

**TOWN COUNCIL OF DEWEY-HUMBOLDT
STUDY SESSION MEETING NOTICE**

Tuesday, March 8, 2016, 2:00 P.M.

**COUNCIL STUDY SESSION MEETING
2735 S. HWY 69**

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

AGENDA

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council 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 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. The Council meeting may be 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 Arlene Alen, Jack Hamilton, Mark McBrady, Dennis Repan, Nancy Wright; Vice Mayor Doug Treadway; and Mayor Terry Nolan.

3. Study Session. No legal action to be taken.

3.1. Facility Space Study follow-up. [CAARF requested by VM Treadway]

3.2. Social Media Presence report and direction of future steps.

3.3. Trademark/copyright Town Logo and/or Slogan report and direction.

4. Special Session. Legal action can be taken.

4.1. An Executive Session pursuant to A.R.S. 38-431.03 (A)(7) for discussion or consultations with designated representatives of the Town in order to consider its position and instruct representatives regarding negotiations for the purchase of real property and if purchased, the potential lease of the real property located at 12925 E. Main St. This is a continuation of the discussion held earlier this month in work study session. [CAARF requested by CM Alen]

4.1.1. Recess into and hold an executive session pursuant to A.R.S. Section 38-431.03 (A)(7) Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the acquisition of real property located at 12925 E. Main Street in Dewey-Humboldt (APN 402-10-018).

4.1.2. Reconvene into Open Session.

4.2. Revision of 30.019 including sub paragraphs. [CAARF requested by CM Repan]

4.3. Revision of 31.17 including sub paragraphs. [CAARF requested by CM Repan]

4.4. Modification of Town Code 30.105 through council action, resolution and/or ordinance. [CAARF requested by CM Repan]

4.5. Discussion and consensus on removing 33.01, 33.02 and 33.03 from Town Code. [CAARF requested by CM Wright]

53 **4.6. Consideration of individual Council member(s)' proposals and ideas as they are related to the FY 17 Budget's General Fund, Highway User Revenues Fund (HURF) and Grant Funds. [CAARF requested by CM Repan]**

55 **4.7. Whether to hold additional special session(s) this month.** This is an established agenda item for Council's discussion on whether to add an additional special study session and if so, to set the date.

5. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, March 15, 2016, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, April 7, 2016, at 6:00 p.m.

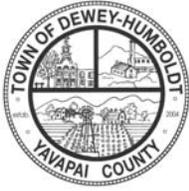
Next Town Council Work Session: Tuesday, April 12, 2016, at 2:00 p.m.

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 Judy Morgan, Town Clerk.

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 _____, 2016, 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.

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



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

TOWN COUNCIL STUDY SESSION

March 8, 2016, 2:00 p.m. Town Council Meeting Chambers

Agenda Item: # 3.1. Social Media Presence report and direction of future steps.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: March 3, 2016

Recommendation: proceed with establishing and maintain town Facebook page

Summary:

Some council members in the past have expressed interest in the town utilizing social media platforms for the purpose of increasing public information. In fact, prior town staff has attempted to create Facebook pages and a blog for the Town. Due to lack of human resource to keep these pages up, the attempts failed to last. Apparently, town leaders all along knew the potential benefits and perhaps needs of becoming part of the social media network. Now that town staffing has been stabilized, I wish to revisit this subject. Staff has been doing some research on the subject of utilizing social media.

The obvious benefits of having a presence on social media sites include improved government transparency, enhanced community outreach, and increased technology capacity. If we are to engage in the social media world, I recommend us start with simple and easy features with a limited public forum.

After visiting many cities/towns' websites and social media sites, staff finds that the most popular social media platform used by the general public is Facebook. There is no cost involved in the establishment of social medial platforms, such as Facebook, Twitter, Instagram. It does require commitment to continued maintenance.

Chino Valley and Youngtown both have simple Facebook pages that is also a limited public forum. We spent some time to learn from their experiences. Both municipalities liked their Facebook presences and found them useful. Youngtown's Facebook page is maintained by in-house staff. Chino Valley has a contracted consultant who has advised us that DH staff can easily manage the daily functions with limited outside consultation. Both Chino Valley and Youngtown have social media policies to outline perimeters and disclaim the pages being limited public forums (therefore the contents are controlled by the town).

With your consensus, I recommend us to proceed with a simple Facebook page. Examples of the content are: road closures/construction, Town Council and Committee meeting agendas. I will be in charge of the content that is be posted; Penney Hubbard and other employees will post content and perform routine maintenance. Management of the Town's Facebook page should be limited to regular working hours (M-F, 8:00 to 5:00) at the beginning stage. We will also develop a policy mirroring after Chino Valley and Youngtown.

COMMUNICATIONS POLICY / SOCIAL MEDIA POLICY

I. Purposes

- a. Enhance a culture of trust and transparency between the residents of Chino Valley and the Town.
- b. Assist the community in understanding the breadth of Town services available.
- c. Provide information on how to access Town services.
- d. Communicate Town events.
- e. Communicate Town business (Council Meetings, Planning & Zoning, etc.)
- f. Provide a limited public forum whereby the Town can inform its citizens and businesses of Town operations and citizens can comment on specific topics only at the Town's request and sole discretion.

II. Definitions

- a. "Comments" means information, articles, photos, videos or other form of communicative content posted on a social media site by a person other than the owner or operator of the site.
- b. "Communications" means information distributed by the Town via the Town's Communications Channels.
- c. "Communications Manager" means the Town Manager or his or her appointee.
- d. "Communications Channels" means the methods used by the Town to distribute Town Communications, which includes "Official Town Information Sources" and "Town Social Media Sites".
- e. "Official Town Information Sources" are the Town's website, Access TV, and official press releases.
- f. "Official Town Website" means that website maintained by the Town at web address: <http://www.chinoaz.net/>.
- g. "Social Networking" means the practice of expanding the number of one's business or personal contacts by making connections through web-based applications and using those applications to promote the sharing of information.
- h. "Town Social Media Sites" are those unofficial Town internet sites that are maintained by the Town as additional outlets of information. These may include, but are not limited to, the following: the Town's Facebook page, Twitter, YouTube, LinkedIn, Flickr, and other resources which may become available to the Town.
- i. "Town Website" means any website maintained by or for the benefit of the Town.

III. First Amendment Considerations and Limitations

- a. The Official Town Information Sources are a means for the Town to provide information on matters related to Town business and events to Town residents, businesses and visitors. The Official Town Information Sources are not public fora and are not open to receiving public Comments.

- b. Town Social Media Sites are non-public fora except as may become limited public fora where the Town may, at its sole discretion, open the site for public comments limited by topic, time or location on the site. Any comments received that do not meet the Town's criteria or are deemed by the Town to be profane or obscene are subject to removal.

IV. Responsibilities and Administration

- a. Authority: The Town Manager is responsible for Town Communications and may appoint a Communications Manager, who will report directly to the Town Manager or his/her designee. The Town Manager or, if appointed, the Communications Manager shall oversee and administer the Town Communications operations, including Official Town Information Sources and Town Social Media Sites and shall be responsible for formatting and disseminating information broadcast by the Town. The Communications Manager shall decide the appropriate vehicle for the information being disseminated. If Comments are received, the Communications Manager or his/her designee shall review them and shall promptly remove any Comment that is not in compliance with this Policy.
- b. The Town Manager or Communications Manager shall review and may approve:
 - a. Requests for using third-party websites and services to advertise Town business, events, or services;
 - b. Town-related content being posted on third-party websites;
 - c. Town Video posted on outside sources (such as YouTube);
 - d. Town content posted on any third-party website, which shall include a clear statement that any reuse, reproduction or alteration of the content is prohibited.
- c. Message: The Communications Manager shall ensure that all Town Communications further the Town's or Town department's mission, provide information about Town services, showcase Town or Community events, or provide content that is beneficial to the Town, the community or the region in general.
- d. Development of Multiple or Additional Town Sites: If a public official or Town department desires to create an additional social media or Facebook site, the department head or public official shall first consult the Town Manager. No social media or facebook site shall be created by any Town department or public official without the written permission of the Town Manager. Prior to granting permission, the Town Manager shall consult with and obtain input from the Town IT Department and Communications Manager. If permission is granted, the Department's Director or designee, or public official shall be responsible for the content and upkeep of any site other than the Town's official sites. ***[Suggest the Communications Manager may be a better overseer because his job is to oversee the Town's Communications facilities and will promote consistency and will prevent publication of duplicative or conflicting information]***

V. No Expectation of Privacy; Public Records

- a. The Town reserves the right to use software and other available tools to monitor verbal and written communication or discussions about the Town or its employees anywhere on the Internet, including blogs, other public social networking sites and open communications.
- b. Postings on the Town's Communications Channels are not protected from disclosure and the public should be cautioned before posting that their posting is neither private nor confidential.
- c. Any information included in comments, including name and email address, may be released through a formal public records request to the media, a business, or any other person or entity making the request.
- d. Information posted on the Town's Communications Channels is subject to the Town's public records retention policies and state and federal laws related to retention and maintenance of public records.

