

AGENDA



**REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, APRIL 20, 2005
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

1) April 6, 2005 – Regular Session

b) **Set Next Meeting, Date and Time:**

1) Council Hears Planning & Zoning – April 27, 2005 at 6:30 p.m.

2) Regular Session – May 4, 2005 at 6:30 p.m.

3) Budget Work Session – May 11, 2004 at 6:30 p.m.

4) Regular Session – May 18, 2005 at 6:30 p.m.

5) Council Hears Planning & Zoning – May 25, 2005 at 6:30 p.m.

c) **Possible approval of Proclamation declaring Hunter Safety Week July 11th through July 16, 2005.**

Public Participation:

Public Input is encouraged on matters that are not administrative in nature. If you wish to address the Council during this meeting, you **MUST** complete a **Speaker Request Form** in its entirety, and submit it to the Clerk as soon as possible. Your name will be called when it is your turn to speak. Forms are available at the door and on the podium.

Public participation enables the public to address the Council about an item that is NOT listed on the agenda. However, state law prevents the Council from taking any action on items that are not listed on the agenda, except to respond to criticism made by those who have addressed the public body, ask staff to review a matter, or ask that a matter be included on a future agenda.

*Remarks are limited to **five minutes** per item to allow everyone the opportunity to speak.*

5. **Call to the Public for Items not on the Agenda.**

6. **Discussion, consideration, and possible approval of the Burgess Niple contract to develop a water portfolio for the Town of Camp Verde.**

7. **Discussion, consideration, and possible direction to staff to retain the services of Casa Verde Consulting to update and revise the P&Z Ordinances in compliance with the newly adopted General Plan and to draft a commercial design review system.**

8. **Discussion, consideration, and possible approval of upgrade of copier, and approval of contract for copier located in the Court.** This is a budgeted item.
9. **Discussion, consideration, and possible award of bid for Project #05-002 Security Camera System for the Heritage Pool and Skate Park for \$9,066.24.** This is an unbudgeted item from Parks Contingency.
10. **Discussion, consideration, and possible approval of a job description for Projects Coordinator.**
11. **Discussion, consideration, and possible approval of a job description and salary range for the Dial-A-Ride driver.** This is a budgeted item with LTAF monies.
12. **Discussion, consideration, and possible award of bid for Project #05-003 Supply or Supply & Delivery of Aggregate Base Course, 1 1/2" Borrow, Washed Sand, 3/8" Chips, and 1/2" Pre-coated Chips, and authorization to execute contract documents.** This is a budgeted item in HURF.
13. **Discussion, consideration, and possible direction to staff concerning the possible abandonment of Pinto Circle located off of Buffalo Trail.**
14. **Call to the Public for Items not on the Agenda**

There will be no Public Input on the following items:

15. **Advanced Approvals of Town Expenditures**
16. **Manager/Staff Report**
17. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
18. **Adjournment**

Posted by: [Signature]

Date/Time: 4-15-02 11:45 a.m.

Note: Pursuant to A.R.S. §38-431.03.A.2 and 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.

**MINUTES
REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 6, 2005
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Input is placed after Council motion to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**
The meeting was called to order at 6:30 p.m. with Vice Mayor Reddell presiding.
2. **Roll Call**
Vice Mayor Reddell, Councilors Baker, Kovacovich, and Parrish present; Councilor Gioia arrived at 6:35 p.m.; Councilor Teague arrived at 7:02 p.m.; Mayor Dickinson was absent.

