

**NOTICE OF REGULAR MEETING
OF THE CAREFREE TOWN COUNCIL**

WHEN: TUESDAY, JULY 6, 2021

WHERE: ZOOM WEB <https://us02web.zoom.us/join/3229729660>
MEETING ID: 322 972 9660*

TIME: 5:00 P.M.

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Town Council of the Town of Carefree, Arizona and to the general public that the members of the Town Council will hold a meeting open to the public. For any item listed on the agenda, the Council may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to Arizona Revised Statutes §38-431.03.

The agenda for the meeting is as follows:

CALL TO ORDER

ROLL CALL

The members of the Council will participate by technological means or methods pursuant to A.R.S. §38-431(4) as a result of current COVID-19 protocols.

CONSENT AGENDA

All items listed hereunder are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a council member so requests, in which event the item will be removed from the consent agenda and will be discussed separately:

ITEM #1 Approval of the June 1, 2021 Town Council Regular Meeting Minutes.

ITEM #2 Acceptance into the public record of the June, 2021 paid bills.

ITEM #3 Acceptance of the cash receipts and disbursements report for May, 2021.

ITEM #4 Approval of the Proclamation declaring the month of August, 2021 as “*Child Support Awareness Month.*”

ITEM #5 Authorization of funds as appropriated in the Town’s FY 21/22 budget to purchase replacement vehicles for Building Safety, Code Enforcement and the Street Department.

ITEM #6 Authorization of Capital Improvements Funds to repair stucco and apply ceramic paint to the exterior of the Public Visitor Center building and amphitheater stage wall.

CALL TO THE PUBLIC

ITEM #7 **NOTE:** Submission of public comments at Call to the Public must be provided in typed format by email to Kandace@Carefree.org. Comments are to be limited to not more than one-half page, double spaced, 12 point type. No more than one submission per person or legal entity per meeting will be read into the record. Please identify your town or city of residence. Comments that do not comply with the format specified may not be read during this Council meeting. Comments must be received by 12:00 noon on the day of the meeting.

REGULAR AGENDA:

ITEM #8 Current Events.

ITEM #9 Review, discussion and possible action to approve Ordinance 2021-02 to amend the Town of Carefree Zoning Ordinance 10th Publication by modifying the definitions for guest quarters, accessory structures, and requirements related to the regulation of each. Public comments will be taken.

ITEM #10 Review, discussion and possible action to authorize funds as appropriated in the Town's FY 21/22 budget to purchase necessary employee workstation computers.

ITEM #11 Review, discussion and possible action to approve proposed Contract Amendment No. 1 with Rick Engineering Company for Final Design Services for the Pedestrian Crosswalk Improvement Program and review of findings of field reconnaissance.

ITEM #12 Adjournment.

DATED this 30th of June, 2021.

TOWN OF CAREFREE

BY: Kandace French Contreras
Kandace French Contreras, Town Clerk/Treasurer

Items may be taken out of sequence

*Due to COVID-19, this meeting is being conducted electronically by Zoom. The public can join, listen and view the meeting as follows:

On your computer:

ZOOM WEB <https://us02web.zoom.us/join/3229729660>

**Or go to <https://www.zoom.us/join> Meeting ID: 322 972 9660
A password is not required.**

On your phone:

Please call 1-669-900-6833



FOR SPECIAL ACCOMMODATIONS

Please contact the Town Clerk, 8 Sundial Circle (PO Box 740), Carefree, AZ 85377; (480) 488-3686, at least three working days prior to the meeting if you require special accommodations due to a disability.

Check Register Report

ALL CHECKS JUNE 2021

BANK: NATIONAL BANK OF ARIZONA



Date: 07/01/2021
Time: 3:06 pm
Page: 1

Town Of Carefree

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
NATIONAL BANK OF ARIZONA Checks							
47362	06/04/2021	Printed		1753	BERTRAM SIGNS & GRAPHICS	4 Corroplast Parking Signs	153.02
47363	06/04/2021	Printed		0389	CAREFREE WATER COMPANY, INC	June 21 Water All	2,657.39
47364	06/04/2021	Printed		0389	CAREFREE WATER COMPANY, INC	June 21 Town Engineering Serv	2,476.81
47365	06/04/2021	Printed		3299	CIRCLE K UNIVERSAL	May 21 Gasoline All Dept	933.72
47366	06/04/2021	Printed		3347	CITY OF PHOENIX	BI System IGA Sales Tax	275.00
47367	06/04/2021	Printed		1329	COLONIAL SUPPLEMENTAL INS	May 21 Supplemental Ins	111.56
47368	06/04/2021	Printed		1460	COX COMMUNICATIONS	June 21 Town Internet & Phones	1,143.87
47369	06/04/2021	Printed		1058	DAILY JOURNAL CORPORATION	Legal Ad P&Z case #21-16-TA	1.81
47370	06/04/2021	Printed		2059	DESERT FOOTHILLS LANDSCAPE	June 21 Gardens Maintenance	2,000.00
47371	06/04/2021	Printed		2059	DESERT FOOTHILLS LANDSCAPE	june 21 Medians Maintenance	4,955.00
47372	06/04/2021	Printed		3304	FESTIVE LIGHTING AZ LLC	Gardens&Downtown Lights 1/2	2,429.57
47373	06/04/2021	Printed		1575	GRAINGER	Pub Wrks Cleaners and Dispensr	255.35
47374	06/04/2021	Printed		1320	KARSTEN'S ACE HARDWARE	Office Supplies Shop	93.88
47375	06/04/2021	Printed		3296	LJCAA	FY22 Member Dues Carol Camach	25.00
47376	06/04/2021	Printed		0010	MARICOPA COUNTY	May 21 Jail Housing	793.96
47377	06/04/2021	Printed		1927	MARICOPA COUNTY AIR QUALITY	FY22 Dust Control Block Grant	2,000.00
47378	06/04/2021	Printed		3015	NOTHING BUT NET	June 21 Comp Maint Agreements	1,454.10
47379	06/04/2021	Printed		3403	PROSKILL PLUMBING, HEATING	Drain Cleanout 8 Sundial Circl	245.00
47380	06/04/2021	Printed		0668	RURAL METRO FIRE DEPT.	May 21 Fire Truck Diesel	588.14
47381	06/04/2021	Printed		1794	STAPLES ADVANTAGE	Court Office Supplies	207.75
47382	06/04/2021	Printed		3226	TECH 4 LIFE COMPUTERS	June21 Visitcarefree Hosting	327.00
47383	06/04/2021	Printed		3461	TITAN COMMERCIAL CLEANING	May 21 Town, Gardens Cleaning	7,305.00
47384	06/04/2021	Printed		3132	URBAN LAND INSTITUTE	FY22 Member Dues	600.00
47385	06/04/2021	Printed		352	WESTERN STATES PETROLEUM INC.	MAY 21 Pub Wrks Diesel	296.52
47386	06/11/2021	Printed		1016	ARIZ CITY-CNTY MANAGEMENT ASSC	FY2021-2022 Dues Gary Neiss	349.66
47387	06/11/2021	Printed		0300	ARIZ PUBLIC SERVICE	June 21 Electric All	2,248.68
47388	06/11/2021	Printed		1326	ARIZONA REPUBLIC - SUBSCRIBE	July 2021 Newspaper Subscrip	57.14
47389	06/11/2021	Printed		1470	BROWN & ASSOCIATES	May 21 Building Insp 96 Hrs	6,720.00
47390	06/11/2021	Printed		0045	CAVE CREEK BUILDING SUPPLY INC	June 21 Pub Wrks Supplies	14.20
47391	06/11/2021	Printed		1880	EMPIRE SOUTHWEST	8 sundial Cir Generator Maint	907.50
47392	06/11/2021	Printed		3584	KIMLEY-HORN AND ASSOCIATES, INC	Signage Consulting Contract	1,160.78
47393	06/11/2021	Printed		3360	LAW OFFICES OF KEVIN BREGER	Public Defender Serv to 6/9/21	300.00
47394	06/11/2021	Printed		1995	LESLIE'S POOLMART, INC.	Gardens Splash Pad Chems	44.92
47395	06/11/2021	Printed		3578	LIBERTY UTILITIES	May 21 Sewer Gardens	765.71
47396	06/11/2021	Printed		1876	LOWE'S	May 21 Pub Wrks Supplies	767.73
47397	06/11/2021	Printed		0091	MARICOPA COUNTY TREASURER	May 21 Court Remittance	991.19
47398	06/11/2021	Printed		3221	NATIONAL BANK OF ARIZONA	Auto Repair Town Vehicle	360.40
47399	06/11/2021	Printed		3221	NATIONAL BANK OF ARIZONA	New Empl Laptops, Truck Service	7,040.03
47400	06/11/2021	Printed		3015	NOTHING BUT NET	Computer Setup & Service May21	1,856.25
47401	06/11/2021	Printed		949	TARA. PARASCANDOLA	June 21 Magistrate Service	3,750.00
47402	06/11/2021	Printed		3010	REPUBLIC SERVICES #753	June 21 Trash PU - 8 Sundial	396.87
47403	06/11/2021	Printed		3010	REPUBLIC SERVICES #753	May 21 Shop 40-Yd Rolloff	173.73
47404	06/11/2021	Printed		3425	RURAL ARIZ GROUP HEALTH	June 21 Med, Dental, Vision Ins	15,786.91
47405	06/11/2021	Printed		0668	RURAL METRO FIRE DEPT.	May 21 Fire Truck Maint	1,464.67
47406	06/11/2021	Printed		3236	SHARP BUSINESS SYSTEMS	Court Copier Maint	169.06
47407	06/11/2021	Printed		3569	SHERWOOD, MARIAH	Court Interpreting 06092021	180.00
47408	06/11/2021	Printed		1691	SPARKLETTS	Court and Town bottled Water	117.23
47409	06/11/2021	Printed		1794	STAPLES ADVANTAGE	Court Office Supplies	269.97
47410	06/11/2021	Printed		0021	STATE TREASURER	May 21 Court Remittance	5,115.76
47411	06/11/2021	Printed		3287	TOSHIBA BUSINESS SOLUTIONS	June 21 Town Copier Maint	407.01