VI. Town Employee and Town Public Officer Social Media Guidelines

- a. Town employees have First Amendment rights of freedom of speech. The Town may, however, impose certain restraints on job-related speech by an employee and on workplace speech. Employees shall not disclose, through social media, social networking or the Town's website, confidential information of the Town or other information obtained as part of their job duties.
- b. If an employee believes that information is a matter of public concern, the employee shall consult with the Town Manager prior to disclosure. All communications with the media by Town employees in their official capacity must be pre-approved by the Town Manager or his/her designee.
- c. Contributions to social media sites by Town employees and public officers (including Board and Commission members) may be considered to be government speech rather than private speech and may be governed by state and federal laws such as the Arizona Open Meeting Law or federal elections and campaign laws. Use of private email address or other non-Town identifier alone will not change a Town employee's or public official's speech from government to private. Even posting a disclaimer in the contribution, such as stating "these comments reflect my own private opinion and do not, in any way, reflect the opinion of the Town of Chino Valley," may not be sufficient to transform a Town employee's or public officer's speech from government speech to private speech. Therefore, to the extent the social media contribution is government speech, all Town employees and public officers shall follow the same rules, regulations and policies that apply to other forms of government/Town expression.
- d. Town employees who wish to contribute comments to social media sites shall do so on their own time, on their own equipment, and shall not identify themselves as Town employees or claim to be speaking on behalf of the Town. Blogging or personal use of social media shall not disrupt or distract from the work environment. Excessive or

disruptive use of employee blogging or personal use of social media or social networking sites may result in disciplinary action, up to and including termination.

- e. Employees shall not use Town logos, trademarks, photographs or ideas in their personal use of social media or social networking.
- f. Employees assume all risks relating to the use of social media and social networking. The Town may require immediate removal of, and impose discipline for, material that is disruptive to the workplace or impairs the mission of the Town.
- g. Employees are prohibited from disclosing confidential information or information that could breach the security of the Town or the Town's computer network.
- h. Use of social media for business purposes, such as LinkedIn or members-only sites maintained by professional organizations may be permitted by the Town Manager for professional use by Town employees or Departments.
- i. Town public officers (members of the Council, boards and commissions) shall not engage in serial meetings via the internet or social media. In that regard, such officers shall not respond to "like", "share", retweet or otherwise participate in any published postings or use Town sites or other form of electronic communication to respond to, blog or otherwise engage in serial meetings or discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body of which the public officer is a member.

VII. Public Input

- a. It is the intent of the Town of Chino Valley to use Town Communications Sources primarily as a one-way communication tool. Comments from the public will not be posted directly onto any of the Town's sites except as may be permitted from time to time by the Town.
- b. Members of the public who wish to share information or have concerns, questions, or comments about the content of a Town site or service, may contact the Town via other forms of communication. The Town reserves the right to re-post questions, comments, or other information provided by users; for example, by the creation of a frequently asked questions (FAQs) list or any other method. Use of information or questions submitted shall be at the sole discretion of the Town and shall be considered to be the sharing of relevant information by the Town rather than by an individual who submits information or questions.

Any information or comments posted to the Town's Communications Sources are the property of the Town and users of the Town's sites do not retain any rights to their postings. Postings are intended for public view and any personal information posted constitutes a waiver of any rights to privacy or confidentiality.

VIII. Prohibited Uses and Content. Communications posted on the Town's sites are monitored and the Town reserves the right to remove inappropriate postings including, but not limited to, the following, which are prohibited postings:

- a. Postings that do not meet one of the Town's purposes as set forth in Section 1;

- b. Postings that contain profane or obscene language or sexual content or links to obscene or sexual content;
- c. Posting that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation or any other basis protected by state or federal law.;
- d. Postings that support or oppose political candidates or ballot propositions;
- e. Postings that contain spam or link to other sites;
- f. Inaccurate or false statements;
- g. Postings that serve a commercial purpose or promote commercial services or products;
- h. Postings that contain photographs, videos or other content to which the Town has not obtained full permission or rights to its use or otherwise violate the legal ownership interest of another party or infringe on copyrights, trademarks, or other intellectual property;
- i. Postings that digress from the topic being discussed;
- j. Postings that encourage or promote illegal activity;
- k. Postings of information that may compromise the safety or security of the public or public systems or employees.

IX. Official Town Website: All content posted to the Official Town Website shall receive prior approval from the Town Manager or Communications Manager and shall be posted in compliance with the following policies:

- a. The Town of Chino Valley shall maintain only one Official Town Website. Its web address is <http://www.chinovz.net/>. Town departments may have pages on the Town website.
- b. The purpose of the Official Town Website is to provide the residents of the Town and the general public with information about the Town, its governance, and public events.
- c. All official notices of the Town, including public meeting agendas, minutes, and supporting documentation, public hearing notices, and all other information required by law to be posted by the Town on its website shall be posted on the Official Town Website.
- d. The Town is not responsible for the reliability, accuracy or functionality of links to third-party websites that it posts on the Official Town Website.
- e. In the event of discovery of an error in a posting, the Town shall promptly provide a correction, noting the error and providing the correct information.

X. Suspension of Services: The Town reserves the right to temporarily or permanently suspend access to Town Communication Channels at any time.

TOWN OF YOUNGTOWN SOCIAL MEDIA POLICY

This policy outlines the protocol and procedures for use of social media sites, social networking sites, and the Town website to publicize official town services and events. In addition, this policy addresses the responsibilities of individual employees and town officials with regard to social media and the use of Town resources, as well as responsibilities related to public records. Finally, this policy establishes guidelines for the public to follow in posting public comments on the Town's social media or social networking sites and the Town website.

1. DEFINITIONS:

- 1.1 **Social Media.** Social media is defined as the various online technology tools that enable people to communicate easily, via the internet, to share information and resources. Social media includes, but is not limited to, social networks, blogs, video sharing, podcasts, wikis, message boards and online forums. The technology for social media includes picture sharing, wall postings, electronic mail, instant messaging, and music sharing. Examples include, but are not limited to, Facebook, YouTube, LinkedIn, Twitter, Flickr, Nixle, Pinterest and news media comment sharing.
- 1.2 **Social Networking.** Social networking is defined as the practice of expanding the number of one's business contacts by making connections through web-based applications. Social networking relates to the use of internet-based applications to promote such connections and the sharing of information.
- 1.3 **Town Website.** The Town's website is defined as any website maintained by or for the benefit of the Town.
- 1.4 **Comments.** As used in this policy, comments on social media or networking sites include information, articles, pictures, videos or any other form of communicative content posted on a Town social media site by a member of the public.

2. FIRST AMENDMENT RIGHTS AND LIMITATIONS:

- 2.1 **Town Employees.** Town employees have rights of freedom of speech, religion, and assembly under the First Amendment. The Town may impose certain restraints on job-related speech by an employee and on workplace speech. Employees shall not disclose, through social media, social networking or the Town website, confidential information of the Town or other information obtained as part of their job duties. If an employee believes that information is a matter of public concern, the employee should consult with the Town Manager prior to disclosure. All communications with the media by Town employees in their official capacity must be pre-approved by the Town Manager or his/her designee.

2.2 **Members of the Public.** The Town of Youngtown's social media sites, social networking sites, and the Town website are intended to serve as a means of communication between Town departments and members of the public. Where the Town of Youngtown invites the public to post comments on one of its social media sites, such as in the Community Voice section of the Town's website, the Prohibited Content guidelines in Section 6.2 shall apply to ensure that comments are related to the topic area presented and not obscene, profane, or otherwise prohibited. All comments posted to the Town's social media sites may be monitored.

3. **ADMINISTRATION OF SOCIAL MEDIA SITES, SOCIAL NETWORKING SITES, AND THE TOWN WEBSITE:**

The Town Manager's Office shall be the Town's official spokesperson for the Town's social media sites, social networking sites, and the Town website and, in that capacity, shall maintain the Town's official web presence including, but not limited to, any websites sponsored by the Town or any of the Town's Departments.

3.1 The Town Manager's Office shall administer security and monitoring measures for the Town's social media sites, social networking sites, and the Town website.

3.2 Department directors, managers, supervisors, and employees shall be responsible for assuring compliance with the provisions of this section.

4. **NO EXPECTATION OF PRIVACY:**

The Town reserves the right to use software and other available tools to monitor verbal and written communication, or discussions about the Town or its employees anywhere on the Internet, including blogs, other public social networking sites, and open communications.

5. **PUBLIC RECORDS:**

Any Town employee who manages the use of social media is responsible for preserving public records and maintaining them in accordance with A.R.S. § 39-101 and Town procedures. Such employees should coordinate with the Town Clerk, as the official custodian of Town records.

6. **USE OF SOCIAL MEDIA SITES, SOCIAL NETWORKING SITES, AND THE TOWN WEBSITE:**

6.1 **Employee Guidelines.**

6.1.1 Employee blogging or personal/private use of social media sites shall not disrupt or distract from the work environment.

Excessive or disruptive use of employee blogging or personal/private use of social media or social networking sites may result in disciplinary action, up to and including termination.

6.1.2 Employees shall not attribute personal statements, opinions, or beliefs to the Town of Youngtown when engaging in blogging or social networking for personal/private use. Employees shall not use Town logos, trademarks, photographs, or videos in their personal use of social media or social networking. Employees assume all risks relating to the use of social media and social networking, and the Town may require immediate removal of, and impose discipline for, material that is disruptive to the workplace or impairs the mission of the Town.

6.1.3 Employees are prohibited from disclosing confidential information or information that could breach the security of the Town or the Town's computer network.

6.1.4 Use of social media sites and participating in social networking by any Town Department or employee when representing the Town shall first be approved by the Town Manager's Office.

6.1.5 Use of social media of a business nature, such as LinkedIn, or a members-only site maintained by a professional organization approved by the Town may be permitted for professional use by Town Employees or Departments.

6.1.6 All requests for using third-party websites and services to advertise Town business, events, or services shall first be submitted to the Town Manager for review and approval. All Town-related content posted on third-party websites shall comply with Town web standards. Video may only be posted on outside sources (such as YouTube) by or with the consent of the Town Manager's Office. Content posted on any third-party website shall include a clear statement that any reuse, reproduction or alteration of the content is prohibited.

