Meeting)

29 **C. Discussion and possible action to approve the second amendment to agreement number WFHF 17-201 with the Blue Hills/Foothills Firewise Board and the Prescott Area Wildland Urban Interface Commission (PAWUIC), to add seven additional acres as eligible for reimbursement** (Staff CC)

35 **D. Discussion and possible action relating to signing a letter in support of the Arizona Heritage Alliance's proposed legislation that will appropriate \$10 million to the state's Heritage Fund in support of local, regional and state parks, trails and historic preservation** (Staff CC)

39 **E. Discussion and possible action to authorize staff to negotiate a contract with Civiltec Engineering, Inc., for Civil Engineering for the Community Development Block Grant (CDBG) project entitled Hill Street Improvements** (Staff CC)

91 **F. Discussion and possible action to approve a presentation from the United States Census Bureau relating to the 2020 Census** (Staff CC)

93 **G. Discussion and possible action to direct staff to contact Local First Arizona and schedule a future presentation to Council on who they are, what their functions are, and how the Town can partner with Local First Arizona to help the Town** (CAARF – Councilmember Brooks)

10. Executive Session

Vote to recess to Executive Session

A. An Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for the purpose of providing a six-month review of the legal services provided by Bigelow Law Offices, PLC, pursuant to the agreement for Town Attorney Services

Close Executive Session/Reconvene Regular Meeting

11. Possible action related to the six-month review of the legal services provided by Bigelow Law Offices, PLC

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

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 _____, 2020, 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, February 6, 2020, at 6:00 p.m.
Next Town Council Study Session: Tuesday, February 11, 2020, at 6:30 p.m.
Next Town Council Regular Meeting: Tuesday, February 18, 2020 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.

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PROCLAMATION

A Proclamation Commemorating the Town of Dewey-Humboldt School Choice Week

WHEREAS all children in the Dewey-Humboldt should have access to the highest-quality education possible; and,

WHEREAS the Town of Dewey-Humboldt recognizes the important role that an effective education plays in preparing all students in Dewey-Humboldt to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of the Town of Dewey-Humboldt; and,

WHEREAS Dewey-Humboldt is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Terry Nolan, Mayor of the Town of Dewey-Humboldt, Arizona, do hereby recognize January 26 – February 1, 2020 as

DEWEY-HUMBOLDT SCHOOL CHOICE WEEK

and I call this observance to the attention of all of our citizens.

In Witness Whereof, I have hereunto set my hand this 4th day of February, 2020.

Terry Nolan, Mayor

Timothy A. Mattix, Town Clerk

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**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR COUNCIL MEETING MINUTES
DECEMBER 3, 2019, 6:30 P.M.**

A REGULAR COUNCIL MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, DECEMBER 3, 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, Mark McBrady, Vice Mayor Victoria Wendt and Mayor Terry Nolan were present.
3. **Pledge of Allegiance** Audience member Jason Chisholm led the Pledge.
4. **Invocation** Given by Councilmember Lance.
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

Mayor Nolan attended meetings on December 2, 2019, with Congressman Gosar regarding veterans' issues, and on December 3, 2019, with area Mayors, Managers and Supervisors, and discussed information from the meeting.

Councilmember Brooks attended the November 20, 2019 Firewise meeting and the November 25, 2019 Central Arizona Fire and Medical Authority (CAFMA) meeting.

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.

Barton Lee McLain spoke relating to having received a letter about the Town buying the water company; Yavapai Land and Monogram being owned by the same developer; a case in court filed June 26, 2017, by Yavapai Land/Monogram to appeal the Arizona Water Resources judgment; Yavapai Land/Monogram having to guarantee 651 water acre feet per year while the Town uses 508 acre feet; Town residents having voted against Monogram; her concern about the bridge bordering that land; and, the difficulty of right-of-way acquisition during development.

Leigh Cluff spoke relating to having received a message from Mayor Nolan asking if she wanted a water plug within 150 feet of her home; it sounding like an offer; having called Humboldt Water Company and Stuart McLean having no interest in selling; and, that Mr. McLean indicated that Prescott Valley will not take the water rights and that Humboldt water Company is in good standing with the Arizona Corporation Commission. She also spoke relating to not offering things to people, and asked Mayor Nolan if he would give it to her; in response, Mayor Nolan indicated that it could be if the Town buys Humboldt Water Company.

Jason Chisholm spoke relating to a previous Council discussion about placing points of contact of Councilmembers; in the current Town newsletter, the only personal phone numbers are for Mayor Nolan and Vice Mayor Wendt while all other numbers are for Town Hall; and, asked if the other Councilmembers' phone numbers will be published in the newsletter. Councilmember McBrady responded and gave his number. Councilmember Lance responded that she had indicated at the meeting that her number was on the website and should be in the newsletter. Councilmember Brooks responded that staff has her cell phone number and thought it was in the newsletter; and, asked what the process is to get it in the newsletter. Ed Hanks, Town Manager, stated that staff will contact Council for authorization on which number to publish in the newsletter and online.

Jack Hamilton spoke relating to water being a big concern in the Town; having received the anonymous letter and it being a combination of truth and fiction; and, people not doing their research and finding facts for themselves.

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.

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

Vice Mayor Wendt moved to approve the consent agenda; seconded by Councilmember Lance. Motion passed on a voice vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM Lance – aye; CM McBrady – aye; VM Wendt – aye; Mayor Nolan – aye.

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.

Mr. Hanks noted that he has no reports tonight.

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

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)

Mr. Hanks provided background information as follows: staff issued a Request for Qualifications (“RFQ”) in September, 2019, with the deadline extended through November 15, 2019; one response was received, from PLAN*et Communities (“PLAN*et”), and is included in the Council packet; staff has reviewed the response, contacted references, and recommends Council authorize staff to begin contract negotiations.

Vice Mayor Wendt asked about the service charges. Mr. Hanks responded that staff will need to negotiate with PLAN*et; this will be more than a one-year process and will be partially funded in next year’s budget. Vice Mayor Wendt asked if there are extra costs for the additional options that are noted in the Scope of Work.

Leslie Dornfeld, PLAN*et owner and principal planner, responded that the Scope of Work was divided into two sections; the first for research and determining what about the General Plan may need to be updated or changed and the second based on the RFQ’s wording that the Town may choose to proceed with the second phase. She stated that PLAN*et understands the Town’s budget this year and worked to develop a process to work within it.

Vice Mayor Wendt asked the number of members that will be needed on the committees referenced in the response. Ms. Dornfeld responded that it depends on the community’s size and issues; options for consideration include no committee, with PLAN*et reporting directly to Council, a Council subcommittee, or a Working Group.

Councilmember Collins spoke relating to her concerns about the digital emphasis and isolating people; Ms. Dornfeld responded that it is flexible and multi-layered. Councilmember Collins spoke relating to PLAN*et’s response emphasizing increasing the Town’s density; Ms. Dornfeld responded that density and population growth will be a community dialog, and spoke to her experience working with other communities on density.

Councilmember Collins spoke relating to the Town being low-density; having experienced and seen other communities use advisory committees, with everything being a public record; there being people who are shut in and having minutes to read through being beneficial; and, advisory committees resulting in more press coverage.

Councilmember Brooks spoke relating to the cover letter saying Cave Creek and details falling through the cracks; Ms. Dornfeld responded that the wrong version was sent to the printer. Councilmember Brooks asked the date of the Tolleson General Plan; Ms. Dornfeld responded that it was approximately 5 years ago. Councilmember Brooks asked about the PLAN*et response referencing “place-based land use”; Ms. Dornfeld responded that place-based land use talks about the type of community that is wanted, rather than information such as the number of units, and gave examples. In response to Councilmember Brooks, Ms. Dornfeld confirmed that identifying key planning challenges will be public meetings; and that since the Town hasn’t grown at 2% per year from the last decennial census, an election is not required. In response to Councilmember Brooks, Ms. Dornfeld noted that Steering Committees usually include community leaders, people who come to Council Meetings, a representative from Council, and staff; and, discussed Firewise and a federal agency representative being included. Councilmember Brooks asked if maps referenced in the response will be made available in hard copies as well as digitally; Ms. Dornfeld confirmed that the maps will be printed. Councilmember Brooks asked if the surveymonkey survey will also be digital; in response, Ms. Dornfeld noted that the Town’s budget doesn’t allocate enough for a paper survey as compiling the data would need to take away from community meetings.

Councilmember Brooks asked about the difference between the Steering Committee and an issue-focused community meeting; Ms. Dornfeld responded that Steering Committees meet regularly, while the issue-focused community meetings are more specifically formatted to get responses about a specific issue.

Councilmember McBrady spoke relating to needing to work on the General Plan; the amount of budgeted money is not near what is needed and asked for a cost range. Ms. Dornfeld responded that it depends on the community, amount of public engagement, available data and the number of elements in the plan. Hayden, a community of 5,500 people, spent approximately \$100,000 on their update four to five years ago, and the Town's cost could be in that arena. Councilmember McBrady spoke relating to having a lot of participation in the Town and needing to hear a realistic cost. Ms. Dornfeld responded that PLAN*et typically meets with the guiding group to discuss the scope and set expectations.

Councilmember Collins spoke relating to concerns with the current General Plan not having enough detail in areas; not needing a housing element; and including the Superfund site in the safety element. She also spoke relating to the amount of money and wanting to see people tell the Council if there is a need to update the current General Plan. Mr. Hanks spoke relating to the first phase being for an independent evaluation as to what within the existing General Plan needs to be updated. Councilmember Collins spoke relating to aggregate needing to be included in land use; and, if the Town commits to the first phase, the next phase may not be needed.

Councilmember Lance asked for a rough timeframe. Ms. Dornfeld responded with background information and noted 14-18 months for the entire process, with six months for the first phase.

Vice Mayor Wendt moved to accept the response received from PLAN*et Communities and allow staff to begin negotiating a contract with PLAN*et Communities for services rendered; seconded by Councilmember Hughes.

Councilmember McBrady spoke relating to needing more time and having an Executive Session to discuss it before going forward. Councilmember Collins spoke relating to the Town generating its own process up front and scoping out the public involvement process to get a better idea of cost.

Barton Lee McLain spoke in support of Councilmember Collins' idea to do the work up front.

Councilmember Lance spoke relating to not thinking it is realistic to believe that the total cost for a General Plan will be \$25,000; needing to budget for it going forward; and, needing public input. Councilmember Hughes spoke relating to the \$25,000 being for PLAN*et's expertise on General Plans and helping the Town negotiate for what is best for the Town; and, the time involved if the Town Council were to attempt to do it. Vice Mayor Wendt and Councilmember Lance concurred.

The motion to accept the response from PLAN*et and allow staff to begin negotiating a contract passed on a roll call vote 5-2. CM Brooks - aye; CM Collins - nay; CM Hughes - aye; CM Lance - aye; CM McBrady - nay; VM Wendt - aye; Mayor Nolan - aye.

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)

Mr. Hanks noted that this item is a request for the United States Department of Agriculture (USDA) – Rural Development, Arizona Office, who gave a presentation to three Councilmembers previously, give a presentation to the full Council, with time allotted for question and answer.

Councilmember Brooks moved to approve having the future presentation given by the USDA - Rural Development representatives for the Town's area; seconded by Councilmember Hughes. The motion passed on a voice vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM Lance – aye; CM McBrady – aye; VM Wendt – aye; Mayor Nolan – aye.

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

Mayor Nolan noted that his annual update was included in the Council packet.

Councilmember Collins asked if meetings with Representative Gosar and Senator McSally included discussions about increasing Environmental Protection Agency (EPA) funding for the Superfund site; Mayor Nolan responded that it is through the EPA, though the Representative and Senator have tried. Councilmember Collins asked if the meeting with Mr. Statler and Mr. Wood about the bridge was in the previous year; Mayor Nolan responded that it was in the previous year and brought forward in this year.

Councilmember Brooks asked if the list includes a standard calendar of meetings, not just those attended; Mayor

Nolan responded that it was everything he attended. Councilmember Brooks spoke relating to Mayor Nolan having missed some meetings.

Councilmember McBrady asked what is happening with the Central Yavapai Metropolitan Planning Organization (CYMPO); Mayor Nolan provided updates. In response to Councilmember McBrady, Mayor Nolan noted that the roundabout will be done in this area. Mr. Hanks gave an update on the Highway 69 and Highway 169 intersection.

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)

Councilmember Collins introduced the item and noted that she has heard from residents about the timing of agenda items, such as having controversial items before holidays and agendas having more items than needed; and, people asking if politics are involved. She also spoke relating to staff doing better things without the agenda committee; the time spent for agenda committee meetings; erosion of public trust when people perceive that politics are involved; and, public concern about a movement to exclude the future Vice Mayor from the process.

Vice Mayor Wendt spoke relating to agenda committee meetings not being political; CAARFs brought forward to the agenda committee with a draft agenda; the agenda committee being educational to see what is on an agenda; and, staff places items on agendas considering the responsibilities of Council and the nature of some things being urgent. In response to Vice Mayor Wendt and Mayor Nolan, Tim Mattix, Town Clerk, noted that the City of Tucson has an agenda committee, while the Town of Marana and City of Tempe agenda meetings were staff meetings and that some cities and towns utilize a different process for Councilmembers to place items on an agenda. Vice Mayor Wendt spoke relating to a third Councilmember being invited to attend the meetings; staff being willing to adjust meeting times as needed; the agenda being sent to the Town Attorney for review; and, recently, a third Council meeting being added.

Councilmember Brooks spoke relating to the Mayor having previously told Council of standing mandatory Monday and Tuesday appointments; having the Town Manager and Town Clerk set the agenda and allowing any Councilmember to sit in voluntarily; the Town Manager and Town Clerk listen to what members say; and, staff notifying Council of when agenda committee meetings would be held.

Councilmember Lance asked how long the agenda committee meetings have been in the Mayor-Vice Mayor format; Mayor Nolan responded that it used to be staff who set the agenda, but Council grew leery and insisted on being present. Mr. Hanks, Mayor Nolan and Councilmember Collins discussed the timing of when the current structure came into place.

Councilmember McBrady spoke relating to the system being fair and of allowing others to attend the agenda committee meetings.

Councilmember Brooks spoke relating to wanting the agenda committee to be set up to be available to whoever wants to attend; wanting to see it moved to 8:00 a.m. or 8:30 a.m.; that staff would not deny anybody attending a meeting; having it be just the Town Manager and the Town Clerk, but available to Council to attend; and, allowing it to be set at staff's schedule.

Councilmember Lance spoke relating to the most important thing being for Town staff to set the day and time that is best for them. Mr. Hanks spoke relating to not having more than three Councilmembers at agenda committee meetings and limitations on time to compile and distribute the agenda; and, staff always putting CAARFs on the agenda or talking to the Councilmember who submitted a CAARF if it's one that may not need to be on an agenda. In response to Councilmember Hughes, Mr. Hanks confirmed that he has not had any complaints about not having a specific CAARF on an agenda.

Councilmember Brooks moved to have the agenda committee be made up of the Town Manager and Town Clerk with the availability of Council being able to sit in on the meetings, with the first three to call being the three to attend; seconded by Councilmember Collins.

Councilmember McBrady, Councilmember Lance and Mr. Hanks discussed the schedule and meeting times; Mr. Hanks confirmed that staff will try to keep a consistent day and time and notify Council of agenda committee meetings.

Barton Lee McLain spoke relating to issues such as the water company and Heli- Swift being last on the agenda and people come at the beginning, but getting bored and leaving.

Leigh Cluff spoke relating to Councilmember Lance being the next Vice Mayor and her work schedule; the Mayor having standing appointments on Mondays and Tuesdays; and, working with Councilmember Lance's availability.

Jack Hamilton spoke relating to the meetings being important for staff and Council as a communication about what is happening in the Town; agenda committee meetings can't be later than Tuesday; the time should be up to the people who attend; and, doing it as an ordinance in order to enforce it.

Councilmember Hughes spoke relating to the Town Code not requiring the Mayor to be present at agenda committee meetings; and, if there are two other Councilmembers present, the meeting being able to be held.

The motion to have the agenda committee be made up of the Town Manager and Town Clerk, with Council being able to sit in on the meetings, failed on a roll call vote 2-5. CM Brooks – aye; CM Collins – aye; CM Hughes – nay; CM Lance – nay; CM McBrady – nay; VM Wendt – nay; Mayor Nolan – nay.

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)

Mayor Nolan noted that Mr. Statler and Mr. Wood would like to donate the bridge and 60-foot frontage to the Town in return for the Town to survey and install fencing along the right-of-way. Mr. Hanks displayed a map of the properties and noted that this would clean up ownership questions; from Mirabella to Edd Sands would still be in question; and, the Town currently owns from Edd Sands south. In response to Councilmember Lance, Mr. Hanks stated that going north from the bridge is Yavapai Land Holdings property.

Councilmember McBrady spoke in favor of the item; and, the Town eventually wanting the road and not coming back later and asking owners for permission.

Councilmember Collins asked about past bridge inspections; Mr. Hanks confirmed that staff can look up the bridge inspections, and that the bridge passed the last inspection. Councilmember Collins asked if it has gone through the private to public transition process; Mr. Hanks stated that it had not and discussed the policy.

Councilmember Lance asked about the advantage to the Town, with the Town not owning above or below the property; who was responsible for correcting the problems with the bridge; and, if the bridge is up to Town standards. Mr. Hanks responded that the Town used Flood Control District funds to correct scouring; the Town is not questioning the standard for the bridge; and, that the Town would gain that stretch of Old Black Canyon with clear ownership. Councilmember Lance spoke relating to the highway being established and not going away if the Town doesn't purchase that property; and, the Town still maintaining it.

Mayor Nolan spoke relating to the owner, as a private entity, being able to block the bridge. Council and staff discussed this, and Mr. Hanks noted that is a question for the Town Attorney.

Vice Mayor Wendt spoke relating to the precedent being set if the Town allows this; having never given leeway to a private resident who wants to go from private to public; and, homeowner responsibility.

Councilmember McBrady spoke relating to the history of Old Black Canyon; the Town paying for a title search that was inadequate; Old Black Canyon being a major road; and, whether the Town should continue to put money into it. He also spoke relating to having heard from Mr. Statler at one time that he could block the road; this clearing up bones of contention; there needing to be a monetary consideration for land purchases; and, asked about the fencing. Mr. Hanks responded that it would be about a quarter-mile along both sides of the road.

Councilmember Collins spoke relating to the road's condition, and asked if there is a drainage problem and the cost to fix it; Mr. Hanks confirmed that there is a drainage problem that would require establishing ditches and placing culverts, which staff can do.

Councilmember Lance asked if there is currently an easement at the property being talked about; the length of time that Old Black Canyon has been in place and the benefit to the Town; Councilmember McBrady responded that it is a road that the Town uses and people want it as a thoroughfare. In response to Councilmember McBrady, Jack Hamilton confirmed that he sold an easement to the Town for \$5; it was later returned.

In response to the Council, Mr. Hamilton spoke relating to ownership history; Old Black Canyon being moved and parcels expanded; the Town owning it but not knowing how wide it is; his property markers being about three inches into the pavement on Old Black Canyon; and, the Statlers having no private road as there is no deed or easement. Mr. Hamilton spoke relating to the railroad property, which was abandoned in 1881 and property bought by Mr. Young. Councilmember Hughes spoke relating to the survey having measured the road rather than the property corners; Mr. Hamilton spoke relating to the survey having gone onto everyone's properties, and title companies fighting the Town over it if the Town says it is a legal road as they have already certified it.

Mr. Hamilton continued providing history and background information. Mr. Hamilton spoke relating to banks and title companies not ceding land to the Town; title companies guaranteeing the property size; proceeding by way

of a quiet title; liability associated with ownership; not losing right-of-way if a road is moved; and, not knowing clear ownership of various areas, aside from a 60-foot right-of-way ceded by Mr. Young. Mr. Hamilton also spoke of not using the existing survey as it was not accurate or valid.

Councilmember McBrady spoke relating to Old Black Canyon having been treated as a private road but used by the public. Mr. Hamilton responded that a map in 1871 shows Old Black Canyon near where it currently is and discussed the road being there prior to any homes.

Councilmember Lance spoke relating to paying for the survey and fencing and other people wanting compensation for their part of the road; and, whether the Town will pay for surveys and fences with Monogram.

Councilmember Brooks spoke relating to the road having never moved south of the Young property; the fence at the Wood property being the original fence line; Mr. Young having purchased both sides; and, Mr. Statler having built fences right up to the road. Councilmember Brooks asked if either property owner has proposed this in writing and if there is documentation that they want to do this and the importance of it being in writing; Mr. Hanks responded that there is not. Councilmember Brooks spoke relating to Old Black Canyon being established and not ever being able to be shut down; and, Old Black Canyon being used until Highway 69 came in 1953.

Councilmember Brooks moved to deny talking about or accepting this and to not go forward with this item; seconded by Councilmember Collins.

Mayor Nolan spoke relating to Councilmembers putting a CAARF on the agenda if requested to do so; Councilmember Brooks spoke about property-related items being put in writing, rather than by verbal request.

Councilmember McBrady spoke relating to putting an offer on paper and starting with the attorneys; having previously participated on a committee that looked at a way to get around Prescott Valley by way of Old Black Canyon Highway; and, Prescott Valley getting control of it and saying that it couldn't be used.

Councilmember Lance spoke relating to having had two attorneys recommend quiet title as the best option.

Jason Chisholm spoke relating to the Town setting a precedent; if the Town pays for it, he will ask for a survey of his road; suing the Town if the Town doesn't; property owners wanting the Town to maintain private roads; and, the Town going bankrupt if it does so as it is unable to pay for 66 miles of road.

Mayor Nolan spoke relating to the Town having already surveyed the road; Councilmember Lance and Mayor Nolan discussed ownership history and proof of ownership of the property. Mayor Nolan discussed the Town survey going down the middle of the road.

Councilmember Collins spoke relating to the private to public road transition policy and the road not being brought up to standard before the Town takes it over.

The motion to deny and take no action on the item passed on a roll call vote 4-3. CM Brooks - aye; CM Collins - aye; CM Hughes - nay; CM Lance - aye; CM McBrady - aye; VM Wendt - nay; Mayor Nolan - nay.

Council requested a second roll call vote to make clear the effect of an aye and nay vote. The motion to deny and take no action on the item passed on a roll call vote 5-2. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM Lance – aye; CM McBrady – nay; VM Wendt – aye; Mayor Nolan – nay.

