

**CIP COMMITTEE (ad hoc)
REGULAR MEETING NOTICE
Friday, January 16, 2009, 3:00 P.M.**

**ad hoc CIP COMMITTEE REGULAR MEETING
2735 S. HWY 69**

**COUNCIL CHAMBERS, TOWN HALL
DEWEY-HUMBOLDT, ARIZONA**

AGENDA

The issues that come before the ad hoc CIP Committee are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Committee believes that the meeting be a safe place for people to speak. With this in mind, the Committee asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Please turn off all cell phones. The Committee meeting may be recorded in audio format.

1. CALL TO ORDER.

2. ROLL CALL: CIP Committee Members Andy Peters, Doyle Wiste, Pete Kelley, Mike Randall, Skip Gladue, Secretary, Vice Chair Jack Hamilton and Chair Robert Bowman.

3. CONSENT AGENDA - All matters listed under the Consent Agenda are considered to be routine by the Town Committee and will be enacted by one motion.

At a Committee Member's request only, any item may be removed from the Consent Agenda for separate consideration. If a citizen desires separate consideration of an item, they must approach a Committee Member prior to the meeting and ask that the Committee Member request that the item be removed.

3.1. Minutes. Minutes from December 19, 2008 Regular Meeting.

4. REGULAR AGENDA – Unfinished Business - Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting. None scheduled.

4.1. Project Worksheets and Presentation. A presentation by staff on possible CIP projects.

5. REGULAR AGENDA – New Business - Discussion and Possible Action on matters not previously presented to the Committee.

5.1. Project Evaluations

5.1.1. Evaluation Criteria Review. A discussion on Council approved evaluation criteria.

5.1.2. Evaluation Process. A discussion on the evaluation process.

5.2. Schedule Project Evaluation Meeting. Setting dates for future meetings.

COMMENTS FROM THE PUBLIC. Those wishing to address the Committee need not request permission in advance. For the official record, individuals will state their name. Any such remarks shall be addressed to the Committee as a whole and not to any member thereof. Individuals are limited to speak for three (3) minutes per person unless additional time is granted by the Chair. At the conclusion of all of the unscheduled comments of all interested members of the public and at the discretion of the Chair, individual members of the Committee may respond to criticism regarding the item addressed, may ask the matter be reviewed by Town Staff, or may ask that the matter be placed on a future agenda. The total time for Comments from the Public shall be 30 minutes per meeting.

6. ADJOURN.

FOR YOUR INFORMATION

Next CIP Committee Meeting: January 30, 2009, at 3:00 p.m.

Next Planning & Zoning Commission Meeting: Thursday, January 22, 2009 at 6:00 p.m.

Next Town Council Meeting: Tuesday, January 19, 2009 at 6:30 p.m.

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 _____, 2009, at ____ 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.

**TOWN OF DEWEY-HUMBOLDT
CIP COMMITTEE
MEETING MINUTES
DECEMBER 19, 2008, 3:00 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT CIP COMMITTEE WAS HELD ON FRIDAY, DECEMBER 19, 2008, AT TOWN HALL AT 2735 S. HIGHWAY 69 , DEWEY-HUMBOLDT, ARIZONA. CHAIR BOB BOWMAN PRESIDED.

1. [CALL TO ORDER AT 3:08 P.M.](#)

2. ROLL CALL

Andy Peters, Doyle Wiste, Skip Gladue, Pete Kelley, Chair Bob Bowman, and Vice Chair Jack Hamilton were present.

Andy Peters joined the meeting by teleconference. Doyle Wiste arrived 25 minutes into the meeting via teleconference.

3. [CONSENT AGENDA](#)

3.1. [Minutes. Minutes from December 11, 2008 Regular Meeting.](#)

Vice Chair Jack Hamilton made a motion to Approve 3.1. Minutes. Minutes from December 11, 2008 Regular Meeting.
Skip Gladue seconded the motion.
It was approved unanimously.

4. [REGULAR AGENDA - Unfinished Business](#)

4.1. [Criteria Summary. A review of criteria in light of the Town's Vision 2028.](#)

Susanna Struble gave an overview. There was discussion regarding ratings and values.
Doyle Wiste joined the meeting via teleconference.
Category C was discussed and rating value considered.

The ranking was decided as follows:

- 1= Desirable improvements
- 2= % of population served
- 3= Creating Community
- 4= Sustainable Development
- 5= General Plan
- 6= Operating Costs

7= both Town/Staff Ranking and Community Values
8= F - Special Funding

Chair Bowman opened the floor to the public for comments: Len Marinaccio gave his opinion of rating. He did not agree with methodology of rating system.