6.2 **Comments by the Public.**

6.2.1 The "Prohibited Content Notice" in Section 6.2.2 shall be displayed to users or made available by hyperlink on each social media site, social networking site, or Town website that permits public comments.

6.2.2 "PROHIBITED CONTENT NOTICE: The Town of Youngtown encourages your comments, concerns and questions

regarding any of the topics on this page but will remove the following types of posts:

- Off-topic comments.
- Comments that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation or any other basis protected by state or federal law.
- Profane language or content.
- Obscene or sexual content or links to obscene or sexual content.
- Conduct or encouragement of illegal activity.
- Information that may compromise the safety or security of the public or public systems or employees.
- Content that violates a legal ownership interest of any other party.

The public comments expressed on this site do not reflect the opinions or position of the Town of Youngtown, its officers, or its employees. If you have any questions or would like to report a comment in violation please contact the Town Clerk.”

6.2.3 The Town reserves the right to restrict or remove any content that is deemed in violation of the Prohibited Content Notice or any applicable law.

6.2.4 Any participants on the Town’s social media sites, social networking sites, or the Town website who are in continual violation of the posting/commenting guidelines may be permanently removed from the Town’s site.

6.2.5 Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available in accordance with the Town’s retention policy.

7. **TOWN WEBSITE:**

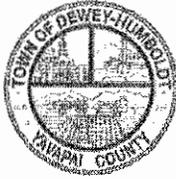
All content posted to the Town website shall receive prior approval from the Town Manager’s Office and be posted in compliance the following policies.

- 7.1 The Town of Youngtown shall maintain only one official website. Its web address is <http://www.youngtownaz.org/> and Town departments may have pages on the website.
- 7.2 The purpose of the Town website is to provide the residents of Youngtown and the general public with information about the Town of Youngtown, its governance, and public events.
 - 7.2.1 The Town Manager will work with the Town Clerk to post agenda, minutes, and supporting documentation for all meetings of public bodies of the Town including, but not limited to, the Common Council of the Town of Youngtown.
 - 7.2.2 The Town is not responsible for the reliability, accuracy or functionality of links to third-party websites that it posts on the Town website.
- 7.3 The Town website will contain accurate and timely information regarding the Town of Youngtown.
 - 7.3.1 Department heads are responsible for ensuring that they provide the Town Manager with appropriate updates to maintain accurate information about their department on the Town website.
 - 7.3.2 In the event an error is discovered in a posting, a prompt correction must be issued on the Town website, noting the error and the correct information.

8. **SUSPENSION OF SERVICES:**

The Town of Youngtown reserves the right to temporarily or permanently suspend access to Town social media sites, social networking sites, or the Town website at any time.

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

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: 3-8-2016

Date of Request: 2-29-2016

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):

Facility space study follow-up

Purpose and Background Information (Detail of requested action).

In view of the revised study provided by Abacus, discussion is needed to determine if any further action should be taken at this time.

Staff Recommendation(s):

Budgeted Amount: 0

List All Attachments: Revised study

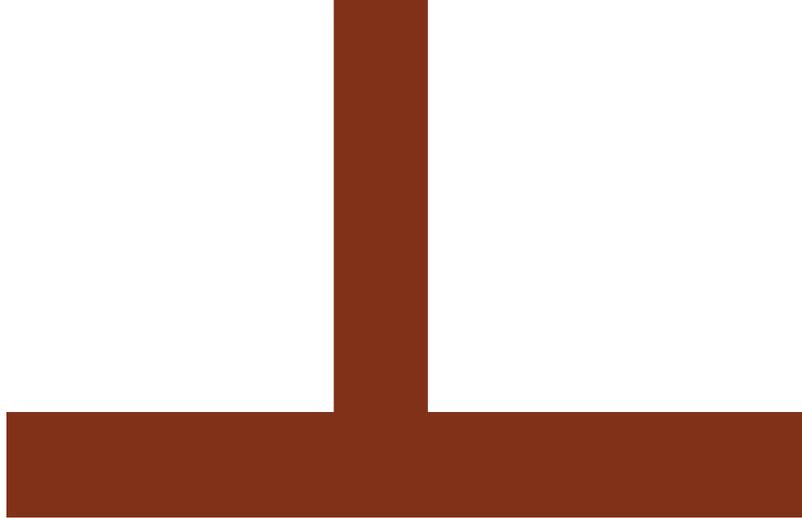
Type of Presentation: Oral

Special Equipment needed: Laptop Remote Microphone

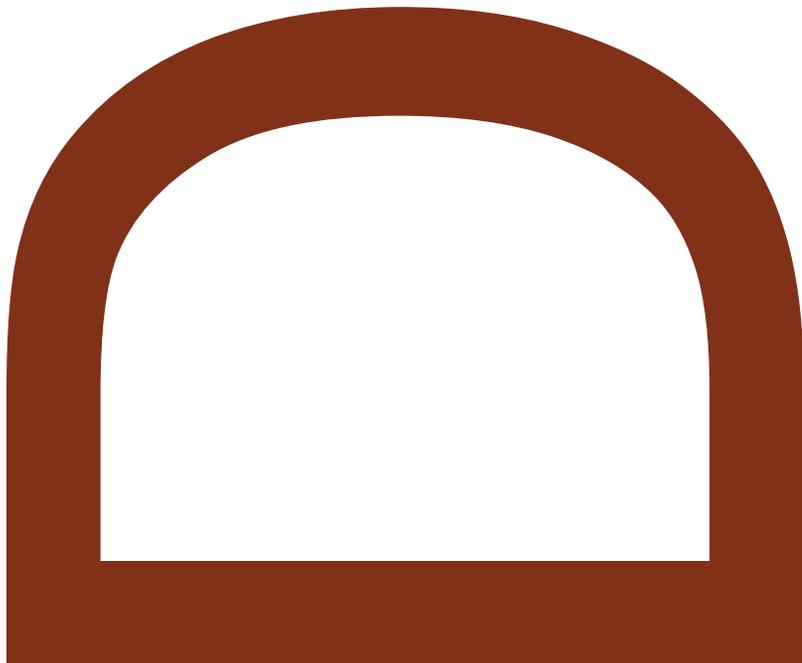
Overhead Projector Other: _____

Contact Person: VM Doug Treadway

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.



EXPIRES 6/30/2016



Town of Dewey-Humboldt Town Hall Programming Document

02/03/2016

contents

- 03. Visioning Session
- 04. Program
- 06. Standards + Workstations
- 07. Adjacency
- 08. Floor Plan
- 09. Exterior

Dewey-Humboldt

Government Center Staff and Space Requirements

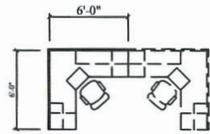
Department	Description	Position	2/3/2016	Cost per SF	Construction Cost	
Administration		Mayor				
		Town Manager	252sf			
		Town Attorney (not full time)				
		1 touch down space	80sf			
		Town Council (not full time)				
		4 touch down spaces	320sf			
		City Clerk	196sf			
		Administrative Assistant	80sf			
		Office Assistant- City Hall Receptionist	80sf			
		Finance Director - Accountant	196sf			
		Information Tech	Technology Director	120sf		
		Administration Storage	Municipal Records	80sf		
		Administration Storage	Secured Storage	80sf		
		Growth	Additional Position Workstation	48sf		
		Growth	Additional Position Workstation			
	Growth	Additional Position Workstation				
	subtotal		1,532sf			
	support space	15%	230sf			
	circulation factor	35%	617sf			
	TOTAL square feet		2,378sf	\$ 175 per sf	\$ 416,225	
Development, Engineering, and Community Services		Community Development Officer	120sf			
		Public Works Director	120sf			
		Building Official	120sf			
		Public Works Technicians (Mostly in the field)				
		1 touch down space	48sf			
		Plan Review Workstation	80sf			
		Scanner / Storage	120sf			
		Additional Position Workstation				
		Additional Position Workstation				
		subtotal		608sf		
		support space	15%	91sf		
		circulation factor	35%	245sf		
		TOTAL square feet		944sf	\$ 175 per sf	\$ 165,186

Dewey-Humboldt

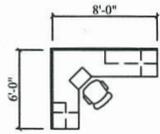
Government Center Staff and Space Requirements

Department	Description	Position	2/3/2016	Cost per SF	Construction Cost
Municipal Court		Town Magistrate	280sf		
		Court Clerk	120sf		
		Storage	120sf		
		Additional Position Workstation			
	subtotal			520sf	
	support space		15%	78sf	
circulation factor		35%	209sf		
TOTAL square feet			807sf	\$ 175 per sf	\$ 141,278
Support Areas		Building Lobby - Town Hall/Court	320sf		
		Building Lobby - Town Court			
		Council Chambers/Town Court	1,500sf		
		Conference room, seats 6			
		Conference room, seats 6			
	Executive Study/Staff Conference Room		Conference room, seats 12		
			Restrooms staff	320sf	
			Restrooms public	400sf	
			Restroom family	50sf	
			Break/Lunch Room	300sf	
		Janitor and Storage	Building Support/Storage	150sf	
		MDF Room	Data Server Room	100sf	
	subtotal			3,140sf	
	support space		15%	471sf	
circulation factor		25%	903sf		
TOTAL square feet support			4,514sf	\$ 200 per sf	\$ 902,750
	Building Subtotal		8,643sf		
	Building Total		8,643sf		\$ 1,625,439

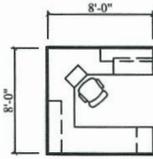
AREA STANDARDS / WORKSTATIONS & OFFICES (REPRESENTATIONAL ONLY)