Check Register Report

ALL CHECKS JUNE 2021

Date: 07/01/2021

Time: 3:06 pm

Town Of Carefree

BANK: NATIONAL BANK OF ARIZONA

Page: 2

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
NATIONAL BANK OF ARIZONA Checks							
47412	06/11/2021	Printed		3451	VERIZON CONNECT NWF, INC.	Pub Wrks Mobile Dev June	19.00
47413	06/17/2021	Printed		3686	AXON ENTERPRISES, INC.	Taser Purchase 1 of 5 Yr Plan	556.45
47414	06/17/2021	Printed		3587	BAKER, PETERSON, BAKER &	Review of Raftelis Report	1,400.00
47415	06/17/2021	Printed		3463	BUSTAMANTE & KUFFNER PC	May 21 Town Prosecutor Service	3,320.00
47416	06/17/2021	Printed		3583	CAMACHO, CAROL	Cost Defendant D Certificate	20.00
47417	06/17/2021	Printed		3293	CITI CARDS	Record Subdivision Imp Agree	49.00
47418	06/17/2021	Printed		1460	COX COMMUNICATIONS	June 21 Internet 33 Easy St	129.00
47419	06/17/2021	Printed		3174	DESERT DIGITAL IMAGING, INC.	850 Misc Court Forms	573.32
47420	06/17/2021	Printed		3210	ECOBLU ENTERPRISES. INC.	Sundial Pool Renovation	4,124.09
47421	06/17/2021	Printed		3586	HERDER AND ASSOCIATES	Deposition S Bridge-Denzak	116.20
47422	06/17/2021	Printed		1981	ICMA MEMBERSHIP PAYMENTS	Gary Neiss FY22 Dues	1,351.36
47423	06/17/2021	Printed		3520	JENNINGS STROUSS & SALMON, PLC	Legal ater Co Acq May 21	1,156.80
47424	06/17/2021	Printed		3520	JENNINGS STROUSS & SALMON, PLC	Apr 21 Legal Cave Creek Acq	2,880.70
47425	06/17/2021	Printed		3105	PETERSON, LES	Reimb Lunch Meeting	48.44
47426	06/17/2021	Printed		3053	QUADIANT, INC	Jul-1 - Oct-31 Postage Meter	97.71
47427	06/17/2021	Printed		1940	ROBERT MARTINO ELECTRIC LLC	Misting System Rewire&Outlet	925.00
47428	06/17/2021	Printed		0668	RURAL METRO FIRE DEPT.	June 21 Fire Contract	126,294.38
47429	06/17/2021	Printed		3352	UNUM LIFE INSURANCE COMPANY	July 2021 Short Term Dis Ins	367.74
47430	06/17/2021	Printed		352	WESTERN STATES PETROLEUM INC.	Missed Jan 21 Charge	74.60
47431	06/25/2021	Printed		3495	ASSURITY LIFE INSURANCE CO	June 21 Supplemental Ins	535.12
47432	06/25/2021	Printed		0414	AZ MUN. RISK RETENTION POOL	4th Qtr 2021 worker's Comp Ins	5,881.00
47433	06/25/2021	Printed		3588	COPPERSMITH BROCKELMAN PLC	General Legal Water	920.00
47434	06/25/2021	Printed		1460	COX COMMUNICATIONS	Jun 21 Shop Internet & Phones	194.14
47435	06/25/2021	Printed		3210	ECOBLU ENTERPRISES. INC.	Rpr Gardens Lower Rock Pond	583.25
47436	06/25/2021	Printed		3585	HAROLD'S CAVE CREEK CORRAL	Court Restitution	250.00
47437	06/25/2021	Printed		3589	HOUNJET, CHONTEL	Court Restitution Pmt	197.90
47438	06/25/2021	Printed		3015	NOTHING BUT NET	HP Server&Meraki Wifi Warranty	2,269.19
47439	06/25/2021	Printed		3105	PETERSON, LES	Meeting Phoenix MAG	47.40
47440	06/25/2021	Printed		1010	K.C. SCULL	Magistrate Pro-tem 6/23/21	110.00
47441	06/25/2021	Printed		3569	SHERWOOD, MARIAH	Interpreting Service 6-16-21	180.00
47442	06/25/2021	Printed		1920	SOUTHWEST GAS	Jun 21 Gas All Depts.	210.12
47443	06/25/2021	Printed		0082	THOMSON REUTERS	AZ Court Rules Subscrip	235.00
47444	06/25/2021	Printed		3461	TITAN COMMERCIAL CLEANING	Jun 21 Town, Gardens Cleaning	7,305.00
Total Checks: 83						Checks Total (excluding void checks):	245,166.76
Total Payments: 83						Bank Total (excluding void checks):	245,166.76
Total Payments: 83						Grand Total (excluding void checks):	245,166.76