Also Present: Town Manager Bill Lee, Town Attorney Bill Sims, Finance Director Dana Bullard; Community Development Director Will Wright, Grants Administrator Carol Keefer, Library Director Gerard Laurito, Street Supervisor Wally Dickinson, Asst. Parks & Rec Director Lynda Moore, Marshal Dave Smith, Planning & Zoning Vice Chairperson Ron Smith, Planning & Zoning Commissioner Rob Witt, Town Clerk Debbie Barber and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**
The Pledge was led by Kovacovich.
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) March 25, 2005 – Special Session
 - 2) March 23, 2005 – Council Hears Planning & Zoning
 - 3) March 16, 2005 – Regular Session
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – April 20, 2005 at 6:30 p.m.
 - 2) Council Hears Planning & Zoning – April 27, 2005 at 6:30 p.m.
 - 3) Regular Session – May 4, 2005 at 6:30 p.m.
 - 4) Budget Work Session – May 11, 2004 at 6:30 p.m.
 - 5) Regular Session – May 18, 2005 at 6:30 p.m.
 - 6) Council Hears Planning & Zoning – May 25, 2005 at 6:30 p.m.
 - c) **Discussion, consideration, and possible approval of Resolution 2005-637, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, pertaining to the submission of projects for consideration in Arizona's 2006 Fiscal Year Highway Safety Plan.**
 - d) **Possible approval of a bailiff contract adding a substitute to the Bailiff Pool to serve on an as-needed basis.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved the Consent Agenda as presented.
5. **Call to the Public for Items not on the Agenda.**
Jim Redinger, representing the Friends of the Fort, said that the group plans to donate and install \$1,000 worth of cabinets and paint the Chamber, and is requesting that the Town assume the cost for the paint and gutters, estimated to be approximately \$150 to \$200.
6. **Discussion, consideration, and possible award of bid for Project #05-002, Supply and Delivery of Liquid Asphalt Products, and authorization to execute the contract documents.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved award of the bid for Project #05-002, Supply and Delivery of Liquid Asphalt Products to Ergon Asphalt Products, Inc. as the low bidder.

Street Supervisor Wally Dickinson reviewed the process for determining the award of the bid for the supply and delivery of liquid asphalt products for street maintenance during the year, illustrating that Ergon Asphalt Products was the lowest bidder on all counts. After a brief discussion that included some technical aspects of street maintenance and a suggestion that it might be helpful for Council to compare the bid with last year's proposal, it was agreed that the bid be awarded to Ergon Asphalt Products.

7. **Discussion, consideration, and possible authorization for Mayor to prepare and sign letter of support for the Arizona EnviroZeum.**

On a motion by Gioia, seconded by Baker, the Council unanimously authorized the Mayor to prepare and sign a letter of support for the Arizona EnviroZeum.

Manager Lee said that staff has been working with Richard Kimble and a group of people that he has worked with for over a year on the subject project. After introduction, Mr. Kimble gave a presentation to explain his request for a letter of support and what the Arizona EnviroZeum is; Mrs. Lori Kimble, Vice President in Charge of Education, also contributed to the presentation. Many exciting points were covered during the presentation stressing the focus of the EnviroZeum to combine various natural science, anthropology, archeology, technology and historic elements under one contemporary identity. Among the benefits of locating the museum in the Camp Verde community would be a positive tourism potential. A site in the Homestead Development for the project is being negotiated with Mr. Scott Simonton. The many significant historical features in the Camp Verde area were outlined in detail, and the Council generally expressed excitement and thorough approval of the proposed project, and unanimously agreed to offer support. There was also the suggestion that a group of citizens, such as the Library Endowment Group, be encouraged to form for the purpose of working on raising funds for the project.

8. **Discussion and possible recommendation as it relates to the design of SR 260 between Camp Verde and Cottonwood.**

On a motion by Reddell, seconded by Parrish, the Council unanimously voted that Council support trying to develop a 5-lane highway, if not a 4-lane, within the right-of-way, and give the access points to the businesses, with a stop light at Cherry Road, one a mile up the road, one at 279, as ADOT wishes, and one at Steve Coury car dealership, and give limited access to those who need it in between, with help from the property owners.

Manager Lee said that Supervisor Chip Davis, who was present, has been working on the subject for years, and it was hoped that the meeting would come up with a decision from the Council as to what kind of roadway the Town of Camp Verde would like to see, pass that decision on and possibly garner the County Supervisor's support for that decision. Lee added that a number of the property owners had also been invited to express their views and were present.