Councilmember Collins moved to allow public comment; seconded by Vice Mayor Wendt. There was consensus to allow public comment.

Leigh Cluff spoke relating to having been told if it is important to be at the meeting and asked where Mr. Statler and Mr. Wood are; Councilmember McBrady indicating that the housing development wants to get to the water; other streets that property owners want the Town to take ownership of and maintain; and, asked if she can shut down the road she lives on as her property markers are on the other side of the road.

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

No discussion was held.

11. Adjourn The meeting adjourned at 8:56 p.m.

Terry Nolan, Mayor

ATTEST: _____
Timothy A. Mattix, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MEETING MINUTES
DECEMBER 10, 2019, 6:30 P.M.**

A STUDY SESSION MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, DECEMBER 10, 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, Amy Lance, and Mayor Terry Nolan were present. Councilmembers John Hughes, Mark McBrady and Vice Mayor Victoria Wendt were excused.
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 Conflict of Interest (COI) offenses and removal from office if convicted; the procedure for filing a COI claim is with the Town Manager, who files it with the Town Attorney; and, the Town Attorney having a COI claim for over a month. He also spoke relating to the Town Attorney determining if a COI occurred almost being a COI; COI laws not applying to the Town Attorney; and, the COI procedure being made known to the Town Council and public.

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

Mayor Nolan asked to have the auditor give their presentation first; there were no objections.

D. Presentation and discussion: Financial Audit for Fiscal Year 2018-19, presented by Henry+Horne

Aaron Funk, Henry+Horne, reviewed the annual financial statements and provided background information on himself and his experience with the Town. Three main parts of the Independent Auditors' Report in the Financial Statements include management's responsibility, auditors' responsibility, and the opinion, which noted that the financial statements present fairly. He outlined the Financial Statements layout and explained different pages, including that the Budget and Actual page shows variances in the fiscal year, including excesses in Local Taxes and Interest Revenues. Budgeted expenditures exceeded actuals by \$587,000.

In an audit, Henry+Horne: confirms most revenues with the State of Arizona; performs analytics on all revenues; and, tests details, including pulling invoices, doing samples, and analytics on expenditures. There were no significant changes to the notes for this fiscal year. There were no internal control findings or compliance issues. There were a few verbal comments for management, such as segregating duties. Having one other person look at journal entries and capital assets will be enough segregation of duties; the Council is also a part of the controls.

Mayor Nolan spoke relating to adding another staff member to help keep track of everything.

Councilmember Brooks asked if the Town receives a rating on financials; Mr. Funk responded that there is not an Audit rating; though there could be a rating that the Town would need to obtain if the Town ever issues debt.

A. Presentation and discussion: Mayer Area Meals on Wheels (MAMOW) 2019 1st Biannual Accountability Report. Report of activities as required by the Public Benefits Accountability Contract.

Len White Bear, Meals on Wheels, stated that MAMOW's mission is to provide nutritious meals, both delivered and in the dining room, in an efficient and cost-effective manner to promote quality of life, safety and nutrition, thereby supporting the ability to stay in homes as long as possible. Meals are approved by a nutritionist; menus are sent to a nutritionist for review; changes are made until the nutritionist approves the meals. The Dewey-Humboldt route is MAMOW's longest route, with a route time of a little over three hours and a length of 52 miles. There are currently two drivers, on Monday and Thursday; MAMOW needs more drivers for the route.

In response to Councilmember Collins, staff will provide Ms. White Bear's contact information to Council.

Ms. White Bear discussed the number of meals delivered in the Town by month since July and expressed appreciation for the Town's grant.

In response to Mayor Nolan, Ms. White Bear confirmed that the number of deliveries in the Council meeting packet materials are specifically for the Town.

Councilmember Brooks asked if people are charged for the meals; Ms. White Bear responded that MAMOW sends out a letter that includes a suggested, voluntary, donation. In response to Councilmember Brooks, Ms. White Bear stated that there are drivers on Monday and Thursday; the driver on Monday brings a hot meal for Monday and frozen meals for Tuesdays and Wednesdays, and the Thursday driver brings a hot meal for Thursday and a frozen meal for Friday. The Northern Arizona Council of Governments (NACOG) determines how many meals per week individuals receive; everyone in the Town receives five.

In response to Councilmember Collins, Ms. White Bear noted that 12 people in the Town receive deliveries.

Councilmember Lance asked how to sign up to receive meals; Ms. White Bear responded that the call goes to NACOG, who informs the area case manager that there is an individual wanting to receive services, and the case manager then contacts the individual to set up a home visit and go through a determination of eligibility process. Councilmember Lance asked what the requirements are for delivery drivers; Ms. White Bear responded that fingerprints, background checks, a current driver's license and current insurance are required; individuals fill out an application with MAMOW, and background checks and fingerprint go to NACOG for approval.

Ed Hanks, Town Manager, noted that the January Town Newsletter will include a blurb that MAMOW is looking for drivers, along with MAMOW's contact information.

Leigh Cluff spoke and asked if MAMOW is looking for drivers for every weekday; Ms. White Bear responded that MAMOW is looking for additional drivers, more than just Monday and Thursday.

B. Presentation and discussion: Central Arizona Land Trust (Coldwater Farm Conservation Easement) 2019 1st Biannual Accountability Report. Report of activities as required by the Public Benefits Accountability Contract.

Jeanne Trupiano, Central Arizona Land Trust (CALT), gave an update on the Coldwater Farms Conservation Easement, which is on property owned by Garry and Denise Rogers. CALT's mission is to preserve and protect open space, wildlife habitat, working agricultural lands, and the scenic and cultural values of north-central Arizona for future generations; CALT recently expanded into northern Arizona. CALT developed core values; CALT is a service provider to landowners. The Town contributed \$2,500 initially, and \$1,500 in this fiscal year. On August 28, CALT completed the conservation that will protect just shy of 20 acres of Coldwater Farm.

Ms. Trupiano acknowledged those who contributed time and funds to the campaign, which is named *It's for the Birds*. There is a shortfall of \$4,697 but CALT decided to complete and establish the conservation easement and raise funds once complete. Money will go into the Stewardship Fund, which is a dedicated account through the Arizona Community Foundation (ACF) and held in trust, so that CALT can monitor the property in perpetuity.

The primary conservation purpose of this area is for protection of the riparian area and water resources; two birds of statewide importance are found in the property: the Southwestern Willow Flycatcher and Yellow-billed Cuckoo. She discussed the following: the conservation easement running with the land, regardless of who owns it; CALT takes fiduciary responsibility to ensure that the easement is protected in perpetuity; and, CALT not walking away once it is established. Community benefits include permanent protection, the property remaining private, remaining on the tax rolls, keeping protecting existing land uses, and stormwater protection.

Councilmember Lance asked about promotion of native fish on the property, including those that help with mosquitos such as the Gila Topminnow; Ms. Trupiano responded that project efforts were focused on birds, but that she will look into it to see if there is an opportunity.

Councilmember Brooks asked about the upkeep cost and if there are public restrooms. Ms. Trupiano responded as follows: the easement is on private property and public access is not required; the Rogers live there; the property is protected to protect the habitat; there are bird tours throughout the year; there are no current plans for restrooms; and, the Rogers are responsible for management and upkeep. Ms. Trupiano continued, relating to the Stewardship Fund, which is used for monitoring to ensure that the terms of the conservation easement are being enforced; and, CALT does not manage property unless it owns the property.

Councilmember Collins spoke relating to the number of species found on the property so far; Ms. Trupiano responded that when it was started, there were 127 species listed and it may be up to 140 species currently. Councilmember Collins asked if there is a list of the species online; Ms. Trupiano responded that the species were included in the baseline report and could be added to CALT's website. Councilmember Collins spoke relating to the changing numbers between migratory and non-migratory seasons; Ms. Trupiano responded and indicated that she would provide the information to Council and upload it to CALT's website.

Mayor Nolan asked if fees are being charged; Ms. Trupiano responded that there are not fees, but that CALT did do a fundraiser and charged at that time to pay for the guide. Mayor Nolan asked about advertising; Ms. Trupiano responded that it is primarily through CALT's website, through Mailchimp event announcements, and through the Audubon Society. Mayor Nolan asked about putting a sign on the highway to advertise; Ms. Trupiano responded that arrangements would need to be made with the Rogers; rather than have drop-ins, guided tours are necessary. In response to Mayor Nolan, Ms. Trupiano responded that there have been some fundraising tours and spoke relating to the Town Newsletter having been used for tour announcements. Mayor Nolan asked about advertising for tours; Ms. Trupiano responded that CALT would be the liaison in setting up tours, rather than the Rogers; the property does not have trails and care needs to be taken; and, CALT takes people on a certain route. Mayor Nolan asked about insurance; Ms. Trupiano responded that CALT obtained an extra rider for tours.

Councilmember Lance asked about how a group could set up a guided tour appointment; Ms. Trupiano responded that the best way is to contact the CALT office, who would then work with the Rogers on scheduling.

Gary Mortimer spoke and asked if there will be a hiking trail through the property; Ms. Trupiano responded that there will not be a trail. Mr. Mortimer asked for a map to be displayed and asked about the property boundaries; Mr. Hanks displayed a map and Ms. Trupiano explained the conservation easement. Mr. Mortimer asked if other property owners do a recreational trail, if it would need to dead-end at that area; Ms. Trupiano responded that a conservation easement does not preclude a trail, but that the Rogers do not want a trail. Mr. Mortimer spoke relating to there being a southwest prevailing wind, dry grasses and the potential of a fire.

Mayor Nolan asked how the public can access the area; Ms. Trupiano responded that people can contact CALT to set up a tour. Ms. Trupiano also spoke relating to there being no trail; it being for people with a deep interest in birds; and, the campaign has been bringing people up from Phoenix to see the property. Mayor Nolan spoke relating to an annual event in the Verde Valley, and asked if anything here will develop similar to that; Ms. Trupiano responded that the Verde Valley has a state park, but that there are also private properties that people are not allowed to access.

Councilmember Lance spoke relating to it being for the preservation of birds and wildlife rather than being to draw the public; and, asked if the preserve runs below or on the east side of the river; Ms. Trupiano confirmed that it crosses the river in one area. In response to Councilmember Lance, Ms. Trupiano confirmed that it is fenced to keep livestock out.

C. Presentation and Discussion: Dewey-Humboldt Historical Society (DHHS) 2019 1st Biannual Accountability Report. Report of activities as required by the Public Benefits Accountability Contract.

David Nystrom, DHHS President, gave an update on DHHS's leadership team and noted that DHHS is in good standing with the Arizona Corporation Commission. Mr. Nystrom spoke about the Agua Fria Festival ("Festival"), held September 21, 2019, on Main Street, provided an overview of Festival food and contests, and detailed the Festival activities. Income totaled a record of a little over \$9,000, with expenditures totaling approximately \$4,800, leaving a net income of a little over \$4,000. In 2019, DHHS made more money but had less net income than in 2018 due to increasing costs, such as for insurance. The next Festival is scheduled for September 19, 2020.

Mayor Nolan and Councilmember Lance spoke in support and appreciation of the Festival.

Councilmember Brooks spoke relating to there being competition on the day of the festival, with events in Prescott and Prescott Valley, and asked about promoting the Festival more; Mr. Nystrom responded that DHHS looked at the date, not wanting to move it back and having to compete with events at Mortimer Farms, and the temperature and the monsoon season earlier in the year.

Mr. Nystrom continued the presentation and addressed the future Museum site, which will be on almost three acres of land with direct access from Highway 69. Mr. Nystrom discussed the Museum site being well-positioned, the surrounding area and site layout, including parking and fencing, which should be going in soon. After fence installation, the outdoor mining exhibits, donated water tank and materials for the future Stamp Mill will be moved to the site. After this is done, DHHS will begin working on presenting site and building plans to the Town; the building will be metal construction, approximately 40 feet by 80 feet and 12 feet high with plans for a rustic-looking false front. DHHS has a "pay as we go" approach, in which they will proceed as fast as funding allows, rather than taking on long-term debt. A goal is to obtain certification by the Arizona Historical Society.

DHHS achieved Bronze Certification (Seal of Transparency) from GuideStar, which is an organization that evaluates non-profits; DHHS is one of three organizations in Arizona that went through the certification process. The certification allows donors to have confidence that DHHS finances are transparent. The next fundraising activity is An Evening of Cowboy Poetry & Campfire Music, which will be at Little Dealer Little Prices in Prescott Valley on February 29, 2020. Mr. Nystrom discussed scheduled performances and ticket costs.

The DHHS website has been revamped; DHHS also has a Facebook page with updates on activities, trips and progress on the Museum. An Arizona magazine will have an article about Kevin Leonard that will include information about the Museum and the Town.

Councilmember Brooks asked if there is a projection for when the Museum building will go up; Mr. Nystrom responded that DHHS believes they have the funding and is looking for 2020 for moving forward. In response to Councilmember Brooks, Mr. Nystrom spoke relating to his thought that the building phase will be a smooth process; as DHHS gets into permitting, they may come back to the Town Council to see for help to move things along. Councilmember Brooks spoke regarding an upcoming presentation from the United States Department of Agriculture, who has grant opportunities that may be beneficial to DHHS and asked if anyone is currently doing mine tours; Mr. Nystrom responded that currently, no one is doing the mine tours, though after the magazine article, someone may take it on.

Councilmember Lance asked if the building size will allow DHHS to grow into it, or if it will need to be expanded on; Mr. Nystrom responded that it is large enough for all exhibits that were at the old location, as well as exhibits that they did not have room for. The building will be designed so that it can be added on to in the future. Councilmember Lance spoke relating to offering to pass out flyers for the Festival.

D. Presentation and discussion: Financial Audit for Fiscal Year 2018-19, presented by Henry+Horne

Agenda item taken out of order. See page 1 for discussion.

E. Discussion relating to amending the Dewey-Humboldt Code of Ordinances, Zoning Regulations, § 153.005, Definitions, to protect the health and safety of Town residents. Definitions for consideration include: Carport, Fence, Garage (Private), Pets (Exotic), Pets (Household) and Porch (Staff CC; from the November 19, 2019 Regular Meeting)

Mr. Hanks stated that the item was discussed at the November 19, 2019 Regular Council Meeting; it was sent to staff to bring back with the current definitions. The Council packet materials include current definitions, the recommended changes, and Yavapai County's current definitions.

Councilmember Collins spoke relating to having discussed these definitions with the public when gathering signatures for office; the carport definition having been discussed during the Building Code meeting, with consensus to allow carports to be open-sided on one side; and, that the proposed changes are to clear up interpretation problems and because some are not currently defined in the code. She also spoke relating to a former code enforcer saying that the definition of pets (household) could be interpreted as the 100-pound weight limit applying to dogs while it was meant to apply to pot-belly pigs; exotic pets having upset people previously, when prohibitions were being discussed; the Arizona Game and Fish Department not enforcing exotic pets; and, a Yavapai County Code Enforcer having said that if something is not in a code as an allowed use, such as exotic pets, it can be interpreted as not being allowed.

Councilmember Collins also spoke relating to the definition of garage being open to interpretation, such as not saying that people can work on their car in their garage; wanting to see metal panels allowed on fencing, as in the Yavapai County definition; wanting less regulation on fencing, such as allowing corrugated tin to help keep rabbits out; and, the definition of porch saying people can't sleep on their porch and not allowing screening.

Councilmember Lance spoke relating to some of the most interesting fence not being chain link or a block wall; supporting the definition proposed for pets (household) and guardian pets that weigh over 100 pounds; and, asked what the distinction between pot-belly and regular pigs is. Mr. Hanks responded that pot-belly pigs are classified as under 100 pounds. Councilmember Lance spoke relating to people hiding pot-belly pigs in fear of being turned in; understanding people's concerns of having birds inside instead of outside; people having roosters, geese and peacocks; how to bring noise from birds into a parameter; and, people being able to build their own porch without the Town telling them to enclose or not enclose them.

Councilmember Brooks spoke relating to pot-belly and domestic pigs continuing to gain weight and grow as long as they are fed and spoke relating to the Town not being in the business of weighing them. Mr. Hanks clarified that members in good-standing of 4-H and FFA can have domestic pigs. Councilmember Brooks spoke relating to removing the weight limit.

Mayor Nolan spoke relating to a neighbor having a pot-bellied pig and no one complaining.

Councilmember Collins spoke relating to not having a weight limit on pigs; a weight limit being a way to ban pigs; wanting to clarify the code so that the weight limit doesn't affect dogs, boa constrictors, or other animals; and, having talked to people who have been harassed about having pigs.

In response to Mayor Nolan, Mr. Hanks responded that in the past 12 months, there has been one pig complaint; prior to that, there were resolved complaints about a house that was a 4-H member in good standing.

Councilmember Lance spoke relating to the size of pigs; her experience growing up on a farm with over 300 pigs; not knowing how the Town would enforce a weight limit; removing the weight limit as the existing definition seemed like dogs had to be under 100 pounds; and, pigs being cleaner than other farm animals.

Mayor Nolan spoke relating to having no objections to pigs.

Leigh Cluff spoke relating to allowing pigs in the community; people raising pigs to have food; not agreeing with the definition of garage requiring motor vehicles being for family living on the same lot; and, helping neighbors with car repair. Councilmember Lance responded that requirements for pigs are also in CCRs, having to change the CCRs; and, not knowing how anyone could complain if someone is doing work on a neighbor's car. Mr. Hanks stated that staff will change the definition to read "primarily of the families residing on the same lot"; and, that staff would only go to address if there is a complaint.

Mayor Nolan spoke relating to corrugated iron fences being acceptable as there is one on Kachina Road.

Gary Mortimer spoke relating to removing the 100-pound weight limit and asked if there are Homeowner Associations (HOAs) and CCRs in the Town. Councilmember Lance responded that in the area where she lives, there are CCRs that don't allow pigs except for members of 4-H and FFA. Mr. Mortimer continued, and asked if a potential future higher-density development could have rules that govern over the Town. Mr. Hanks responded that the CCRs could be more restrictive, not less, than the Town.

Councilmember Brooks spoke relating to protecting neighboring areas if developments come in, so that no one loses rights that they previously had. Councilmember Lance spoke relating to complaints being filed by people against their neighbors, or by people who don't live in the Town.

F. Overview and discussion of the proposed Volunteer of the Year process (Staff CC; from the September 3, 2019 Study Session)

Mr. Hanks introduced the item as follows: previous Council discussions have taken place about the Volunteer of the Year ("VOTY") process; the Council packet meeting materials include staff's recommended changes, including adding guidelines for the committee who reviews nominations; and, Council selecting a committee would result in the committee being subject to Open Meeting Law requirements.

Mayor Nolan spoke relating to leaving it with staff and discussed with Councilmember Lance the most recent VOTY committee. Councilmember Brooks volunteered to be the Council representative with the committee.

Mr. Hanks stated that staff will put together a formal policy and bring it back to Council for formal approval.

5. Adjourn.

The meeting was adjourned at 8:17 p.m.

Terry Nolan, Mayor

ATTEST: _____
Timothy A. Mattix, Town Clerk

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COUNCIL COMMUNICATION

Regular Council Meeting Date: **February 4, 2020**
 Agenda Item: **9.A.**

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

Subject:

Review, discussion and possible action relating to the draft ordinance amending the Dewey-Humboldt Code of Ordinances to change farm animals from an accessory use to a permitted use.

Background:

At the September 17, 2019 Council Meeting, Council voted to refer to the Planning and Zoning Advisory Commission (“P&Z”) the question of amending the Code of Ordinances to change Farm Animals from an accessory use to a permitted use. In 2016, P&Z had recommended that Farm Animals be changed to a permitted use in the R1-L, RMM, R1, C1, C2, C3, M1 and M2 zoning districts.

P&Z has since reviewed the question, and at the January 9, 2020 P&Z Meeting, voted 4-1 to recommend to Council that an ordinance amending the Town Code to effectuate this change.

Note: The draft ordinance is on tonight’s agenda for Council to review and provide feedback. Following tonight’s meeting, should Council wish to proceed with formally considering the ordinance, it will need to be referred to P&Z for the public hearing process.

Based on P&Z’s recommendation, staff has prepared an ordinance for Council consideration that:

1. Deletes Town Code Section § 153.066 (E) and (F) in their entirety.
2. Deletes Town Code Section § 153.036(B)(7)(a) in its entirety and adds a new Section § 153.036(B)(12) and (13) to read as follows:

(12) *Farm animals (except swine) on lots of no less than 35,000 square feet for the convenience and pleasure of the lot owner or occupant, not to exceed the number allowed as per the Allowed Animal Chart in § [153.036\(B\)\(12\)\(a\)](#). Stables, barns or structures for sheltering or feeding animals must observe the same setbacks or yards as the dwelling unit;*

(a) *Allowed animal chart.*

Allowed Animal Chart	
Type	Animals Allowed
Category A - Dairy cow, bison, steer/heifer, horse or other similar size/weight	2 per acre*
Category B - Ostrich, miniature horse, llama, alpaca, sheep, goat, emu or other of similar size/weight	5 per acre*
Category C - Turkeys, peacocks, geese, pheasants, ducks, pigeons, chinchillas, rabbits, chickens or other similar size/weight toward the total. After one year of age, animal off-spring count as adult animals	8 per acre*

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

*And proportionately greater for larger properties

(13) ANIMAL HUSBANDRY ACTIVITIES OR PROJECTS, I.E., FUTURE FARMERS OF AMERICA, 4-H, OR ANY AGRICULTURAL OR LARGE LIVESTOCK ACTIVITY/PROJECT CONDUCTED PRIMARILY FOR EDUCATIONAL PURPOSES OR SCHOOL CREDITS, ARE PERMITTED IN ANY ZONING DISTRICT. THE FOLLOWING CRITERIA SHALL BE MET:

(1) ACTIVE MEMBERSHIP MUST BE MAINTAINED AND VERIFICATION OF SUCH MAY BE REQUIRED UPON REQUEST.

(2) THE KEEPING OF ALL ANIMALS SHALL BE SUBJECT TO THE REGULATIONS OF THE YAVAPAI COUNTY ENVIRONMENTAL UNIT AND THE HEALTH DEPARTMENT.

(3) (A) A SIGN DESIGNATING A 4-H MEMBER IS IN RESIDENCE MUST BE POSTED ON THE PROPERTY AT ALL TIMES ANY SUCH PROJECT OR ACTIVITY IS IN PROGRESS.