Combined Trial Balance - All Funds
May 31, 2021



Assets

Checking - National Bank of AZ	1,671,132
Local Gov't Investment Pool - AZ	11,075,419
Petty Cash	700
Advances to the Water Company	3,323,564
Total Assets	\$ 16,070,814

Liabilities

Accounts Payable	10,241
Bonds	38,510
Sales Tax Remittance	(5)
Long Term Deferred Revenue	3,323,564
Total Liabilities	\$3,372,310

Fund Balance

Fund Balance-Beginning of Year	10,925,889
Year-to-date change in Fund Balance	<u>1,772,616</u>
Total Fund Balance	<u>12,698,505</u>
Total Liabilities and Fund Balance	\$ <u>16,070,814</u>

Contingency Reserve Fund	\$2,500,000
Capital Fund	\$10,036,853
Total	\$12,536,853

Town of Carefree Reconciled Cash Receipts and Cash Disbursements as of May 31, 2021

Revenues	FY2019	FY2020	FY2021	2020 vs 2021		Budget	May 21	% of Budget
	YTD May	YTD May	Y-T-D	% (+/-)				
Local Sales Taxes (1 month lag)	\$2,246,735	\$2,108,407	\$ 2,365,126	12.2%		1,800,000	255,447	131.4%
State Sales Taxes (1 month lag)	333,226	354,817	405,385	14.3%		300,000	45,460	135.1%
Building Fees	333,838	347,692	337,852	-2.8%		300,000	29,472	112.6%
State Income Tax	419,944	459,454	514,455	12.0%		563,000	46,769	91.4%
Fines	113,558	98,915	161,659	63.4%		120,000	7,940	134.7%
Court Service Fees	146,389	152,247	158,339	4.0%		172,734	0	91.7%
Town Clerk-Misc. Sales	414	554	211	0.0%		500	2	42.2%
Town Clerk-Permits & Sol Fees	912	600	1,020	70.0%		1,000	175	102.0%
Water Company Reimbursements	633,054	633,546	599,900	-5.3%		690,605	115,351	86.9%
33 Easy St Rent	13,898	14,201	13,902	0.0%		15,600	1,300	89.1%
Miscellaneous Income & Donations	92,550	80,785	389,973	382.7%		43,000	0	906.9%
Interest Income	193,890	176,873	16,825	-90.5%		110,820	90	15.2%
Utility Franchise Fees (1 month lag)	275,931	264,801	282,066	6.5%		343,000	29,704	82.2%
County Lieu Tax (1 month lag)	142,367	143,917	160,870	11.8%		150,000	14,448	107.2%
General Fund & All Funds Reserve Contribution(Below)	0	0	0	0.0%		5,053,540	0	0.0%
Special Events	198,236	413,322	40,667	-90.2%		70,000	2,320	58.1%
County & State Grants	20,420	11,252	107,930	0.0%		200,000	9,798	54.0%
Court Enhancement, GAP, MJCEF	15,131	12,468	16,210	30.0%		22,700	2,475	71.4%
HURF (1 month lag)	214,868	415,022	225,006	-45.8%		256,500	26,744	87.7%
Cemetery	100	550	500	0.0%		600	0	83.3%
CPR Ed Fund	610	868	0	0.0%		900	0	0.0%
AZ CARES Fund Grants	0	0	450,846	0.0%		0	0	0.0%
Utility Capital Improvement Fund	26,465	23,737	25,170	0.0%		22,500	0	111.9%
Fire Reimb Income & Ins Reimb	49,476	45,821	44,410	0.0%		60,100	2,732	73.9%
Fire Fund-L Sales Tax (1 month lag)	1,123,368	1,054,204	1,182,565	12.2%		900,000	127,724	131.4%
Total Revenues	6,595,380	6,814,053	7,500,887	10.1%		11,197,099	717,950	67.0%
Expenses								
Mayor & Council	6,839	14,969	15,401	2.9%		212,075	10,483	7.3%
Town Clerk	252,749	272,351	275,634	1.2%		299,381	20,692	92.1%
Court	224,614	239,682	243,296	1.5%		285,762	8,223	85.1%
Administration	358,767	388,777	397,158	2.2%		434,381	37,032	91.4%
Claims & Losses	0	0	12,900	100.0%		5,000	0	258.0%
Legal	89,403	264,581	206,087	-22.1%		260,000	2,575	79.3%
Risk Management	95,327	64,491	70,374	9.1%		128,313	0	54.8%
Planning & Development	159,338	178,136	201,306	13.0%		255,063	17,019	78.9%
Building Safety	165,070	200,541	204,220	1.8%		220,552	18,929	92.6%
Law Enforcement	403,397	432,920	466,064	7.7%		558,677	42,413	83.4%
Code Enforcement	46,614	49,996	54,483	9.0%		54,217	5,498	100.5%
Engineering	78,822	34,618	29,563	-14.6%		129,722	3,922	22.8%
Public Works - Streets & Gardens	565,363	712,546	620,122	-13.0%		731,024	48,597	84.8%
Debt Service WIFA	244,663	244,523	244,378	-0.1%		244,378	0	100.0%
33 Easy St	17,382	23,092	23,782	3.0%		27,708	2,011	85.8%
Capital Improvement Program (See Below)	0	0	0	0.0%		-	0	0.0%
Public Safety Fire General Fund	360,626	279,668	42,735	-84.7%		619,934	0	6.9%
Town Center-Economic Development	504,160	654,149	155,312	-76.3%		241,993	15,026	64.2%
Contingencies	29,872	7,107	114,282	1508.0%		200,000	0	57.1%
Court Enhancement, GAP, MJCEF	17,684	12,067	10,741	-11.0%		12,550	10,148	85.6%
HURF (See Below)	0	0	0	0.0%		-	0	0.0%
Cemetery	0	0	0	0.0%		600	0	0.0%
CPR - Education Fund	0	0	0	0.0%		970	0	0.0%
AZ CARES Fund Exp	0	0	450,904	0.0%		0	0	0.0%
Utility Capital Improvement Fund (See Below)	2,791	0	0	0.0%		0	0	0.0%
Transfers Out	0	0	100	0.0%		0	0	0.0%
Fire Fund	1,014,454	1,122,175	1,037,581	-7.5%		974,100	129,131	106.5%
Total Expenses without Capital Expense	4,637,935	5,196,389	4,876,425	-6.2%		5,896,400	371,697	82.7%
Net without Capital Expense	\$ 1,957,445	\$ 1,617,664	\$ 2,624,463			\$ 5,300,699	\$ 346,253	49.5%
All Capital Projects	1,089,769	1,149,133	851,847	-25.9%		5,289,500	4,397	16.1%
Total Expenses with Capital Expense	5,727,704	6,345,522	5,728,272	-9.7%		\$11,185,900	\$376,094	51.2%
Net with Capital Expense	867,676	468,531	1,772,616	278.3%		11,199	341,856	15828.3%

CAREFREE ARIZONA



PROCLAMATION

WHEREAS, the Town of Carefree joins the Nation in recognizing August as Child Support Awareness Month, and reaffirms its commitment to strengthening Arizona's families by providing child support services to improve the economic stability and well-being of children; and

WHEREAS, the State of Arizona will always be committed advocates for our children, whose safety and security remains top of mind; and

WHEREAS, a child who receives emotional and financial support is more likely to feel safe and secure and is better equipped with the courage to be their very best in life; and

WHEREAS, the Department of Economic Security Division of Child Support Services (DCSS), is robustly committed to putting Arizona's children first and to humbly serving Arizonans with excellence, respect, integrity and kindness, as well as being an overall champion for economic growth and opportunity; and

WHEREAS, DCSS is a strong advocate for shared parenting responsibilities because parents and children benefit when both parents are engaged with their child at every stage, regardless of marital status; and

WHEREAS, strengthening individuals and families with an emphasis on fiscal responsibility promotes the safety and well-being of children, provides stability, improves the lives of children, and provides opportunities for families to be able to enhance their children's future; and

WHEREAS, child support awareness month salutes diligent parents who spend time with their child and who make regular child support payments to safeguard their children's future.