Supervisor Davis reviewed the three different extreme examples being considered by ADOT for SR 260. A recent meeting in the Phoenix area produced no resolution, and it was decided to bring the issue back to the Verde Valley and try to reach a consensus to present to ADOT in order to determine the criteria that ADOT would be willing to work with as far as mitigation and negotiation. He said that it is important to identify what the Town Council needs as far as SR 260, what is its main purpose, how does it serve the community, and what is its future. Mr. Davis said that gathering that information is necessary in order to start the bargaining process with ADOT. After brief comments from the members, the meeting was then opened for public comments.

PUBLIC INPUT

Robert Johnson said he was thinking that we were going to put a 4-lane road from Camp Verde to Cottonwood next to what is already there with an interchange every mile.

Steve Phelps said he represents the 260 junction on the freeway and that every business is opposed to the bypass and are very upset about it. They had purchased property based on the 10-yr plan. He said it was unfair that they were not informed, and it would be a catastrophe to have the bypass. The owners are not ready to lie down and accept it; use the already developed junction.

Jack Blum said he is the Secretary Treasurer of the Camp Verde Fire District. In essence, he said their main concern was covering even more area than they already do, and that the General Crook Trail would create two freeways, one through Forest Service land that will not generate any tax income to cover the added service when accidents occur. The General Plan calls for the main business district to be along 260. His concerns are over the ingress and egress for everybody on both sides of 260. There is a need for widening the road, and he expressed excitement about the business community taking off.

Ron Smith recounted how ADOT was uncomfortable in the meeting at the State Capitol. The No. 1 issue on 260 is community development. The General Plan passed overwhelmingly. 260 was identified as the economic development corridor, also supported by the Yavapai-Apache Nation. Camp Verde has only a 2-lane road, there needs to be fairness and we need to be equal with Cottonwood. In summary, Mr. Smith described what he considered ways to accomplish that and avoid the problems that exist in Prescott Valley, including backage roads, as examples. ADOT needs to look at what is fair.

Jeremy Bach said that everybody has pretty much stated what he believed as well. He said they want to be fair, but they don't want to devalue any property. He hopes that they can work together.

Pat McMahan said he is one of the property owners along 260 and there is quite a bit of agreement among themselves along the corridor. They want four access points, every ½ mile along the strip, 5 lanes. The hope is to develop the whole area and eventually turn the maintenance over to the Town, get ADOT out of the picture, and then work on the bypass road as necessary. The existing 2-lane road is open to head-ons. Because of the safety issue, it needs to be widened to 4 lanes.

Andy Groseta commented on the meeting in Phoenix which he said came about because of the total frustration of property and business owners trying to work with ADOT for several years. What has been presented tonight has been shared with ADOT, both publicly and privately many times over. Mr. Groseta said that everyone realizes that something has to happen with Hwy 260; by building two lanes within the existing right-of-way, with a center turn lane, which would save millions of dollars. Mr. Groseta said that the proposed interchanges are unnecessary and expensive, just limit it to a few simple intersections. Furthermore, Mr. Groseta thanked the Town for calling a "time-out" in the process and getting the County involved.

Henry Shill asked that the Council remain united and ask for what the property owners need to have. He pointed out that Camp Verde residents need to travel to Cottonwood because of shopping and employment. Mr. Shill is in favor of accesses every half mile.

Rob Witt presented a lengthy and detailed argument against ADOT's proposed plan that was purportedly based on safety, citing numerous statistics that a five-lane road is safe and that historically rural highways have provided rural towns full access, and Camp Verde has always planned for and needs a five-lane road through the commercial corridor.

Rick Rosenzweig said that ultimately the solution will come down to economics and politics. Mr. Rosenzweig offered ideas advocating frontage and backage roads to support the businesses. He would like to see Hwy 260 remain, extend it to a 4- or 5-lane road, and perhaps the property owners would be willing to donate the land for a frontage road if ADOT could be persuaded to improve those roads, and ADOT would not have the issue of spending money to acquire the property. There would be both the transportation and commercial corridors.