(4) UNDER THE 4-H EXEMPTION, THE SETBACK REQUIREMENTS AND NUMBER OF ANIMALS ALLOWED PER ACRE DO NOT APPLY FOR ANIMALS UTILIZED IN 4-H PROJECTS, WITH THE EXCEPTION OF EQUINE AND BREEDING PROJECTS.

3. Deletes Town Code Section § 153.038(B)(3)(b) in its entirety and adds a new Section § 153.038(B)(5) to read as follows:

(5) Farm animals (except swine) on lots of no less than 35,000 square feet for the convenience and pleasure of the lot occupants, not to exceed the number allowed as per the Allowed Animal Chart in § [153.036\(B\)\(12\)\(a\)](#). Stables, barns or structures for sheltering or feeding animals must observe the same setbacks or yards as the dwelling unit.

Financial Impact:

Standard costs associated with advertising a public hearing in the newspaper will apply.

Direction Requested:

Council's Pleasure

Suggested Motion:

For: I move to refer the ordinance changing Farm Animals to a permitted use to the Planning and Zoning Advisory Commission to begin the public hearing process.

Against: I move to take no further action on the ordinance changing Farm Animals to a permitted use.

Attachments:

Draft Ordinance.

ORDINANCE NO. 20-_____

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, AMENDING THE TOWN OF DEWEY-HUMBOLDT, ARIZONA CODE OF ORDINANCES, TITLE XV LAND USAGE, CHAPTER 153 ZONING REGULATIONS, BY AMENDING § 153.036, § 153.038 AND § 153.066, ALL RELATED TO THE REGULATION OF FARM ANIMALS.

Be it ordained by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, as follows:

SECTION I

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, Section 153.036 is hereby amended to delete Section 153.036(B)(7)(a) as follows (additions in underlined ALL CAPS; deletions in strikeout):

§ 153.036 R1L DISTRICT (RESIDENTIAL; SINGLE FAMILY LIMITED)

Permitted uses for the R1L District (Residential; Single Family Limited to site built structures only) are as follows in this section.

(A) Where no zoning/density district has been combined, then all provisions of Density District 10 shall prevail (see § 153.069, most common ones shown in chart below).

(B) (1) Dwelling unit (site built) for one family on any one lot;

(7) Accessory uses and structures (concurrent with and located on the same lot with the principal uses and structures, and including the following):

(a) ~~Farm animals (except swine) on lots of no less than 70,000 square feet for the convenience and pleasure of the lot owner or occupant, not to exceed the number allowed as per the Allowed Animal Chart in § 153.066. Stables, barns or structures for sheltering or feeding animals must observe the same setbacks or yards as the dwelling unit;~~ RESERVED

SECTION II

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, Section 153.036 is hereby amended to add a new Section

153.036(B)(12) and 153.036(B)(13) as follows (additions in underlined ALL CAPS; deletions in strikeout):

§ 153.036 R1L DISTRICT (RESIDENTIAL; SINGLE FAMILY LIMITED)

Permitted uses for the R1L District (Residential; Single Family Limited to site built structures only) are as follows in this section.

(A) Where no zoning/density district has been combined, then all provisions of Density District 10 shall prevail (see § 153.069, most common ones shown in chart below).

(B) (1) Dwelling unit (site built) for one family on any one lot;

(12) FARM ANIMALS (EXCEPT SWINE) ON LOTS OF NO LESS THAN 35,000 SQUARE FEET FOR THE CONVENIENCE AND PLEASURE OF THE LOT OWNER OR OCCUPANT, NOT TO EXCEED THE NUMBER ALLOWED AS PER THE ALLOWED ANIMAL CHART IN § 153.036(B)(12)(A). STABLES, BARNs OR STRUCTURES FOR SHELTERING OR FEEDING ANIMALS MUST OBSERVE THE SAME SETBACKS OR YARDS AS THE DWELLING UNIT;

(A) ALLOWED ANIMAL CHART.

<u>ALLOWED ANIMAL CHART</u>	
<u>TYPE</u>	<u>ANIMALS ALLOWED</u>
<u>CATEGORY A - DAIRY COW, BISON, STEER/HEIFER, HORSE OR OTHER SIMILAR SIZE/WEIGHT</u>	<u>2 PER ACRE*</u>
<u>CATEGORY B - OSTRICH, MINIATURE HORSE, LLAMA, ALPACA, SHEEP, GOAT, EMU OR OTHER OF SIMILAR SIZE/WEIGHT</u>	<u>5 PER ACRE*</u>
<u>CATEGORY C - TURKEYS, PEACOCKS, GEESE, PHEASANTS, DUCKS, PIGEONS, CHINCHILLAS, RABBITS, CHICKENS OR OTHER SIMILAR SIZE/WEIGHT TOWARD THE TOTAL. AFTER ONE YEAR OF AGE, ANIMAL OFFSPRING COUNT AS ADULT ANIMALS</u>	<u>8 PER ACRE*</u>
<u>*AND PROPORTIONATELY GREATER FOR LARGER PROPERTIES</u>	

(13) ANIMAL HUSBANDRY ACTIVITIES OR PROJECTS, I.E., FUTURE FARMERS OF AMERICA, 4-H, OR ANY AGRICULTURAL OR LARGE LIVESTOCK ACTIVITY/PROJECT CONDUCTED PRIMARILY FOR EDUCATIONAL PURPOSES OR SCHOOL CREDITS, ARE PERMITTED IN ANY ZONING DISTRICT. THE FOLLOWING CRITERIA SHALL BE MET:

(1) ACTIVE MEMBERSHIP MUST BE MAINTAINED AND VERIFICATION OF SUCH MAY BE REQUIRED UPON REQUEST.

(2) THE KEEPING OF ALL ANIMALS SHALL BE SUBJECT TO THE REGULATIONS OF THE YAVAPAI COUNTY ENVIRONMENTAL UNIT AND THE HEALTH DEPARTMENT.

(3) (A) A SIGN DESIGNATING A 4-H MEMBER IS IN RESIDENCE MUST BE POSTED ON THE PROPERTY AT ALL TIMES ANY SUCH PROJECT OR ACTIVITY IS IN PROGRESS.

(4) UNDER THE 4-H EXEMPTION, THE SETBACK REQUIREMENTS AND NUMBER OF ANIMALS ALLOWED PER ACRE DO NOT APPLY FOR ANIMALS UTILIZED IN 4-H PROJECTS, WITH THE EXCEPTION OF EQUINE AND BREEDING PROJECTS.

SECTION III

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, Section 153.038(B) is hereby amended as follows (additions in underlined ALL CAPS; deletions in strikeout):

§ 153.038 R1 DISTRICT (RESIDENTIAL; SINGLE FAMILY).

(B) (1) All principal and accessory uses and structures permitted in the R1L and RMM Districts, Manufactured Housing and Mobile Homes as set forth under § [153.082](#);

(2) Manufactured homes are permitted as a dwelling unit for a single family on an individual lot or parcel as set forth in § [153.005](#) and subject to § [153.082](#);

(3) Additional accessory uses and structures (concurrent with and located on the same lot with the principal uses and structures and including the following):

(a) Roomers or boarders, not to exceed two for any one dwelling unit;

~~— (b) Farm animals (except swine) on lots of no less than 35,000 square feet for the convenience and pleasure of the lot occupants, not to exceed the number allowed as per the Allowed Animal Chart in § [153.066](#). Stables, barns or structures for sheltering or feeding animals must observe the same setbacks or yards as the dwelling unit. RESERVED~~

(4) Accessory dwelling units as defined in § [153.005](#), subject to the performance standards set out in § [153.075.5](#), with a minimum parcel size of 35,000 square feet.

(5) FARM ANIMALS (EXCEPT SWINE) ON LOTS OF NO LESS THAN 35,000 SQUARE FEET FOR THE CONVENIENCE AND PLEASURE OF THE LOT OCCUPANTS, NOT TO EXCEED THE NUMBER ALLOWED AS PER THE ALLOWED ANIMAL CHART IN § 153.036(B)(12)(A). STABLES, BARNs OR STRUCTURES FOR SHELTERING OR FEEDING ANIMALS MUST OBSERVE THE SAME SETBACKS OR YARDS AS THE DWELLING UNIT.

SECTION IV

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, Section 153.066 (E) and (F) are hereby deleted in their entirety as follows (additions in underlined ALL CAPS; deletions in ~~strikeout~~):

§ 153.066 ACCESSORY USES AND STRUCTURES.

~~(E) Animal husbandry activities or projects, i.e., Future Farmers of America, 4 H, or any agricultural or large livestock activity/project conducted primarily for educational purposes or school credits, are permitted in any zoning district. The following criteria shall be met:~~

~~—(1) Active membership must be maintained and verification of such may be required upon request.~~

~~—(2) The keeping of all animals shall be subject to the regulations of the Yavapai County Environmental Unit and the Health Department.~~

~~—(3) (a) A sign designating a 4 H member in residence must be posted on the property at all times any such project or activity is in progress.~~

~~—(b) Under the 4 H exemption, the setback requirements and number of animals allowed per acre do not apply for animals utilized in 4 H projects, with the exception of equine and breeding projects.~~

~~(F) Allowed animal chart.~~

<i>Allowed Animal Chart</i>	
<i>Type</i>	<i>Animals Allowed</i>
Category A Dairy cow, bison, steer/heifer, horse or other similar size/weight	2 per acre*
Category B Ostrich, miniature horse, llama, alpaca, sheep, goat, emu or other of similar size/weight	5 per acre*
Category C Turkeys, peacocks, geese, pheasants, ducks, pigeons, chinchillas, rabbits, chickens or other similar size/weight toward the total. After one year of age, animal off spring count as adult animals	8 per acre*
*And proportionately greater for larger properties	

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this ____ day of _____, 2020, by the following vote:

AYES: _____

NAYES: _____ ABSENT: _____

EXCUSED: _____ ABSTAINED: _____

APPROVED this _____ day of _____, 2020.

Terry Nolan, Mayor

ATTEST:

Timothy A. Mattix, Town Clerk

APPROVED AS TO FORM:

Bigelow Law Offices, PLC
Town Attorney
By: Kay Bigelow

I, TIMOTHY A. MATTIX, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. ___ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA, ON THE __ DAY OF _____, 2020, WAS POSTED IN THREE PLACES ON THE ___ DAY OF _____, 2020.

Timothy A. Mattix, Town Clerk

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COUNCIL COMMUNICATION

Regular Council Meeting Date: **February 4, 2020**

Agenda Item: **9.B.**

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

Subject:

Discussion and possible action relating to designating parking on Main Street as angled parking.

Background:

At the January 7, 2020 Council Meeting, Council directed staff to return with additional information concerning designating parking along Main Street as angled parking (including striping the parking spots).

Since January 7, staff has been researching State and local codes, construction and engineering standards, and ADA standards relating to parking requirements. Engineering and MAG (Maricopa Association of Governments, which is widely used throughout Arizona) standards state that angled on-street parking is not preferred. There are additional requirements for angled parking under the ADA (Americans with Disabilities Act) that the Town is not currently in a position to implement.

At this time, staff recommends that Council delay making a final decision on angled parking until such time as the new Town Hall building is in place along Main Street. This will allow staff to focus on the new Town Hall building, including ensuring that the building's parking meets all requirements, including ADA.

Financial Impact:

Cost information will be provided when Council revisits the matter.

Direction Requested:

Staff is seeking Council approval to delay a discussion and decision on angled parking until after the new Town Hall building is in place.

Suggested Motion:

I move to continue the discussion of angled parking on Main Street until after such time as the new Town Hall building is in place.

Attachments:

None

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COUNCIL COMMUNICATION

Regular Council Meeting Date: **February 4, 2020**

Agenda Item: **9.C.**

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

Subject:

Discussion and action to approve a second amendment to agreement number WFHF 17-201 with the Blue Hills/Foothills Firewise Board and the Prescott Area Wildland Urban Interface Commission (PAWUIC), to add seven additional acres as eligible for reimbursement.

Background:

This is a request for the Council to approve the second amendment of an Agreement between the Town of Dewey-Humboldt, the Firewise Board and PAWUIC in which the Town agrees to absorb the 90 to 120 day wait for reimbursement from the State Forester, who is the pass-through agency for federal wildfire mitigation funding.

The Town is being provided access to additional funding available from the current grant cycle for mitigation work on parcels just outside of our Firewise Community for the purpose of fire protection. The amended agreement simply includes the addition of seven (7) acres as an addition to the current grant cycle. The Term remains the same – January 2, 2018 through March 31, 2020.

Financial Impact:

The particulars of the new funding are as follows:

- 90% reimbursement of the additional funding for the mitigation of seven (7) additional acres for a total of \$10,420.20; 10% of the total covered mitigation to be paid by the property owner for a total of \$1,157.80.

The Town serves as a pass-through on PAWUIC grants.

Direction Requested:

Staff is seeking formal Council approval to enter into the second amendment to agreement.

Suggested Motion:

For: I move to approve the second amendment to agreement number WFHF 17-201 with the Blue Hills/Foothills Firewise Board and the Prescott Area Wildland Urban Interface Commission.

Against: I move to deny the second amendment to agreement number WFHF 17-201 with the Blue Hills/Foothills Firewise Board and the Prescott Area Wildland Urban Interface Commission.

Attachments:

Second amendment to agreement number WFHF 17-201

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

SECOND AMENDMENT TO THAT AGREEMENT
DATED FEBRUARY 13, 2018

Between Prescott Area Wildland Urban Interface Commission,
Blue Hills/Foothills Firewise Board
and the
Town of Dewey-Humboldt, Arizona

The original Agreement dated February 13, 2018 and first amended June 18, 2019, entered into among the Prescott Area Wildland Urban Interface Commission (“PAWUIC”), the Blue Hills/Foothills Firewise Board (“Firewise Board”) and the Town of Dewey-Humboldt, Arizona (“Town”) is hereby second amended dated _____, 2020.

RECITALS.

1. PAWUIC has secured Grant # WFHF 17-201 (“Grant”) through the Arizona Department of Forestry and Fire Management with a term of January 2, 2018 through November 30, 2019 and extended to March 31, 2020 by the first amendment; PAWUIC is the sub-grantee of the Arizona Department of Forestry.
2. The purpose of the Grant is to assist property owners to create defensible space through utilization of individual properties and combined efforts within residential communities in the PAWUIC area.
3. Under the original agreement, Dewey Humboldt’s Upper Blue Hills area and the Northwest Foothills neighborhoods have been recognized as FireWise communities and were originally included in PAWUIC grant application; there were 10 acres/properties in the Blue Hills area and 5 acres/properties in the Foothills area; a total of 15 acres/properties that were eligible for funds from the Grant.
4. Under the original agreement, Grant funds are available to reimburse each property owner, up to one acre, up to 90% of \$1500 value of work completed, with the property owner responsible for 10% of up to \$1,500 value of work completed.
5. Pursuant to the first amendment to the agreement, PAWUIC made additional funding for 10 additional acres eligible for funds from the Grant; 5 acres/properties in the Blue Hills area and 5 acres/properties in the Foothills area; a total of 10 acres available to the Firewise Communities.
6. Pursuant to the first amendment to the agreement, Grant funds were made available to reimburse each property owner, up to one acre, up to 90% of \$1411.46 an acre for a total of \$12,703.14 Reimbursable and \$1,411.46 Match.

7. By this second amendment, PAWUIC has made additional funding for 7 additional acres eligible for funds from the Grant. The 7 acres are located near the Firewise Community and will be mitigated to protect our Firewise Community.

8. By this second amendment, Grant funds are available to reimburse the property owner for up to 7 acres, up to 90% of \$11,578.00 total acreage for a total of \$10,420.20 Reimbursable and \$1,157.80 Match.

9. PAWUIC and the Firewise Board requested that the Town participate in the Grant process by advancing money to individual eligible property owners who wish to utilize the Grant program to create defensible spaces, thereby eliminating the hardship for individual property owners who would otherwise have to wait 120 days or more to receive reimbursement from the Grant proceeds.

10. The Parties believe that the Town's advancement of funds pursuant to this Agreement will encourage participation by property owners as well as quicker participation; and therefore, the Town's advancement of the funds to the property owners before processing for reimbursement by PAWUIC provides a public benefit to the community's mitigation of fire danger as a whole.

NOW THEREFORE in consideration of the mutual promises made herein, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to set forth procedures for the advancement of funds to property owners for Grant funds to create defensible spaces and for the reimbursement to the Town of funds advanced to property owners.

2. Procedures.

2.1 Each participating property owner will obtain an initial property assessment to be conducted by the Central Arizona Fire and Medical Authority ("Authority"), which assessment will describe the abatement of forest fire hazards needed on the property owner's property.

2.2 The property owner obtains at least two (2) bids from qualified contractors to conduct the abatement and selects one contractor.

2.3 Available reimbursement is calculated from the bid by the contractor.

2.4 The property owner determines whether to participate, based on the selected bid and the property owner's ability to pay the property owner's 10% obligation.

2.5 The property owner enters into a contract with the contractor for the work, and the work is completed.

2.6 The property owner provides documentation to the Firewise Board evidencing the work completed and the amount to be reimbursed. Such documentation shall include the assessment performed by the Authority, bids, the contract with the contractor, invoice and cancelled check for payment of reimbursable amount.

2.7 The Firewise Board verifies completion of the work and completeness of documentation.
2.8 The Firewise Board submits documentation to the Town along with a letter to endorse the Town's disbursement of a specific amount of funds to the property owner.

2.9 Within 10 days of receipt of complete documentation from the Firewise Board, the Town shall review the documentation for accuracy before advancing funds to the property owner. When the Town is satisfied that the documentation is accurate, the Town will obtain from the property owner an Assignment of Funds in the form attached hereto as Exhibit A assigning funds received from the Town to the contractor who performed the work. Upon receipt of the signed assignment, the Town will advance 90% of the contract amount, not to exceed \$1260, to the property owner for use to pay the contract amount, and the property owner shall pay the contractor the full contract amount.

2.10 The Town provides documentation to PAWUIC, including the assessment performed by the Authority, bids, contract, and invoice and cancelled check from property owner, and copy of check to property owner for payment to contractor.

2.11 When PAWUIC receives the Grant funds, PAWUIC shall reimburse the Town the amount of the funds advanced by the Town to the property owner.

3. Miscellaneous

3.1 Nothing in this Agreement is intended to conflict with current laws or regulations. If a term of this Agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

3.2 The terms of this Agreement will become effective on the date signed by all parties.

3.3 This Agreement may be modified upon the mutual written consent of the parties.

3.4 This Agreement, as modified with the consent of all parties, will remain in effect until the grant end dates for an approved grant. Either party upon 30 days written notice to the other parties may terminate this agreement, provided however that the obligation of PAWIC to reimburse the Town the amount of the funds advanced by the Town to a property owner shall survive the termination of this Agreement.

3.5 This Agreement is subject to the provisions of A.R.S. Section 38-511.

3.6 This Agreement shall constitute the entire agreement of all parties and is executed upon signature.

Executed this _____ day of _____, 2020.

Terry Nolan, Mayor

ATTEST:

Timothy A. Mattix, Town Clerk

APPROVED AS TO FORM:

Bigelow Law Offices, PLC
Town Attorney
By: Kay Bigelow

Prescott Area Wildland Urban Interface
Commission

BY:

Blue Hills/Foothills Firewise Board

By: Debbie Miller, Board Co-Chair

EXHIBIT A

FORM OF ASSIGNMENT BY PROPERTY OWNER

The undersigned is a participant in the Firewise Program of the Prescott Area Wildland Urban Interface Commission, the Blue Hills/Foothills Firewise Board and the Town of Dewey-Humboldt, Arizona and has entered into a contract with _____ (“Contractor”) to abate conditions that cause forest fire hazards and to create defensible spaces on his property (“Work”) located at _____. The contract amount for the Work is \$_____ (“Contract Amount”). The Town of Dewey-Humboldt, Arizona has advanced to me the amount of \$_____ to be used for the sole purpose of paying the Contractor for a portion of the Contract Amount upon completion of the Work. I agree to provide the necessary documentation to the Prescott Area Wildland Urban Interface Commission, the Blue Hills/Foothills Firewise Board and the Town of Dewey-Humboldt, Arizona to confirm that the Work has been completed in accordance with the contract. I assign all funds received from the Town to the Contractor for payment of a portion of the Contract Amount and agree to be responsible for the balance of the Contract Amount.

PROPERTY OWNER(S)

DATE



COUNCIL COMMUNICATION

Regular Council Meeting Date: **February 4, 2020**

Agenda Item: **9.D.**

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

Subject:

Discussion and possible action relating to signing a letter in support of the Arizona Heritage Alliance's proposed legislation that will appropriate \$10 million to the state's Heritage Fund in support of local, regional and state parks, trails and historic preservation.

Background:

The Arizona Heritage Alliance is proposing legislation (HB2123) that will appropriate \$10 million to the Arizona Game and Fish Commission Heritage Fund in support of local, regional and state parks, trails and historic preservation. This was also a League resolution adopted at the conference in August.

The Arizona Heritage Alliance has prepared the attached letter for mayors to sign to support the funding request.

The Heritage Fund is used to protect endangered species, acquire habitat for the benefit of sensitive species, provide access to outdoor recreational opportunities, and educate children and adults about wildlife. The Heritage Fund offers grants for conservation efforts such as protecting endangered species, educating students and the general public about wildlife and the outdoors, and creating new opportunities for outdoor recreation.

Financial Impact:

There is no cost to the Town for signing on.

Direction Requested:

Staff is seeking Council direction on signing in support of the funding request.

Suggested Motion:

For: I move to approve signing on in support of the Arizona Heritage Alliance's proposed legislation to appropriate \$10 million to the state's Heritage Fund.

Against: I move to not sign on to support the Arizona Heritage Alliance's funding request.

Attachments:

Arizona Heritage Fund Sign-on Form

Arizona Heritage Fund Sign-On Form (City)

This sign on letter is very similar to the League of Arizona Cities & Towns Resolution to support appropriations for the Arizona State Parks Heritage Fund (aka "Heritage Fund"), which was created by a voter initiative in 1990, passing with an almost two-to-one vote. A portion of Arizona Lottery proceeds invested in projects throughout our state.

Unfortunately, state budget cuts during the Great Recession nearly a decade ago eliminated the Heritage Fund and the appropriations. During the 2019 legislative session, Senate Bill 1241 passed, restoring the Heritage Fund in statute, but without any appropriation.

