

AGENDA



**SPECIAL SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. MAIN STREET, ROOM 106
FRIDAY, MAY 4, 2007
at 5:00 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Discussion, consideration, and possible appointment of an Interim Town Manager followed by possible direction to staff to begin advertising for the Town Manager position.**
4. **Discussion, consideration, and possible authorization to retain NACOG to manage the Town's outstanding CDBG projects, with payment to come from the CDBG Administration Fund. There is no impact on the General Fund.**
5. **Adjournment**

Posted by: *V Jones*

Date/Time: 5-3-07 3:20 p.m

Note: Pursuant to A.R.S. §38-431.03.A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.



May 3, 2007

Via E-mail

Debbie Barber
 Town Clerk
 Camp Verde
 473 S. Main Street, Suite 102
 Camp Verde, AZ 86322

RE: CDBG Close-out Monitoring Visit Letter
Contract: CDBG Project #138-06, Architectural Barrier Removal at Ramada and Town Hall Restrooms
Date: May 1-2, 2007
Reply Due: June 4, 2007

Dear Ms. Barber:

This letter is a follow up to the monitoring visit conducted on May 1st and 2nd for CDBG contract 138-06.

GENERAL MONITORING CONDUCTED

The following checked items confirm the files that were reviewed during the monitoring visit and indicate if additional information is due to ADOH by the reply date listed above:

CDBG Program Requirements	Compliant	Requires More Info or Action	Not Applicable
<input checked="" type="checkbox"/> 1. Application and Contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 2. Environmental Review Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 3. Procurement/Contract for Professional Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 4. Procurement and Contract for General Contracting Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 5. Procurement for Materials and Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 6. Labor Standards – Prime(s) and Sub(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 7. Section 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 8. Local Government approved plans and specifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 9. Financial Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 10. Revenue and Expense Ledgers for all fiscal years the contract(s) was open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<input checked="" type="checkbox"/>	11. ADA/504	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	12. AFFH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	13. Civil Rights/EEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	14. Citizen Participation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please review the following comments regarding the monitoring visit conducted. Any outstanding information or additional comments needed is listed below.

1. Application and Contract

Compliant Provide Additional Information

Comments: All application and contract documentation was found in the files.

2. Environmental Review Record

Compliant Provide Additional Information

Comments/Concerns: The ERR file contains all the required documentation for the process of determining no significant impact. The ERR process was conducted in a compliant manner.

3. Procurement/Contract for Professional Services

Comment: Not applicable.

4. Procurement/Contract for General Contracting Services

Comments: *Please provide documentation that the electrician was procured through competitive means and paid Davis-Bacon wages or please plan to bill his costs to the Town.* In the future, please keep in mind the following guidance on **Construction Procurement less than \$50,000**:

- The competitive sealed bid method is to be used for securing all construction services in excess of \$2000. For construction contracts amounting to less than \$50,000 in the aggregate, the CDBG program does not require bonding (bid, performance, and payment) or advertising a solicitation for bids in a newspaper of general circulation. However, if the local government sealed bid and/or bonding requirements are more restrictive, the local government procedures must be used.
- For procuring construction services in excess of \$2000, a bidder's list must be maintained of at least three sources who desire to receive solicitations to bid on construction projects. The list of persons must also be made available for public inspection.
- Solicitation requirements: Bids must be solicited from at least three contractors on the bidder's list (maintain documentation of each solicitation); the invitation to bid must clearly describe the goods, scope of work/services, and specs so that bidders can respond appropriately.
- Follow all other written guidance on opening, documenting, and awarding bids.

5. Procurement for Materials and Equipment

Compliant Provide Additional Information

Comments: Procurement of AB and concrete was monitored and found to be compliant. ***Make sure this documentation is included in the permanent file of this contract.***

6. Labor Standards-Prime(s) and Sub(s)

Comment: Not applicable. Work was performed by Town employees.

7. Section 3

Comment: Not applicable.

8. Local Government approved plans and specifications

Comments: Specs were created and approved by the Town and used in the implementation of the project.