COUNCIL DISCUSSION

Commencing the discussion Rob Witt was commended for his presentation providing such detailed supporting data. As the members expressed their individual opinions during the discussion, as well as reviewing the history of Hwy 260, it was evident that there was concerted agreement among the members and the property and business owners in opposition to the proposed 260 bypass. It was felt that ADOT's proposal for the bypass was in conflict with past understanding and promises, and blatantly unfair to Camp Verde. The suggestions for a resolution consistently stressed significant financial savings. It was also suggested that Rob Witt and Andy Groseta, who each offered convincing arguments and data, represent the Community of Camp Verde in future discussions with ADOT.

A recess was called at 8:05 p.m.; the meeting was reconvened at 8:12 p.m.

9. **Discussion, consideration, and possible approval of the budget and direction to staff to begin the bid process for the remodel of the new Marshal's Office facility.**

On a motion by Teague, seconded by Reddell, the Council unanimously approved the budget for the new Marshal's Office and directed staff to begin the bid process for the new Marshal's Office facility.

Manager Lee said that both Marshal Dave Smith and Architect Doug Stroh were present to discuss the subject remodel and that it was hoped to be completed by the end of the year. Marshal Smith shared some rough estimates, with a breakdown of some of the expenses, together with input from Doug Stroh pointing out that the proposed amount comes to a little over \$2 million including the land cost. Following a discussion of the various items and costs, it was finally determined that the expense will only continue to rise with further delay. It was confirmed that additional funds would be available if unanticipated cost overruns come up.

10. **Discussion, consideration, and possible approval of contract with Stroh Rogers Architects, Inc. for the design and construction documents for the new library.**

On a motion by Baker, seconded by Teague, the Council unanimously approved a contract with Stroh Rogers Architects, Inc., for the design and construction documents for the new library for the first two phases, at a cost of approximately \$94,500.

Manager Lee said that in accordance with direction from the Council he has met with Doug Stroh and Gerry Laurito to work on a contract for design of the new library building. Lee outlined a proposed plan to design a 15,000 sq. ft. library with an additional second floor to house administration staff until such time as the library would need that additional space. At that time the Town would move forward and build the new Town Hall pursuant to the Master Plan for the Town Hall complex. The Mary Lyons fund is set aside for development of the library. Doug Stroh reviewed which his firm proposes to provide, including plans, elevations and color renderings, and models to be used to promote public awareness. Mr. Stroh pointed out the phases in his proposal and the associated costs, and it was decided to authorize the first two phases consisting of the 30,000 sq. ft., for a cost of approximately \$94,500 which could be paid from the Mary Lyons fund. Councilor Teague volunteered to donate the design of the required sprinkler system.

11. **Discussion, consideration, and possible appointment of an Applicant's Agent to apply for disaster relief funds from the Arizona Department of Emergency Management.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved the appointment of Marvin Buckel as Applicant Agent to apply for disaster relief funds.

Finance Director Bullard explained that the staff is requesting authorization to appoint a representative from the Town for liaison between the Town and the Department of Emergency Management and application for disaster relief funds due to last winter's storms. Most of the necessary data has been compiled, and since the Street Department had the majority of problems, it was suggested that Street Supervisor Marvin Buckel be appointed as the Applicant Agent.

12. **Discussion, consideration, and possible direction to staff to begin advertising for qualified engineering firms to conduct a valuation appraisal of the Camp Verde Water System.**

On a motion by Teague, seconded by Parrish, the Council unanimously voted to direct staff to begin advertising for a qualified engineering firm to conduct a valuation appraisal of the Camp Verde Water System.

On a motion by Gioia, seconded by Parrish, the Council unanimously voted to amend the original motion to add that staff pursue grants and available funding for this work.

Finance Director Bullard said that the request is the first step in appraising the Camp Verde Water System in connection with the proposed agreement to purchase or lease and operate the utility for the next 8 years. Meetings are set up for the coming weeks with agencies whose approvals are required. Deadlines are set and approval is needed to start the appraisal process in order to follow through with the future proposed buy-out. The bids will be brought back to Council for review and approval. The members questioned whether any agencies had offered assistance as they had in the past; Bullard said that any possible financing from any outside source could be explored and considered, but he is not aware of anything at present. Some possibilities such as GADA were suggested.