Point Values Rankings were decided as follows:

1=0-40 pts.
2=0-20 pts.
3=0-10 pts.
4=0-10 pts.
5=0-5 pts.
6=0-5 pts.
7=0-5 each
8=0 removed.

Doyle Wiste made a motion to Approve removing Item F-Availability of Financing as an category on the list on item 4.1. Criteria Summary. Pete Kelley seconded the motion. It was approved unanimously.

Chair Bob Bowman made a motion to Approve 4.1. Criteria Summary. Ranking value of criteria and assigning point count ranges up to: Desirable Improvements-40 pts., % of Population Served-20 pts., Creating Community-10pts., Sustainable Development-10 pts., General Plan-5 pts., Operating Costs-5 pts., Town/Staff Ranking-5 pts., and Community Values-5 pts. Pete Kelley seconded the motion. It was approved unanimously.

Chair Bob Bowman made a motion to Approve 4.1. Criteria Summary. Committee will delete the rating criteria section and use the point count range chosen for each category for each project. Vice Chair Jack Hamilton seconded the motion. It was approved unanimously.

Ms. Struble will give the presentation to Council.

4.2. [Project Review. A review of possible projects in light of the Town's Vision 2028](#)

Susanna Struble gave an overview. Each project will have a description and the Committee will provide point ratings. Susanna Struble mentioned that there are 5 sheets of projects and that the committee should review each and prioritize them.

Vice Chair Jack Hamilton made a motion to Postpone 4.2. Project Review-A review of possible projects in light of the Town's Vision 2028, to the next CIP meeting. Chair Bowman amended the motion to request that a list be provided to the CIP Committee in advance, of possible projects that Staff will provide with a project review. Original mover and seconder agreed to the amendment.
Skip Gladue seconded the motion.
It was approved unanimously.

5. **REGULAR AGENDA - New Business**

5.1. **Schedule Discussion.**

Chair Bob Bowman made a motion to Approve 5.1. Schedule Discussion. Next meeting will be held on January 16, 2009 at 3:00 p.m., with a follow-up meeting on January 30, 2009 at 3:00 p.m.
Pete Kelley seconded the motion.
It was approved unanimously.

COMMENTS FROM THE PUBLIC.

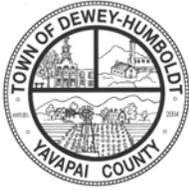
Len Marinaccio - spoke positively on the work the Committee has done.

6. **ADJOURN at 5:20 p.m.**

Bob Bowman, Chair

ATTEST:

Judy Morgan, Town Clerk



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

CIP COMMITTEE REGULAR MEETING
January 16, 2009 –3:00 pm Town Council Meeting Chambers

Agenda Item # 4.1.

To: CIP Committee Members
By: William Emerson, Town Manager
From: Susanna R. Struble, P.E., Willdan, Town Engineer

Date submitted: January 13, 2009

Agenda Item: Project Worksheets and Presentation. A presentation by staff on possible CIP projects.

Summary:

Good Afternoon Committee Members.

This week we will be moving on to our next step in the CIPAC process – Project Identification.

Attached you will find a list of projects that have been identified to date by staff and others to be included in the Capital Improvement Program. As committee members, please review the project list and if you desire be prepared to add any additional projects you feel are warranted to be included in the CIP. Projects have been grouped in accordance with CIP category previously agreed upon.

Staff will discuss the listed projects with you along with the format of a worksheet which will include information required for evaluation. We will provide generalized background information on each project at this meeting but complete details will be provided on a project worksheet for each project prior to your evaluation.

A sample project worksheet is included to allow you to become familiar with the information you will be receiving for evaluation of each project. Each committee member will receive a packet of project worksheets for evaluation.

On the worksheet pages 1, 2 and the top half of page three will be completed by staff for each project prior to evaluation. The bottom half of page 3 is reserved for committee member evaluation of the projects. Please note that this section depicts the Council approved evaluation criteria. Page 4 information will be fully completed during the next step - Funding Analysis, however indications will be made of where possibly funding sources may occur for the project at time of evaluation.

In the meeting, we will also discuss the Evaluation Process as New Business. Items to be focused on include how should the committee members evaluate or determine point count for projects.

As you recall the committee elected to move forward the evaluation criteria without definition/rules for distribution of the available points. If the Committee wishes you may want to define rules so that all members are looking at similar ways to distribute points. The

Attachments: CIP List; Sample Project Worksheet.

committee may also wish to let the distribution be entirely up to the discretion of the evaluator.

For example: Criteria D/% - 30 points. The committee may wish to set a rule that states 10 of those points should be distributed based upon population served and the remaining 20 points distributed based upon degree of desire or need for the project ie; giving 20 points for needed due to safety reasons. For a project which has a defined safety need but only serves 50% of the population the points would then be distributed at 25.

