

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

Tuesday, February 14, 2017 6:30 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 Jack Hamilton, John Hughes, Amy Timmons, Doug Treadway, Victoria Wendt; Vice Mayor Mark McBrady; and Mayor Terry Nolan.

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

3.1. Town Clerk Office Functions Overview.

3.2. Talk about amending “Principles of Sound Financial Management”. [CAARF requested by CM Hamilton]

3.3. Joint Council/P&Z Meeting regarding Planning and Zoning work list.

4. Special Session. Legal action can be taken.

4.1. 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, February 21, 2017 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, March 9, 2017 at 6:00 p.m.

Next Town Council Work Session: Tuesday, March 14, 2017 at 6:30 p.m. (NOTE: Change in time)

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 _____, 2017, 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.

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Agenda Item 3.1.

Office of the Town Clerk

—  —

Judy Morgan, Town Clerk Dewey-Humboldt
Julie Gibson, Administrative Assistant

WHY is there a Town Clerk?

—  —

Historic Position

- Biblical Times
- Oldest Profession
- Required by Arizona Law

Information Hub

- Keeps Government flowing smoothly

Immediate Citizenry Contact

- Access to information



What is the Town Clerk?

—  —



- Always neutral
- Never involved in politics

Does a Municipality Have to Have a Clerk?



Yes!
Arizona laws require municipalities to appoint a town/city clerk

A.R.S. § 9-237 In addition to the common council, the officers of every town shall be a town clerk, town marshal, town engineer and other officers deemed necessary by the common council...

Areas of Responsibility



Legally Mandated Duties



- Has statutory duties conferred by an authority higher than the Council.
- Must follow Federal, and State Laws, Town Code, Administrative and Ordinance Regulations
- Must know and understand laws, interpret law and must implement and carry out laws.



Council Support



- Prepare Council Meeting Agendas and Council Meeting Packets
- Prepare Council Meeting Minutes accurately and timely
- Comply with State Open Meeting Law, Conflict of Interest
- Ensure Council compliance with Financial Disclosure Laws

Public Body Support (Committees, Boards & Commissions)



- ✎ Purpose and Governance (Town Code; Individual Codes and/or bylaws; Robert's Rules of Order)
- ✎ Open Meeting Law compliance (A.R.S. Title 38)
- ✎ Agendas, Minutes
- ✎ Staff Liaisons
- ✎ Applications and Appointments

Election Official



- **Non-Partisan**
- Provide Candidate Packets and Accept Files
- Accept and File Political Campaign Reports (Filing Officer)
- Coordinate with Yavapai County Elections
- Canvass the Election Results



Elections



- ✎ The Town Clerk is responsible for conducting all municipal elections (Candidate, General Plan, Franchise, Bond, Initiative, Referendum, Recall).
- ✎ Local municipalities partner with Yavapai County Elections for their elections.
- ✎ Candidate elections are held every two years and at each election at least three council member seats and the mayor seat are on the ballot. (The Town Council serve staggered four-year terms and the Mayor serves a two-year term).
- ✎ Towns serve as satellite polling places and provisional ballot proof locations for Federal, State and District Elections.
- ✎ Voter Registration forms and ballot drop off boxes are available at Town Hall.

Official Custodian of Records



- Maintain all Town Council Records such as Ordinances, Resolutions, Deeds, Contracts, and more
- Maintain all records to comply with State Records Retention Law and Guidelines
- Provide Records for Public Inspection
- Coordinate Public Records Requests
- Manage Town Records, Retention and Destruction; Permanent Records Preservation; whether in paper or electronic.

Bid Process



- ✎ Publication of bid request and affidavit
- ✎ Receiving bids
- ✎ Opening bids on specific time/date
- ✎ Read the bids
- ✎ Bid tabulation
- ✎ Post results
- ✎ Council consideration

Other Duties



- Administer Loyalty Oath
- Publish Ordinances and other Official Documents
- Post Meeting Notices and Ordinances
- Record Legal Documents
- Certify Authenticity of Documents
- Custodian of Town Seal
- Prepare Proclamations
- Notarize Documents
- Point of Contact for Citizens



Citizen Support Services



- General Reception and Public Information
- Notary
- Records Requests
- Web Page Development
- Accept Claims against the Town
- Official Receiver of any Lawsuit