W-1 36 NSF



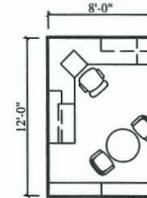
W-2 48 NSF



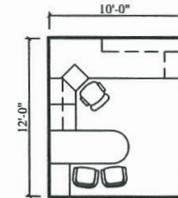
W-3 64 NSF



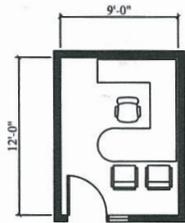
W-4 80 NSF



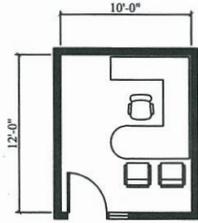
W-5 96 NSF



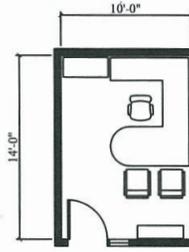
W-6 120 NSF



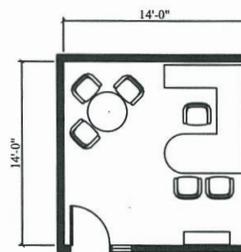
PO-1 108NSF



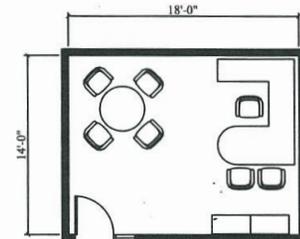
PO-2 120 NSF



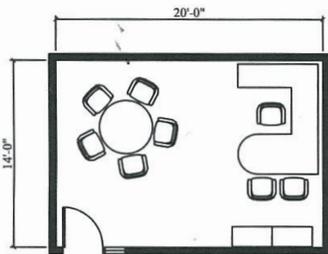
PO-3 140 NSF



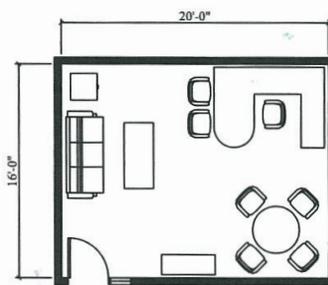
PO-4 196 NSF



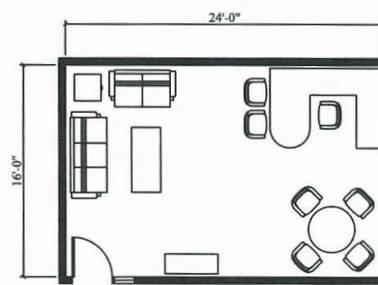
PO-5 252 NSF



PO-6 280 NSF



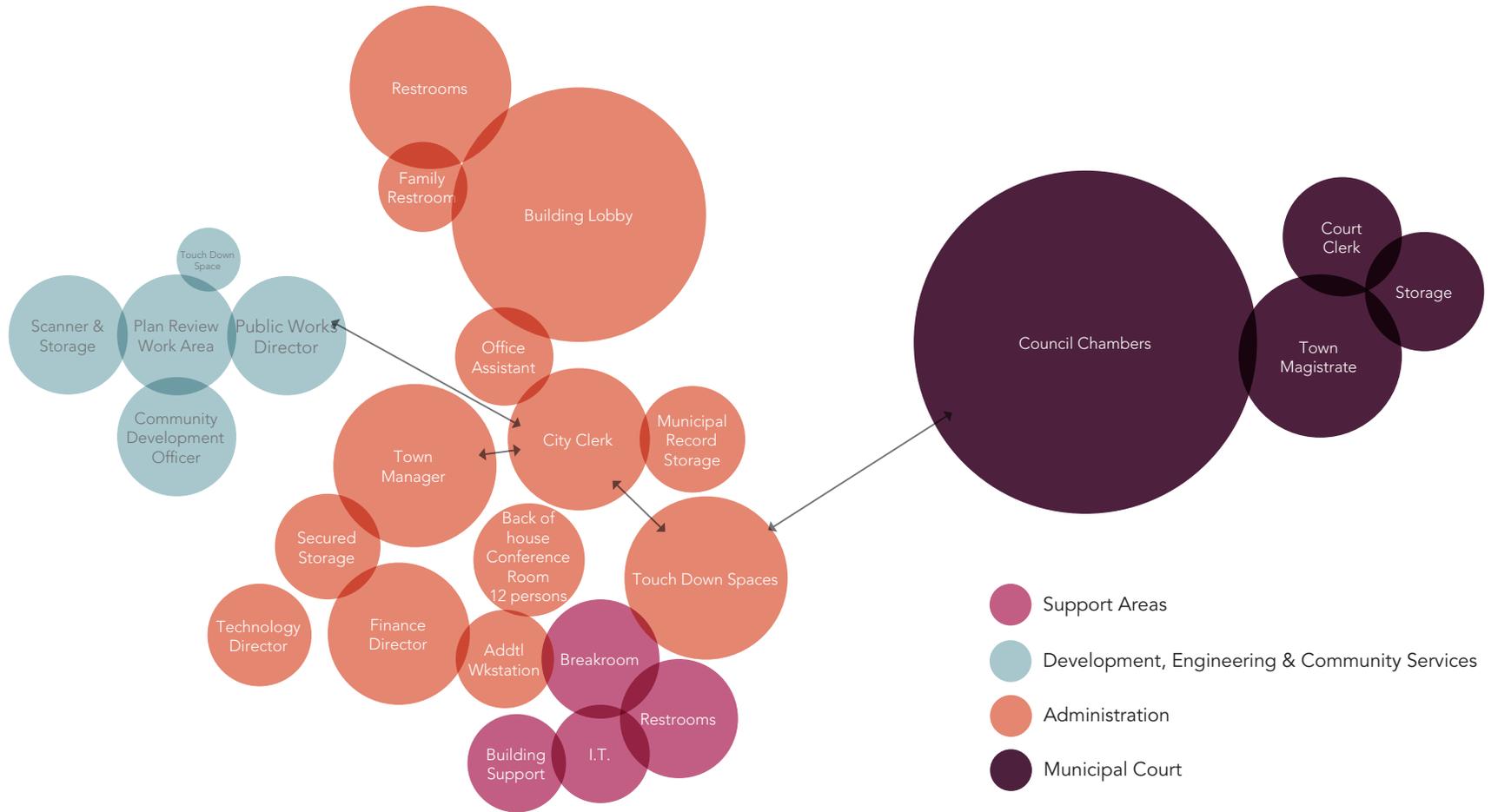
PO-7 320 NSF



PO-8 384 NSF

adjacency

07





- Access + Parking
- Circulation
- Support Areas
- Administration
- Development, Engineering, + Community Services
- Municipal Court
- Landscape
- Vegetation

Dewey - Humboldt Town Hall [DRAFT]

7,620 sf



From: [Adam Brill](#)
To: [Yvonne Kimball](#)
Subject: RE: Dewey Humboldt
Date: Friday, February 26, 2016 3:57:22 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Hello Yvonne – Sorry for my late response, things have been busy with some new projects kicking off for us. See my responses in **bold blue font** below to your questions.

Thanks – have a nice weekend!

Adam Brill – Director
LEED AP

ABACUS

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3030 North Central Avenue, Suite 803, Phoenix, AZ 85012
Direct: +1.602.282.8860 (ext. 84233) Cell: +1.602.317.5837 Fax: +1.602.296.0114
abrill@abacuspm.com www.abacuspm.com

From: Yvonne Kimball [mailto:YvonneKimball@dhaz.gov]
Sent: Thursday, February 18, 2016 10:32 AM
To: Adam Brill <adam.brill@abacus.abengoa.com>
Subject: RE: Dewey Humboldt

Hi, Adam, yes, I received the revised. Thank you so much for sending it in. The building official and I have been reviewing it. I was just composing my notes when received your follow-up email (appreciate the follow-up also):

1. Could you tell us what the estimated construction cost entail? Does it include building materials (what type), design, architect fees, landscaping, plumbing, AC, fixtures, etc.??
The costs shown are just rough square footage construction costs and do not include other project costs such as architect / engineering / landscaping fees or building furniture, fixtures and equipment (chairs, desks, phones file cabinets, bookcases etc.). It would just be for the “bricks and mortar” building construction cost. We could prepare a more detailed construction cost estimate and prepare a total project budget, but we don’t have any fee remaining for that type of service.
2. We noticed that Page 9 illustrates a building with a vaulted ceiling. Does the cost reflect the design of the building which is indicated in Page 9? **As mentioned above, the costs were a rough square footage budget number based on our limited understanding of the program, and were intended to give the Town and approximate idea about construction costs. That said, I feel that the budgeted construction cost included in our programming deliverable is appropriate for the character of the building shown, but again more detailed cost estimating would be necessary to come up with a more accurate total project cost.**
3. Also, we are a bit concerned about how to reach the court clerk’s desk. The court clerk

collects court fines from and gives admin assistances to those individuals who have court needs. With the current plan in Page 8, a person with court needs would have to pass by several office spaces before reaching the court clerk. It is not convenient and could pose safety concerns for town staff and other visitors. One possibility we came up with is to switch the Court Clerk's and the Magistrate's offices and move one set of the front doors in front of the court clerk's desk to enable more a direct access to the Court Clerk's desk/counter. What do you think? **Certainly this change is possible, and not a complex change to the overall flow and functionality of the project. These are the types of changes, and tweaks that are typically made to a project once you hire a team to program, design and construct your project. Our deliverable was intended to show one possible program and space plan for your Town Hall, but certainly changes and adjustments would be made once the Town decides to move forward with the facility....our deliverable will just serve as a starting point for further programming and design.**

In closing, we remain very interested and excited about the potential for your new town hall and would welcome the opportunity to move the project forward as a part of your project team once you elect to move forward, but given the limited original fee we proposed and other pending project commitments it is going to become a bit more difficult for us to respond to ongoing discussions with regard to this preliminary deliverable. That said, we remain ready to assist in whatever way needed, but we'll need to structure a more formal agreement and fee for any ongoing discussions that do a deeper dive into your project. I hope you understand this position – thanks Yvonne!