13. **Discussion, consideration, and possible approval of Resolution 2005-636, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting a Fair Housing Policy, making its commitment to the principle of fair housing, and describing actions it shall undertake to affirmatively further fair housing.**

On a motion by Kovacovich, seconded by Baker, the Council unanimously approved Resolution 2005-636, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting a Fair Housing Policy, making known its commitment to the principle of fair housing, and describing actions it shall undertake to affirmatively further fair housing.

Grants Administrator Carol Keefer said she was asking for continued support of the work with and through the Arizona Department of Housing (ADOH) and Northern Arizona Council of Governments (NACOG) in the work with related housing related issues. Summarizing Items 13 and 14 ADOH has submitted its annual request to support fair housing since the Town is involved in Federal Grant money and housing issues; both a resolution for commitment and a proclamation regarding the Town's commitment to fair housing are requested.

14. **Discussion, consideration, and possible approval of proclamation proclaiming April as Fair Housing Month.**

On a motion by Gioia, seconded by Teague, the Council unanimously approved the proclamation proclaiming April as Fair Housing month.

There was a brief discussion regarding the requested proclamation that was related to the previous item.

15. **Discussion, consideration, and possible approval of Resolution 2005-635, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, authorizing the submission of an application(s) for FY 2005 State Community Development Block Grant Funds, certifying that said application(s) meets the**

community's previously identified housing and community development needs and the requirements of the State CDBG Program, and authorizing all actions necessary to implement and complete the activities outlined in said application.

On a motion by Gioia, seconded by Baker, the Council unanimously approved Resolution 2005-635, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, authorizing the submission of an application(s) for FY 2005 State Community Development Block Grant Funds, certifying that said application(s) meets the community's previously identified housing and community development needs and the requirements of the State CDBG Program, and authorizing all actions necessary to implement and complete the activities outlined in said application.

Grants Administrator Keefer said that the CDBG application is ready to submit this week to NACOG for approval and recommendation. She said it has been a long process and expressed appreciation to the Town Clerk for her assistance on the process. Ms. Keefer explained that it is necessary to formally adopt the subject resolution in order to authorize the submission of the application.

16. **Discussion, consideration, and possible approval of intergovernmental agreement with Northern Arizona Council of Governments for technical assistance for the FY 2005 CDBG cycle.**

On a motion by Gioia, seconded by Teague, the Council unanimously authorized the signing of the contract between the Town of Camp Verde and Northern Arizona Council of Governments for consulting services in relation to 2005 CDBG funding, with noted changes including the \$5,000 fee.

Ms. Keefer said that this is the first year that a contract is being required in connection with the consultant services of NACOG; there has always been a fee in the past. Ms. Keefer speculated that the IGA is required by reason of Congress now trying to monitor certain things closer. Town Attorney Sims confirmed that he has reviewed the contract and that it includes his recommendations. Ms. Keefer pointed out that the fee comes from the top of the CDBG Grant, not from the Town funds essentially.

17. **Discussion, consideration, and possible approval to transfer additional funds in the amount of \$18,000 from the General Fund into the Special Events Line Item.**

There was no action taken.

Asst. Parks & Recreation Director Moore explained the request for transfer of funds, reporting that to date approximately \$60,000 has been spent on special events, but \$81,000 has been brought in. It was confirmed by the Finance Director that the subject line item has a corresponding revenue line item, and both items are directed and specific only to the special events. Bullard said that as long as the revenue stays higher than the expenditures there is no cost to the Town out of the General Fund monies; it was also confirmed that no specific request for transfer of the funds would be necessary, and staff was directed to handle the finances appropriately through the Finance Director.

18. **Discussion, consideration, and possible approval of a budget line item increase for anti-virus programs for individual workstations and the network.** There is \$1,000 budgeted for this item. The estimated cost, as submitted by Insightable Services, is \$5,779.39.

On a motion by Teague, seconded by Baker, the Council unanimously voted to ratify the previous expenditure of \$1,045 in emergency services.