Communication with Residents



- ☞ Town Website
- ☞ Posting to "Official Notice" crier boards in Town
- ☞ Newspaper – Ads and articles
- ☞ Town Newsletter
- ☞ Announcements at Town Meetings
- ☞ Video/Broadcasting of meetings
- ☞ PSAs (Public Service Announcements)
 - ☞ Newspaper
 - ☞ Radio

Town Websites



- ☞ Government pages: links to Council/Commission/ Committee meetings, Elections information, Town Codes and Department pages
- ☞ Links to Agendas, Summaries and Minutes, Meeting Videos and Broadcasts
- ☞ Downloads: Links to most requested forms and information
- ☞ Citizen feedback opportunities
- ☞ Links to other agencies
- ☞ Calendar of events and meetings
- ☞ Volunteer information
- ☞ RFPs/RFQs
- ☞ Job postings

Town Clerk is part of Everything



- | | |
|--------------|-----------------|
| ✓ Record it | ✓ File it |
| ✓ Archive it | ✓ Report it |
| ✓ Prepare it | ✓ Facilitate it |
| ✓ Post it | ✓ Organize it |
| ✓ Publish it | ✓ Handle it |
| ✓ Enroll it | ✓ Manage it |
| ✓ Upload it | ✓ Lead it |



In Conclusion

The eminent political scientist Professor William Bennett Munro, writing in one of the first textbooks on municipal administrations (1923), summed it up when he said:

“No other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager, and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together.”

Recd 1/13/17
@ 9:40 am
JM



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: FEB 14 2017

Date of Request: 1/13/2017

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):

TALK ABOUT AMENDING "PRINCIPLES OF SOUND FINANCIAL MANAGEMENT"

Purpose and Background Information (Detail of requested action).

WE ARE NOT FOLLOWING TOWN CODE THAT IS IN "PRINCIPLES OF SOUND FINANCIAL MANAGEMENT" THAT IS COST OF SERVICE REVIEW EVERY 3 YEARS MENTIONED IN SECTION 4+6

Staff Recommendation(s):

Budgeted Amount:

List All Attachments:

Type of Presentation:

Special Equipment needed: ☐ Laptop ☐ Remote Microphone

☐ Overhead Projector ☐ Other:

Contact Person: JACK HAMILTON

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
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8643 • Fax 928-632-7365

MEMO

Date: February 9, 2017

To: Yvonne Kimball

From: Steven Brown

Re: Staff Report Council Work Session of February 14, 2017

1. Work Items to discuss with Council:

The Commission's expectation, going into this discussion, was that the Council will review this list with the Commission and discuss the details with them. Coming out of that discussion it is expected that the Council will likely approve or disapprove of individual items, and may include some items that are not a part of what is proposed by the Commission. The Council will then likely, prioritize the list for the Commission and provide other guidance on how the Commission should study the issues and prepare recommendations to present to Council. The Commission, on the other hand, is expected to come up with the plan of how accomplish each item.

a. Establishment of volunteer group to provide assistance with compliance with code enforcement violations.

Occasionally property owners who have been cited for zoning code violations find themselves unable to respond to correcting the violation, not through unwillingness to do so, but rather, because of lack of physical or financial ability. The objective would be to organize a group of volunteer citizens that could form a response team.

b. Exploration of possible routes for providing permanent access across the Agua Fria River.

There has long been discussions on the subject of providing better than a low water crossing of the Agua Fria in Dewey-Humboldt. This item would provide an opportunity for focused investigation of the possibilities. The Town of Dewey-Humboldt "Transportation Study" from 2012 explored the likely options, and could be part of this discussion.

c. Improvement Districts as a mechanism for improving private roads that are proposed to transition to public.

Many of the roads that could be considered to serve as an alternative route in and out of the Blue Hills area are private roads that have been unimproved.