With this letter, we will urge Governor Doug Ducey and Arizona State Legislators to take the next step and appropriate a restoration of monies this legislative session to the Heritage Fund.

First Name Signer

Your answer

Last Name Signer

Your answer

Signer's Title

Your answer



City Name

Your answer

Best Contact for Signer (First Name)

Your answer

Best Contact for Signer (Last Name)

Your answer

POC Email

Your answer

POC Phone

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COUNCIL COMMUNICATION

Regular Council Meeting Date: **February 4, 2020**

Agenda Item: **9.E.**

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

Subject:

Discussion and possible action to authorize staff to negotiate a contract with Civiltec Engineering, Inc., for Civil Engineering for the Community Development Block Grant (“CDBG”) project entitled Hill Street Improvements.

Background:

By Resolution No. 19-135, adopted January 15, 2019, the Council approved the submission of an application for CDBG funding for the Hill Street Improvements project.

The Northern Arizona Council of Governments (NACOG), on behalf of the Town, issued a Request for Qualifications (“RFQ”) for Engineering Services for the project, which closed on January 16, 2020. Three responses were received to the RFQ, from Civiltec Engineering, Inc., Kimley-Horn, and Shephard Wesnitzer, Inc.

The Public Works Supervisor, Town Manager, and 2 representatives from NACOG reviewed and scored the three responses. The response from Civiltec had the highest score for this CDBG project.

At tonight’s meeting, staff is seeking Council authorization to begin negotiating a contract with Civiltec; once negotiated, the contract will be brought to Council for review and approval.

Financial Impact:

The Town received a CDBG grant in the amount of \$359,170 that will cover costs associated with this project.

Direction Requested:

Staff is seeking Council authorization to begin negotiating a contract with Civiltec Engineering, Inc for civil engineering services for the Hill Street Improvements project.

Suggested Motion:

For: I move to authorize staff to negotiate the terms of a contract with Civiltec Engineering, Inc., for Civil Engineering for the Hill Street Improvements project.

Against: I move to take no action on this agenda item.

Attachments:

RFQ with advertisement; Responses from Civiltec Engineering, Inc., Kimley-Horn and Shephard Wesnitzer, Inc.

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

- ADVERTISEMENT -

**Town of Dewey-Humboldt
Request for Qualifications for Engineering Services
Dewey-Humboldt Hill Street Improvements**

The Town of Dewey-Humboldt is hereby requesting submittals from qualified Civil Engineers duly registered in the State of Arizona by the Arizona Board of Technical Registration. The Town has been awarded a Community Development Block Grant (CDBG) through the State of Arizona Department of Housing (ADOH) funded by the U.S. Department of Housing and Urban Development (HUD) for the purpose of street improvements in The Town of Dewey-Humboldt. The Town is seeking to contract with a competent engineering firm or individual that has experience with municipal and federally funded construction projects to produce plans and specifications for the construction of sidewalk, curb and gutter improvements, drainage improvements, ramps, asphalt and road repair.

Respondents should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work and the general and local conditions which can affect the work or the cost thereof. Failure to do so will not relieve the Respondent from responsibility for estimating properly the difficulty or cost of successfully performing the work.

The Request for Qualifications packet can be obtained by contacting Chloe Van Hoose at 1577 Plaza West Drive, Ste., A4, Prescott, AZ 86303; 928-445-0211; cvanhoose@nacog.org. Correspondence, questions, and/or clarifications of the submittal procedure should be directed to Chloe Van Hoose at the contact information above.

Correspondence, questions, and/or clarifications of the project should be directed to: Jason Berg, Dewey-Humboldt Town Hall, 2735 S Highway 69, Humboldt, AZ 86329-0069;(928) 928-632-7362; jasonberg@dhaz.gov

Sealed Requests for Qualifications will be received in the office of the Town Clerk, Dewey-Humboldt Town Hall, 2735 S Highway 69, Humboldt, AZ 86329-0069 until 1:00 p.m. on January 16th 2020 at which time all submittals received will be opened and the names read aloud. Failure of the respondent to complete all required documents may result in rejection of the submittal. All submittals should be identified as "Request for Qualifications – Dewey-Humboldt Hill Street Improvements".

Minority, Women, and Disadvantaged Owned Businesses are encouraged to submit.

Town of Dewey-Humboldt

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

Dewey-Humboldt Hill Street Improvements – CDBG #101-20

The Town of Dewey-Humboldt is hereby requesting submittals from qualified Civil Engineers duly registered in the State of Arizona by the Arizona Board of Technical Registration. The Town has been awarded a Community Development Block Grant (CDBG) through the State of Arizona Department of Housing (ADOH) funded by the U.S. Department of Housing and Urban Development (HUD) for the construction of sidewalk, curb and gutter improvements, drainage improvements, ramps, asphalt and road repair.

The Town of Dewey-Humboldt (TOWN) is seeking to contract with a competent engineering firm or individual that has experience with municipal and federally funded construction projects to include, but not be limited to, Community Development Block Grants, to produce plans and specifications for the construction of sidewalk, curb and gutter improvements, as well as drainage improvements, ramps, asphalt and road repair.

Respondents should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work and the general and local conditions, which can affect the work or the cost thereof. Failure to do so will not relieve the Respondent from responsibility for estimating properly the difficulty or cost of successfully performing the work. The Town of Dewey-Humboldt will not assume responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the Contract unless included in the Request for Qualification, the specifications or related documents.

I. Project Description

The following is a description of the construction to be conducted:

Street Improvements:

- Approximately 1,500 square yards of asphalt road repair.
- Approximately 5,500 square yards of chip seal over existing pavement
- 4 curb ramps
- Approximately 2,100 linear feet of curb and gutter
- Approximately 12,000 square feet of 5' sidewalk

II. Scope of Work

The Engineer agrees to provide all the materials and services required by this Contract, in a complete and acceptable form as customarily provided according to professional standards, which shall include:

- Provide all professional and basic services necessary to produce preliminary and final design plans and specifications in accordance with town, county, state and federal codes and requirements.
- Coordinate with Grant Administrator on the bid package and make any necessary revisions to plans and specifications prior to publication of the Request for Bids. Grant Administrator will assemble, advertise and distribute bid package.
- Respond to contractors' questions during the bid period.
- Attend pre-bid and pre-construction conference in Dewey-Humboldt.
- Interpret plans and specifications for contractor.
- Review and make recommendations to the TOWN concerning contractor progress payments.
- Review and process contractor change orders and submit to NACOG and the TOWN for approval.
- Provide all necessary interim and final inspections of contractor's work.
- Be available for advice and consultation to the TOWN during the life of the contract and during construction.
- Attend final walk through with the TOWN.
- Prepare record drawings of construction and submit electronic copy to the TOWN.
- If required, attend meetings of the Town Council.

III. Request for Qualification Requirements

Submit one (1) original and (1) copy of the following:

1. Cover Letter: One (1) page introduction including the assurance that minimum insurance requirements will be met.
2. Executive Summary: A one (1) or two (2) page summary including:
 - a. Qualifications of the individual or firm;
 - b. Project manager and his/her experience;
 - c. Project timeline, specifically including when the team can start the project, project progress and a completion date. The timeline of the successful proposer will be incorporated into the negotiated contract.

3. Statement of Qualifications: Describe the competence and experience of the firm or individual including:
 - a. Experience in working with municipalities and/or federally funded projects.
 - b. Contract/construction management experience to include federal contracts.
4. Previous Experience: One (1) or two (2) pages containing:
 - a. A list of 5-10 past clients including local governments and similar projects. Information should include, at a minimum, the following in order to expedite reference checks during the scoring process:
 - Name of project and location;
 - Owner/client's name;
 - Owner/client's address;
 - Contact name and phone number;
 - Contract award and completion date;
5. Response to the Scope of Work: One (1) or two (2) pages describing your firm's approach to the design process and suitability of the proposed budget. The total budget, including engineering services and contingency is approximately \$200,000.
6. Certifications (submit original only, copy not required)
 - a. The certifications are required and must be submitted with your submittal.
 - b. Certifications must have an original signature by the appropriate officer of the firm or in the event of a sole proprietor or partnership, by the proprietor or general partner.

Sealed Requests for Qualifications will be received in the office of the Town Clerk, Dewey-Humboldt Town Hall, 2735 S Highway 69, Humboldt, AZ 86329-0069 until 1:00 p.m. on January 16th 2020, at which time all submittals received will be opened and the names read aloud. Failure of the respondent to complete all required documents may result in rejection of the submittal. All submittals should be identified as "Request for Qualifications – Dewey-Humboldt Hill Street Improvements".

IV. Federal Fund Usage

Respondents are hereby notified that federal funds are being used to assist in the construction of this project and, accordingly, all construction contractors will be required to comply with all applicable federal laws, including but not limited to, the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented by Department of Labor regulations (29 CFR, Part 3). In addition, all wages paid for the construction phase of this activity must be in compliance with the Davis-Bacon wage rate determination

for this project. The Town will monitor for compliance with these regulations and Acts. The **Engineer** and all sub-contractors shall comply with any state or local EEO requirements where and if applicable, to this project.

Correspondence, questions, and/or clarifications of the submittal procedure should be directed to: Chloe Van Hoose at 1577 Plaza West Drive, Ste., A4, Prescott, AZ 86303; 928-445-0211; cvanhoose@nacog.org.

Correspondence, questions, and/or clarifications of the project should be directed to: Jason Berg Dewey-Humboldt Town Hall, 2735 S Highway 69, Humboldt, AZ 86329-0069; (928) 928-632-7362; jasonberg@dhaz.gov

V. Selection Process

1. Following RFQ opening at the time and location specified, the original copy of the submittal shall be retained by the Town Clerk.
2. Submittals will be ranked by representatives of the Town of Dewey-Humboldt. Submittals will be evaluated using the criteria in the table below and scored based on a maximum of 100 points.
3. The Selection Committee may invite two (2) or more respondents to attend an interview. Respondents will be contacted to schedule a time and location for the interview.
4. The Selection Committee will evaluate and rank firms accordingly.
5. The firm selected will be asked to negotiate a final scope of work and price and to develop a contract. Should negotiations fail to result in the development of a contract; the next highest-ranking firm will be offered the opportunity to continue the process. This method may continue until an agreement is reached and a contract negotiated.
6. The Engineering firm's fixed fee and proposed contract will be forwarded to the Town Council for consideration.
7. The cost incurred by respondents in preparing the RFQ or incurred in any manner in responding to the document, may not be charged to the Town of Dewey-Humboldt.
8. The Selection Committee will be appointed by the Town Council.
9. All respondents will be notified of the results within thirty (30) days after the close of the RFQ period.

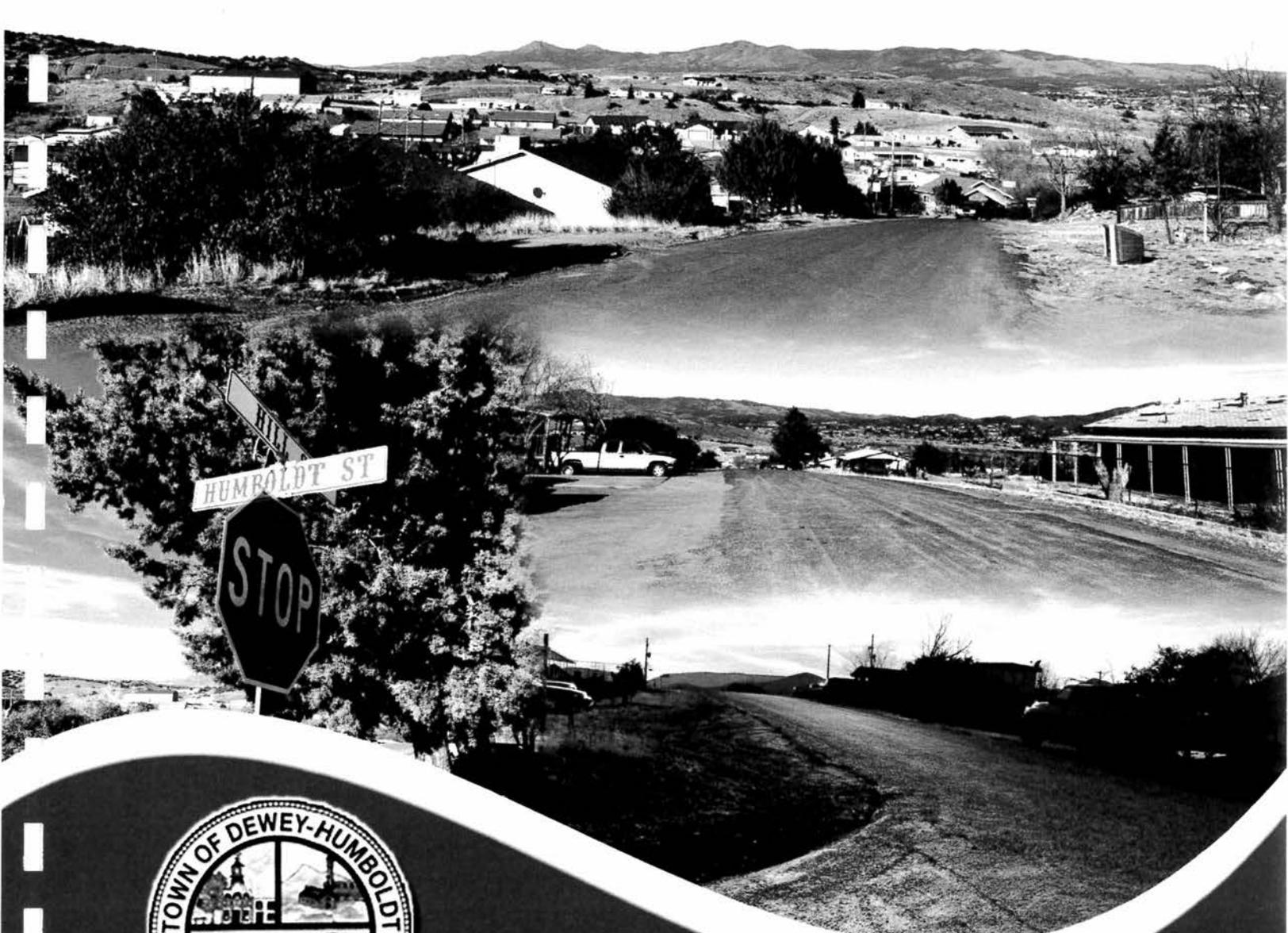
The scoring breakdown is as follows:

Qualifications	Total Points
1. General qualifications of the individual or firm.	30
2. Applicant's previous experience with accessibility improvements and federally funded projects.	15
3. Demonstrated ability of key personnel.	15
4. Proposed work schedule. Time frame for delivery of service.	10
5. Suitability of the Response to the Scope of Work.	30

The Town reserves the right to solicit additional information from any and all Proposers. The Town reserves the right to waive any informalities in the submittals and to negotiate with any and all Proposers. The Town reserves the right to reject any and all submittals if it is deemed in the best interest of the Town.

VI. Protest Procedure

Protests shall be submitted in writing to: Town Clerk, Dewey-Humboldt Town Hall, 2735 S Highway 69, Humboldt, AZ 86329-0069; (928) 928-632-7362; TTY: (800) 367-8939 within seventy-two (72) hours of notification award. Protests must contain at a minimum, the name, address and telephone number of the protester; the signature of the protester or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within three (3) business days of receipt, and after consultation with legal counsel, ADOH or others, the Town will respond to the protest. The Town of Dewey-Humboldt reserves the right to reject any or all RFQs; to waive irregularities of information in any RFQ; to re-advertise the RFQ; and/or to take any steps determined prudent in order to resolve the protest.



Qualifications for Dewey-Humboldt Hill Street Improvements CDBG #101-20

Submitted By: Civiltec Engineering, Inc.
January 16, 2020



1. COVER LETTER



Civil, Water, Wastewater, Drainage and Transportation Engineering
Construction Management • Surveying
California • Arizona

Jason Berg
Town of Dewey-Humboldt
2735 S Highway 69
Humboldt, AZ 86329-0069

January 16, 2020

Subject: Statement of Qualifications for Dewey-Humboldt Hill Street Improvements – CDBG #101-20

Dear Selection Committee:

The Town of Dewey-Humboldt (Town) is seeking plans and specifications for the construction of 12,000 square feet (FT²) of 5-foot sidewalk, 2,100 linear feet (LF) of curb and gutter improvements, 4 curb ramps, drainage improvements, 1,500 square yards (YD²) of asphalt repair and 5,500 YD² of chip seal. The Town has been awarded a Community Development Block Grant (CDBG) through the Arizona Department of Housing (ADOH) for this project.

Civiltec Engineering, Inc. (Civiltec) is excited to have the opportunity to design this project! Not only do we bring a team of engineers and construction managers with extensive experience; we are also very experienced with CDBG funded projects and the climate constraints in northern Arizona. Civiltec has performed design and construction management services on 20+ roadway improvement projects. As the Prescott Office Branch Manager, I will serve as project manager. My experience includes designing and managing CDBG projects with Northern Arizona Council of Governments (NACOG) for 30+ years.

Civiltec recently completed two roadway projects for Prescott. The Crystal Lane Realignment included an alternative alignment analysis, design and constructions services for 500 LF of roadway with curb, gutter, sidewalk on one side, drainage appurtenances, demolition of abandoned water facilities, additional and modifications to the parking area for the airport, 1,281 YD² of mill and overlay, 12-inch and 8-inch water mains, and 8-inch sanitary sewer. The North Washington and Churchill Reconstruction included survey, condition assessment, hydrologic and hydraulic modeling, pavement reconstruction, water and sewer line repairs, drainage improvements, and replacement of sidewalks for American with Disabilities Act (ADA) compliance. Stormwater improvements included new 18-inch high-density polyethylene (HDPE) storm pipe, 24-inch HDPE storm pipe and 48-inch corrugated metal pipe (CMP) storm pipe, 2 riser gates, 5 manholes, 5 catch basins, and 1 concrete down drain and gabion anchor baskets. Water improvements included 4-inch ductile iron pipe (DIP) fire line, 6-inch water main and 8-inch water main, 3 fire hydrants, 26 water service connections and meter boxes, gate valves and tapping sleeves. Sewer improvements included 6-inch polyvinyl chloride (PVC) and closed-circuit television (CCTV) inspection.

Civiltec is committed to supporting this roadway project with dedicated, top-notch technical staff that all have immediate availability. We assure that the minimum insurance requirements will be met. Please do not hesitate to contact me at raldrige@civiltec.com or 928.771.2376 with any questions. We are confident that we are the right firm for this project. Thank you for your consideration.

Sincerely,

Richard Aldridge, PE, MBA, Branch Manager



2. EXECUTIVE SUMMARY

Established in 1986 on the principles of innovative thinking and premier quality, Civiltec has 40+ employees, which includes 9 registered civil engineers, 1 registered electrical engineer, 4 registered land surveyors, 2 certified floodplain managers (CFM), 6 engineers-in-training (EITs) and support staff that includes project managers, designers, CADD technicians, surveyors and administrative personnel. In 2018, Civiltec began providing drone aerial surveying and photogrammetry with a DJI Phantom 4 Pro Plus drone. Our drone pilots are registered land surveyors with their FAA licensing. We take great pride in providing quality, cost-effective solutions on every project.

Civiltec has surveyed and designed 25+ CDBG funded projects. This experience includes roadway reconstruction, pavement rehabilitation, drainage improvements, sidewalks, sidewalk ADA compliant ramps and water and sewer lines.

In addition to the Crystal Lane Realignment and North Washington and Churchill Reconstruction, Civiltec completed safety improvements to Williamson Valley Road. Phases 1 and 2 of this project have been constructed, Phase 3 design is anticipated in 2020. The improvements consisted of acceleration/deceleration lanes, intersection realignments, modifications to the horizontal alignment and vertical profiles for enhanced sight distances, drainage improvements (including a box culvert extension) and utility relocations.

TEAM MEMBER QUALIFICATIONS

Personnel in our Prescott office are experienced surveyors, public works engineers, construction managers and inspectors with 160+ years of

combined experience. Our team brings experience in planning/analysis, design, cost estimating, permitting and construction management of roadway and drainage improvement (including CDBG funded) projects.

Project Manager Experience

Richard Aldridge, PE, MBA,



Registration: Professional

Engineer Arizona No. 20878

Education: MBA, Northern

Arizona University, 1996; B.S.,

Civil Engineering Technology,

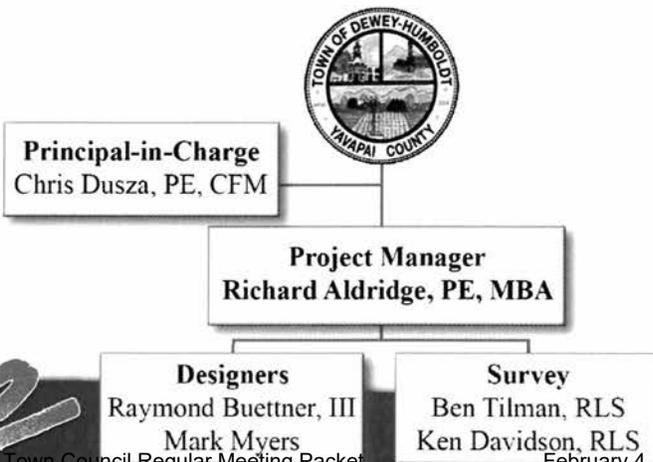
Northern Arizona University,

1980

Richard has 30+ years of experience with CDBG funded projects in Northern Arizona. He has worked with the local NACOG Prescott office for 15+ years designing, assembling the necessary NACOG - Davis Bacon bid packages including Federal wage and other requirements, bid phase services and providing construction management, inspection and close out activities.

Richard brings 40+ years of extensive engineering experience that includes project management, planning and design for public and private entities throughout Northern Arizona. His experience includes managing user groups and project stakeholders, design charrettes, site and project master planning, design of streets and roadways, site design, flood control, drainage, pavement rehabilitation, water and wastewater conveyance, airports, and recreational/sports facility projects. Select CDBG experience includes the following projects.