On a motion by Teague, seconded by Kovacovich, the Council unanimously authorized the budget line item of \$4,734.39 for the purchase of the server software/anti-virus protection, and direct staff to undertake that expenditure in accordance with the Town Code.

Jim Ellington, under contract to the Town of Camp Verde for computer maintenance, reviewed the history of the Town's internet service and equipment, explaining in technical detail the need for anti-virus protection and server software. In resolving part of some problems it had recently been necessary to expend \$1,045 in emergency services. In summary, Mr. Ellington recommended the expenditure of another \$4,734.39 for software in order to insure that the Town continues to have adequate and uninterrupted computer and internet service. Town Attorney Sims also reviewed the process for purchasing and pursuant to his advice the Council took the appropriate action on the subject request.

19. **Call to the Public for Items not on the Agenda**

Robert Johnson spoke on the problem of losing election signs around Town, and suggested that if the problem continues perhaps using the signs should be dropped altogether. There was also a brief discussion as to whether the signs had been placed on ADOT right-of-way.

20. **Advanced Approvals of Town Expenditures**

There were no advanced approvals of Town expenditures.

21. **Manager/Staff Report**

There was no Manager/Staff report.

22. **Council Informational Reports**

Gioia added to the subject of election signs commenting that he had 60 signs stolen.

Teague reported that his team had won 31-26.

Parrish commented on bridges and displayed a photo of a very uniquely constructed bridge.

23. **Adjournment**

On a motion by Baker, seconded by Kovacovich, the meeting was adjourned at 9:50 p.m.

Mitch Dickinson, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION:

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the regular meeting of the Town Council of Camp Verde, Arizona, held on the 6th day of April, 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2005

Deborah Barber, Town Clerk

TOWN OF CAMP VERDE



PROCLAMATION

HUNTER SAFETY WEEK JULY 11TH THROUGH JULY 16, 2005

WHEREAS, Hunter Education is the signature activity for the Arizona Game And Fish Department and honors all qualified citizens who wish to pursue further education in hunter safety and responsibility, conservation and management of the habitat upon which all wildlife depends.

WHEREAS, Camp Verde and other Arizona citizens who are committed to promoting safe, knowledgeable and responsible hunter conduct, to emphasize the importance of wildlife management, laws and regulations, and to encourage the safe handling of firearms/bow hunting equipment will join together at Camp Verde Elementary School on July 11th through July 16th, 2005; and,

WHEREAS, The Town of Camp Verde's citizens, employees and volunteers have been and continue to be impacted by this positive education activity; and,

WHEREAS, money raised during the Hunter Education Week helps support research, education, advocacy, and student services.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Common Council of the Town of Camp Verde, do hereby proclaim July 11th through July 16th as, "HUNTER EDUCATION WEEK" in Camp Verde and encourage citizens to participate in "Hunter Education Week" which will be held at Camp Verde Elementary School in Camp Verde from 9:00 a.m. to 12 p.m. Monday July 11th through Saturday, July 16th, 2005.

Dated this _____ day of _____, 2005

Mitch Dickinson, Mayor

Attest:

Deborah Barber, Town Clerk

Mr. Bill Lee
Town Manager
Town of Camp Verde
473 South Main Street
Suite 108
Camp Verde, AZ

RE Water Resource Management
Revised Scope of Work

April 14, 2005

Dear Mr. Lee:

Burgess and Niple appreciate the opportunity to revise its previously submitted proposed Water Resource Assessment for the Town. Our firm was recently provided copies of the 1992 "Camp Verde Water Resource Plan" and a disk containing the information given to the Town by John Munderloh of Yavapai County. We have reviewed this material and made those modifications which we believe are appropriate to our original Scope of Work. These changes are also based on recent conversations with Town staff and concerns that had been previously expressed regarding the ability to readily access and utilize this GIS information. The following paragraphs describe the philosophy behind our revised Scope of Work.