Please feel free to call to discuss. My phone # 928-632-7362. Thanks again.

Yvonne Kimball
Town Manager
Town of Dewey-Humboldt

From: Adam Brill [<mailto:adam.brill@abacus.abengoa.com>]
Sent: Thursday, February 18, 2016 9:52 AM
To: Yvonne Kimball <YvonneKimball@dhaz.gov>
Subject: FW: Dewey Humboldt

Good morning Yvonne! Just touching base to see if you had any questions on the attached revised document I sent to you a couple of weeks ago? Hope all is well – talk to you soon.

Adam Brill – Director
LEED AP

ABACUS

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Direct: +1.602.282.8860 (ext. 84233) Cell: +1.602.317.5837 Fax: +1.602.296.0114
abrill@abacuspm.com www.abacuspm.com

From: Adam Brill

Sent: Friday, February 05, 2016 3:19 PM
To: 'Yvonne Kimball' <YvonneKimball@dhaz.gov>
Subject: RE: Dewey Humboldt

Attached is the revised; scaled down program and deliverable. I think the unit pricing might be a bit on the low side, but my estimator is out of the office till next week. When he returns I'll review the pricing with him. Please review and let me know if you have any questions or comments.

Thanks and have a great weekend!

Adam Brill – Director
LEED AP

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abrill@abacuspm.com www.abacuspm.com

From: Yvonne Kimball [<mailto:YvonneKimball@dhaz.gov>]
Sent: Thursday, January 21, 2016 9:54 AM
To: Adam Brill <adam.brill@abacus.abengoa.com>
Subject: RE: Dewey Humboldt

I was asking for the break-down of all changes, for example: reduced the footage for the mayor's office from 400 sqft to 200 sqft; removed the fitness room, etc.

From: Adam Brill [<mailto:adam.brill@abacus.abengoa.com>]
Sent: Wednesday, January 20, 2016 4:53 PM
To: Yvonne Kimball <YvonneKimball@dhaz.gov>
Subject: RE: Dewey Humboldt

I think so....I've passed this along to my architectural team for input.

Adam Brill – Director
LEED AP

ABACUS

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Direct: +1.602.282.8860 (ext. 84233) Cell: +1.602.317.5837 Fax: +1.602.274.0813
abrill@abacuspm.com www.abacuspm.com

From: Yvonne Kimball [<mailto:YvonneKimball@dhaz.gov>]
Sent: Wednesday, January 20, 2016 4:46 PM
To: Adam Brill

Subject: RE: Dewey Humboldt

Adam,

Appreciate the response. Could you give me a summary of what have been changed from the original deliverable? Thanks.

Yvonne

From: Adam Brill [<mailto:adam.brill@abacus.abengoa.com>]

Sent: Wednesday, January 20, 2016 3:21 PM

To: Yvonne Kimball <YvonneKimball@dhaz.gov>

Subject: FW: Dewey Humboldt

Importance: High

Yvonne:

See below and attached from my partner Joe Salvatore and his Architecture team at Architekton. Please confirm that this approach is acceptable; and if agreeable to council, we'll move forward with the final modifications to our deliverable.

Thanks!

Adam Brill – Director
LEED AP

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2929 North Central Avenue, Suite 1000, Phoenix, AZ 85012
Direct: +1.602.282.8860 (ext. 84233) Cell: +1.602.317.5837 Fax: +1.602.274.0813
abrill@abacuspm.com www.abacuspm.com

From: Joe Salvatore [<mailto:joesalvatore@architekton.com>]

Sent: Wednesday, January 20, 2016 11:42 AM

To: Adam Brill; Aaron Stouffer

Cc: Michael Rosso

Subject: RE: Dewey Humboldt

Adam,

The comments we received point to very different directions for the City Hall from each of the five council members that responded. (Wright, Treadway, Repen, Hamilton, Alen) It appears we do not have comments from McBrady or Nolan. Many of the comments received are in conflict with each other and may represent very different concepts for the City Hall. I believe the exercise of trying to mediate among all of these disparate views will result in endless numbers of iterations and/or dissatisfied council members.

Therefore please see the attached revised building programs that I have modified based upon these comments. Most of this program aligns with Vice Mayor Treadway's notes to us, That reviewed appeared to consider the program as a whole. Aaron is developing two other programs based upon Councilwomen Alen and Wright's comments as comparables.

Since most of the council did not comment upon the support spaces (Sheriff's space, Community Room, Public Works Field Operations, Library), I have segregated those to a separate program. But we will need to account for these in the final layout. Please provide this to Yvonne to see if this is acceptable to the council. When council has approved the program we will revise the other documents in the deliverable.

Site Discussion:

There appears to be a donated 0.75 acre site that two of the council members mentioned in their comments. If it is the desire of the council to use that site it will affect the program. That is a small site for the program. If it forces a two story building, the anticipated cost to construct the facility will be affected. We were working from the concept that there was no definite site; so we defined a generic site. I don't have fees to analyze an actual site to fit the program upon.

Let me know if council approves this revised program. We will revise the main document accordingly.

Joe

Joseph M. Salvatore AIA LEED AP

architect *principal*

ARCHITEKTON

CELEBRATING 25 YEARS

464 S Farmer Ave, Suite 101, Tempe, AZ 85281
T 480 894 4637 F 480 894 4638 C 480 229 4238
architekton.com



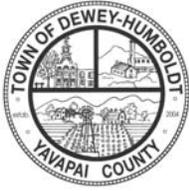
Dewey-Humboldt

Government Center Staff and Space Requirements

prepared by ARCHITEKTON
1/22/2015

Original Program
Scaled back Program

Department	Description	Position	1/20/2016	1/14/2015	Difference	
Administration		Mayor		280sf	-280sf	
		Town Manager	252sf	280sf	-28sf	
		Town Attorney (not full time)				
		1 touch down space	80sf	80sf	0sf	
		Town Council (not full time)				
		4 touch down spaces	320sf	240sf	80sf	
		City Clerk	196sf	196sf	0sf	
		Administrative Assistant	80sf	80sf	0sf	
		Office Assistant- City Hall Receptionist	80sf	80sf	0sf	
		Finance Director - Accountant	196sf	196sf	0sf	
		Information Tech	Technology Director	120sf	120sf	0sf
		Administration Storage	Municipal Records	80sf	80sf	0sf
		Administration Storage	Secured Storage	80sf	80sf	0sf
		Growth	Additional Position Workstation	48sf	48sf	0sf
		Growth	Additional Position Workstation	48sf	48sf	-48sf
		Growth	Additional Position Workstation	48sf	48sf	-48sf
					0sf	
					0sf	
					0sf	
	subtotal		1,532sf	1,856sf	-324sf	
	support space	15%	230sf	278sf	-49sf	
	circulation factor	35%	617sf	747sf	-130sf	
	TOTAL square feet		2,378sf	2,881sf	-503sf	
Development, Engineering, and Community Services		Community Development Officer	120sf	120sf	0sf	
		Public Works Director	120sf	120sf	0sf	
		Building Official	120sf	120sf	0sf	
		Public Works Technicians (Mostly in the field)				
		1 touch down space	48sf	48sf	0sf	
		Plan Review Workstation	80sf	80sf	0sf	
		Scanner / Storage	120sf	120sf	0sf	
		Additional Position Workstation		48sf	-48sf	
		Additional Position Workstation		48sf	-48sf	
						0sf
		subtotal		608sf	704sf	-96sf
		support space	15%	91sf	106sf	-14sf
	circulation factor	35%	245sf	283sf	-39sf	
	TOTAL square feet		944sf	1,093sf	-149sf	
Municipal Court		Town Magistrate	280sf	280sf	0sf	
		Court Clerk	120sf	120sf	0sf	
		Storage	120sf	120sf	0sf	
		Additional Position Workstation		80sf	-80sf	
						0sf
		subtotal		520sf	600sf	-80sf
	support space	15%	78sf	90sf	-12sf	
	circulation factor	35%	209sf	242sf	-32sf	
	TOTAL square feet		807sf	932sf	-124sf	
Support Areas		Building Lobby - Town Hall/Court	320sf	400sf	-80sf	
		Building Lobby - Town Court		120sf	-120sf	
		Council Chambers/Town Court	1,500sf	2,500sf	-1,000sf	
		Conference room, seats 6		144sf	-144sf	
		Conference room, seats 6		144sf	-144sf	
		Executive Study/Staff Conference Room				
		Conference room, seats 12		320sf	-320sf	
		Restrooms staff	320sf	320sf	0sf	
		Restrooms public	400sf	400sf	0sf	
		Restroom family	50sf	50sf	0sf	
		Break/Lunch Room	300sf	300sf	0sf	
		Janitor and Storage	150sf	200sf	-50sf	
		MDF Room	100sf	120sf	-20sf	
		Data Server Room		100sf	-100sf	
		subtotal		3,140sf	5,018sf	-1,878sf
		support space	15%	471sf	753sf	-282sf
	circulation factor	25%	903sf	1,443sf	-540sf	
	TOTAL square feet support		4,514sf	7,213sf	-2,700sf	
					0sf	
	Building Subtotal		8,643sf	12,119sf	-3,476sf	
	Building Total		8,643sf	12,119sf	-3,476sf	



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

TOWN COUNCIL STUDY SESSION

March 8, 2016 2:00 p.m. Town Council Meeting Chambers

Agenda Item: # 3.3. Trademark/copyright Town Logo and/or Slogan report and direction.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: March 3, 2016

Recommendations:

Option 1 – trademark at the state level only

Option 2 – trademark at the federal level only

Option 3 – trademark at both state and federal levels at the same time (my recommendation)

Summary:

In January, at Councilmember Hamilton’s request, Town Council asked the Town Attorney to look into trademarking the town logo. Enclosed is their response. Additionally, when I spoke to the Town Attorney, I learned that 1) the color version and the black and white version of the same logo would be considered as two separate filings; 2) the “TM” symbol that most of us are accustomed to only comes with the federal trademark process.