9. Financial Management

Compliant Provide Additional Information

Comments: The Town of Camp Verde gets reimbursed for its expenses on CDBG projects. All original records are kept in the Finance Department. ***The main issue is keeping up with billing on a regular basis. Be sure to submit a Request for Payment for any final costs for this project prior to submitting your response to this letter.***

10. Revenue and Expense Ledgers for all fiscal years the contract(s) was open

Compliant Provide Additional Information

Comments: Copies of ledgers were received at the on-site visit. ***Contract 138-06's revenues need to be separated out from 137-06's revenues. Please also double check costs charged to each contract to make sure they have been allocated appropriately. Once revised, please send a new copy of the revenue and expense ledgers for this project with your response to this letter.***

11. ADA/504

Compliant Additional Action Required

Comments: The Ramada portion of this project is now accessible. Improvements included the designation of two ADA parking spaces (one van space) and striping, ADA compliant ramps to the sidewalk, and the addition of picnic tables inside the ramada (2 of those tables have an ADA compliant design). A ramp with ADA railings was built to provide access to the restrooms that will be erected later this year near the ramada/park. All new improvements meet ADA standards.

The Town Hall restroom ROB project addressed parking issues and accessibility of the restrooms available to the public. The town has designated 3 ADA parking spaces in a lot with 33 spaces. Mike Dumas and I measured the van space for compliance, and found that the access aisle needed to be widened. ***Please re-stripe the Van designated space and the access aisle. The Van space needs to be at least 8 feet wide and the access aisle also needs to be 8 feet wide.***

The route from the parking lot to the restrooms is accessible – an existing ramp with handrails leads down to the restrooms. The vending machine that once narrowed the pathway to the restrooms has been removed.

The men's and women's restrooms have newly painted floors, new mirrors, new countertops allowing for clearance underneath the sinks, touchless faucets, hot water heaters, and ADA toilets and stalls. **The following items need to be adjusted/changed in the restrooms:**

1) Women's restroom – the threshold has a 1.25 inch drop off which needs to be leveled out. Mike said he could place a no-slip steel plate over the threshold to allow for a slightly sloped accessible entrance.

2) Women's restroom – ADA accessible stall needs a longer grab bar behind the toilet. Each grab bar must be at least 36" long and should be installed 33-36" off the floor.

3) Men's and women's restroom – an ADA sign needs to be posted on the exterior of each restroom door.

12. AFFH

Compliant Additional Action Required

Comments: Fair Housing Proclamations have been made each year for the past 3 calendar years (2005, 2006, 2007) the contract has been open. At the visit in May of 2006, all AFFH requirements were fulfilled, but the documentation has not been kept up since then. HUD's official Fair Housing posters were not on display at the Town Hall.

Our office is mailing new Fair Housing posters to the Town of Camp Verde. ***Please post both posters in a public place all year round. Also, make sure the town documents the 3 actions per year that it undertakes to further fair housing (handing out brochures, PSAs, letters to real estate agents, newspaper articles, etc.). Please refer to the 2006 Administration Handbook for more guidance on the Fair Housing requirements for CDBG projects.***

The town's Fair Housing files will be monitored in the fall of 2007 for compliance.

13. Civil Rights/EEO

Compliant Provide Additional Information

Comments: A confidential Civil Rights/EEO file is kept locked up in the Finance and Personnel Department. EEO posters are posted and visible in each of the Town Hall office buildings. The town has one open, unresolved grievance in litigation at this time.

14. Public Participation

Compliant Concerns

Comments: All public participation information for FY2005 applications/projects is kept in one binder. The file is complete and compliant.

SPECIFIC COMMENTS:

1. **Organization of Files:** It was difficult to locate documentation submitted with Requests for Payment, correspondence, performance reports, procurement information, and Civil Rights/EEO documentation. Documents for this contract are contained in a variety of binders along with information for the other two FY2005 contracts. Monitoring would be easier if the files all pertained to one contract and were labeled with the contract number and “CDBG”.
2. For all future CDBG projects, **please make sure that Temporary Construction signage gives credit to CDBG/ADOH for project funding.**
3. Along with your response to this letter, **please submit the information/documents requested in Sections 4, 9, 10, 11, and 12 above.**

FINAL NOTES

Thank you for your time and for preparing for this visit. ADOH appreciates its relationship with the Town of Camp Verde. Please contact me with any additional questions.

Sincerely,

Noël Schaus
Community Development and Revitalization Specialist