The Town's 92' Water Resource Plan made several recommendations for further action, most of which B&N had independently recommended in previous discussions before the Town Council. In light of the fact that the Town received this Master Water Plan in 1992 and the fact that the plan made many sound recommendations, B&N believes it would be appropriate to evaluate the progress that has already been made over the past 13 years in implementing these recommendations, then conduct the appropriate studies that would be necessary to implement this plan or modifications of the plan resulting from B&N's findings. It is our desire to assist the Town in securing its water resource by building upon what has already been accomplished. Securing your water resources is vital to the achievement of the Town's goals and objectives. We understand that it is the Town's goal to acquire the water rights necessary to ensure that this resource continues to be available for future generations. .

The disk that the Town received from John Munderloh, Yavapai County's Water Resource Coordinator, contains point source data from various ADWR well records. Our conversations with Nancy Buckel, Town Senior Planner, and our review of this disk indicates that the Town has received a data base containing pertinent surface and ground water information; however, the organization of that data, the relationship of the data to specific geographic locations and the necessary information required to relate this data to a specific parcel is not readily evident. In short, it appears that it is necessary to conduct an appropriate programming assessment of the data base in conjunction with Town staff, before the information can be easily accessed and properly utilized in the process of making well informed planning decisions and recommendations to the Council. The

April 14, 2005

Page 2

most prudent course of action is to determine the actual status of the Town's water resource database in direct consultation with Ms Buckel, there in Camp Verde, then provide you with a plan for formatting it in a manner which can effectively be utilized by your staff.

The first task B&N proposes to conduct is; 1) a formal interview with Town staff and elected officials to determine what progress the Town has made in implementing the 92' water resource plan recommendations, 2) interview and conduct a scoping session with the Planning Department staff to develop a process for formatting the water resource data base in a manner that can best serve the needs of the Town, and 3) develop a firm basis and plan for conducting the additional work needed to begin the acquisition of appropriate surface water and groundwater resources.

The second task B&N proposes to undertake is to revise and update the 92' Water Resource Management Plan, as appropriate.

The third task is to update water resource supply and demand estimates, utilizing current demographic data and developer information which can be supplied locally.

A draft of our revised agreement, containing the scope of work, is attached for your review. The draft is currently in the process of review by B&N's management. I will forward a final copy to you as soon as practical.

Sincerely,

Teresa Harris
Project Manager

AGREEMENT BETWEEN
TOWN OF CAMP VERDE
AND
BURGESS & NIPLE, INC., ENGINEERS AND ARCHITECTS
FOR
PROFESSIONAL SERVICES IN CONNECTION WITH THE
WATER RESOURCE MANAGEMENT

SECTION I - GENERAL

This AGREEMENT made by and between the Town of Camp Verde, 473 South Main Street, Suite 102, Camp Verde, Arizona 86322, hereinafter designated as the OWNER, and Burgess & Niple, Inc., 5025 East Washington Street, Suite 212, Phoenix, Arizona 85034-2011, hereinafter designated as the E/A.

WHEREAS, the OWNER desires to have the E/A perform Professional Services for updating the status of the OWNER's 1992 Water Resource Plan, updating the OWNER's Water Resource Demand & Supply estimates, and reviewing the OWNER's Water Resource Information Database. The scope of services is described in detail in Attachment A of this AGREEMENT.

WITNESSETH: That the OWNER hereby employs said E/A to assist in completion of the tasks outlined in said AGREEMENT.

NOW, THEREFORE, in consideration of these premises and the mutual covenants hereinafter set forth.

SECTION II - DESCRIPTION OF SERVICES

The services provided by the E/A shall consist of the following:

1. Update Water Resource Management Status
2. Update Water Resource Demand & Supply Estimates

SECTION III - EQUIPMENT

The E/A shall provide all personnel and equipment necessary to perform the work.

SECTION IV - SCHEDULE OF PAYMENT

For the services described in Section II of this AGREEMENT, the OWNER shall pay the E/A a Lump Sum Fee of Twenty six Thousand and No/100 Dollars \$26,000.00. E/A progress payments may be invoiced monthly based upon actual progress and will be paid by the OWNER. In the event this AGREEMENT is abandoned or terminated prior to its completion, the E/A shall be paid for all work performed up to the date of termination, plus costs for terminating any subcontracts, leases or other obligations incurred by the E/A in connection with this AGREEMENT.