NOW THEREFORE, I, Les Peterson, Mayor of the Town of Carefree do hereby proclaim the month of August 2021 as

CHILD SUPPORT AWARENESS MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Carefree, Arizona to be affixed this 6th day of July, 2021.

SIGNED: _____
Les Peterson, Mayor

ATTEST: _____
Kandace French Contreras, Town Clerk

Seal of the
Town of Carefree

Agenda Item #

**TOWN OF CAREFREE
INFORMATION SUMMARY**



MEETING

DATE: July 6, 2021

SUBJECT: Authorization of Funds as appropriated in the Town's FY 21/22 budget to purchase replacement vehicles for Building Safety, Code Enforcement and Street Department.

ATTACHMENT: Vehicle Quotes – State Procurement Contract

SUMMARY:

Historically, the Town has incrementally replaced its vehicles when they exceed 100,000 miles. This year, vehicle replacements were programmed for Building Safety, Code Enforcement and the Street Department. The current vehicles being replaced are a 2007 Dodge Ram 2500 with 103,000 miles, a 2012 Ford Escape with 121,000 miles and another Ford Escape with 165,000 miles.

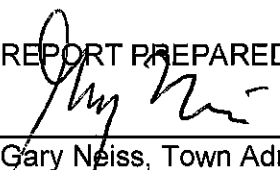
The replacement vehicles are being purchased through the State Procurement Contract with Sanderson Ford. The three vehicles include – two 2022 F150 Supercrew 4x2 short bed trucks at \$30,459.87 each and one 2022 Ford F250XL Crew Cab 4x2 at \$33,431.68. The pricing includes applicable sales tax and fees.

The funding for the three replacement vehicles were discussed and incorporated within the approved fiscal year budget for 2021-2022.

ACTION NEEDED:

Authorization of funds to purchase replacement vehicles for Building Safety, Code Enforcement and Public Works.

REPORT PREPARED BY:



Gary Neiss, Town Administrator



Government Fleet Sales Managers

Dave Harris (623) 930-5961 dharris@sandersonford.com
 Richard Fowler (623) 930-5962 rfowler@sandersonford.com
 Tim McWilliams (623) 842-8808 tmac@sandersonford.com

Department Fax: (623) 930-5966

Date: 6/15/2021

Customer: Town of Carefree

FAX: _____

Vehicle Description: 2022 F150 XL Supercrew 4x2 Short Bed (5.5') (W1C)

*****##### State of Arizona Procurement Contract ADSPO17-166123

Base Price: \$26,839.00

Upgrade Options:

1.	3.3L V6 Flex Fuel normally aspirated (99B)	std
2.	Standard Range 26g Fuel Tank	std
3.	Air Conditioner	std
4.	40/20/40 Cloth Split Bench - manual adjust	std
5.	Power Windows / Locks / Mirrors	std
6.	AM / FM radio	std
7.	SYNC 4 w/ Bluetooth and 8" LCD touchscreen	std
8.	4G LTE Wi-Fi (FordPass Connect)	std
9.	Rear View Backup Camera	std
10.	Ford Co-Pilot 360 (Automatic Headlamps, Pre-	std
11.	Collision Assist w/ Auto Emer Braking (AEB),	std
12.	Forward Collision Warning, Pedestrn Detection)	std
13.	AZ Legal Window Tint (Dealer)	included in contract
14.	4 keys total (Dealer)	included in contract
15.	Spray Bed Liner (Dealer)	\$425.00
16.	2022 Price Increase 3%	\$805.00
17.	factory order	

Upgrade Options Total: \$1,230.00

Bid Price (w/options): \$28,069.00

Sales Tax (8.5%): \$2,385.87

Tire Tax: \$5.00

Ford Extended Service Plan: _____

Total Delivered Price: \$30,459.87



Government Fleet Sales Managers

Dave Harris (623) 930-5961 dharris@sandersonford.com
 Richard Fowler (623) 930-5962 rfowler@sandersonford.com
 Tim McWilliams (623) 842-8808 tmac@sandersonford.com

Department Fax: (623) 930-5966

Date: 6/15/2021

Customer: Town of Carefree FAX: _____

Vehicle Description: 2022 F150 XL Supercrew 4x2 Short Bed (5.5') (W1C)

*****##### State of Arizona Procurement Contract ADSP017-166123

Base Price: \$26,839.00

Upgrade Options:

1.	<u>3.3L V6 Flex Fuel normally aspirated (99B)</u>	<u>std</u>
2.	<u>Standard Range 26g Fuel Tank</u>	<u>std</u>
3.	<u>Air Conditioner</u>	<u>std</u>
4.	<u>40/20/40 Cloth Split Bench - manual adjust</u>	<u>std</u>
5.	<u>Power Windows / Locks / Mirrors</u>	<u>std</u>
6.	<u>AM / FM radio</u>	<u>std</u>
7.	<u>SYNC 4 w/ Bluetooth and 8" LCD touchscreen</u>	<u>std</u>
8.	<u>4G LTE Wi-Fi (FordPass Connect)</u>	<u>std</u>
9.	<u>Rear View Backup Camera</u>	<u>std</u>
10.	<u>Ford Co-Pilot 360 (Automatic Headlamps, Pre-</u>	<u>std</u>
11.	<u>Collision Assist w/ Auto Emer Braking (AEB),</u>	<u>std</u>
12.	<u>Forward Collision Warning, Pedestrn Detection)</u>	<u>std</u>
13.	<u>AZ Legal Window Tint (Dealer)</u>	<u>included in contract</u>
14.	<u>4 keys total (Dealer)</u>	<u>included in contract</u>
15.	<u>Spray Bed Liner (Dealer)</u>	<u>\$425.00</u>
16.	<u>2022 Price Increase 3%</u>	<u>\$805.00</u>
17.	<u>factory order</u>	

Upgrade Options Total: \$1,230.00

Bid Price (w/options): \$28,069.00

Sales Tax (8.5%): \$2,385.87

Tire Tax: \$5.00

Ford Extended Service Plan: _____

Total Delivered Price: \$30,459.87



Government Fleet Sales Managers

Dave Harris (623) 930-5961 dharris@sandersonford.com
 Richard Fowler (623) 930-5962 rfowler@sandersonford.com
 Tim McWilliams (623) 842-8808 tmac@sandersonford.com

Department Fax: (623) 930-5966

Date: 6/16/2021

Customer: Town of Carefree

FAX: _____

Vehicle Description: 2022 Ford F250XL Crew Cab pickup 4x2 (W2A)

***## State of Arizona Procurement Contract ADSP017-166123

Base Price: \$29,132.00

Upgrade Options:

1.	6.2L V8 FFV 13,000 lbs tow capacity (996)	std
2.	Trailer Tow Hitch Receiver & 7 way plug	std
3.	Trailer Tow Mirrors	std
4.	Air Conditioner	std
5.	AM/ FM radio with Bluetooth connection	std
6.	Power Windows/Locks Mirrors (90L)	included in contract
7.	40/20/40 Split Cloth Bench	included in contract
8.	4 keys (2 Fobs/2 regular non-fobs) (dealer)	included in contract
9.	AZ Legal Window Tint (dealer)	included in contract
10.	Trailer Brake Controller (52B)	\$245.00
11.	Backup Alarm (85H)	\$132.00
12.	Line X Spray Bed Liner (aftermarket)	\$425.00
13.	Estimated 2022 MY 3.0% price increase	\$874.00
14.		
15.		
16.		
17.	Factory Order	

Upgrade Options Total: \$1,676.00
 Bid Price (w/options): \$30,808.00
 Sales Tax (8.5%): \$2,618.68
 Tire Tax: \$5.00
 Ford Extended Service Plan: _____
 Total Delivered Price: \$33,431.68

Agenda Item #



**TOWN OF CAREFREE
INFORMATION SUMMARY**

MEETING

DATE: July 6, 2021

SUBJECT: Authorization of Capital Improvement Funds to repair stucco and apply ceramic paint to exterior of public visitor center building and amphitheater stage walls.

ATTACHMENT: Quote and specifications

SUMMARY:

Every two years or so, exterior wall surfaces throughout the gardens are repainted by the Public Works Department due to the peeling/bubbling of the paint. The Public Works Department has scraped these surfaces and patched the stucco but the peeling/bubbling of the paint continues to resurface.

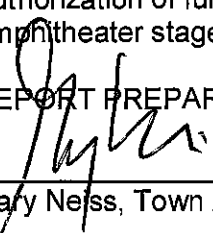
The exterior of the visitor center building and the amphitheater walls have historically experienced the worst of this paint peeling; therefore, the vision is to address this area first. The process will include some significant stucco repair and then the application of the ceramic finish coat which will lock out the moisture typically getting underneath the paint. This will create a 25 year maintenance free coating unlike the current process of patching and painting every few years. It is anticipated that this will be the first phase of this project with other exterior surfaces within the gardens also treated similarly in the future based upon the performance of this material over the next year.

The quote for the stucco repair and ceramic paint is \$26,110. Funds were budgeted within the Capital Improvement Funds to address these repairs within the Gardens.

ACTION NEEDED:

Authorization of funds to repair stucco and apply ceramic paint to exterior of visitor center and amphitheater stage walls.

REPORT PREPARED BY:



Gary Neiss, Town Administrator



PROJECT OVERVIEW

- Inspect/prep all surfaces to be coated
- Pressure-wash all surfaces in work area to be covered
- Repair stucco walls where specified. Cracks, fissures, damaged areas. Tip to tip re stucco at approximately 35% of building surface.
- Caulk and seal.
- Mask all areas not to be coated.
- Install APS Primer and Rhinoshield ceramic finish coat throughout
- Clean up and remove of all the job-related debris

Advantages

- Beautify the property
- Protect the walls from further deterioration
- Protect the building from water penetration at any points
- Address pre-existing stucco issues
- Improve overall energy efficiency
- Create a 25 year maintenance free exterior coating which looks fantastic!



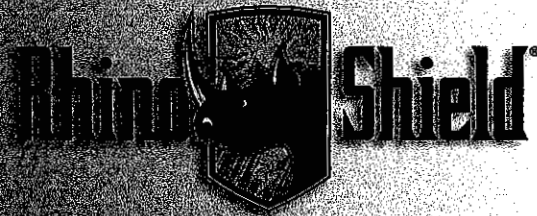
PRODUCTS

Several Rhino Shield® products will be utilized; the following are proposed:

- ✓ Acrylic-urethane-elastomeric caulking
- ✓ Adhesive Primer Sealer
- ✓ Durable Finish Coat
- ✓ Repair cracks and fissures on stucco on walls of home

- ✓ **APS:** The Rhino Shield Adhesive Primer Sealer will be the primary primer. This primer penetrates the surface, seals out water, and provide outstanding adhesion

- ✓ **Rhino Shield DFC:** This topcoat is an industrial grade ceramic coating. Classified as an acrylic-urethane-elastomeric coating, it provides beauty and protection to the building walls. It also increases the R Value of the walls.



PERFORMANCE AND TESTING

Rhino Shield is engineered to perform in the harshest environments. The performance claims and benefits are tested and verified by ASTM laboratories. The performance chart below is specific to our wall system (APS primer and DFC finish coat).

Property	ASTM Test	Result	Laboratory	Standards
Flexibility	ASTM D 2370	398%	BASF	> 100%
Fire Rating	ASTM E84-10b	Class "A" spread of "10"	Commercial Testing Company	< spread of "25"
Tensile Strength	D 2370	377 lb./in'	BASF	> 150 lbs./in'
Tear Resistance	D 624	133 lb./in'	BASF	> 60 lbs./in'
Mildew Resistance	D5590-00	Zero Growth	Troy Labs	Trace



ENERGY STAR

ENERGY STAR PARTNER

NUMBER ID 1109119



PRICING AND WARRANTY INFORMATION

Premium Ceramic 2 part Coating System. Repair/skim coat/ replace Stucco at specified areas. 25 Year warranty.

Project Total(s)

3700 SF

Stucco replacement/repair \$7,610.00

Rhinoshield 2 part coating \$18,500.00

Total \$26,110.00

Terms 10% Down. Balance due upon Completion

Authorized Rhino Shield Dealer

Management Team: Southwestern Ceramic Coatings, INC

Owner: Jim Williams

Authorized & certified Rhino Shield dealer.

- Fully trained on Rhino Shield® products and installation techniques
- Experienced with both small and large-scale commercial jobs
- "A" rating with BBB
- Carry \$1,000,000 general liability insurance and \$500,000 workmen's compensation insurance

Installation Team Profile:

- Average of 10 years of professional Coating experience
- Use commercial grade painting equipment necessary to meet exacting Rhino Shield® installation specifications
- All have crew chiefs to closely supervise installation quality and communicate with onsite client contacts
- Significant commercial and residential experience
- Meet all OSHA requirements including using lifts and harnesses as required
- Fully insured and licensed

# of Leads	Date	Lead Cal.	S/W	Comm. O/S	Cust. Name	Job #	City	Phone #	Volume	Front Half	Back Half	S/G	FST
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FST BONT

4 week mo = 24 leads

5 week mo = 30 leads

will make bonus!!!!!!!



**TOWN OF CAREFREE
INFORMATION SUMMARY**

MEETING DATE: *July 6, 2021*

SUBJECT: *Carefree Zoning Ordinance Amendment, Accessory Structures/Guest Quarters*

Public hearing, discussion and possible action regarding proposed modifications to the Town of Carefree Zoning Ordinance 10th Publication. The text amendment proposes to modify Article II. *Rules and Definitions* and Article IX. *General Provisions of the Zoning Ordinance* as it pertains to accessory structures, guest quarters, and the regulation of such. Comments from the public will be taken.