- Seligman Sewer Improvements, Yavapai County. Project Manager responsible for survey, design, bid and construction phase services for this recent **NACOG/CDBG funded** project. Design included utility potholing, coordination with BNSF Railroad for permitting and construction, and design for relining an existing 80-100-year-old cast iron sewer pipe under the BNSF tracks with a new cured in place epoxy pipe liner.
- Huron Street Sidewalks and Blue Hills Farm No. 3 Roadway and Drainage Improvements, Dewey-Humboldt. Project Manager for the





survey, design, bid and construction phase services for this **NACOG/CDBG funded** project. Design included roadway widening and sidewalk development on Huron Street for safe school access along with drainage and roadway improvements in the Blue Hills Subdivision.

- Loos Drive Widening Phases 1, 2 and 3, Prescott Valley. Project Manager for **three separate CDBG funded** projects. Design and construction management for new asphalt, curbs, drainage structures, sidewalks and storm drains.
- Plum and Locust Streets Reconstruction, Williams. Project Manager for this **CDBG funded** project that reconstructed approximately 350 LF of roadway on Plum Street and an additional 350 LF of pavement replacement on Locust Street in an older neighborhood. Work included survey, roadway design, preparation of final bid documents, construction phase inspections, project administration and closeout.
- Edison Avenue, Williams. Project Manager for this **NACOG/CDBG funded** project to reconstruct approximately 1,300 feet of residential roadway. Work included design, construction management and inspection for the replacement of small diameter water distribution mains with a new 8-inch main, new paving, curbs, drainage improvements and residential water services. Project won the 2004 CDBG Outstanding Project of the Year.

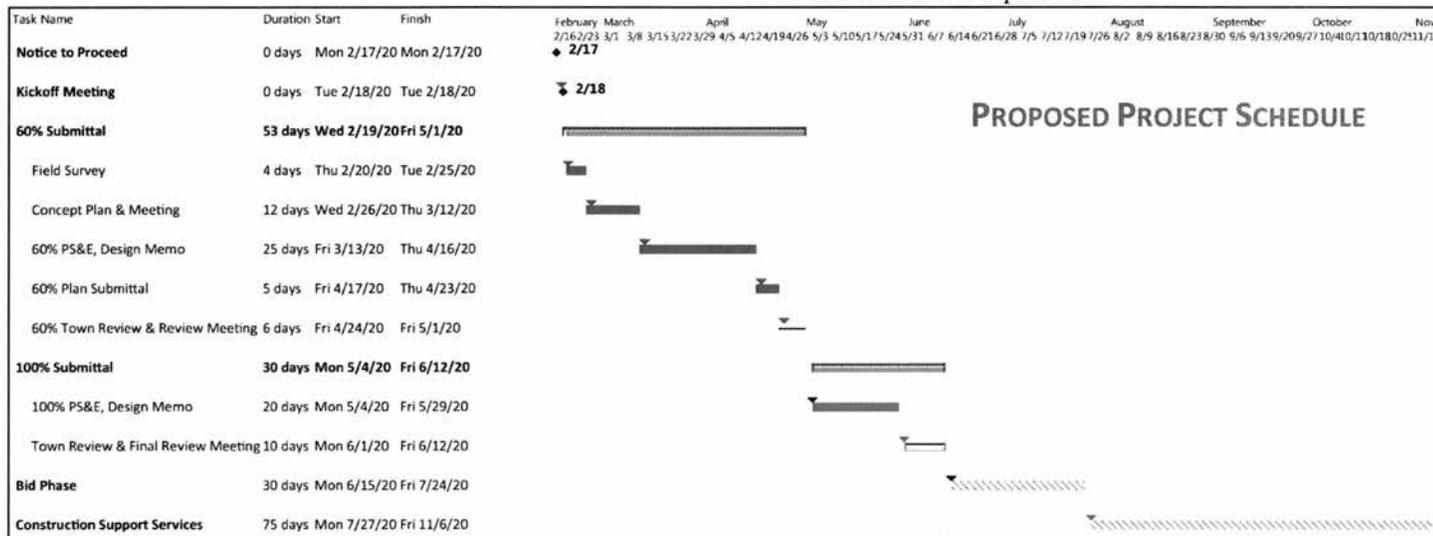
Richard will be supported by Raymond Buettner, Mark Myers, Ken Davidson, PLS, and Ben Tilman, PLS. Raymond has 21+ years (all with Civiltec) of experience, including CDBG funded projects, preparing construction documents and providing construction management services for assignments involving drainage, transportation, pavement rehabilitation, water, and sewer elements. Mark has 33+ years (9+ with Civiltec) of Civil3D design experience, including our most recent Seligman Sewer Improvements CDBG funded project.

PROJECT TIMELINE

Civiltec has **immediate** staff availability to begin this project and see it through construction. We are committed to providing our best and most appropriate technical resources to you.

Key Personnel	Availability
Richard Aldridge, PE	40%
Chris Dusza, PE, CFM	20%
Raymond Buettner, III	30%
Mark Myers	35%
Ken Davidson, RLS	40%
Ben Tilman, RLS	40%

Our preliminary design and construction schedule is shown below. Our team is ready to start this project immediately following notice to proceed (anticipated February 2020) from the Town. Design will be completed June 2020 and construction completed early November 2020. No other outside permitting agencies are anticipated to be included in the process.



PROPOSED PROJECT SCHEDULE





3. QUALIFICATIONS

Civiltec prides itself on personal service and is proud of our reputation for responsiveness and high-quality standards. We enjoy developing strong working relationships with our clients. Over the past 5 years we have averaged 75+ new projects per year in Arizona, ~75% are for repeat clients. Civiltec has a wealth of successful experience working with federal funding and directly for municipalities, state and federal agencies. Our success in developing strong relationships with our clients is a result of our emphasis on client service and complete satisfaction.

Our professionals are energized by the commitment to provide you with fresh, innovative, consistent, superior engineering and cost-effective solutions. A thorough decision-making process is promoted based on the consensus of ideas and information from the entire project team. This helps to ensure that sound and intelligent recommendations and solutions are reached so the project has the best chance for success. Knowledge and communication are what we believe to be the foundation for successful problem avoidance and sound decisive problem resolution.

Civiltec's Core Service Lines

-  Water Engineering
-  Wastewater Engineering
-  Electrical/Controls Engineering
-  Drainage Engineering
-  Transportation Engineering
-  General Civil Engineering
-  Surveying/Mapping
-  Construction Management

FEDERAL FUNDING EXPERIENCE

Civiltec routinely completes studies, design and construction phase services for projects that are federally and/or state funded. We are fully versed with the CDBG requirements and have worked closely with the Prescott NACOG office to develop project bid manuals and bid documents.

Our staff have designed similar projects using funding from various federal sources including the U.S. Environmental Protection Agency (EPA), CDBG, U.S. Department of Agriculture Rural Development and Water Infrastructure Finance Authority (WIFA) grants.

CDBG Funded Project Experience

Seligman Sewer Line Improvements, Seligman Sanitary District
Loos Drive Widening Project, Phase 4, Town of Prescott Valley
Lazy Loop Drainage Improvements, Town of Chino Valley
Fry Wash Hydraulic Floodplain Analysis and Drainage Improvements, Cochise County
Chino Meadows Unit V, Town of Chino Valley
Wheeler Avenue from Foothill Boulevard to Bonita Avenue, City of La Verne
Fifth Street Reconstruction, City of La Verne
"F" Street Reconstruction, City of La Verne
Fairview Avenue, City of San Gabriel
14 Alley Projects and 100 Sidewalk Ramps, City of La Verne
26 Alley Improvements, City of Pomona
"C" Street Reconstruction, City of La Verne

Civiltec brings a demonstrated commitment to the Yavapai County area dating back to 1993 and has a dedicated Project Manager with more than 30 years of CDBG funding experience and experience completing CDBG funded projects for the Town!

40+ Engineers, Modelers, Designers, Surveyors, & Administrative Staff

Founded in 1986, 3 Offices Strong California & Arizona

Offices Locations Peoria, Arizona Prescott, Arizona Monrovia, California





4. PREVIOUS EXPERIENCE

The table below represents our select project experience, feel free to contact any of the references to verify our dedication to providing innovative, cost-effective solutions on every project.

Seligman Sanitary District Sewer Line Improvements (CDBG Funded), Prescott, AZ		
Seligman Sanitary District 1100 Commerce Drive Prescott, AZ 86305	Chris Steele, PE (928) 771-3183 chris.steele@yavapai.us	Award Date: 10/3/18 Completion Date: 5/22/19 Construction Cost: \$352,100.00
Completed survey, design, bid and construction phase services for a Northern Arizona Council of Governments (NACOG) / Community Development Block Grant (CDBG) funded improvement project in Seligman, Arizona. Work included the design for the rehabilitation of an 80 – 100-year-old cast iron waterline running under the Burlington, Northern and Santa Fe Railroad. Project design included gaining railroad authorization/permitting for the improvements within their right-of-way, rehabilitation/cleaning of the old sewer line without damaging the ancient cast iron pipe and installation of a cured in place liner to provide another 100 years of service life. New manholes were included at the ends of the pipeline to replace old concrete boxes.		
Old Home Manor Infrastructure Improvements (federally funded), Chino Valley, AZ		
Town of Chino Valley 1982 N. Voss Drive Chino Valley, AZ 86323	Frank Marbury, PE (928) 308-3486 fmarbury@chinoaz.net	Award Date: 04/01/2016 Completion Date: 07/30/2017 Construction Cost: \$1,890,177.65
Infrastructure improvements include 5,000 LF of 8- and 12-inch water main, 3,400 LF of 12-inch sewer main and 5,200 LF of roadway improvements including 12-foot travel lanes, shoulders and safety edges. Provided survey and engineering design services as well as post design construction observation and administration services. Design also included 2- to 100-year event box culvert roadway crossings including a crossing at Santa Cruz Wash (11,000 cfs) and a large tributary, 404 permitting and CLOMR/LOMR.		
Crystal Lane Realignment, Prescott, AZ		
City of Prescott	Craig Dotseth (928) 777-1100 craig.dotseth@prescott-az.gov	Award Date: 06/01/2015 Completion Date: 06/30/2017 Construction Cost: \$1,027,000.00
Completed an alternative alignment analysis, design and constructions services for 500 linear feet of roadway with curb, gutter, sidewalk on one side, drainage appurtenances, demolition of abandoned water facilities, additional parking area for the airport, and modifications to existing parking access. Project included 1,281 square yards of mill and overlay, 366 linear fee of 12-inch and 128 linear feet of 8-inch water mains and 346 linear feet of 8-inch sanitary sewer.		
North Washington and Churchill Reconstruction, Prescott, AZ		
City of Prescott 433 N. Virginia Street Prescott, AZ 85301	George Henderson (928) 777-1130 George.henderson@prescott-az.gov	Award Date: 07/10/2018 Completion Date: 07/31/2018 Construction Cost: \$1,895,000.00
Completed surveying, condition assessment, hydrologic and hydraulic and design (including pavement reconstruction), water and sewer line repairs, drainage, and condition assessment and replacement of sidewalks for ADA compliance. Stormwater improvements included new 195 LF of 18-inch HDPE storm pipe, 208 LF of 24-inch HDPE storm pipe and 127 LF of 48-inch CMP storm pipe, 2 riser gates, 5 48-inch manholes, 5 catch basins and 1 concrete down drain and gabion anchor baskets. Water improvements included 90 LF of 4-inch DIP fire line, 18 LF of 6-inch and 1,664 LF of 8-inch water mains, 3 fire hydrants, 26 water service connections and meter boxes, gate valves and tapping sleeves. Sewer improvements included 6-inch PVC pipe spot repairs and CCTV inspection.		





Williamson Valley Road, Yavapai County, AZ

Yavapai County	Chris Steele, PE	Award Date: 11/01/2017
1100 Commerce Drive	(928) 771-3183	Completion Date: 12/31/2019
Prescott, AZ 86305	chris.steele@yavapai.us	Construction Cost: \$2,495,172.00

The project included design, management and construction administration for five segments of highway flagged for safety improvements by the County. The scope includes five areas of concern along the highway: Outer Loop Road, Blackjack Ridge Road, Buchanan Drive, Granite Oaks Drive/Trailhead and Kelley Drive/Stringfield Drive/Oneal Road. Each section focused on the deceleration for right-turn and left-turn movements to adjoining roads.

Due to the 55 to 60 MPH design speeds for Williamson Valley Road, the main project solutions were to design symmetrical widening at the intersection locations. However, after analyzing the plans, Civiltec led an asymmetrical widening effort at Kelley Drive to fit site topography and minimize grading operations.

This second phase of Williamson Valley Road included improvements to the intersections along Williamson Valley Road at Cliff Rose/Pemberton and Longview/Buena Vista. The improvements generally consist of acceleration/deceleration lanes, intersection realignments, modifications to the horizontal alignment and vertical profiles for enhanced sight distances, drainage improvements including a box culvert extension and utility relocations.

Loos Drive Widening Project, Phase 4 (CDBG funded), Prescott Valley, AZ

Town of Prescott Valley	Ryan Judy	Award Date: 07/15/2014
7501 E. Civic Circle	928-759-3104	Completion Date: 02/16/2015
Prescott Valley, AZ 86314	rjudy@pvaz.net	Construction Cost: \$301,041.93

Designed approximately 1,100 feet of street widening on Loos Drive from Hoffman Road to Katie Circle East. This included new pedestrian sidewalk, curb and gutter, 36-inch high-density polyethylene (HDPE) storm drain from Loos Drive to the outfall at Yavapai Lake, and 700 feet of multi-use path on the east and south sides of Mountain View Elementary School. Construction administration, inspection, construction close-out activities, and record drawings were included in the scope of services.

Section 2 Sewer Improvements, Prescott Valley, AZ

Town of Prescott Valley	Neil Wadsworth, PE	Award Date: 09/22/2016
7501 E. Civic Circle	(928) 759-3078	Completion Date: 06/30/2019
Prescott Valley, AZ 86314	nwadsworth@pvaz.net	Construction Cost: \$1,609,493.00 (est.)

Designed the new 18-inch sewer main (approximately 6,700 linear feet) from the existing 18-inch main in Section 2 to the intersection of North Prairie Lane and East Roundup Drive (northeast corner of Section 2). Services also included new, permanent and temporary construction easement acquisition from the Arizona State Land Department.

Roundup Drive Sewer Improvements, Prescott Valley, AZ

Town of Prescott Valley	Randy Perham, PE, CFM	Award Date: 11/03/2014
7501 E. Civic Circle	(928) 759-3086	Completion Date: 06/30/2017
Prescott Valley, AZ 86314	rperham@pvaz.net	Construction Cost: \$1,244,161.00 (est.)

The improvement includes the design of approximately 3,400 linear feet of new 24-inch sanitary sewer main in Roundup Drive from the intersection of Roundup Drive and Ranger Road to the intersection of Roundup Drive and Cattletrack Road.



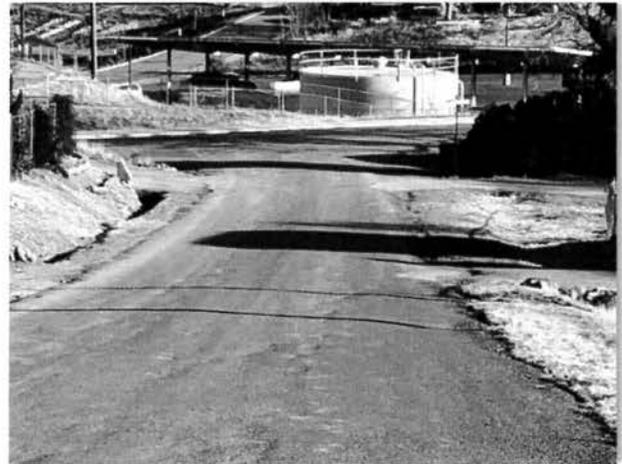


5. RESPONSE TO SCOPE OF WORK

Both Civiltec and our proposed Project Manager have significant experience with CDBG and ADOH funded projects as noted previously in this proposal. Our Project Manager provided the design and construction management for the recent Huron Street Sidewalks and Blue Hills Farm No. 3 Roadway and Drainage Improvements CDBG project for the Town.

Civiltec has reviewed the project scope provided with the request for qualifications, discussed this project with Town staff and visited the site. Based on our sidewalk and roadway improvement experience, we noted the following items as key items to a successful project.

Key Project Observations
Consideration should be given to improvements for Hill Street that would be in harmony with providing improved safe access from Hill Street to Humboldt Elementary School.
Hill Street runoff discharges directly to East Kloos Avenue, then flows to the open area at South Bailey Hill Road, which are all privately owned parcels. With the steep slopes observed on Hill Street, management of the stormwater discharges, if they are concentrated in curbs or valley gutters, must be addressed.



Humboldt Street Looking East Towards Humboldt Elementary School



Kloos Avenue Looking East



Hill Street Looking North

PROJECT APPROACH

Our initial task will be to meet with the Town to review the site and discuss the improvements that are anticipated to be constructed, including any field observed challenges to the design.

After completion of the topographic survey, an initial planning exhibit will be prepared for the Town to review the anticipated improvements and an initial availability of construction funding. The discussion will include identification of opportunities for bid additive alternates to fit within the project funding to ensure an awardable base bid.



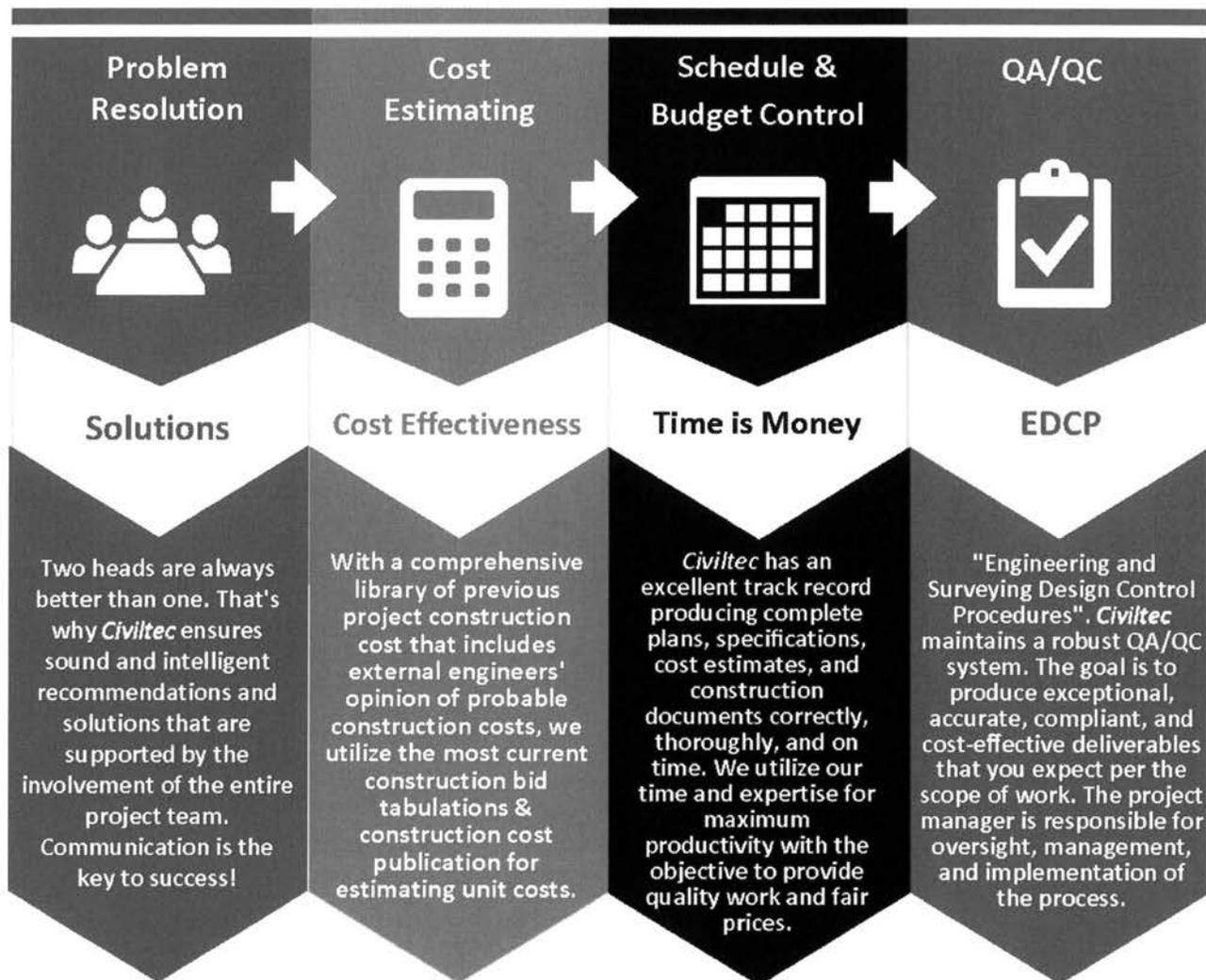


The design will progress through a series of submittals and reviews, each with an associated construction cost estimate. The frequency of submittals will be determined between Civiltec and the Town based on the complexity of the design. Currently Civiltec has anticipated development of an initial planning exhibit, followed by 60% design development and a final 100% design submittal for bidding the project.

Our observers will provide periodic site visits and generate field reports of the work observed and directions given to the Contractor. At the conclusion of the construction, we will prepare the final acceptance letter for the project and provide close out certifications for NACOG.

Upon completion of the bid documents, Civiltec will assist the Town and NACOG in the management of the bidding process and construction of the project.

CIVILTEC'S PROJECT MANAGEMENT APPROACH





CIVILTEC
engineering inc.

Civil, Water, Wastewater, Drainage, Transportation and
Electrical/Controls Engineering • Construction Management • Surveying
California • Arizona



STATEMENT OF QUALIFICATIONS
FOR ENGINEERING SERVICES

Dewey-Humboldt Hill Street Improvements

CDBG #101-20

JANUARY 16, 2020

PREPARED FOR TOWN OF
DEWEY-HUMBOLDT



January 16, 2020

Town Clerk's Office
Dewey-Humboldt Town Hall
2735 S. Highway 69
Humboldt, Arizona 86329-0069

201 N. Montezuma Street
Suite 206
Prescott, Arizona 86301
www.kimley-horn.com

Re: Statement of Qualifications for Engineering Services, Dewey-Humboldt Hill Street Improvements - CDBG #101-20

Dear Members of the Selection Committee:

The Town of Dewey-Humboldt (Town) is seeking a highly qualified engineering team to provide plans and specifications for the construction of improvements to Hill Street using Community Development Block Grant (CDBG) funding. Kimley-Horn, led by professionals in our nearby Prescott office, is available to serve as your trusted consultant throughout this project. By selecting the Kimley-Horn team to lead the Hill Street Improvements, the Town will benefit from:

A Local Office Focused on Serving Northern Arizona Communities. Our Prescott office is led by our Project Manager, Andrew Baird, a Prescott native. Andrew will be supported by additional professionals from our Prescott location, including Deputy Project Manager Cassie Kussow and CADD Lead James Huggins. Additionally, our team includes local subconsultants Shephard Wesnitzer, Inc. (SWI) for survey and Engineering Testing Consultants, Inc. (ETC) for geotechnical services. Kimley-Horn's local team is familiar with the local conditions, opportunities, and constraints of the Hill Street Improvements project. We will provide unmatched design/production services and responsiveness to complete this project for the Town.