Our final agenda item will cover Scheduling the Evaluation and subsequent discussion of outcome. Please be cognizant that the Council is anxious to move forward with a recommendation of the proposed project lists for 2009/2010 so they can effectively budget based upon prioritized projects. Mr. Emerson will share the council's budget schedule at the meeting and from there we will determine when complete project evaluation information will be provided, time for evaluation and the meeting to discuss the outcome.

I hope this helps in preparing you for Friday's Meeting. If you have questions please feel free to call me at 1-800-643-3671 ext. 1835, cell 601-463-1592.

We will have the conference call number active again for the meeting for those of you who are unable to be in Dewey- Humboldt.

The conference call number is 866-390-5250 - Access code 5053612

S:\2009 Town Meetings\2009 Committees\Ad Hoc\CIP-CAC\Jan 16 2009\CC CIP Projects.doc

Dewey Humboldt – CIP Committee Status Sheet
January 16, 2009

CIP Committee Tasks

1. Define Evaluation Criteria - Complete
2. Initiate Some Project Requests – January 16th, 2009
3. Review/ Evaluate Project Requests
4. Make Recommendations of CIP for Council approval

Currently Identified Projects Per Category

1. Community Facilities - Parks, Recreation, Trails, Open Space and Library

- a. Acquisition of Smelter for Public Use
 - i. Study
 - ii. Acquisition
- b. Aqua Fria Riparian Restoration
 - i. Study
 - ii. Implementation
- c. Open Space Preservation
 - i. Study
 - ii. Implementation
- d. Develop 1.7 miles of multi use trails from Agua Fria River to East boundary of Town
 - i. Study
 - ii. Acquisition
 - iii. Construction
- e. Multi-Use Trail and Open Space (Pedestrian, Equestrian, and Bicycle)
 - i. Study
 - ii. Master Plan
 - iii. Construction Projects
- f. Bicycle Lanes
 - i. Study
 - ii. Acquisition of Rights of Ways
 - iii. Construction
- g. Main Street Sidewalk to connect upper Humboldt with Post Office
- h. Passive trails and picnic Park development
 - i. Study
 - ii. Acquisition
 - iii. Construction
- i. Blue Ridge Road multi use trail, one of three trail segments identified in the General Plan
 - i. Master Plan Evaluation
 - ii. Study
 - iii. Right of Way acquisition
 - iv. Construction
- j. Deer Pass multi use trail, one of three trail segments identified in the General Plan
 - i. Master Plan Evaluation
 - ii. Study
 - iii. Right of Way acquisition
 - iv. Construction

- k. Agua Fria multi use trail one of three trail segments identified in the General Plan
 - i. Master Plan Evaluation
 - ii. Study
 - iii. Right of Way acquisition
 - iv. Construction

2. General Government –General Government Facilities, Nonspecific right-of-way or land and Law Enforcement/Public Safety

- a. Dewey-Humboldt Community Center
 - i. Study
 - ii. Acquisition
 - iii. Construction
- b. Public Works Complex & Equipment Yard
 - i. Study
 - ii. Acquisition

3. Transportation - Bridges/Streets

- a. Small Area Transportation Study
- b. Dewey-Humboldt Street Sign replacement
- c. Connect Shirley Ln to Highway 69
 - i. Study
 - ii. Acquisition of Right of Way
 - iii. Construction
- d. Iron King Road inclusion into Town Road System
 - i. Study
 - ii. Acquire Right of Way
 - iii. Improve or Construct
- e. Iron King Road North to Prescott Dells Ranch Road
 - i. Study
 - ii. Acquire Right of Way
 - iii. Improve or Construct
- f. Aqua Fria Crossing @ Prescott St
 - i. Design
 - ii. Construction
- g. Rocky Hill Road inclusion into Town Road System
 - i. Study
 - ii. Right of Way acquisition
 - iii. Construction
- h. Sierra Extension from Trails End to Green Valley Way
 - i. Study
 - ii. Construction
- i. Prescott Dells inclusion into Town Road System
 - i. Study
 - ii. Right of Way acquisition
 - iii. Construction
- j. Meadow to Clearview connection
 - i. Study
 - ii. Construction
- k. Foothill Extension to Prescott Street

- i. Study
 - ii. Construction
- I. Black Canyon Highway inclusion into Town System
 - i. Study
 - ii. Right of Way acquisition
 - iii. Construction and/or improvement