SUMMARY:

On May 10, 2021, the Planning and Zoning Commission held a work session to discuss accessory structure and guest quarter (casita) regulations within the Town of Carefree. Staff was concerned that casitas were being permitted and built with full kitchens, more than 1 bedroom, and many also included attached garages sometimes sized for recreational vehicles (RVs). These “stand alone” living units are possibly creating a multi-family lot in a single-family zoning district. While the sole rental of such units is prohibited in Carefree (including as vacation rentals), at times it is difficult for the Town to regulate this from occurring. It was further discussed that while the Town of Carefree allows for only one casita (a unit with livable area) per lot, it does not regulate the total number of accessory structures permitted and if there should be a cap on the total number of accessory structures. The Commission agreed that lot coverage would control the number of structures with its “under roof” maximums.

From this discussion, staff prepared an amendment for the Commission’s feedback and action at its June 21, 2021 public hearing. A draft Ordinance that reflects the Commission’s recommendation is attached to this report. Following are key items found in this text amendment. Please note that new language is underlined, old language is stricken, and unchanged language remains as is:

- Modification A:

Article II. RULES AND DEFINITIONS, Section 2.02 Definitions, Subsection (14) reads,

“BUILDING, ACCESSORY: A detached structure which is subordinate to and incidental to the main use of the principal structure on ~~a~~ the same lot. Accessory structures must be located in the building envelope and shall comply with the applicable sections of this Ordinance.”

The new language clarifies an accessory structure is a component of a single lot and shall be located only in the buildable area (building envelope), which is already included in the Zoning Ordinance under Article V.’s development standards. Other municipalities had repeated this language when referring to accessory structures; staff thought it was prudent to be clear in this Section as well.

▪ Modification 2:

Article II. RULES AND DEFINITIONS, Section 2.02 Definitions, Subsection (49) reads,

"GUEST HOUSE: Living quarters in an accessory building or attached to the principal residence, which may include cooking facilities, ~~for guests or servants on the premises.~~ used to house guests or domestic attendants of the occupants of the principal building, and which shall never be rented or offered for rent separate from the principal residence."

This modification first removes language that may be considered offensive today. It also adds language that introduces the expectation that a casita is not intended to stand alone and be used by a separate housekeeping unit on the property. It acts in concert with the main residence with the expectation that the property is occupied by one family or the family's guests. Originally the language included "limiting" the kitchen facilities to further help restrict long-term and/or non-familial guest occupation of the accessory unit. However, a majority of the Planning Commission felt it was too restrictive and other language restricting long-term use was sufficient.

▪ Modification 3:

Article IX. GENERAL PROVISIONS, Section 9.02 Accessory Buildings and Uses, Subsection (3) reads,

"The total cumulative square footage of the livable area in a guest house shall not exceed one-third (1/3) of the total square footage of the livable area of the principal structure."

Prior to this language, a guest house only limited the livable area of the accessory structure; adding garage area was not included in capping the overall size of the unit. Therefore, one was able to add multiple bay garages so long as the project complied with lot coverage requirements. Controlling the overall size goes back to the notion of maintaining a smaller, temporary living option.

▪ Modification 4:

Article IX. GENERAL PROVISIONS, Section 9.02 Accessory Buildings and Uses, Subsection (6) reads,

"No accessory building shall be built in any required yard (building setback). Both the principal building and guest house shall be served by a common single electric meter and water meter (if applicable)."

The former sentence has been reiterated in *Article II.* language as discussed earlier in this report. The latter is a mechanism to discourage renting out a guest house, which is not permitted. Including utilities under one ownership complicates the individual rental of the guest house and maintains the idea the structure is for family and/or temporary use by invited guests.

▪ Modification 5:

Article IX. GENERAL PROVISIONS, Section 9.02 Accessory Buildings and Uses, New Subsections (7) and (8) read,

(7) Principal buildings and accessory structures shall be served by a single common driveway unless approved by the Zoning Administrator.

(8) Design of accessory buildings shall be compatible with the design of the principal dwelling in materials, colors and architectural style.

This new language accomplishes two things: 1) It is another means of creating an interdependent primary residence/guest house facility by sharing access to the property; however, keep in mind many of Carefree's properties have challenging slopes and other development issues; and 2) Including compatible architectural integrity also unites the property and provides a sense of an inclusive "compound" versus a separate development.

In conclusion, the language presented for consideration is seen in other Valley cities/towns. Carefree is not the only place that has concerns of creating density where it is not warranted.

ATTACHMENTS:

- Proposed Ordinance 2021-02

ORDINANCE NO. 2021-02

AN ORDINANCE OF THE COMMON COUNCIL OF THE TOWN OF CAREFREE, MARICOPA COUNTY, ARIZONA, ADOPTING AMENDMENTS TO ARTICLES II AND IX OF THE TOWN OF CAREFREE ZONING ORDINANCE 10TH PUBLICATION; PROVIDING FOR REPEAL OF CERTAIN PROVISIONS OF THE TOWN OF CAREFREE ZONING ORDINANCE; PROVIDING FOR SEPARABILITY; ADOPTION AND APPROVAL BY THE MAYOR AND COMMON COUNCIL OF THE TOWN AS REQUIRED BY LAW AND DIRECTING THE TOWN CLERK OF THE TOWN OF CAREFREE TO INCORPORATE THIS AMENDMENT INTO THE TOWN OF CAREFREE ZONING ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAREFREE, MARICOPA COUNTY, ARIZONA, AS FOLLOWS:

Section 1: The Mayor and Common Council deem it necessary, in order to conserve, promote, and protect the public health, safety and welfare, to amend that certain document known as the Town of Carefree Zoning Ordinance.

Section 2: All ordinances and portions of ordinances in conflict with the provisions of this Ordinance, or inconsistent with the regulations of this Ordinance, are hereby repealed to the extent necessary to give this Ordinance full force and effect.

Section 3: The Amendment is made to *Article II. Rules and Definitions and Article IX. General Provisions* of the Town of Carefree Zoning Ordinance as follows (additions are shown in single underline, and deleted language is ~~crossed out~~, and unchanged language remains as is):

Article II. RULES AND DEFINITIONS

Section 2.02 Definitions

- (14) BUILDING, ACCESSORY: A detached structure which is subordinate to and incidental to the main use of the principal structure on a the same lot. Accessory structures must be located in the building envelope and shall comply with the applicable sections of this Ordinance.
- (49) GUEST HOUSE: Living quarters in an accessory building or attached to the principal residence, which may include cooking facilities, ~~used for guests or servants on the premises.~~ used to house guests or domestic

attendants of the occupants of the principal building, and which shall never be rented or offered for rent separate from the principal residence.

Article IX. GENERAL PROVISIONS

Section 9.02 Accessory Buildings and Uses

- (1) Accessory buildings shall not be constructed upon a lot until after the construction of the principal building has begun.
- (2) Accessory buildings in Single-Family Residential zoning districts shall not be rented for any purpose.
- (3) The ~~total~~ cumulative square footage of the ~~livable area in a~~ guest house shall not exceed one-third (1/3) of the total square footage of the livable area of the principal structure.
- (4) No more than one (1) guest house is permitted per lot or parcel.
- (5) An accessory building shall not be used or occupied until the certificate of occupancy for the principal building has been issued by the Building Official.
- (6) ~~No accessory building shall be built in any required yard (building setback).~~ Both the principal building and guest house shall be served by a common single electric meter and water meter (if applicable).
- (7) Principal buildings and accessory structures shall be served by a single common driveway unless approved by the Zoning Administrator.
- (8) Design of accessory buildings shall be compatible with the design of the principal dwelling in materials, colors and architectural style.