Experience on Similar Municipal and Federally-Funded Projects. Our team has worked together to meet challenges similar to yours for municipalities and public agencies throughout the state. We bring you the perspective and experience needed to achieve your goals for a successful project. Our team has worked on many similar projects, including the recent CDBG project Civic Drive Sidewalk-Northside Pedestrian Improvements for the Town of Prescott Valley, which also involved CDBG funding. Kimley-Horn has a long history of successfully guiding clients through the requirements of federally-funded projects, and we are ready to do the same for the Town.

Deep, Multidiscipline Resources In-House. A truly multidiscipline, full-service engineering and planning firm, Kimley-Horn will provide all key technical disciplines in-house, including roadway, drainage, and construction management. With over 4,000 staff across the country and 200+ staff in our four offices in Arizona, our firm has more than adequate staff, resources, and expertise to meet the Town's expectations. No project is too big or too small for Kimley-Horn—you get the right people at the right time for the task at hand. Our key personnel have confirmed their availability for the duration of this project.

Kimley-Horn maintains a comprehensive insurance program with large, highly-rated insurers. If selected, Kimley-Horn can meet the Town's insurance requirements. Thank you for the opportunity to submit our qualifications and we look forward to the opportunity to build a positive working relationship with the Town. We are committed to providing you not only exceptional service and solutions, but also a better overall experience than you would get with any other firm. Please contact local Project Manager Andrew Baird at 928.458.7121 or andrew.baird@kimley-horn.com with any questions about our Statement of Qualifications.

Sincerely,
KIMLEY-HORN



Andrew Baird, P.E.
Project Manager

2. Executive Summary

Kimley-Horn is Ready to Serve You

With a 52-year history of serving clients throughout the nation, Kimley-Horn has grown to a firm of over 4,000 people and more than 90 offices. Although we are considered a larger consulting firm, our unique culture allows us to operate with *the soul of a small firm*. This benefits our clients such that we can truly customize our services to be tailored to your specific needs, but with the resources of a large firm, should they be needed. We have the resources to complete the Hill Street Improvements project within budget and on schedule.

Kimley-Horn is truly a multidiscipline, full-service engineering and planning consultant, *providing high-quality services in Arizona for 34 years* and operating four separate offices in the state. Our multidiscipline capabilities allow us to provide all of the key technical disciplines for this project in-house, including roadway design, drainage engineering, and construction management. *This project will be led from our Prescott office*, conveniently located in the Quad City area, approximately 30 minutes from Dewey-Humboldt, ensuring our Project Manager and key staff are available on short notice and responsive to the Town's needs.

In addition to our team's local presence and familiarity, the Town will benefit from Kimley-Horn's extensive *experience serving municipal clients on similar roadway improvement projects* and projects involving federal funding or Community Development Block Grant (CDBG) requirements. *We have completed numerous CDBG-funded projects in Arizona* for clients including City of Buckeye, City of Avondale, Town of Pinetop-Lakeside, and others.

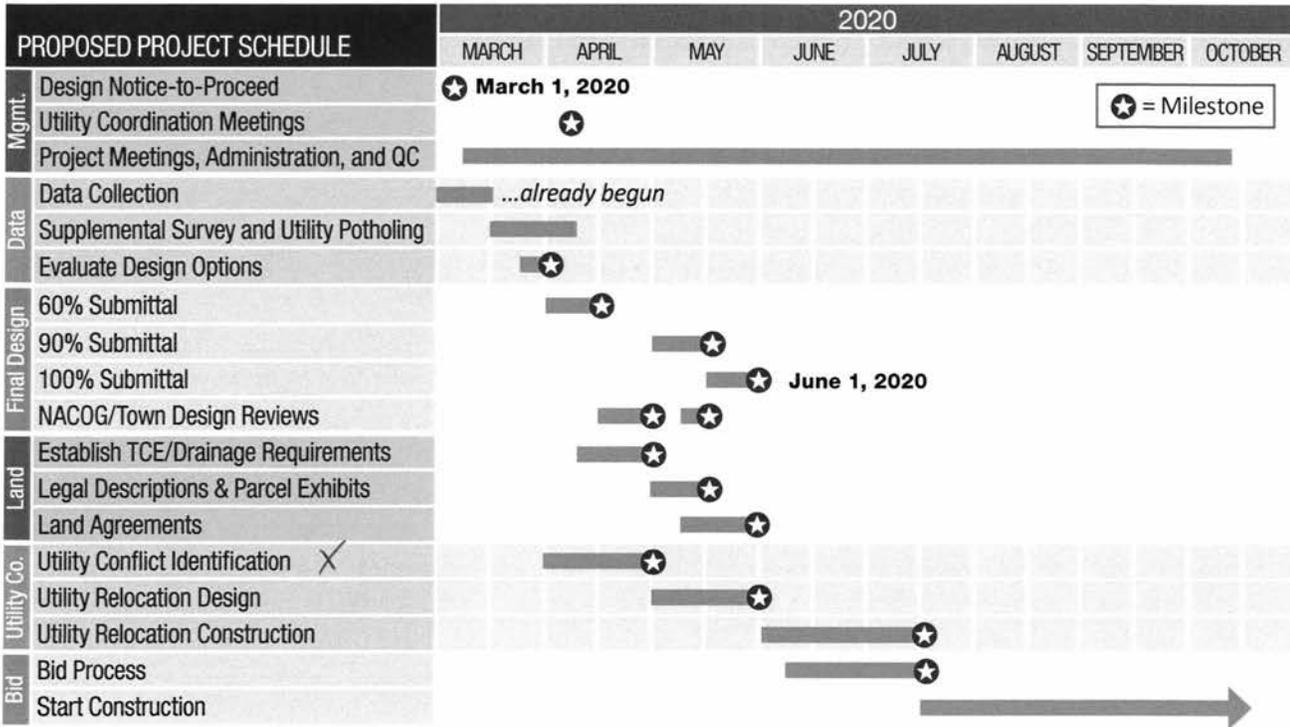
Kimley-Horn is a part of the consultant team currently working on the Town of Dewey-Humboldt General Plan Update. Our team members are truly excited for the opportunity to continue building a positive relationship with Town staff and helping the Hill Street Improvements come to fruition to improve safety, accessibility, and quality of life in the community.

A Local, Committed Project Manager

A Prescott native, local Project Manager Andrew Baird, P.E. opened Kimley-Horn's Prescott office in January 2016. Growing our northern Arizona presence and experience since then, *Andrew is passionate about serving the smaller communities in and around the northern half of our state*. He brings 14 years of engineering and construction experience, with a special focus on design and management of municipal road improvement projects, similar to the Hill Street Improvements project. He recently completed the Civic Drive CDBG Sidewalk - Northside Pedestrian Improvements for the Town of Prescott Valley, and previously completed the Johnson Drive CDBG Area Improvements for the Town of Pinetop-Lakeside. *Andrew is skilled at monitoring schedules and budgets, while ensuring all work meets clients' quality standards*. He is committed to keeping the Town's Project Manager informed throughout the project and demonstrating why *the experience of working with Kimley-Horn is simply better*.

Project Timeline

Kimley-Horn has provided a preliminary project schedule within this Statement of Qualifications. We have a proven track record of meeting clients' schedule and budget requirements. The graphic on the following page summarizes our proposed project timeline. **We anticipate the project will be completed by the summer of 2020 to meet the construction timeframes.**



Kimley-Horn is Committed to Becoming Your Trusted Partner!

- ✔ We are ready, available, and just a quick phone call, email, or short drive away
- ✔ Our team is based locally and includes local subconsultants familiar with the Town’s site conditions
- ✔ We routinely serve as a trusted on-call advisor to numerous municipalities throughout Arizona
- ✔ Our staff are experienced in managing projects involving federal funds and CDBG requirements
- ✔ We can meet or exceed the Town’s insurance requirements
- ✔ Our Project Manager and team are passionate about serving Northern Arizona clients

3. Statement of Qualifications

Competence and Experience of the Firm

At Kimley-Horn, we are dedicated to delivering innovative, high-quality design consulting services on-time and within budget. During our 52-year history, we have grown from a small group of traffic engineers and transportation planners to a 4,000-person multidisciplinary design and planning firm recognized as a leader in full-service engineering consulting. The intense focus on providing quality to the clients we serve has made Kimley-Horn one of the nation's top consulting firms in every discipline we practice.

Kimley-Horn's growth is reflected in our steady rise on *Engineering News-Record's* list of 500 top design firms in the nation. The firm first appeared on the list in 1981, when it ranked 421st, and in 2019, Kimley-Horn ranked 21st. The success of our rankings is a direct result of the firm's steadfast commitment of providing responsive client service, and pursuing continuous quality improvement (CQI).



Kimley-Horn is registered by the Arizona Board of Technical Registration (#10272-6).

Experience Working with Municipalities and Federally Funded Projects

Kimley-Horn has provided innovative, high-quality consulting services in Arizona for 34 years. With a local Prescott office focused on serving the smaller cities and towns in Northern Arizona and supported by more than 200 staff members throughout the state, we have ample local resources to serve the Town for the Hill Street Improvements. Our multidisciplinary team has extensive municipal experience in design and construction for a wide variety of streetscape projects similar to Hill Street. Serving municipal clients and public agencies of all sizes continues to be a great source of pride for Kimley-Horn. Our people enjoy seeing the positive impacts that our projects have on the communities we serve.

Our ability to serve as a trusted advisor to municipalities is demonstrated by our track record of providing on-call engineering and planning services to a multitude of Arizona cities and towns, including but not limited to, the cities of Avondale, Apache Junction, Buckeye, Chandler, Flagstaff, Lake Havasu City, Mesa Scottsdale, and Phoenix; towns of Camp Verde and Chino Valley; and many other public agencies.

Additionally, the Kimley-Horn team is skilled at efficiently guiding our clients through the requirements of federally-funded projects, including projects utilizing Community Development Block Grant (CDBG) funding. Over the years, Kimley-Horn has managed multiple CDBG-funded projects for municipal clients throughout the state, including the Civic Drive Sidewalk - Northside Pedestrian Improvements for the Town of Prescott Valley, Avondale Sidewalk and Street Improvements for the City of Avondale, the Buckeye Sidewalk Improvements Design for the City of Buckeye, the Johnson Drive Area Improvements for the Town of Pinetop-Lakeside, and the Water Line Improvement Project for the Town of Parker, among others.

In addition to CDBG project experience, Kimley-Horn has completed numerous federally funded projects in Arizona involving funding from the Highway Safety Improvement Program (HSIP), Transportation Equity Act (TEA), Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), and Surface Transportation Block Grant Program (STBGP), to name a few. With this extensive knowledge and experience, allow the Kimley-Horn team to guide the Hill Street Improvements from start to finish, ensuring a successful project outcome for the Town and your community.

With 14 years of relevant industry experience, Project Manager Andrew Baird, P.E. has led multiple aspects of design, planning, and construction assistance on similar projects in Northern Arizona. Working closely with Town of Dewey-Humboldt (Town) staff, Andrew's focus will be on budget and schedule adherence, timeliness of overall deliverables, and execution of the design documents.

Similar Projects

The following projects highlight our team's recent experience providing roadway design services and accessibility improvements similar in size, budget, and character to this project.

Civic Drive CDBG Sidewalk-Northside Pedestrian Improvements, Prescott Valley

Kimley-Horn completed construction documents for the Town of Prescott Valley as part of a CDBG grant to improve Civic Drive from Civic Circle to Windsong (approximately 1,200 feet). The proposed improvements consist of widening the west side of Civic Drive to accommodate a future southbound bike lane; adding curb, gutter, sidewalk, and street lighting along the west side; and extending existing drainage structures to accommodate the improvements. This aggressive project schedule required the design to be completed within three months so that construction could begin in Spring 2019. Construction was completed in late summer 2019 with the full project close-out completed in early fall.



Relevant Features: CDBG funding, sidewalk improvements, development of final design construction documents, management of field services, construction phase services, Northern Arizona project

Johnson Drive CDBG Area Improvements, Pinetop-Lakeside

This Town of Pinetop-Lakeside project involves sidewalk and drainage improvements along Johnson Drive through CDBG funding, which was distributed fiscal year 2019. Our team's responsibilities included conceptual master planning and final design of improvements for five-foot-wide sidewalk, curb, and gutter for improved street drainage in the Johnson Drive area.



Relevant Features: CDBG funding, sidewalk and drainage improvements, curb and gutter, producing final construction documents, Northern Arizona project

Willow Lake Road and Prescott Lakes Parkway Intersection Improvements, Prescott

Kimley-Horn is designing a new traffic signal and Americans with Disabilities Act (ADA)-compliant pedestrian ramps at the intersection of Willow Lake Road and Prescott Lakes Parkway for the City of Prescott. The design includes modification and installation of median islands, updated pavement marking and signing layouts, and new traffic signal equipment. The project will improve safety and accessibility in the project area.



Relevant Features: ADA-compliant pedestrian improvements, pavement marking and signing, accessibility improvements, Northern Arizona project

Northern Arizona University (NAU) Sky Dome Practice Facility ADA Entrance, Flagstaff

Kimley-Horn provided concept planning, final design, and post-design services for the Skydome Practice field ADA entrance. As part of the concept planning, Kimley-Horn provided alternatives for review by NAU Athletics and Facilities. The chosen alternative included a drop-off circle to accommodate vehicular drop-off and pedestrian access. The design and improvements included ADA access, sidewalk with ramps, truncated domes, a culvert extension, landscape restoration, a gated entrance, pedestrian lighting, and utility coordination. The design was completed for summer 2019 construction completion.



Relevant Features: Sidewalk and drainage improvements, concept planning, final design, construction administration, utility coordination, Northern Arizona project

ADDITIONAL SIMILAR EXPERIENCE

Client	Project	Funding Involved
City of Avondale	Avondale Sidewalk and Street Improvements	CDBG
City of Buckeye	Buckeye Sidewalk Improvements Design	CDBG
Town of Parker	Water Line Improvement Project	CDBG
Pima County	Camino de la Tierra Pedestrian Bridge	TEA
City of Chandler	Chandler Boulevard Bike Lanes, I-10 to 56th Street	CMAQ
City of Chandler	Chandler Heights Road Improvements, McQueen Road to Gilbert Road	STBGP
City of Chandler	Chandler Boulevard/Alma School Road Intersection Improvements	HSIP

Contract/Construction Management Experience

In order to fulfill the administrative obligations of a federally funded project, effective design and construction documentation is required. Kimley-Horn has provided and is very familiar with construction phase services and contract administration for CDBG projects. On past projects we have provided weekly construction observation to ensure construction is following the plans and specifications. We are able to provide full-time construction observation. Typically, however, due to budgetary concerns or an agency's ability to provide inspection themselves, we limit our services to weekly site visits and documentation.

The construction phase services we provide include:

- Bid document preparation and contractor notification
- Pre-construction conference
- Visits to site and observation of construction
- Attendance at regular construction progress meetings
- Clarifications and interpretations
- Change orders review and recommendation
- Shop drawings and samples review
- Substitutes and "or-equal" evaluation
- Inspections and tests of non-standard site-related work
- Applications for payment review and recommendations
- Substantial completion determination
- Site punch list generation
- Final notice of acceptability of the work

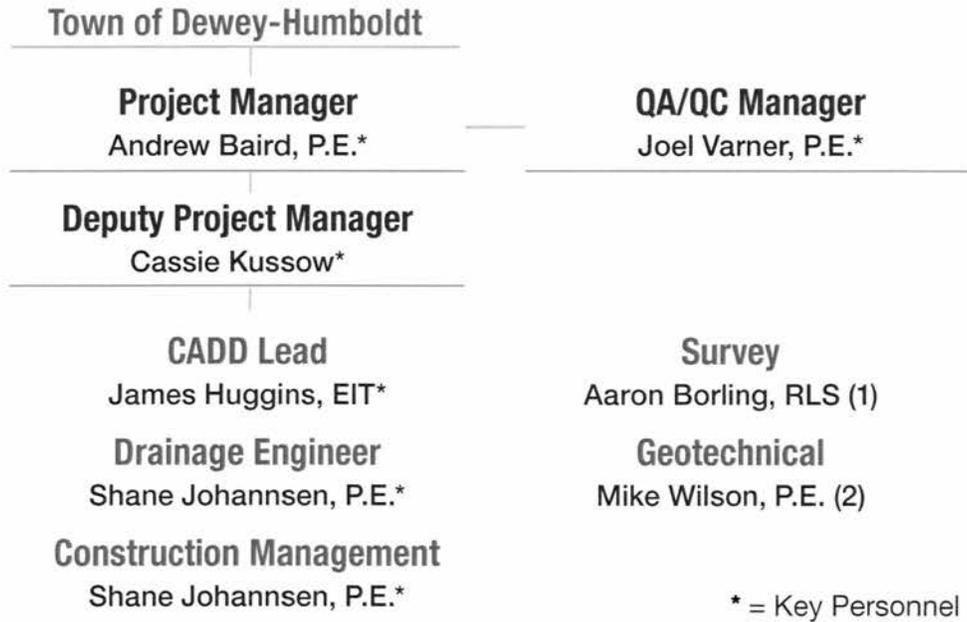
Our team provided the above-mentioned services for the successfully completed Civic Drive project for the Town of Prescott Valley, a CDBG project that was completed on time and within budget.

Team member **Shane Johannsen, P.E.** will lead construction management tasks for this project, in coordination with Project Manager Andrew Baird. Shane has construction administration and inspection experience for various municipalities across Arizona, including Scottsdale, Chandler, Glendale, Phoenix, Goodyear, and Peoria.

Demonstrated Ability of Key Personnel

Personnel for this project were carefully selected based on local knowledge and past experience working together on previous projects. They are available to begin work immediately. This section includes brief resumes summarizing the qualifications and experience of the key personnel assigned to this project. Our local Prescott office will serve as the primary office location for the duration of this project. Project Manager Andrew Baird and our team members are committed to being responsive to the Town’s needs and demonstrating why the experience of working with Kimley-Horn is simply better.

Our team’s organizational structure is illustrated in the organization chart below.

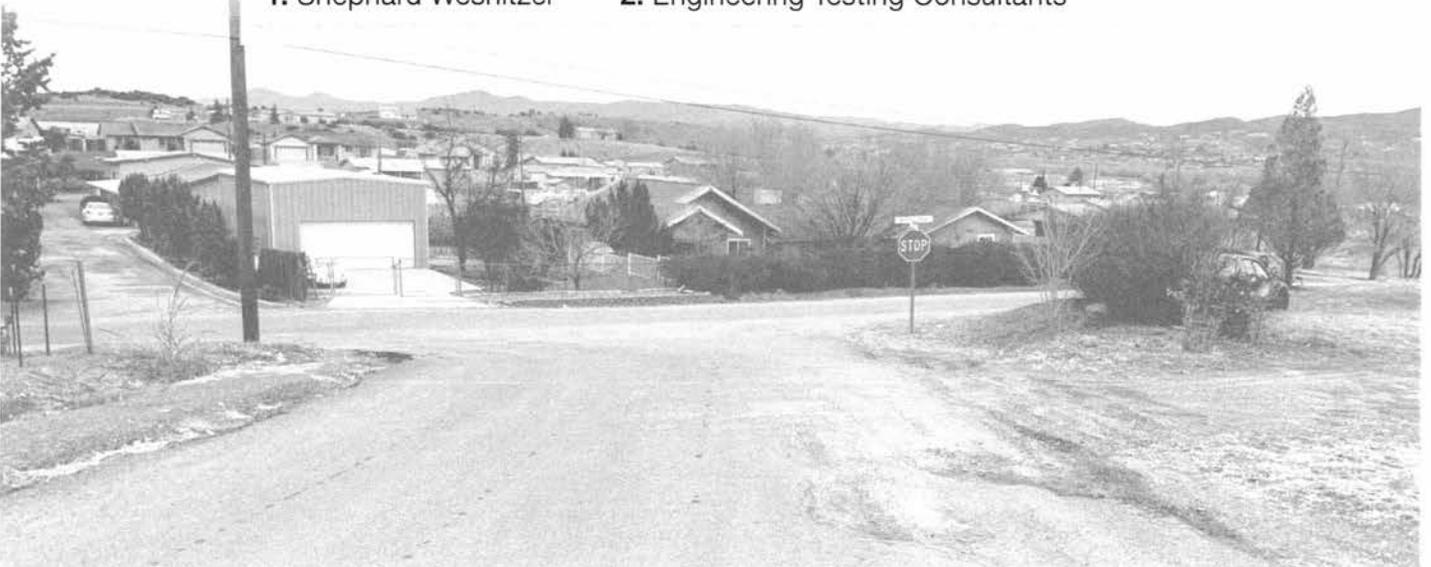


In-House Support

Structures Traffic Engineering Landscape Architecture
Public Involvement Utilities Electrical

Subconsultants

- 1. Shephard Wesnitzer
- 2. Engineering Testing Consultants





Andrew Baird, P.E.

PROJECT MANAGER

Andrew has dedicated his 14-year career to design and management of municipal road improvement projects and brings extensive Northern Arizona experience to lead the team as Project Manager. Since starting Kimley-Horn's Prescott office in January 2016, Andrew has managed the design of multiple major roadway projects, including very similar ones for the City of Lake Havasu City, City of Sedona, City of Prescott, and Coconino County. Recently, Andrew completed the successful Civic Drive improvements for the Town of Prescott Valley, which also utilized CDBG funding. Andrew recently led the NAU Sky Dome Practice Facility ADA entrance project, which included the design of ADA-compliant sidewalks.

