Attached is some information on this manual that we revised and distributed in about Dec 2004. I also sent hard copies of the manual and the CD again out in 2007 to a couple of AACE members when there was a discussion of updating it. One of the major improvements in the 2004 manual was my digitizing the entire contents of it - all the maps, graphics, cover page, etc., as well as the text (a lot of the previous version's text wasn't even digitized). This will make any future update a whole lot simpler than what is was in 2004.

In the attached pdf file, the first page is the cover page of the manual - it's not available with the chapter files located on the AACE website.

The next 2 pages are from the introduction in the manual. This manual's purpose is to provide new County Engineers with a general set of suggested programs, engineering and administrative concepts, and record keeping systems for managing a county highways/transportation/public works agency. But it only deals with this issues related to building and maintaining county roadways (including related items such as how to manage a fleet, addressing roadside drainage issues, etc.). It does NOT address all the many other functions a County Engineer typically has to handle such as landfills, land development, flood control, wastewater systems, etc. The highway manual also does not provide much detail "how-to-do" information such as operating a back-hoe, mowing grass, installing a sign, striping a road, timing a traffic signal, replacing a pump in a wastewater plant, etc.

The next page in the pdf file shows the website page where you can download the chapters to print out your own hard copy. But you will need to add the cover page, table of contents, ARS references, etc., that are not on the AACE website. To save any of you the headache of assembling a new copy of the manual, I am offering to send a complete hard copy of the manual to anyone who requests it you will just have to paper punch it and place it in your own 3-ring binder. Just let me know. I can run off the copies and mail them to you or bring them to the Jan meeting in Wickenburg. I also sent a CD of all the documents and files to our admin consultant in 2004, and again in 2007 - that is probably where they got the pdf files of the chapters that are located on the AACE website. We can ask them to develop one large, complete pdf file of the manual and post it on the website - I do this for all my traffic engineering design manuals I have on our PCDOT traffic engineering website (signing, striping, traffic signals, and street lighting). One large pdf file makes it a lot easier to just open the document and tell it to "print." I will leave it up to our President to decide and to send a request of the admin consultant.

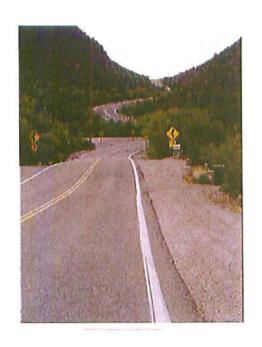
The last several pages of my attached pdf file are copies of the manual's table of contents. There is a lot of very good information in the manual, including relevant ARS, engineering literature references, etc., for county engineers new to Arizona. But many of the chapters and information really need to be updated, especially the chapter on the ARS.

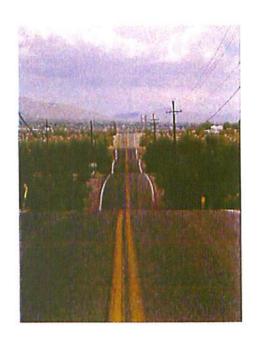
Hope this clears up some of the questions from our meeting earlier this week in Mesa about the Arizona Counties Highway Manual.

Arizona Counties Highway Manual

Revised 2004

Legislative Year Ending 2004





Prepared by:

AACE Highway Manual Review Team

October 2004



1. INTRODUCTION

The role of the county highway engineer has become increasingly important to ensure the safe movement of persons and goods in an increasingly mobile society. The practice of a county highway engineer has become increasingly complex. Therefore, this guidebook has been prepared to present practices used by county engineers in Arizona. A key element of this manual is the description of legal statutes and court decisions that affect county engineers.

The purpose of this manual is to provide an overview of highway engineering practices and county government structure, including development of statutes and statutory basis of highways, role of the board of supervisors, functions of a county engineer, highway funding, budgets and programs and intergovernmental relations. The other subjects included are:

- maintenance and operations
- traffic signs, signals, and markings
- traffic safety
- right-of-way
- coordination of utilities
- highway improvement standards
- procurement and management of county equipment
- procurement of outside services
- disaster and emergency assistance

Programs

Pecords

Throughout this manual, the legal basis (statutes and court decisions) for all actions is outlined. It is important to note, however, that this work is not a legal standard. No layperson should attempt to interpret the law. This manual suggests applicable sources and guides.

One important aspect in understanding statutes and standards, and applying them to everyday practice, is an understanding of the terms "shall," "should," and "may" as they are applied in text. Many reference sources quoted in this manual use these terms because they connote legal requirements. The Manual on Uniform Traffic Control Devices defines these terms as follows:

- SHALL--A mandatory condition. Where certain requirements in the design or application of the device are described with the "shall" stipulation, it is mandatory when an installation is made that these requirements be met.
- 2 SHOULD --An advisory condition. Where the word "should" is used, it is considered to be advisable usage, recommended but not mandatory.
- 3. MAY--A permissive condition. No requirement for design or application is intended.

Organization of the Arizona Counties Highway Manual

Each chapter discusses an area of interest and is accompanied by references and statutes. The actual text of the statutes may be found in: (1) Arizona Revised Statutes, Annotated, copyright 2003, published by the West Group (St. Paul, MN) or Arizona Revised Statutes, 2003 Edition, published by Lexis Law Publishing (Charlottesville, VA). The important West volumes for County Engineers are West Volumes 9A, 9B and 9C and Volume 2 for Lexis. A listing of referenced statutes appears in Chapter 20, Summary of Statutes and Court Decisions.

Updating the Manual

The original was published in a loose-leaf format so that periodic updates could be easily inserted. However, the 1997 edition and this 2004 edition were developed as completely revised manuals. Future revisions may be provided in the form of separate, revised pages, chapters, or a completely revised manual, with the date of the revision placed at the bottom of the page(s).

Directory of Local and State Governments

The most current reference available without contacting the individual agencies may be found in the LOCAL GOVERNMENT DIRECTORY, published by the Arizona Association of Counties and the League of Arizona City and Towns. It contains listings for all counties, major cities and selected state offices. The directory is published annually (usually mid-year). It can be purchased from:

The League of Arizona Cities and Towns 1820 West Washington Street Phoenix, Arizona 85007 Phone: 602-258-5786

> FAX: 602-253-3874 E-mail: league@mg.state.az.us

web site: www.azleague.org/

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AACE Highway Users Manual

Final Report

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