Section 4: If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the amendments of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 5: The immediate operation of the provision of this Ordinance is necessary for the immediate preservation of the public peace, health and safety; and emergency is hereby declared to exist; and this ordinance shall be effective immediately and in full force and effect from and after its passage, adoption and approval by the Mayor and the Common Council of the Town of Carefree as required by law.

Section 6: The Town Clerk of the Town of Carefree shall incorporate the Amendment set forth herein in to the Town of Carefree Zoning Ordinance, Carefree, Arizona.

PASSED, ADOPTED AND APPROVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAREFREE, ARIZONA, this 6th day of July, 2021.

Ayes _____ Noes _____ Abstentions _____ Absent _____

TOWN OF CAREFREE

Les Peterson, Mayor

Attest:

Kandace French Contreras, Town Clerk

Approved as to Form:

Michael Wright, Town Attorney



**TOWN OF CAREFREE
INFORMATION SUMMARY**

MEETING DATE: July 6, 2021

SUBJECT:

Purchase/Replace laptop and desktop workstation computers for 7 Town of Carefree staff with new equipment from Dell Computer Systems.

SUMMARY:

The current computer systems used by Town staff have been in service since 2011. It is necessary to upgrade all the computer systems to further enhance our program security with the necessary improvements these systems provide. Additionally, the current units cannot run Windows 10, or the upcoming Windows 11, which is now the minimum necessary operating system. The units will be replaced with new equipment from Dell Computer Systems.

FUNDING SOURCE

Funding was included within the Town's Fiscal Year Budget 2021/22 already approved by the Council and found under Information Technology in four departments:

Town Clerk
Town Administration
Planning and Zoning
Building Department

TOWN COUNCIL ACTION

- Approve funding for computer workstations not to exceed the amount of \$25,000.00.

REPORT PREPARED BY:


Kandace French Contreras, Town Clerk/Treasurer



TOWN OF CAREFREE

INFORMATION SUMMARY

MEETING DATE: July 06, 2020

SUBJECT

Contract Amendment No. 1 – Final Design Services – Pedestrian Crosswalk Improvement Project

Discussion and possible action regarding the proposed Contract Amendment No. 1 with Rick Engineering Company to provide final design services and preparation of final plans and specifications for the project per the proposal dated 04/28/2021 provided by the Consultant.

ATTACHMENTS

- Contract Amendment No.1, Final Design Services, Pedestrian Crosswalk Improvement Project, 04/28/2021
- Notes from Field Reconnaissance Review Meetings with Town Council Members, 04/09/2021

BACKGROUND

The Consultant's original contract dated 10/02/2019 included, but was not limited to, the preliminary design and preparation of 60% stage plans for the crosswalk improvements on Tom Darlington Drive at Wampum Way and Ho Road, and on Cave Creek Road at Hum Road and Carefree Drive.

The proposed Amendment No. 1 to the contract, if approved, will include the final design for the project and advance the 60% stage plans to 100% final plans and specifications. The scope of the final design phase is for the crosswalk and associated street improvements on Tom Darlington Drive plus the installation of the two pedestrian crosswalk signals only on Cave Creek Road. These signals can be relocated to accommodate any planned future improvements to Cave Creek Road. The only throwaway cost is for the pole foundations.

The original contract amount was \$24,950. The proposed Amendment #1 will add an additional \$20,500 to the contract. The new contract amount would then be \$45,450 total.

ACTION NEEDED FOR RECOMMENDATION

Proposed approval of Contract Amendment No.1 with Rick Engineering Company for Final Design Services for the Pedestrian Crosswalk Improvement Project.

April 28, 2021

TOWN OF CAREFREE

Attention: Gary Neiss, Town Administrator
Stacey Bridge-Denzak
8 Sundial Circle
Carefree, Arizona 85377

Sent via email:
gary@carefree.org
stacey@carefree.org

**RE: CONTRACT AMENDMENT NO. 1 – FINAL DESIGN PHASE SERVICES
PEDESTRIAN CROSSWALK IMPROVEMENTS PROJECT**

Dear Mr. Neiss and Ms. Bridge-Denzak:

Rick Engineering Company (RICK) is pleased to submit this revised proposal for a contract amendment to provide professional engineering final design phase services for the Pedestrian Crosswalk Improvements Project. Thank you very much for this opportunity to continue to work with you on this project. We are confident you will be pleased with the quality of our work documents, as well as with the timeliness and responsiveness of our professional services.

Scope of Services

The project scope for this contract amendment is for the proposed pedestrian and safety improvements on Tom Darlington Drive from approximately 500-feet south of Wampum Way to approximately 200-feet south of Cave Creek Road.

1. Final Design

a. Plans

- Advance the 60% level plans to 100% plans stage; sealed, signed, dated, and bid-ready.
- *The final design phase will also include the design and preparation of additional plans to provide for a new pedestrian crossing signal and high visibility pavement markings at the two existing crosswalks on Cave Creek Road at Hum Road and at Carefree Drive.*
- *The final design phase will also include preparation of a brief traffic statement on the adequacy of the one through lane concept on Tom Darlington and Cave Creek Road.*
- *The final design phase will also include preparation of a composite drawing of the entire length of Tom Darlington Drive showing the new traffic patterns through the project site for Town Council and public information purposes. This image will be prepared and submitted at the beginning of the final design stage prior to preparation of the plans.*
- Prepare and provide construction notes as needed to define and convey the intent of the design.
- Prepare and provide construction details as needed to clearly convey the intent of the design.

b. Contract Documents & Technical Specifications

- Revise standard bid/contract documents to be specific to the project; can be Town-furnished or RICK-furnished.
- Compile and prepare technical specifications for the project to modify the MAG Standard Specifications and Standard Details; include in the bid/contract documents book.

c. Construction Cost Estimate

- o Tabulate bid items and estimated quantities.
- o Update the construction cost estimate to reflect the work shown in the final plan set.
- d. Final Project Documents
 - o Provide the final set of project documents (plans, bid/contract documents and specifications, and construction cost estimate) to the Town for advertising for bids.
- e. Meetings
 - o Initial pre-final design Town Council Briefing.
 - o Meeting(s) with Town Staff to review pre-final and final plans.

Revisions from previous amendment request:

- a. Removed bid phase and construction phase services as the Town Engineer and staff can/will handle. Note that RICK Engineering will be available to respond to questions from the Town and/or Contractor if desired at our standard billing rates for only the time spent on this task.
- b. Adding the design and preparation of plans for pedestrian crossing signals at Hum Road and Carefree Drive on Cave Creek Road to the final design for the project.
- c. Adding to the design effort preparation of a traffic statement/letter summarizing the impact on existing and future traffic and on the adequacy of the single through lane on both routes: Tom Darlington and Cave Creek Road.
- d. Adding reflectors to curbs facing traffic on median islands and curb bulb-outs.
- e. RICK will investigate and add on-demand crosswalk lighting based on a Town reviewed and approved lighting equipment and scheme.
- f. Directional pavement arrows will be added to the project to guide traffic through the single lane zones.
- g. Use of raised pavement markers only (no markings) at close intervals to enlarge the traffic circle at Wampum Way to the greatest extent possible.
- h. Pavement markings are to be obliterated prior to microseal work to ensure the microseal will bond better to the pavement surface.
- i. At the onset of the final design phase, RICK will prepare an overall project improvements plan that will show what Tom Darlington will look like post-construction for informational purposes. Images/pictures of the primary features can be provided with the drawing to assist in visualization of the proposed improvements.