As Project Manager, Andrew will oversee the development of final design construction documents to ensure compliance with the Town's goals and objectives. He will also take an active role in overseeing and coordinating key areas of the project, such as team coordination, utility design/coordination, and stakeholder coordination. Andrew will be the primary point of contact for the design, and he will be responsible for monitoring the schedule and budget along with ensuring that all work meets our quality standards. He will ensure that the Town's Project Manager is always informed of the project status and any new issues as they arise. Andrew's relevant project experience includes:

- Town of Prescott Valley, Civic Drive CDBG Sidewalk-Northside Pedestrian Improvements — Project Manager
- Town of Pinetop-Lakeside, Johnson Drive CDBG Area Improvements — Project Manager
- NAU, Sky Dome Practice Facility ADA Entrance — Project Manager

PROFESSIONAL CREDENTIALS

- BS, Civil Engineering, Arizona State University
- P.E. in AZ (#48841)



Cassie Kussow

DEPUTY PROJECT MANAGER

Located in our Prescott office, Cassie is a civil engineering designer providing major support to roadway projects.

As Deputy Project Manager, she will work closely with Andrew to manage day-to-day project tasks and progress. She has three years of experience in AutoCAD Civil 3D production and civil engineering throughout Northern Arizona. Her experience includes cost estimating, construction plan preparation and permitting, site layout and feasibility, preliminary engineering and design review approvals, dry utility company and subconsultant coordination, and construction bidding support. She has also played a support role in civil design and has completed and managed the modeling and production on a variety of projects. She has been responsible for tasks including utility coordination, roadway alternative development, final design street improvements, right-of-way (ROW) acquisition, subconsultant coordination, cost estimating, and construction phase services. She also has a depth of experience coordinating with stakeholders on projects in historic downtown areas. Cassie's relevant experience includes:

- Town of Prescott Valley, Civic Drive CDBG Sidewalk-Northside Pedestrian Improvements — Deputy Project Manager
- City of Prescott, Carleton Street and South Cortez Reconstruction — Deputy Project Manager
- Town of Pinetop-Lakeside, Johnson Drive CDBG Area Improvements — Deputy Project Manager

PROFESSIONAL CREDENTIALS

- BS, Civil Engineering, Michigan Technological University
- BS, Environmental Engineering, Michigan Technological University



Joel Varner, P.E.

QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) MANAGER

As QA/QC Manager, Joel will maintain quality control and quality assurance of all Kimley-Horn team deliverables under this contract. Joel has 10 years of experience in transportation and civil engineering and has completed numerous civil engineering projects for municipalities throughout the Valley and Arizona. Recently, Joel has been involved in projects for various municipalities including Chandler, Phoenix, Peoria, Buckeye, Queen Creek, Tempe, and for the Salt River Pima-Maricopa Indian Community.

Joel's main area of expertise is in municipal roadway projects, where he has experience managing multi-discipline designs and coordinating the geometric, structural, drainage, and traffic components of complex transportation projects. He has worked on multiple projects involving federal funding and CDBG requirements. Joel contributes considerable design knowledge and strong software skills, and his previous responsibilities have included roadway geometry and ADA design; pavement marking and striping layouts; preparation of final plans, specifications, and cost estimates; utility coordination; grading and drainage; and earthwork modeling. Many of his projects have also required complex coordination between multiple municipalities, agencies, and stakeholders. Joel's relevant experience includes:

- City of Chandler, Chandler Heights Road Improvements, McQueen Road to Gilbert Road — Project Engineer
- City of Chandler, Chandler Boulevard/Alma School Road Intersection Improvements — Project Engineer
- City of Prescott, Carleton Street and South Cortez Reconstruction — Project Engineer

PROFESSIONAL CREDENTIALS

- BS, Civil Engineering, Texas A&M University
- P.E. in AZ (#59483)



Shane Johannsen, P.E.

DRAINAGE ENGINEER/CONSTRUCTION MANAGEMENT

Serving as Drainage Engineer and leading construction management tasks for this project, Shane has experience leading efforts in municipal stormwater hydrology, storm drain hydraulics, and retention basin design. A graduate of NAU, Shane has a special passion for projects in Northern Arizona. He has construction administration experience for various municipalities including Scottsdale, Chandler, Glendale, Phoenix, and Peoria. His experience in construction administration includes shop drawing reviews, Request for Information (RFI) responses, field directives, evaluation of contractor extra cost proposals, and contractor pay application reviews. Shane's recent project experience includes:

- City of Sedona, Uptown Sedona Roadway Improvements — Drainage Engineer
- City of Prescott, Carleton Street and South Cortez Reconstruction — Drainage Engineer
- City of Prescott, Drainage Projects — Drainage Engineer
- City of Flagstaff, Zuni Drive Final Design — Drainage Engineer

PROFESSIONAL CREDENTIALS

- BS, Civil Engineering, Northern Arizona University
- P.E. in AZ (#62869)



James Huggins, EIT

CADD LEAD

Working closely with Project Manager Andrew Baird and leading CADD-related tasks for this project, James has over three years of experience in civil engineering which has included the design of industrial and residential lot grading, storm drains, and street improvements for residential and industrial projects. James is a graduate of NAU and shares this team's passion for serving Northern Arizona communities. Located in Prescott, his attention to detail and communication with project team members allows him to ensure projects are completed on time and within budget. His relevant project experience includes:

- City of Prescott, Carleton Street and South Cortez Reconstruction — CADD
- City of Prescott, Willow Lake Road and Prescott Lakes Parkway Intersection Improvements — CADD
- City of Cottonwood, Ogden Ranch Road — CADD

PROFESSIONAL CREDENTIALS

- BS, Civil Engineering, Northern Arizona University
- EIT in AZ (#160589)

Subconsultants

Kimley-Horn has partnered with local subconsultants Shephard Wesnitzer, Inc. (SWI) and Engineering Testing Consultants, Inc. (ETC), who will provide survey and geotechnical services, respectively. We have a history of collaborating with these firms on similar projects and their Northern Arizona experience and familiarity will benefit this project.

SWI

SWI is a full-service civil engineering and surveying firm with four northern Arizona offices, including Flagstaff, Sedona, Cottonwood, and Prescott. Aaron Borling, RLS will lead survey tasks for this project. Aaron's experience includes over 17 years in the surveying profession. He currently serves as SWI's head Survey Manager and is responsible for overseeing all aspects of surveying including staff management, resource allocation, coordination with project stakeholders, and technical oversight for the survey crews. As a long-time resident of Arizona, Aaron has extensive experience on a variety of projects throughout the state including municipal, commercial, and residential developments. Kimley-Horn recently partnered with SWI on the Civic Drive CDBG Sidewalk-Northside Pedestrian Improvements in Prescott Valley.

ETC

ETC is the only locally-owned geotechnical engineering firm in Prescott, and brings 30 years of experience in the Quad City area. ETC has special knowledge of the soil conditions in northern Arizona. The firm provides geotechnical engineering, materials testing, construction observation, and special inspections. In addition to providing special structural inspection services, ETC provides field and laboratory testing for soils, aggregate, asphaltic concrete, and Portland Cement Concrete. Recently, Kimley-Horn and ETC worked collaboratively on the Civic Drive CDBG Sidewalk-Northside Pedestrian Improvements in Prescott Valley. Leading geotechnical services for this project, Michael Wilson, P.E. has completed all aspects of numerous geotechnical projects. Michael has developed particular expertise in expansive soils, slope stability evaluations, deep and shallow foundation design and post-tensioned slab-on-ground foundation systems, and flexible and rigid pavement design for roads and airports.

Suggested Contract Modifications

Kimley-Horn has reviewed the sample Contract for Engineering Services provided with the Request for Qualifications and Exhibit A Terms and Conditions. We are confident we can negotiate a mutually agreeable contract with the Town. We respectfully request your consideration of the following modifications (**bold and italicized**):

Sample Contract

2. Time of Performance:

...The contract period for the remaining phases shall be controlled by the statutory bidding and award process, plus the construction contract performance period, plus fourteen (14) days for project closeout. The date for final performance shall be extended by the number of days that governmental approval or review process prevent or delay performance, as jointly confirmed in writing by the parties' respective representatives. In addition to other claims and remedies provided herein, the ENGINEER shall be liable for the sum of one hundred dollars (\$100) as liquidated damages for each day by which the time of completion of the contract exceeds the period specified above.

Provided, however, times for performance shall be extended as reasonably necessary, and neither ENGINEER or TOWN shall have liability or be deemed in breach due to any delays caused by factors outside of the delayed party's reasonable control.

3. Compensation and Method of Payment:

...c. cooperate in revising the scope and quality as required to reduce the construction costs. Should the TOWN proceed under this clause, the ENGINEER, without additional charge, shall modify the plans and specification, as necessary ***one time***, to comply with the fixed limit.

Exhibit A Terms and Conditions

9. Compliance with Local Laws:

The ENGINEER shall comply with all applicable laws, ordinances and codes of the state and local governments and the ENGINEER shall save the TOWN harmless with respect to any damages arising from any tort done by the ENGINEER or his/her representatives in performing any of the work embraced by this contract ***subject to the limitations in Arizona Revised Statutes Section 34-226.***

4. Previous Experience

Client References

Our clients know that with Kimley-Horn, they experience better. How do we know this? They consistently tell us we deliver remarkable results and we're really good people to work with—and we live for that. In this section, we have included contact information for several of our past clients. We invite you to contact them personally regarding our work history and quality of service. We have a long history of serving municipalities and other public agencies on similar projects.

Civic Drive CDBG Sidewalk-Northside Pedestrian Improvements, Prescott Valley

Town of Prescott Valley

7501 E. Skoog Boulevard, 3rd Floor, Prescott Valley, AZ 86314

Ron Pine, 928.759.3035

Contract Award: 10/2018

Completion Date: 10/2019 (Construction)

Johnson Drive CDBG Area Improvements, Pinetop-Lakeside

Town of Pinetop-Lakeside

325 W. White Mountain Boulevard, Lakeside, AZ 85929

Matt Patterson, 928.368.8885

Contract Award: 7/2018

Completion Date: 4/2019 (Design)

Willow Lake Road and Prescott Lakes Parkway Intersection Improvements, Prescott

City of Prescott

433 North Virginia Street, Prescott, AZ 86301

George Henderson, 928.777.1130

Contract Award: 8/2018

Completion Date: 11/2019 (Construction)

NAU Sky Dome Practice Facility ADA Entrance, Flagstaff

NAU

575 E. Pine Knoll Drive, Flagstaff, AZ 86011

Andrew Iacona, 928.853.0908

Contract Award: 5/2019

Completion Date: 10/2019 (Construction)

*Client References (continued)***Ogden Ranch Road, Cottonwood**

City of Cottonwood

1490 W. Mingus Avenue, Cottonwood, AZ 86326

Robert Winiecke, 928.340.2770

Contract Award: 9/2019

Completion Date: N/A (Ongoing; Construction Complete Summer 2020)

Carleton Street and South Cortez Reconstruction

City of Prescott

201 South Cortez Street, Prescott, AZ 86303

Craig Dotseth, 928.777.1130

Contract Award: 6/2018

Completion Date: 7/2019 (Construction)

Avondale Sidewalk and Street Improvements, Avondale

City of Avondale

11465 W. Civic Center Drive, Avondale, AZ 85323

Chris Hamilton, 623.333.4218

Contract Award: 9/2007

Completion Date: 2/2008

Water Line Improvement Project, Parker

Town of Parker

1314 11th Street, Parker, AZ 85344

Lori Wedemeyer, 928.669.9265

Contract Award: 10/2015

Completion Date: 7/2017

5. Response to the Scope of Work

Understanding of the Project

We understand the goal of this project is to improve safety and provide better pedestrian connectivity through the Hill Street area to connect to the recently completed sidewalk improvements on Huron Street adjacent to Humboldt Elementary School. Provided there is sufficient funding, the project will also address drainage conveyance and deteriorating pavement conditions through new curb and gutter, full replacement and chip seal road repairs.

Our team has walked the project area to better understand the challenges of the design and anticipated costs. Several key design/decision elements were noted during our site walk:

Hill Street – Hill Street is superelevated to the west with adjacent properties sitting below the roadway, up to 6' approaching the intersection with Humboldt Street.



Superelevated roadway

Drainage and erosion has created deterioration of the edge of pavement and roadside ditch. The addition of curb, gutter, and sidewalk on the west side will greatly improve the drainage issues but may require a small retaining wall to tie in with the low-lying adjacent parcels. This will add cost to an already tight budget. Our approach is to provide different alternatives (4" curb and path on the high side, etc.) to ensure maximized value for the achievable budget.

Humboldt Street – The optimum location for the sidewalk on Humboldt Street is the south side to convey drainage on the low side of the street and avoid the existing ditch on the north side. The ramp at the Huron Street intersection will need to be moved to the southeast side of the intersection to tie into the proposed sidewalk on the south side of Humboldt.

ADA Path – The existing road grade of Hill Street and Humboldt Street has an average slope of 7.5%. While the existing condition exceeds the maximum accessible grade of 5%, the Public Right of Way

Accessibility Guidelines (PROWAG) state that where pedestrian access routes are adjacent to access route, it shall match the grade of the existing roadway. Alternatives to reduce the grade of the sidewalk include a meandering sidewalk, or an 8% grade sidewalk with spaced landings can be used.

Utility Coordination

– Based on Blue Stake markings, there appears to be gas and water utilities through the project. Unisource is typically buried below the now required depth, which may limit the ability for full-depth pavement replacement.



Hill Street looking south, water and gas crossing

Proposed Work Schedule

A proposed project schedule is shown on the next page. Under the assumption that the project is to be completed in 2020, the schedule is aggressive to meet the optimum chip seal window for this region, which ends in late August/early September. To meet this schedule, the key factor is proper staffing and availability and a sound project management approach—all of which the Kimley-Horn team offers the Town. We anticipate a design completion date of June 2020 to allow for summer construction.

Project Management Approach

Our project management approach starts with our Project Work Plan (PWP). The PWP defines all elements of project delivery, including Quality Control (QC), schedule control, task manager roles, and budgets. The PWP is a fluid document that is updated monthly. A draft PWP is reviewed at the project kick-off meeting to finalize and distribute to all key team members and stakeholders to ensure a team commitment to quality, schedule, and resources.

Quality Control

Quality is an integral part of every project, but it has to be planned. Our QC Plan will be built into the PWP. This requires that time and budget is set aside for the QC function. Our QC Plan includes what is to be reviewed, who will perform the reviews, when the milestones requiring reviews or input will occur, how many

hours or dollars are budgeted for QC, and adequate time for reviews and corresponding responses.

QC Manager Joel Varner, P.E. will be responsible for implementing our QC Plan to monitor performance, conduct audits, and ensure any discrepancies are noted and underlying causes are identified and corrected. Our quality review approach includes core principles of:

- Right the first time
- Multidisciplinary coordination reviews

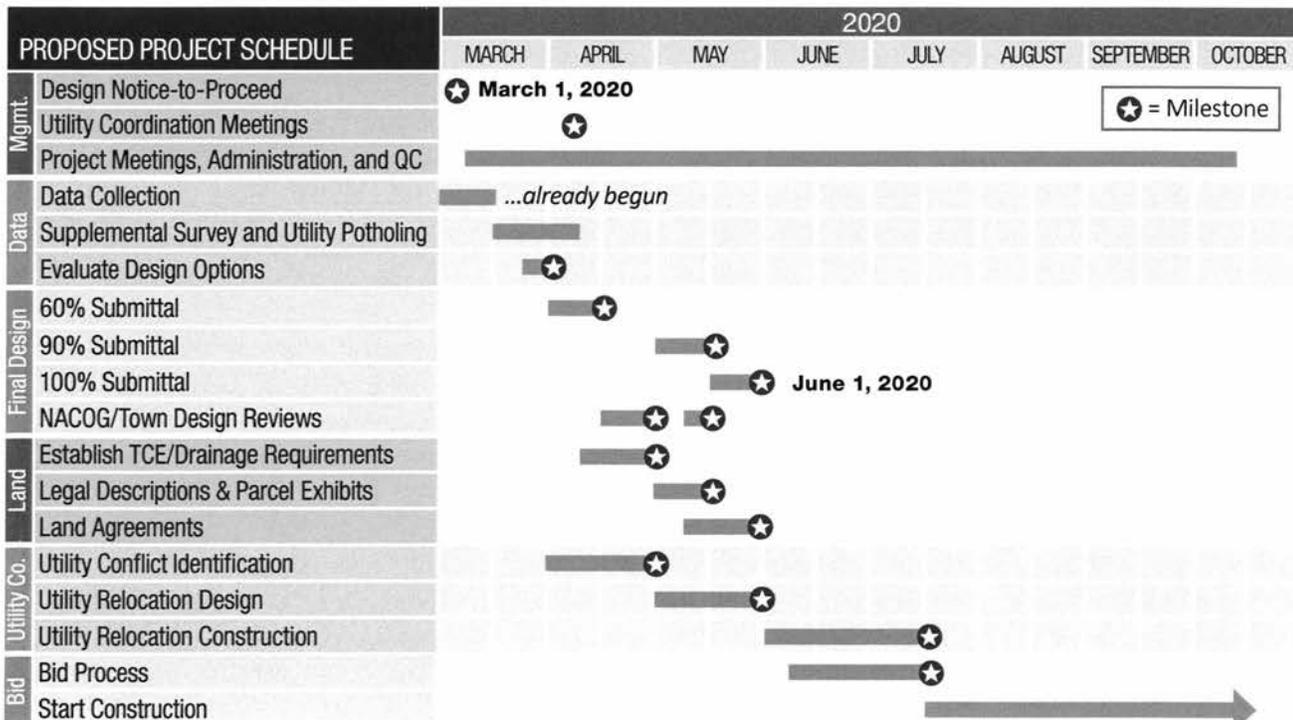
- Independent review
- Design checklists
- Experienced reviewers
- Major project milestones
- Advanced scheduling

Suitability of Proposed Budget

With today's escalating construction costs, it is important to update cost estimates throughout the design. Kimley-Horn uses readily available construction cost guides and unit price indices for recent bids. We have evaluated the quantities listed in the Request for Qualifications (RFQ) against the recently bid Civic Drive project for the Town of Prescott Valley to determine if the \$200,000 budget is suitable. The very preliminary estimated cost (shown to the left), for construction only, is approximately \$130,000 over the CDBG funding. Our team will work directly with the Town to either refine the scope of work or seek other funding opportunities (Adjacent Ways Funding, HSIP) should the additional funding not be available from the Town budget.

Preliminary Estimate

Construction Items	Unit	Unit Price	Quantity	Total Cost
Earthwork/Drainage Ditch	LS	\$15,000	1	\$15,000
Remove Asphalt Pavement	SY	\$2	1,500	\$3,000
Asphalt Pavement (3" AC/6" AB)	SY	\$40	1,500	\$60,000
Chip Seal	SY	\$5	5,500	\$27,500
Vertical Curb and Gutter	LF	\$25	2,100	\$52,500
Curb Ramp	EA	\$3,000	4	\$12,000
5' Sidewalk	SF	\$8	12,000	\$96,000
Subtotal				\$266,000
25% Contingency				\$66,500
Total Construction				\$332,500





ORIGINAL



CELEBRATING Since 1990 30 YEARS

Shephard & Wesnitzer, Inc.

Engineering an environment of excellence

Statement of Qualifications for Professional Engineering Services

Town of Dewey-Humboldt Hill Street Improvements

CDBG #101-20

Due: January 16, 2019, 1:00 PM



SWI Prescott
221 N. Marina Street, Suite 102
Prescott, AZ 86301
(928) 541-0443
www.swiaz.com
SWI #20003P

Section 1 | Cover Letter.....N/A

Section 2 | Executive Summary.....Pgs. 1 & 2

Qualifications of Firm
Qualifications of Project Manager
Project Timeline

Section 3 | Statement of Qualifications.....Pg. 3

Experience working with municipalities/federal projects
Contract/construction management experience/federal contracts

Section 4 | Previous Experience.....Pgs. 4 - 6

Section 5 | Response to Scope of Work.....Pg. 7 & 8

Response to proposed budget

Section 6 | Certifications.....Pg. 9-15



221 N. Marina Street
Suite 102
Prescott, AZ 86301
(928) 541-0443
www.swiaz.com

January 16, 2020

Dewey-Humboldt Town Hall
Attn: Town Clerk
2735 S. Highway 69
Humboldt, AZ 86329-0069

Re: Request for Qualifications – Dewey-Humboldt Hill Street Improvements - CDBG #101-20

To the Members of the Selection Committee:

Shephard-Wesnitzer, Inc. (SWI) is pleased for this opportunity to submit our response to the Town of Dewey-Humboldt's Request for Qualifications for Engineering Services for the Hill Street Improvements project. After careful consideration, we are confident that with our **history of providing street improvement engineering, our tenure as the Dewey-Humboldt On-Call Engineer, and our experience managing CDBG-funded projects**, we are your team of choice.

During our 30-year history, SWI has conducted hundreds of street improvement projects throughout northern Arizona many of which were CDBG-funded. In the following pages we showcase eight such projects. We are deeply familiar with local compliance codes, climate, terrain and the reporting requirements for federally-funded projects within Yavapai County.

In 2012, SWI was awarded the contract as the **On-Call Engineer for the Town of Dewey-Humboldt**. Under this contract we performed drainage improvements on Foothills Drive which included improvements at the intersection of Quarterhorse Lane and Foothills Drive, and improvements near Ridgeway and Foothills Drive. We also performed survey work for Right of Way on Old Black Canyon Highway.

We appreciate your review of our qualifications. We have reviewed our insurance policy and offer assurance that we meet the minimum insurance requirements. We look forward to engineering another successful street improvement project for the growing community of Dewey-Humboldt.

Respectfully Submitted,

Gordon Bean
Project Manager



Shephard ▲ Wesnitzer, Inc.

Engineering an environment of excellence

OUR VISION

Engineering an Environment of Excellence for local communities through innovative solutions.

OUR MISSION is to be recognized regionally as a firm grounded in excellence, innovation, and commitment to our clients, communities and employees.

Shephard-Wesnitzer, Inc., (SWI) was formed as a corporation and established in Arizona on March 16, 1990. SWI's corporate office is located at 75 Kallof Place in Sedona.

SWI's Prescott office will handle all professional services for this project.