Questions for the Council to consider include: What items to be trademarked and at which level(s)?

If the council remains interesting in trademarking the logo, I recommend trademarking two versions of the logos at both the state and federal levels and having the slogan of “Arizona’s country Town” trademarked at the state level. This would provide the greatest coverage and a visible “TM” recognition of our logos; trademarking at both levels at the same time would be the most efficient use of staff time. The total fee would be around \$5,000 for all three items at both levels, plus Town Attorney fees.

If we choose to trademark at both levels, I believe we can decide not to renew the state protection or the federal protection when the time comes to renew for either level.

Alternatively, we have the option of choosing only one level protection. The process with the state is a lot faster than that of the federal level.

Attachment: Attorney correspondences were provided separately due to attorney/client privilege confidentiality concerns.

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TOWN OF DEWEY-HUMBOLDT
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Phone 928-632-8562 • Fax 928-632-7365

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: next available

Date of Request: 2.15.16

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):

An executive session pursuant to A.R.S. 38-431.03 (A) (7) for discussions or consultations with designated representatives of the Town in order to consider its position and instruct representatives regarding negotiations for the purchase of real property and

Purpose and Background Information (Detail of requested action). if purchased, the potential lease of the real property located at 12925 E. Main St.

This is a continuation of the discussion held earlier this month in work study session

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: Verbal

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

Contact Person: CM. Arlene Alen

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.

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TOWN OF DEWEY-HUMBOLDT
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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: 3/15/16

Date of Request: 2/21/16

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

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

Revision of 30.019 including sub paragraphs

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

See attached:

Staff Recommendation(s): _____

Budgeted Amount: \$0.00

List All Attachments: One attachment with modifications to subject code

Type of Presentation: Verbal

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: CM REPAN

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

30.019: Current

0.019 COUNCIL MEMBER COMMITTEES.

(A) The Town Council may organize itself into standing or ad hoc committees of the Council (each a **COUNCIL MEMBER COMMITTEE**) to facilitate Council review and action regarding certain matters referred to them by the Town Council.

(B) All work undertaken by a Council Member Committee must originate with the Council and all actions of a Council Member Committee shall be reported to the Council.

(C) Standing, special, or ad hoc Council Member Committees may be created or dissolved by the Mayor or a majority vote of the Council. The Mayor appoints the members.

(D) The Mayor annually appoints members to standing Council Member Committees.

(E) Other members of the Council not assigned to a Council Member Committee may attend meetings of a Council Member Committee, as an observer; however, they shall be seated with the audience and may not participate in any manner or address the Council Member Committee.

(F) If an absence is anticipated on a Council Member Committee and that absence may impede the work of the Council Member Committee, the Council Member Committee chair or other member may request that the Mayor designate another member of the Council to attend for the absent member and serve as an alternate member of the Council Member Committee. The term for service by the alternate member will be the term designated in the appointment, or for one meeting, if no term is specified.

(Ord. 09-49, passed 4-7-2009)

30.019 Proposed

~~(C) Standing, special, or ad hoc Council Member Committees may be created or dissolved by the Mayor or a majority vote of the Council. The Mayor appoints the members.~~

~~(D) The Mayor annually appoints members to standing Council Member Committees.~~

(F) If an absence is anticipated on a Council Member Committee and that absence may impede the work of the Council Member Committee, the Council Member Committee chair or other member may request that the Mayor Council designate another member of the Council to attend for the absent member and serve as an alternate member of the Council Member Committee. The term for service by the alternate member will be the term designated in the appointment, or for one meeting, if no term is specified.



TOWN OF DEWEY-HUMBOLDT
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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: 3/15/16

Date of Request: 2/21/16

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

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

Revision of 31.17 including sub paragraphs

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

See attached:

Staff Recommendation(s): _____

Budgeted Amount: \$0.00

List All Attachments: One attachment with modifications to subject code

Type of Presentation: Verbal

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: CM REPAN

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.

31.17 CURRENT

31.17 APPOINTMENTS.

(A) All voting members of town boards, commissions, or Citizen Committees must be appointed by Council action (by motion or resolution).

(B) The motion, ordinance, or resolution establishing boards, commissions, or Citizen Committees will include the number of members, the purpose for which the board, commission, or Citizen Committee is organized, and the duties thereof.

(C) The town ordinance provides that members of town boards and commissions must be residents of the town. Non-voting Citizen Committee membership may include nonresidents.

(D) All appointees should bring the skill, integrity, knowledge, interest and commitment to evaluating issues in the broad context of the public interest. To the extent possible, appointees should be selected to represent a broad cross-section of the community relative to the purpose of the agency.

(E) Appointees may serve an unlimited number of consecutive terms on a given board, commission or Citizen Committee (except where specifically limited).

(F) The Town Clerk provides application forms and maintains a composite listing of all applications on file which have been received.

(Ord. 09-49, passed 4-7-2009)

31.17 PROPOSED

(A) All voting members of town boards, commissions, or Citizen Committees must be appointed by Council action (by motion or resolution), AND SERVE AT COUNCILS PLEASURE.

(D) All appointees should bring the skill, integrity, knowledge, interest and commitment to evaluating issues in the broad context of the public interest. To the extent possible, appointees should be selected to represent a broad cross-section of the community relative to the purpose of the agency. ANY PROPOSED APPOINTEE WILL BE SUBJECT TO A BACKGROUND CHECK AND FINGERPRINT CARD AND WILL BE INTERVIEWED BY THE COMMITTEE/COMMISSION CHAIR PRIOR TO SUBMITTING TO COUNCIL FOR AN APPROVAL VOTE .

Remaining paragraphs B,C,E, and F to remain as current above



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

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: 3/8/16

Date of Request: 2/23/16

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
Modification of TC 30.105 through council action, resolution and /or ordinance

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

This is a resubmittal of the above request and per council request during the
2/9/16 meeting to re-write both subsections "C" and "D" to provide consistency
throughout 30.105 in general

Staff Recommendation(s): _____

Budgeted Amount: \$ 0.00

List All Attachments: Attachment 30.105 rewrite

Type of Presentation: Verbal

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: C.M. Repan

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

30.105 COUNCIL AGENDA. CURRENT

(A) The Manager and Clerk are responsible for receiving and organizing all materials for the agenda, in collaboration with the Mayor and Vice-Mayor. The Manager will then prepare a memorandum for distribution to the Council containing all agenda items currently scheduled. The Mayor or Vice Mayor should be contacted if an individual Councilmember wishes to modify that schedule.

(B) Any resident of Dewey-Humboldt or staff member may request placement of a matter on the Council agenda by requesting that a Councilmember submit a "Council Agenda Action Form."

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

(D) In order to accurately describe what agenda action is proposed, the "Council Agenda Action Form" should be used and submitted at least six days prior to the next regularly scheduled Council meeting.

(E) 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 to a future date or dropped.

(Ord. 09-49, passed 4-7-2009; Am. Ord. 10-77, passed 10-5-2010; Am. Ord. 11-89, passed 10-18-2011; Am. Ord. 13-99, passed 9-17-2013)

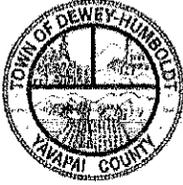
30.105C Amended to read: Any member of the Town Council may request an item be added to the agenda for the next regular Council meeting, and the item shall be placed on the agenda AS LONG AS IT MEETS THE CRITERIA SET FORTH IN 30.105D. A request to modify or remove an agenda item may be made by the requesting Councilmember, in which case it shall be modified or removed without further action. The Mayor or any other Councilmember may request an item that was submitted by another Councilmember be modified or removed, in which case it may only be modified or removed with the concurrence of the Councilmember who requested it be put on the agenda.

30.105D Amended to read: ~~In order to accurately describe what agenda action is proposed, the “Council Agenda Action Form” should be used and submitted at least six days prior to the next regularly scheduled Council meeting.~~

REGARDLESS OF A “COUNCIL AGENDA ACTION FORM” BEING SUBMITTED BY A RESIDENT OR COUNCIL MEMBER OF DEWEY-HUMBOLDT, AND IN ORDER TO ACCURATELY DESCRIBE WHAT AGENDA ACTION IS PROPOSED, THE “COUNCIL AGENDA ACTION FORM” WILL BE USED. THE DEADLINE FOR ANY SUBMITTAL OF ANY AGENDA ITEM, WILL BE THE AGENDA SETTING MEETING PRIOR TO THE NEXT REQUESTED, SCHEDULED COUNCIL MEETING. AN “EMERGENCY” AGENDA REQUEST MAY BE SUBMITTED AFTER THE DEADLINE, IF THE EMERGENCY IS AS STATED IN D-H CODE 30.031 E (3) AND/OR AT THE DISCRETION OF THE TOWN MANAGER IN MEETING EMERGENCY CRITERIA.

30.105 A,B AND E TO REMAIN THE SAME

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

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special or Work Session

Meeting Date: March 8, 2016

Date of Request: February

2/26/16 DM

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

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

Discussion and consensus on removing 33.01, 33.02 and 33.03 from Town Code.