PROFESSIONAL SERVICES FEES

RICK Engineering Company will provide the scope of services described herein on a lump sum basis for a total fee amount of Twenty Thousand Five Hundred Dollars (\$20,500.00) including project-related direct reimbursable expenses (mileage, per diem, printing, plotting, mailing, deliveries, etc.). See the table below for a breakdown of this proposed fee.

CAREFREE CROSSWALK IMPROVEMENTS PROJECT						
FINAL DESIGN PHASE SERVICES (PS&E)						
<i>Personnel Classification</i>	<i>Project Manager</i>	<i>Sr. Project Engineer</i>	<i>Design Engineer</i>	<i>CAD Designer</i>	<i>Project Admin</i>	<i>Task Fee Amount</i>
<i>Engineering Hourly Billing Rates</i>	\$230	\$205	\$125	\$125	\$50	-
FINAL DESIGN PHASE SERVICES	8	16	8	64	2	\$14,220
IMPROVEMENTS DRAWING, TRAFFIC STATEMENT & NEW PEDESTRIAN CROSSWALK SIGNALS & MARKINGS AT HUM RD & CAREFREE DR ON CAVE CREEK RD	3	6	8	24	0	\$5,920
Expenses	Mileage, printing, plotting, mailing, deliveries, etc.					\$360
FINAL DESIGN PHASE LUMP SUM FEE						\$20,500

Invoices for services rendered are sent monthly. The amount of each invoice will be determined by a combination of the estimated percent complete of the project and the number of hours spent on the project during the preceding month per employee classification at our standard hourly billing rates.

SCHEDULE

We anticipate completing the final design phase of the project within two to three months from your acceptance of this contract amendment and issuance of 'Notice to Proceed'. This schedule can be adjusted if needed to an alternate mutually agreeable timeline to meet your needs.

AGREEMENT

It is understood that the Town will authorize this Amendment Number 1 under the terms and conditions of the "Engineering Services Contract – Town Center Pedestrian Crosswalk Improvements" between the Town of Carefree and Rick Engineering Company dated October 02, 2019. The new contract amount would be:

Original Contract Amount	\$24,950
<u>Final Design Phase Services</u>	<u>\$20,500</u>
New Contract Amount	\$45,450

If you would like us to proceed on this work as outlined herein, we ask that you please sign and return this contract amendment as our written authorization and notice to proceed.

Your primary point of contact for project is:

Dale E. Miller, PE, Project Manager, phone: 480.522.0330, email: dmiller@rickengineering.com
Mailing address: 22415 N 16th St, Phoenix, AZ 85024



We hope and trust this proposal meets your needs and with your approval. Do not hesitate to contact me should you have any questions or require any revisions. We look forward to completing this important project for you and the Town of Carefree. Thank you very much.

Respectfully submitted,
RICK ENGINEERING COMPANY

Dale E. Miller, PE, Principal / Public Works Program Manager

APPROVED BY: _____
Les Peterson, Mayor
TOWN OF CAREFREE

DATE: _____

EXECUTION OF THIS CONTRACT AMENDMENT BY THE TOWN SERVES AS NOTICE TO PROCEED TO RICK ENGINEERING COMPANY FOR THE SCOPE OF SERVICES DESCRIBED HEREIN.

To: Gary Neiss & Stacey Bridge-Denzak, Town of Carefree
From: Dale Miller, Rick Engineering Company
Date: 04/09/2021
Subject: Notes from Field Reconnaissance Review Meeting with Town Council Members

A series of three site meetings were held with various members of Town Council attending on Monday, March 15, 2021 (2 meetings) and on Friday, March 19, 2021 (1 meeting). The purpose of the meetings was to review the proposed improvements to the existing crosswalks at Tom Darlington & Wampur Way, Tom Darlington & Ho Road, Cave Creek Drive & Hum Road, and Cave Creek Road & Carefree Drive. These site visits enabled to see visualize the location and character of the proposed improvements and to see the traffic flows as well.

The following list is a summary of the comments, input, and directions provided to the consultant by Town Council Members and Staff during those set recon meetings. These notes will inform the final design of the project.

1. The Phase 1 project will include the two crosswalks on Tom Darlington Drive. Upon the Town's Notice to Proceed, Rick Engineering will perform the final design and prepare plans, specifications, bid/contract documents, and cost estimate for the proposed crosswalk improvements.
2. The Phase 2 project will include the two crosswalks on Cave Creek Road. The final design and PS&E development for this project is deferred pending the outcome, findings, and recommendations for the Cave Creek Corridor along the Town Center currently underway.
3. All locations – the pedestrian signals will include walk lights on each side to enable the crosswalk user to see that the traffic facing red lights have been activated.
4. Wampur Way area – the driveway exiting the Chase Bank property will be marked and signed "right turn only" to mitigate potential unsafe traffic movements from the bank parking area.
5. All locations – the curbs along the proposed curb bulb-outs facing and parallel to traffic movement will be painted highway safety yellow with reflective beads and have reflective raised pavement markers affixed on top to be more visible to drivers, especially at night.
6. All locations – Rick Engineering will investigate a low horizontal lighting system that can illuminate the crosswalk at night when the pedestrian signals are activated. This lighting system would be in lieu of conventional streetlights at these locations. The Town can review and approve the lighting concept and its cost to be included in the project.
7. Tom Darlington locations – the area within the curb bulb-outs and the pedestrian refuge median will be surfaced with brick pavers that closely match the existing brick pavers on the street. This is to provide a decorative and low maintenance surfacing in these areas.
8. All locations – Rick Engineering will review the raised platform crosswalk construction to add new asphalt on top of the existing asphalt in lieu of full pavement removal and reconstruction to reduce the construction cost a little. This option is expected to be feasible with some additional construction details on the plans.
9. All locations – directional arrows will be added to lanes to guide traffic through the single lane zones being created at each crosswalk.
10. Cave Creek Road/Hum Road – at the southeast corner, the final design when advance will include a new sidewalk connection from the south sidewalk curb ramp to the existing sidewalk along Hum Road.

11. Wampum Way & Carefree Drive locations – the traffic circle will be visually enlarged to the extent practical using a solid yellow thermoplastic circular stripe equipped with two-way reflective raised pavement markers and/or raised pavement dots. This is to slow traffic a little by requiring a slight curvilinear approach to the crosswalks (v. straight) and to help keep traffic from running over the edges of the landscaped median areas which has been a maintenance issue for the Town. A raised curbed painted with reflective markers can also be provided at Town direction, but that is a more expensive alternative.
12. Carefree Drive location – the crosswalk will not be realigned to be perpendicular as it was felt the skew was not that great and it would be more cost effective.
13. All locations – microsurfacing of the entire project length will be applied to the street pavement prior to applying the new pavement markings to extend the life of the pavement and enhance the visual appearance of the new crosswalk features.
14. All locations – with the microsurfacing of the street pavement, all existing and proposed street markings throughout the project length will be replaced with new thermoplastic striping/markings (9 mil thickness to extend the marking life).
15. Wampum Way – south of the intersection, there is a confusing merge right arrow immediately before the left turn lane requiring traffic to merge left. This arrow will be deleted and not be replaced.
16. Tom Darlington locations – reflective raised pavement markers will be added to the right side lane edge marking to guide traffic through the single lane and to mitigate traffic from encroaching on the bike lane buffer area that is being created between Wampum Way and Ho Road passing through Lucky Lane.

**** End of Field Recon Meeting Summary Notes ****