SWI - Prescott Office
221 N. Marina Street, Ste. 102
Prescott, AZ 86301
(928) 541-0443



Shephard-Wesnitzer, Inc. (SWI) is a full-service civil engineering and surveying firm with 27 employees in four northern Arizona offices: Flagstaff, Sedona, Cottonwood, and Prescott. SWI is an industry leader throughout Arizona, having completed thousands of projects for both public and private entities during our 30-year history. We strive to deliver a cost-effective, practical, and superior solution with any project we take on.

A partial client list includes: Coconino and Yavapai Counties, the Town of Prescott Valley, Cities of Sedona, Prescott, Flagstaff and Cottonwood, the Yavapai-Apache Indian tribes, Hualapai Nation, Navajo Nation, Hopi Tribe and many other local governments.

We are excited to submit our qualifications for consideration of the Dewey-Humboldt Hill Street Improvement Project. Due to our deep experience in the region, our expertise with street improvement projects, and our experience managing CDBG projects, we are the best choice for this project based on these qualifications:

- SWI has completed many Community Development Block Grant (CDBG) street improvement projects across northern Arizona including for the City of Prescott Valley, Cottonwood, and Williams to name a few.
- SWI has served as one of the Town's On-Call Engineers since 2012.
- Our team has knowledge of the immediate area including soil conditions, drainage systems, local design requirements, local contractors' abilities, materials availability and costs, and other elements necessary to design a cost-effective street improvement project.
- We have an office in Prescott. All parties involved in this project will enjoy convenience and expediency due to our proximity to the job site.

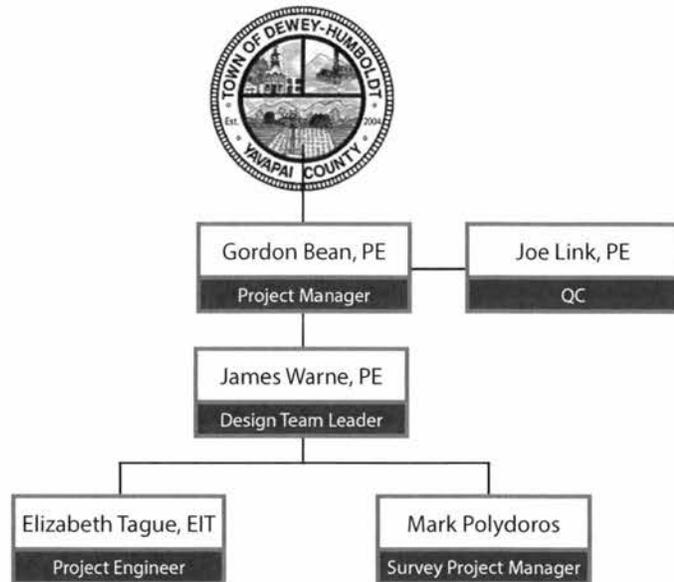
We take pride in our ability to work within the area topography taking care to minimize impacts to the surrounding environment and cultural sites. The level of service, staff resources and expertise we provide to rural communities in Arizona is what sets us apart.

Section 2 — Executive Summary Continued

PROPOSED PROJECT TIMELINE



We have assembled an outstanding team for the Hill Street Improvement project, offering more than 60 years of combined experience:



Key Personnel*

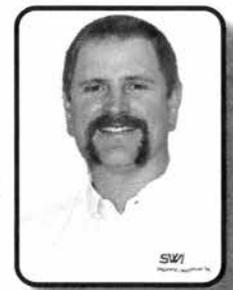
Gordon Bean, P.E. Senior Project Manager

Gordon has over 33 years of experience in civil engineering serving in roles as Civil Designer, Project Engineer, Manager and Company President Principal. Gordon is experienced with all aspects of civil design including grading, drainage, site design and development. His leadership experience includes project management and contract administration, Design Team Lead, QA/QC, and construction inspection. Gordon will serve as the Project Manager for the Dewey-Humboldt Hill Street Improvement project.



Joe Link, P.E. Quality Control

Joe has over 26 years of experience in civil engineering design and project management on municipal and commercial developments throughout northern Arizona. He specializes in hydrology, culvert and channel hydraulics, grading plans, water and sewer design, and roadway design. Joe also has extensive experience in construction inspection and observation. Joe will perform all quality control checks on this project.



*Full resumes for each team member available upon request

Section 3 — Statement of Qualifications

Our Experience Working with Municipalities and/or Federally Funded projects

SWI has routinely processed permit submittals and coordinated with municipalities and federal agencies including all planning and development, public works and utility departments for the Cities of Cottonwood, Prescott, Prescott Valley, Yavapai County Environmental Services, Yavapai County Flood Control District, Arizona Department of Environmental Quality, and U.S. Army Corps of Engineers – Arizona Branch Office. SWI maintains contact with each of these agencies on a regular basis and during project-specific tasks. We are knowledgeable about the most current review submittal requirements and procedures for permitting. Our deep familiarity with the processes required has resulted in limited or no review comments.

At SWI, we stay current with applicable codes including, but not limited to: AASHTO, ADOT, ADEQ, MAG, MUTCD, MCFC, County, and City codes. We are committed to giving you conformity to current standards, governing agency practices, and most importantly, your specifications.

Our Experience in Contract/Construction Management, Especially Federal Contracts

SWI has a thorough understanding of expectations while performing projects funded by the Community Development Block Grant program (CDBG). SWI has performed at least eight CDBG funded projects in the past eight years, some requiring Davis-Bacon wage rates and NACOG administrative and reporting requirements.

Federal contract requirements vary, but construction management may involve site visits, preparing reports, review/approve contractor pay requests, and coordination with the local regulatory agencies to help ensure a successful project.

Client Testimonial

"Working with SWI key staff, on several occasions, has always resulted in an enjoyable experience with timely, quality deliverables...SWI performed exceptionally well given the complexity of issues, equitability to all stakeholders and demanding time frames. I will continue to look toward SWI as a 'go to' engineering firm."

*-Michael Conner
Retired City of Flagstaff Project Manager*

Section 4 — Previous Experience



Name of Project: **Loos Drive Improvements Phases 1, 2, & 3**

Owner/Client Name: **Town of Prescott Valley**

Owner/Client Address: **7501 East Civic Circle, Prescott Valley, AZ 86314**

Contact Name and Phone: **Norm Davis | 928.759.3070**

Contract Award: **February 2012**

Completion Date: **Fall 2014**

SWI was awarded the contracts for three phases of this CDBG-funded street improvement project to enhance the Loos Drive roadway from Robert Road to Navajo Drive in Prescott Valley. The roadway serves Mountain Valley Park along with retail spaces, residential subdivisions, and an elementary school. The projects included new asphalt, curbs, sidewalks, drainage structures, and storm drain installation. Challenges included a tight budget and accelerated design to ensure completion of paving prior to the re-opening of the adjacent Mountain Valley Elementary School during Phase 1. The Phase 2 and 3 work included widening the north side of Loos drive from Robert Road to Navajo Drive, including the frontage of the school. SWI provided the full design and construction phase services for the project.

Name of Project: **10th Street Rehabilitation Project**

Owner/Client Name: **City of Cottonwood**

Owner/Client Address: **111 North Main Street, Cottonwood, AZ 86326**

Contact Name and Phone: **Morgan Scott | 928.340.2733**

Contract Award: **January 2012**

Completion Date: **Fall 2013**



*The 10th Street project consisted of reconstructing 1,700 lineal feet of existing residential roadway from East Mingus Avenue to Main Street. **The project construction was partially funded by a Community Development Block Grant (CDBG).** SWI's previous experience with other developments along 10th street was key to economically developing the improvement plans. Public hearings with property owners were extremely beneficial so that temporary construction easements could be obtained and changes to mailbox locations could be addressed. Coordination with the utility companies early in the design was crucial in identifying and minimizing the many potential underground conflicts during construction. With supplemental topographic survey and drainage design, the improvement plans were developed for new pavement, stormdrains and curb, gutter, and sidewalk on both sides of the street. Bicycle lanes were also incorporated into the design of the project which is moderately used as a route to the nearby school. Storm water pollution prevention plans and construction staking of the proposed improvements were also included with the project.*

Section 4 — Previous Experience Cont.



Name of Project: **Edison Street Improvements**

Owner/Client Name: **City of Williams**

Owner/Client Address: **113 S. 1st Street, Williams , AZ 86314**

Contact Name and Phone: **Joe Duffy (Town of Chino Valley) | 928.636.2646**

Contract Award: **2003**

Completion Date: **2004**

SWI completed this project for the City of Williams with funding by the Northern Arizona Council of Governments (NACOG) through a CDBG grant. The project included a new water main, pavement, curbs/valley gutters, fire hydrants and residential water services. SWI provided survey, design, and construction management for the project. The project was awarded the CDBG Outstanding 2004 project.

Name of Project: **Broadway Road Improvements**

Owner/Client Name: **Town of Clarkdale**

Owner/Client Address: **39 North Ninth Street, Clarkdale AZ 86324**

Contact Name and Phone: **Maier Hazine | 928.639.2520**

Contract Award: **January 2012**

Completion Date: **Fall 2012**



SWI performed civil engineering and survey services for the addition of a new sidewalk and street lights along approximately 1/2 mile of North Broadway Road in Clarkdale, Arizona. Work included a field survey of existing roadway right-of-way, establishing an accurate roadway centerline, design of new curb and sidewalk, designing a retaining wall, and identifying locations for new solar powered street lights. Work was funded through CDBG and was on an expedited schedule.

Section 4 — Previous Experience Cont.



Name of Project: **Clark Street Waterline Improvement**

Owner/Client Name: **Town of Jerome**

Owner/Client Address: **600 Clark Street, Jerome , AZ 86331**

Contact Name and Phone: **Candace Gallagher | 928.634.7943**

Contract Award: **January 2010**

Completion Date: **July 2011**

SWI provided design and construction administration services for this CDBG funded project for approximately 500 feet of new water and sidewalk improvements on Clark Street (SR 89A) in Jerome, Arizona. Project design required intensive topographic survey and design adjustment due to the constrained and complex nature of the project location. The project design required a unique new sidewalk adaptation to address two basement structures which were found to be located under ADOT right-of-way. One structure was slurry filled and the remaining structure was constructed to bridge and maintain the existing basement in place. Work included coordination with UniSource Energy Services for the simultaneous relocation of an above ground gas main to a below ground installation. The work included working closely with the adjacent property owners to enable a satisfactory transition from the new sidewalk and road grades to the existing structures located immediately adjacent to the right-of-way. Project construction utilized a sequencing portable traffic signal system to enable traffic flow through one open lane during construction work days.

Client Testimonial

"In the capacity of City Engineer, SWI has very successfully guided the community through engineering, design, survey, and civil engineering of our Capital Improvement Program, as well as performing the functions of City Engineer."

Dennis Wells, City of Williams, Previous City Manager

Section 5 — Response to Scope of Work

Project Understanding

The primary purpose of this project is to design improvements to Humboldt Street, Hill Street and Kloss Avenue in the Town of Dewey-Humboldt. Specific improvements include sidewalks, ADA ramps, curb and gutter, drainage improvements and asphalt road repair and chip seal. Based on the preliminary quantities provided in the RFP, the Town desires a sidewalk on one side of each street, curb and gutter as needed to eliminate edge of pavement erosion, partial pavement replacement in damaged areas and chip seal of existing pavement. ADA ramps will be added as needed for neighborhood pedestrian access toward the Humboldt Elementary School, near the east end of Humboldt Street.

The project is being funded through the Arizona Department of Housing via a Community Development Block Grant (CDBG) and will include compliance with Federal funding requirements.

Project Approach

Pre-Design Meeting: All successful projects start off with a good understanding of the goals, needs, constraints and variables associated with the final product. At project onset, SWI will meet with Town staff to identify specific issues and concerns, establish a communication plan, and identify key issues for the stakeholders affected by the new improvements. We suggest that the initial kick-off meeting be a workshop asking for input, including that from Town administrative staff, field operations personnel and any others that may be affected by the final design; specifically the School District. The decisions made at this initial meeting will establish the big picture objectives, basic design constraints, and allow for proceeding to the Preliminary Design Phase with few changes along the way.

Data Acquisition: SWI will collect existing information for the project including topographic and parcel GIS data, surveys, legal descriptions, utility data, and available traffic data.

Topographic Survey: A topographic survey by SWI will be performed to provide the level of detail necessary for match points, drainage structure elevations, locating utilities and other facilities that will affect the quality and competency of the design. The field work will be based on the Town's local control network and elevation basis.

Right-of-Way Survey/Evaluation: We will locate existing rights-of-way and easement/property monuments for inclusion on the design plans.

Drainage Analysis: SWI will prepare a brief drainage report to size any drainage improvements needed.

Geotechnical Investigation: Due to the repair nature of the project we would anticipate that a geotechnical report will not be necessary for the project. This will be discussed early in the project for concurrence by Town and SWI staff. If it is determined that a geotechnical investigation is required, this will be included in the project design budget.

Utility Coordination: In order to expedite the local utility reviews and bring them into the process early, we also plan on submitting the preliminary plans as they are completed by our team to the utility companies for an initial review of the overall project design elements and to identify any potential conflicts that could affect the project design.

Section 5 — Response to Scope of Work

Basis of Design Report: SWI will prepare a brief report to summarize and document the project design requirements as determined from the kick-off meeting and include the drainage report for establishing drainage feature sizing. This report will be submitted with the Preliminary plans.

Preliminary Design Phase: Due to the straight forward nature of the roadway and sidewalk improvements, SWI will prepare the preliminary plan and profile drawings illustrating general roadway geometrics, plans/profiles, drainage structures, utility information and existing rights-of-way and easements to an approximate 50% submittal level of detail. A preliminary opinion of cost will accompany this submittal. Bid additive alternates for the project will be identified and project cost verified in harmony with the available funding. SWI anticipates two meetings with Town staff to monitor and discuss the design as it progresses to the final design level. The Basis of Design Report will be updated to include the results of the Preliminary Design decisions.

Final Design Services: Both the Town and SWI internal review comments received from the Preliminary Design Phase submittal will be addressed in this package. SWI will prepare and deliver bid ready construction documents, including the CDBG special documents and requirements, for final delivery to the Town. After a final review the originals of the construction drawings and bid packages will be provided for reproduction and distribution by the Town. Digital files will also be provided for all final project documents.

Bid Phase: SWI will assist the Town during the Bid phase by preparing responses to technical questions, preparing Bid Addendums, attending and conducting the Pre-Bid meeting, attending the Bid opening and preparing the Bid tabulation and final recommendation for award.

Construction Services: SWI will provide qualified personnel for construction management, daily inspections, project construction administration, weekly meetings, meeting documentation/agendas, photographic field inspection reports, change order requests/processing, and plan modifications for field changes. We also verify payment application quantities, check the monthly requests, review all contractor submittals, and coordinate quality assurance testing. Our survey team will provide construction staking, ROW Record of Survey and centerline monumentation, and As-Built drawings.

Suitability of Proposed Budget

Based on the engineering tasks listed in the Scope of Services as shown in the sample contract and our experience in designing and administering contracts similar to this, in our opinion, the budgeted fee of \$200,000 is adequate for this project.

CERTIFICATIONS

CIVIL RIGHTS

The undersigned is fully aware that this contract is wholly or partially federally funded, and further, agrees to abide by the:

Civil Rights Act of 1964, Title VI, as amended, that provides no person on the basis of Race, Color or National Origin shall be excluded from participation, denied program benefits or subjected to discrimination.

And, Civil Rights Act of 1968, Title VIII, as amended, will not discriminate in housing on the basis of Race, Color, Religion, Sex or National Origin.

And, Rehabilitation Act of 1973, Section 503, as amended, which prohibits discrimination against individuals with disabilities and requires government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

And, Housing and Community Development Act of 1974, Section 109, as amended, that no person shall be excluded from participation (including employment), denied program benefits or subjected to discrimination on the basis of Race, Color, National Origin, Sex, Age, Religion and Disability under any program or activity funded in whole or part under Title I (CDBG) of the Act.

And, Age Discrimination Act of 1975, as amended, that no person shall be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funds.

And, Americans with Disabilities Act of 1990, as amended, that no covered entity shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

And, Executive Order 11063, that no person shall, on the basis of Race, Color, Religion, Sex or National Origin, be discriminated against in housing and related facilities provided with federal assistance or lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government.

And, Executive Order 11246, as amended, that no person shall be discriminated against, on the basis of Race, Color, Religion, Sex, Sexual Orientation, Gender Identity or National Origin, in any phase of employment during the performance of federal or federally assisted construction contracts awarded to contractors or subcontractors who do over \$10,000 in government business in one (1) year.

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.
3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

7. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States." [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966-1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230, EO 13665 of April 8, 2014, 79 FR 20749, EO 13672 of July 21, 2014, 79 FR 42971].

EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES - SECTION 503
(if contract \$10,000 or over)

1. The Contractor will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ and advance in employment individuals with disabilities, and to treat qualified individuals without discrimination on the basis of their physical or mental disability in all employment practices including the following:
 - a. Recruitment, advertising and job application procedures;
 - b. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
 - c. Rates of pay or any other form of compensation and changes in compensation;
 - d. Job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists;
 - e. Leaves of absence, sick leave or any other leave;
 - f. Selection and financial support for training including apprenticeship, professional meetings, conferences and other activities and selection for leaves of absence to pursue training;
 - g. Activities sponsored by the contractor including social or recreational programs; and

- h. Any other term, condition or privilege of employment.
2. The Contractor agrees to comply with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.
 3. In the event of the Contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.
 4. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The Contractor must ensure that applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (i.e. providing Braille or large print versions of the notice or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair). With respect to employees who do not work at a physical location of the Contractor, a Contractor will satisfy its posting obligations by posting such notices in an electronic format, provided that the Contractor provides computers, or access to computers, that can access the electronic posting to such employees or the Contractor has actual knowledge that such employees otherwise are able to access the electronically posted notices. Electronic notices for employees must be posted in a conspicuous location and format on the company's intranet or sent by electronic mail to employees. An electronic posting must be used by the Contractor to notify job applicants of their rights if the Contractor utilizes an electronic application process. Such electronic applicant notice must be conspicuously stored with, or as part of, the electronic application.
 5. The Contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding that the Contractor is bound by the terms of Section 503 of Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment and shall not discriminate against individuals with physical or mental disabilities.
 6. The Contractor must include the provisions of this clause in every subcontract or purchase order in excess of \$10,000 unless exempted by rules, regulations or orders of the Secretary issued pursuant to Section 503 of the Act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.
 7. The Contractor must, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.

PROCUREMENT OF RECOVERED MATERIALS

The undersigned is fully aware that this contract is wholly or partially federally funded and further by submission of this bid certifies that they will adhere to the requirements and specifications as outlined by the EPA at 40 CFR Part 247, Comprehensive Procurement Guideline for Products Containing Recovered Materials.

ACCESS TO RECORDS AND RECORDS RETENTION

The undersigned certifies, to the best of his or her knowledge and belief that:

1. The individual, sole proprietor, partnership, corporation and/or association agrees to permit the *Recipient, Consultants, State of Arizona Department of Housing (ADOH), U. S. Department of Housing and Urban Development (HUD) and the Office of the Inspector General and/or their designated representatives* to have access to all records for review, monitoring and audit during normal working hours.
2. The individual, sole proprietor, partnership, corporation and/or association agrees to retain all records for at least three (3) years following the grant contract closeout between HUD and ADOH or the resolution of all audit findings, whichever is later.

CONFLICT OF INTEREST

The undersigned is fully aware that this contract is wholly or partially federally funded and further, by submission of the bid or proposal that the individual or firm, certifies that:

1. There is no substantial interest, as defined by Arizona Revised Statute §§38-503 through 505, with any public official, employee, agency, commission or committee with the *Recipient or Consultants*.
2. Any substantial interest, as defined by Arizona Revised Statute §§38-503 through 505, with any public official, employee, agency, commission or committee (including members of their immediate family) with the *Recipient or Consultants* that develops at any time during this contract will be immediately disclosed to the *Recipient and Consultants*.

ANTI-LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a

Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this Certification be included in the award documents for all sub-awards to all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

CERTIFICATIONS SIGNATURE FORM

These Certifications (Civil Rights, Equal Employment Opportunity, Equal Opportunity for Workers with Disabilities - Section 503, Procurement of Recovered Materials, Access to Records and Records Retention, Conflict of Interest, Anti-Lobbying) are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of these Certifications is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required Certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Guillermo Cortes, P.E.

(Typed Name of Official)



(Signature of Official)

Shephard-Wesnitzer, Inc

(Typed Name of Firm)

January 16, 2020

(Date)

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COUNCIL COMMUNICATION

Regular Council Meeting Date: **February 4, 2020**

Agenda Item: **9.F.**

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

Subject:

Discussion and possible action to approve a presentation from the United States Census Bureau relating to the 2020 Census.

Background:

As reported at the December 17, 2019 Council Meeting, staff has been participating in the County-wide communications effort regarding the 2020 Census.

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

If approved, Kimberly Robinson, Partnership Specialist with the 2020 Census, will give a 10-minute presentation to give an update and informational briefing on the 2020 Census at the February 18, 2020 Council Meeting.

Financial Impact:

There is no financial impact to the Town for receiving this presentation.

Direction Requested:

Staff is seeking Council approval to schedule a presentation for the February 18, 2020 Council Meeting.

Suggested Motion:

For: I move to direct staff to schedule a presentation from the 2020 Census at the February 18, 2020 Council Meeting.

Against: I move to not receive a presentation from the 2020 Census.

Attachments:

None.

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

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TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 • Fax 928-632-7365

JAN 23 2020

Received

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: FEB. 4TH; 11TH OR 18TH, 2020

Date of Request: JANUARY 23, 2020

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):

PLEASE CONTACT LOCAL FIRST ARIZONA TO MAKE A PRESENTATION TO COUNCIL ON WHAT THEY
PURPOSE AND BACKGROUND INFORMATION (Detail of requested action). ARE AND
WHAT THEIR FUNCTIONS ARE. HOW CAN WE
PARTNER WITH LOCAL FIRST AZ TO HELP
DEWEY-HUMBOLDT

Staff Recommendation(s): Staff recommends Council direct staff to contact Local First Arizona to schedule a presentation at an upcoming Study Session or Regular Meeting, depending on Local First Arizona's availability.

Budgeted Amount: 0

List All Attachments: _____

Type of Presentation: ORAL

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

Contact Person: Haren Brooks

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.