Purpose and Background Information (Detail of requested action). These codes were
put in as law when there are not but are expression of Council's opinion or will. Council does not abide
by everything in the resolutions so they should be removed as law. Either a new resolution should be
written to reflect the opinion of Council or revised to properly be law per our code definition.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: Resolutions & Code

Type of Presentation: _____

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

Contact Person: CM Wright

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.

§ 10.05 DEFINITIONS.

(A) *General rule.* All words and phrases shall be construed and understood according to the common and approved usage of the language; but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to the peculiar and appropriate meaning.

(B) *Definitions.* For the purpose of this code of ordinances, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CITY, MUNICIPAL CORPORATION, MUNICIPALITY or TOWN. The Town of Dewey-Humboldt, Arizona.

CODE, THIS CODE or THIS CODE OF ORDINANCES. This municipal code as modified by amendment, revision and adoption of new titles, chapters or sections.

COUNCIL. The Council of the Town of Dewey Humboldt, Arizona.

COUNTY. Yavapai County, Arizona.

DAY. The period of time between any midnight and the midnight following.

DAYTIME. The period of time between sunrise and sunset.

DEPARTMENT, BOARD, COMMISSION, OFFICE, OFFICER or EMPLOYEE.

Whenever any department, board, commission, office, officer or employee is referred to, it shall mean a department, board, commission, office, officer or employee of the town unless the context clearly indicates otherwise.

EMERGENCY VEHICLE. Vehicles of the Fire, Police and Public Service Departments and legally authorized ambulances and emergency vehicles of the State of Arizona, Yavapai County, or any political subdivisions thereof, and vehicles of public service corporations.

EMERGENCY WORK. Any work performed to prevent or alleviate physical trauma or property damage threatened or caused by an emergency, which has or may result in a disruption of service, and which is necessary to protect the health, safety and welfare of persons or property.

IN THE TOWN or WITHIN THE TOWN. All territory over which the town now has, or shall hereafter acquire, jurisdiction for the exercise of its police powers or other regulatory powers.

JOINT AUTHORITY. All words purporting to give a joint authority to three or more town officers or other persons shall be construed as giving the authority to a majority of the officers or other persons unless it shall be otherwise expressly declared in the law giving the authority.

MAJORITY. When used in reference to the Town Council, means 51% of those members in attendance, provided that a quorum of the Council is also present.

MAY. The action referred to is permissive.

MONTH. A calendar month.

MOTION. A proposal by a member of the Council to take official action.

MOTOR VEHICLE. Every self-propelled device in, upon or by which any person or property is, or may be, transported upon a public highway, excepting aircraft and devices used exclusively upon stationary rails or tracks.

NIGHTTIME. The period of time between sunset and sunrise.

OATH. Includes affirmation or declaration.

ORDINANCE. A law passed by the Council.

PERSON. Shall extend and be applied to firms, corporations or voluntary associations, as well as to individuals, unless plainly inapplicable.

PERSONAL PROPERTY. Includes every species of property, except real property as defined in this section.

PRECEDING or FOLLOWING. The words **PRECEDING** and **FOLLOWING** mean next before and next after, respectively.

PROCLAMATION. A public or official announcement made by the Mayor that identifies particular days or events of special interest.

PROPERTY. Real and personal property.

REAL PROPERTY. Lands, tenements and hereditaments.

RESOLUTION. An official expression of the opinion or will of the Council.

SHALL. The action referred to is mandatory.

SHALL HAVE BEEN. Includes past and future cases.

SIGNATURE or SUBSCRIPTION. Includes a mark when the signer cannot write, the signer's or subscriber's name being written near the mark by a witness who writes his or her own name near the signer's or subscriber's name; but a signature or subscription by mark can be acknowledged or can serve as a signature or subscription to a sworn statement only when two witnesses so sign their own names thereto.

STATE. The State of Arizona.

SUBCHAPTER. A division of a chapter, designated in this code by a heading in the chapter analysis and a capitalized heading in the body of the chapter, setting apart a group of sections related by the subject matter of the heading. Not all chapters have **SUBCHAPTERS**.

TENANT or OCCUPANT. When applied to a building or land shall include any person holding a written or an oral lease or who occupies the whole or part of the building or land, either alone or with others.

WRITTEN. Any representation of words, letters or figures, whether by printing or otherwise.

YEAR. A calendar year, except where otherwise provided.

RESOLUTION 06- 28

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA, ADOPTING AN EMPLOYEE COMPENSATION PLAN.

WHEREAS, in order to recruit and retain qualified employees, the Town desires to adopt a competitive compensation plan providing for appropriate salary, retirement and related benefits, and,

WHEREAS, the creation of an internally consistent compensation structure that recognizes the various responsibilities and duties of employees and different job classifications; and,

WHEREAS, the Town Council intends that the compensation of employees be based on performance of their duties and recognize increases in the basic cost of living, and,

WHEREAS, the Council met in Work Session on August 8, 2006 and reviewed the recommendation of the Employee Compensation Plan Ad Hoc Committee, and,

WHEREAS, Resolution 06-28 clarifies the policy that will be applied to the administration of the Town's salary and compensation for non-contract employees, and,

WHEREAS, Resolution 06-28 modifies only those portions of the compensation plan that are identified below.

NOW THEREFORE BE IT RESOLVED:

Annual Cost of Living Adjustment (COLA) – For employees that have successfully completed their introductory period, an adjustment equal to 75% of the January to January Consumer Price Index - All Urban Consumers - increase to be retro-actively effective to July 1, 2006. This equates to a salary adjustment of 3 percent (4% times .75).

Other salary Adjustments – Merit Pay and Bonuses – That the Town Manager may grant Merit Pay (an increase to the employee's base salary) and Bonuses (a one time payment) to Town employees up to a maximum of 5% of an employee's annual salary in any given fiscal year. Any such increases will be based on performance appropriate to the employee's duties. Periodic reports to the Council as to the basis for such increases will be made. Such adjustments will be subject to available appropriations as identified in the Adopted Budget.

Salary Ranges – Salary ranges for all Town job classifications will be set at 30 percent from the minimum to maximum amount. The hiring range is set at the minimum monthly salary to the mid-point of the range. The Town Manager may request authorization from the Council to hire above the mid-point if it is deemed necessary.

Beginning July 1, 2006, Salary Ranges for existing job classifications are as follows:

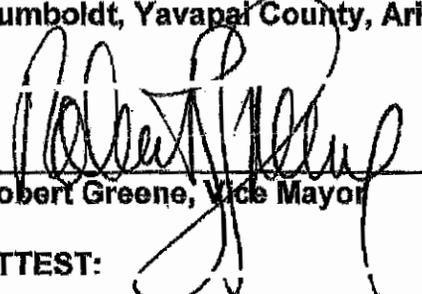
Town Manager \$5,816 to \$7,304

Town Clerk and Building Official \$3,536 to \$4,597

Building Inspector, Public Works and Admin. Assistant \$2,704 to \$3,515

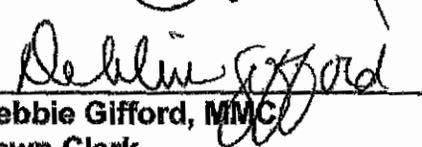
Holidays – 10 holidays are observed by the Town: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Friday following and Christmas Day.

PASSED AND ADOPTED by the Common Council of the Town of Dewey-Humboldt, Yavapai County, Arizona, this 15 day of August, 2006.



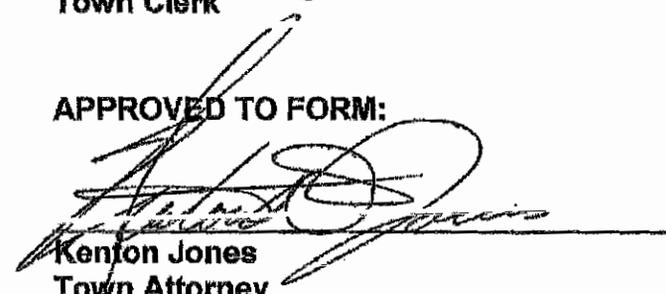
Robert Greene, Vice Mayor

ATTEST:



Debbie Gifford, MMC
Town Clerk

APPROVED TO FORM:



Kenton Jones
Town Attorney

RESOLUTION 07-48

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DEWEY-
HUMBOLDT, ARIZONA, AMENDING PORTIONS OF RESOLUTION 06-
28 REGARDING THE TOWN'S EMPLOYEE COMPENSATION PLAN.**

WHEREAS, in order to recruit and retain qualified employees, the Town desires to adopt a competitive compensation plan providing for appropriate salary, retirement and related benefits, and,

WHEREAS, the creation of an internally consistent compensation structure that recognizes the various responsibilities and duties of employees and different job classifications; and,

WHEREAS, the Town Council intends that the compensation of employees be based on performance of their duties and recognize increases in the basic cost of living, and,

WHEREAS, the Town Manager's Recommended Fiscal 2007 – 2008 Budget included various modifications to employee compensation, and,

WHEREAS, Resolution 06-28 (adopted August 15, 2006) clarified the policy that will be applied to the administration of the Town's salary and compensation for non-contract employees, and,

WHEREAS, Resolution 07-48 modifies only those portions of the compensation plan that are identified below.

NOW THEREFORE BE IT RESOLVED THAT RESOLUTION NUMBER 06-28 BE AMENDED AS FOLLOWS:

Annual Cost of Living Adjustment (COLA) – For non-contract employees that have successfully completed their introductory period, an adjustment equal to 75% of the January to January Consumer Price Index - All Urban Consumers - increase to be retroactively effective to July 1, 2007. This equates to a salary adjustment of 1.58 percent.