4. Utilities - Drainage, Sanitation, Water, and Sewer

- a. Area Drainage Master Plan
- b. Yavapai Industrial Park Drainage Project in coordination with Yavapai county.
 - i. Review
 - ii. Coordinate with County and City of Prescott Valley
- c. Construct Drainage Facilities to mitigate flooding of the Agua Fria River.
 - i. Study
 - ii. Resolve possible Rights of Ways issues
 - iii. Construction
- d. Construct Drainage Facilities to mitigate flooding of the Chaparral Gulch
 - i. Study
 - ii. Resolve possible Rights of Ways issues
 - iii. Construction
- e. Construct Drainage Facilities to mitigate flooding of the Green Gulch.
 - i. Study
 - ii. Resolve possible Rights of Ways issues
 - iii. Construction
- f. Construct Drainage Facilities to mitigate flooding of the Texas gulch.
 - i. Study
 - ii. Resolve possible Rights of Ways issues
 - iii. Construction
- g. Acquire the rights associated with providing a Long Term Assured Water Supply
 - i. Study
 - ii. Implementation



Project No.: _____

Town of Dewey-Humboldt

2009-2019 Capital Improvement Plan Project Worksheet

Project Name: _____

Department: _____

CIP Category:

- Community Facilities** includes Parks, Recreation, Trails & Open Space and Library
- General Government** includes non-specific ROW/land and law enforcement
- Transportation**, includes bridges and streets
- Utilities** includes water, sewer, drainage and Sanitation

Project Description: _____

Year Needed	_____	Total Project Costs	\$ _____
Year First Requested	_____	Total Available Funding	\$ _____
Years to Complete	_____	Operating Costs (Increase or Decrease)	_____
% of Population Served	_____	Department Ranking	_____

Primary purpose of project is to:

- Replace or repair existing facilities and equipment
- Expand capacity of existing service level/facility
- Improve quality of existing facilities or equipment
- Provide new facility and/or equipment, service capability

Project Requested By: _____ **Date:** _____

Project Information Completed By: _____ **Date:** _____



Project No.: _____

Town of Dewey-Humboldt

2009-2019 Capital Improvement Plan Project Worksheet

Impact on Operating and Maintenance Costs or Personnel Needs :

			Costs Annually
Increases personnel requirements	(+)	\$	_____
Increases O & M costs	(+)	\$	_____
Reduces personnel requirements	(-)	\$	_____
Reduces O & M costs	(-)	\$	_____
Total Change:	(+/-)	\$	_____

Revenue Source Enhanced or Created: Yes No

Capital Cost Estimates:

Expenditure	Year	Cost
Planning/feasibility analysis	_____	\$ _____
Architectural/engineering fees	_____	\$ _____
Real Estate Acquisition	_____	\$ _____
Site Preparation	_____	\$ _____
Construction	_____	\$ _____
Furnishings & Equipment	_____	\$ _____
Vehicles and Capital Equipment	_____	\$ _____
Other	_____	\$ _____
Total Project Costs :		\$ _____

***Project Evaluation:**

Criteria	Points	
	Allowed	Allotted
Desirable or Needed Public Improvements, % of Population Served	0-30	
Creating Community	0-10	
Sustainable Development	0-10	
Relationship to General Plan	0-20	
Operating Costs	0-15	
Town Staff/Department Ranking	0-5	
Community Value	0-10	
Total	100	

**Project Evaluation per the Capital Improvement Plan Committee*



Project No.: _____

Town of Dewey-Humboldt

2009-2019 Capital Improvement Plan Project Worksheet

Funding Sources:

Cash/Current Budget

		\$ _____
Capital Project Fund	\$ _____	
Current General Fund	\$ _____	
Current Impact Fees	\$ _____	
<i>Police</i>	\$ _____	
<i>Library</i>	\$ _____	
<i>Parks & Recreation</i>	\$ _____	
<i>General Government</i>	\$ _____	
<i>Roads</i>	\$ _____	
Awarded Grant/Gift	\$ _____	
Source/Type: _____		
HURF	\$ _____	

Future Revenue

		\$ _____
Revenue Bonds	\$ _____	
Type: _____		
Primary Property Ad Valorem Bonds	\$ _____	
Secondary Property Ad Valorem Bonds	\$ _____	
Special Taxing District Bonds	\$ _____	
Type: _____		
Loan	\$ _____	
Source/Type: _____		

Speculative Revenue

		\$ _____
Un-awarded Grant	\$ _____	
Source/Type: _____		
Donations/Bequest/Private	\$ _____	
Enterprise Fund	\$ _____	
Type: _____		
Unknown	\$ _____	
Note: _____		
Other	\$ _____	
Type: _____		

Total Funding:	\$ _____
Total Costs:	\$ _____
Shortfall:	\$ _____

Funding Analysis Performed By: _____ Date: _____