Improvement Districts may be used to provide the finances to improve private roads prior to their consideration for transition to public roads.

d. Review and discussion of Town General Plan Circulation Element and challenges to implementation:

It is becoming increasingly apparent that an effort should be made to understand the possible routes for "Potential Alternative Collector Corridors". The Firewise Board, through their efforts to engage the citizenry in an effort to provide defensible space from potential wildfires, has made the Town more cognizant of the fact that the Blue Hills area is at extreme risk for wildfire damage. A huge area in the center of the Town and adjacent to the Blue Hills is devoid of reasonable access for evacuation. It may be possible to begin a resource inventory and to examine the viability of connecting private easements with Town Roads to forge a secondary ingress/egress to and from that neighborhood.

e. Discussion regarding troubling existing zoning anomalies:

There are a number of areas in the Town where we have inherited some zoning district boundaries that appear to totally disregard property lines for no apparent reason. These district boundaries split parcels creating problems for development. The Planning Department has received a number of calls from property owners in these areas seeking clarification of their development potential given this situation. The P&Z should be aware of these areas, as staff may be proposing to Council that solutions be developed to better serve the property owners.

f. Discussion of General Plan Update process and alternatives:

If the update is to be undertaken there are several steps and issues to consider, and the Commission may be directed by the Council to investigate the process and to make a recommendation of a course of action.



January 10, 2017 Work Session Council

- ✦ July 1, 2016 to December 31, 2016 building permit report
- ✦ Code enforcement bi-annual report
- ✦ Retreat option following up (L Decker-retire, only half-day training)

January 17, 2017 Regular Council

- ✦ Report on “extended hours”
- ✦ 10/1/2016 – 12/31/2016 financial report
- ✦ Ordinance to reinstate BOA, public hearing council and council adoption
- ✦ ADOT /CYMPO response to SR 169 improvements petition.
- ✦ Appointment of the BoA (may not be possible)
- ✦ CM Timmons CARRF study session time change (CARRF received 12-28-2016)

February 7, 2017 Regular Council

- ✦ Report of private road transition policy research (Ed/Yvonne – county improvement district, maintenance district; S.G. – improvement district)
- ✦ Acme water company (Jim West) and Humboldt water company (Stuart McLean) council presentation (as directed at the Jan. 3 meeting)
- ✦ abatement ordinance advisability (directed at the jan. 10 meeting) – Susan Goodwin

Upon BOA establishment, training of its roles and procedures and their responsibilities/
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February 9, 2017 Planning and Zoning

- ✦ scheduling of the joint session with Council
- ✦ possible addition of one item to the work list – how to approach the GP update
- ✦ review or clarification of P&Z expectations of the work list when it is presented to the Council

February 10, 2017 special session

Agenda to be set by Judy and Susan (directed at the Feb. 7 meeting)

February 14, 2017 Work Session Council

- ✦ town clerk office functions overview
- ✦ Talk about amending “Principles of Sound Financial Management”. [CAARF CM Hamilton]
- ✦ Joint council/ p&Z meeting regarding P&Z work list)

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.

- ✦ ~~More action or report on the March election (a CARRF from Mayor Nolan and/or VM McBrady; may have a CARRF based on Feb. 7 discussion with the town clerk and the town attorney)(in light of the Feb. 10 special meeting)~~

February 21, 2017 Regular Council

- ✦ Public safety reports (judy, please confirm) (Judge Kelley can't attend – out of town for training)
- ✦ CM Wendt CARF – request for NAU presentation
- ✦ **P&Z and/or OSAT appointments (as of 1/20; 2 P&Z applicants confirmed-yk)**

March 7, 2017 Regular Council

- ✦ NAU presentation(tentative – pending council approval of CM Wendt request CARF which is scheduled for Feb. 21 meeting); or march 21
- ✦

March 9, 2017 Planning and Zoning

- ✦ tbd

March 14, 2017 Work Session Council

- ✦

March 21, 2017 Regular Council

- ✦ tbd

April 4, 2017 Regular Council

- ✦ Mayer Meals on Wheels second bi-annual presentation (Mickey contact)

April 6, 2017 Planning and Zoning

- ✦ tbd

April 11, 2017 Work Session Council

- ✦ Jan. 1 to March 31, 2017 financial report
- ✦ Public works quarterly report (?)

April 18, 2017 Regular Council

- ✦ DH HS business plan 2nd presentation (according to Accountability contract/ Mickey contact)

May 2, 2017 Regular Council

- ✦ Follow up discussion on study session hours (following up on the Jan. 17 regular meeting)

May 4, 2017 Planning and Zoning

- ✦ tbd

May 9, 2017 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.