Salary Ranges – Salary ranges for all Town job classifications will be set at 40 percent from the minimum to maximum amount. The hiring range is set at the minimum monthly salary to the mid-point of the range. The Town Manager may request authorization from the Council to hire above the mid-point if it is deemed necessary.

Beginning July 1, 2007, Salary Ranges for existing job classifications are as follows:

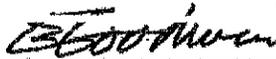
Town Manager \$5,705 to \$7,987

Town Clerk and Building Official \$3,592 to \$5,029

Building Inspector, Public Works and Admin. Assistant \$2,747 to \$3,846

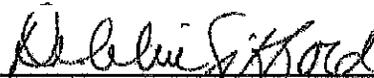
Vacation Accrual – Vacation leave will be accrued each pay period at a rate of 4.6154 hours or three weeks per year beginning July 1, 2007.

PASSED AND ADOPTED by the Common Council of the Town of Dewey-Humboldt, Yavapai County, Arizona, this 2nd day of October 2, 2007.



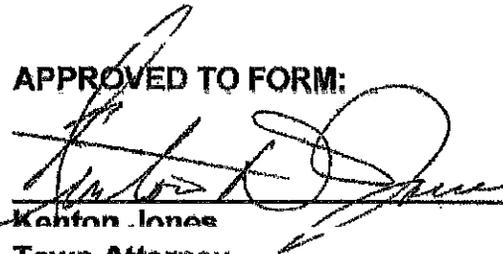
Earl Goodwin, Mayor

ATTEST:



Debbie Gifford, MMC
Town Clerk

APPROVED TO FORM:



Kanton Jones
Town Attorney

§ 33.01 EMPLOYEE COMPENSATION PLAN.

(A) *Annual cost of living adjustment (COLA)*. For non-contract employees who have successfully completed their introductory period, an adjustment equal to 75% of the January to January Consumer Price Index - All Urban Consumers - increase shall be retroactively effective to July 1, 2007. This equates to a salary adjustment of 1.58%.

(B) *Other salary adjustments – merit pay and bonuses*. The Town Manager may grant merit pay (an increase to the employee's base salary) and bonuses (a one-time payment) to town employees up to a maximum of 5% of an employee's annual salary in any given fiscal year. Any such increases will be based on performance appropriate to the employee's duties. Periodic reports to the Council as to the basis for such increases will be made. These adjustments will be subject to available appropriations as identified in the adopted budget.

(C) *Salary ranges*. Salary ranges for all town job classifications will be set at 40% from the minimum to maximum amount. The hiring range is set at the minimum monthly salary to the mid-point of the range. The Town Manager may request authorization from the Council to hire above the mid-point if it is deemed necessary. Specific salary ranges are in amounts to be determined by Council from time to time.

(D) *Holidays*. Ten holidays are observed by the town: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Friday following and Christmas Day.

(E) *Vacation accrual*. Vacation leave will be accrued each pay period at a rate of 4.6154 hours or three weeks per year beginning July 1, 2007.

(Res. 06-28, passed 8-15-2006; Res. 07-48, passed 10-2-2007)

§ 33.02 457 DEFERRED COMPENSATION PLAN, ADOPTED.

(A) The town hereby adopts the Deferred Compensation Plan (the "Plan") in the form of the ICMA Retirement Corporation Deferred Compensation Plan and Trust, referred to as Appendix A attached to Resolution No. 05-13. The Plan shall be maintained for the exclusive benefit of eligible employees and their beneficiaries.

(B) The town hereby executes the Declaration of Trust of the Vantage Trust Company, attached to Resolution No. 05-13 as Appendix B, intending this execution to be operative with respect to any retirement or deferred compensation plan subsequently established by the town, if the assets of the plan are to be invested in the Vantage Trust Company.

(C) The town hereby agrees to serve as trustee under the Plan and to invest funds held under the Plan in the ICMA Retirement Trust.

(D) The Town Manager shall be the coordinator for the Plan; shall receive reports, notices and the like from the ICMA Retirement Corporation or the Vantage Trust Company; shall cast, on behalf of the town, any required votes under the Vantage Trust Company; administrative duties to carry out the Plan may be assigned to the appropriate departments; and is authorized to execute all necessary agreements with the ICMA Retirement Corporation incidental to the administration of the Plan.

(Res. 05-13, passed 6-21-2005)

§ 33.03 401 MONEY PURCHASE RETIREMENT PLAN, ADOPTED.

(A) The town hereby establishes or has established a Money Purchase Retirement Plan (the "Plan") in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan

and Trust, pursuant to the specific provisions of the adoption agreement attached to Resolution No. 05-12.

(1) The Plan shall be maintained for the exclusive benefit of eligible employees and their beneficiaries.

(2) The Plan shall be a Social Security Replacement Plan.

(B) The town hereby executes the Declaration of Trust of the ICMA Retirement Trust, attached hereto, intending this execution to be operative with respect to any retirement or deferred compensation plan subsequently established by the town, if the assets of the plan are to be invested in the ICMA Retirement Trust.

(C) The town hereby agrees to serve as trustee under the Plan and to invest funds held under the Plan in the ICMA Retirement Trust.

(D) The Town Manager shall be the coordinator for the Plan; shall receive reports, notices and the like from the ICMA Retirement Corporation or the ICMA Retirement Trust; shall cast, on behalf of the town, any required votes under the ICMA Retirement Trust; may delegate any administrative duties relating to the Plan to appropriate departments; and is authorized to execute all necessary agreements with the ICMA Retirement Corporation incidental to the administration of the Plan.

(Res. 05-12, passed 6-21-2005)

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TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: 3/9/16

Date of Request: 2/27/16

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):

Consideration of individual Council member(s)' proposals and ideas as they are related to the FY 17 Budget's General Fund, Highway User Revenues Fund (HURF) and Grant Funds.

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

General ideas for projects that individual council member considers for the upcoming budget year would be expressed.

Legal actions can be taken on whether each individual ideas should be sent for further research, on what type of the research would be and so on.

Legal actions can not be taken on final approval of the specific projects.

Staff Recommendation(s): _____

Budgeted Amount: none

List All Attachments: none

Type of Presentation: verbal

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: C.M. Repan

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.

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section.

March 1, 2016 Regular Council

- ✦ Town legal service solicitation report and process
- ✦ CIP review and next steps
- ✦ Human trafficking presentation, read proclamation) (Judy confirm please)
- ✦ Endorsing the firewise communities' initiative.

March 3, 2016 Planning and Zoning

- ✦ Appointment of Chair and Vice Chair
- ✦ Review of General Plan

March 8, 2016 Work Session Council

- ✦ ~~CIP~~ moved to March 1st regular meeting.
- ✦ ~~Survey results report and next steps. (Alex Wright, YCREDC)????~~
- ✦ Proposed Animal Ordinances. [follow up on the February 9, 2016 discussion]
- ✦ Facility space study follow up (CARF VM Treadway; Don Roberts input)
- ✦ CM Alen carf (received on 2-16)
- ✦ Social media presence report
- ✦ Revision of 31.17 (Appointments – to Boards, Commission, Committees) including sub paragraph (CAARF requested by CM Repan]
- ✦ Revision of 30.019 (Council Member Committees) including sub paragraphs (CAARF requested by CM Repan}
- ✦ Modification of TC 30.105 (Council Agenda) through council action, resolution and/or ordinance
- ✦ Consideration of individual Council member(s)' proposals and ideas as they are related to the FY 17 Budget's General Fund, Highway User Revenues Fund (HURF) and Grant Funds.

March 15 special meeting to interview

March 15, 2016 Regular Council

- employee recognition program Admin regulation
- ✦ Letter to McCain and Senators (EPA letter)
- ✦ IGA YCSO
- ✦ USDA business development grant advisability

CM Repan CARF original for the Feb. 16 meeting; delayed until mayor returns from his absence.

March 22, 2016 special meeting

- ✦ Animal ordinances

April 5, 2016 Regular Council

Items contained within are tentative in nature. Official meeting agendas are subject to changes without further notices and will be published according to the Open Meeting Law and other applicable codes and regulations.

- ✦ Council final selection of town attorneys (possibly discussion during executive session)
- ✦ Proclamation – Arizona Submarine Veterans Day (April 11, 2016)

April 7, 2016 Planning and Zoning

- ✦ tbd

April 12, 2016 Work Session Council

- ✦ jan 1 to 3/31/2016 financial report

April 19, 2016 Regular Council

- ✦ Chipseal award by council

May 3, 2016 Regular Council

- ✦ chip seal contract award (Ed)
- ✦ CALL OF ELECTION – Judy

May 5, 2016 Planning and Zoning

- ✦ tbd

May 10, 2016 Work Session Council

- ✦ tbd

May 17, 2016 Regular Council

- ✦ public safety quarterly reports- judy please confirm
- ✦ CDBG council award contract

June 7, 2016 Regular Council

Limitation on filing for election by incumbent of elective office. Recommended change

- ✦ to code. [original CAARF requested by Mayor Nolan at the December 1, 2015 meeting)
- ✦ UA superfund research program council update 1st (alternate date – june 21)

June 9, 2016 Planning and Zoning

- ✦ tbd

June 14, 2016 Work Session Council

- ✦ tbd

June 21, 2016 Regular Council

- ✦ tbd

July 5, 2016 Regular Council

- ✦ tbd

July 7, 2016 Planning and Zoning

- ✦ tbd

July 12, 2016 Work Session Council

Items contained within are tentative in nature. Official meeting agendas are subject to changes without further notices and will be published according to the Open Meeting Law and other applicable codes and regulations.