SECTION V - PERIOD OF SERVICE

The services described herein shall be completed within ninety (90) calendar days from the date of execution of this AGREEMENT. This AGREEMENT is valid if executed before July 14, 2005.

SECTION VI - RETENTION OF RECORDS

The E/A shall keep and maintain all books, documents, papers, accounting records, files, accounts, reports, cost proposals with backup data, and shall make all such materials available at any reasonable time during the term of work on the Project, and for five (5) years from the date of final payment to the E/A for inspection and copying upon the OWNER'S request.

SECTION VII - OWNERSHIP OF DOCUMENTS

Tracings, plans, specifications, and maps prepared or obtained by E/A under the terms of this AGREEMENT shall be delivered to and become the property of the OWNER. Basic survey notes and sketches, charts, computations, and other data prepared or obtained under this AGREEMENT shall be retained by E/A for no less than five (5) years and shall be made available, upon request, to the OWNER.

SECTION VIII - ANTI-DISCRIMINATION PROVISION

The E/A agrees not to discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, or handicap and further agrees not to engage in any unlawful employment practices.

SECTION IX - COMPLIANCE WITH LAWS

The E/A is required to comply with all Federal, State, and local laws, local ordinances and regulations.

SECTION X - INDEMNIFICATION AND INSURANCE

The E/A shall be liable only for damage caused by negligence of it or its employees. It assumes no responsibility for services performed by subconsultants except responsibility for selection of such subconsultants with reasonable care.

The E/A shall provide and maintain the following minimum insurance requirements:

- Commercial General Liability - Minimum single limit of \$1,000,000 for each coverage/occurrence. The policy shall include coverage for bodily injury and personal injury, broad form property damage, and blanket contractual coverage.
- Automobile Liability - Automobile liability insurance, with an individual single limit for bodily injury and property damage of no less than \$1,000,000 each occurrence, with respect to subconsultant's vehicles (whether owned, hire, non-owned), assigned to or used in the performance of this Contract.

- Workers' Compensation Insurance - This insurance shall be maintained during the life of the contract.
- Professional Liability Insurance - Minimum single limit of \$1,000,000 with an aggregate of \$2,000,000.

SECTION XI - CONTACT PERSON

The CONSULTANT'S representative to whom E/A shall report and coordinate the work is Teresa Harris.

SECTION XII - SUCCESSORS AND ASSIGNS

OWNER and E/A each binds himself and his partners, successors, executors, administrators and assigns to the other party to this AGREEMENT and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this AGREEMENT. Except as above, neither OWNER nor E/A shall assign, sublet or transfer his interest in this AGREEMENT without the written consent of the other; however, E/A may employ others to assist him in carrying out his duties under this AGREEMENT. Nothing herein shall be construed as giving any rights or benefits hereunder to anyone other than OWNER and E/A.

SECTION XIII - SIGNATURES

IN WITNESS WHEREOF the parties hereto have affixed their hands this _____ day of _____, 2005.

BURGESS & NIPLE, INC.

THE TOWN OF CAMP VERDE

Teresa K. Harris
Teresa K. Harris
Project Manager

By _____
Mr. Bill Lee, Town Manager

Randy D. Tirpak
Vice President

By _____

Title _____

Larry J. Woodlan, PE
President

Date _____

James C. Campbell, PE
Phoenix District Director

ATTACHMENT A – SCOPE OF WORK

CAMP VERDE WATER RESOURCES MANAGEMENT

BACKGROUND

- A. Surface and groundwater rights are threatened by ongoing litigation (Gila River Adjudication and Salt River Project Applications for Injunctive Relief).
- B. Water demand will increase as the Town's population and urban development increases.
- C. The Town desires to assume a proactive posture with regard to protecting existing water rights and secure additional sustainable supplies necessary to meet projected demand and ensure continued growth and prosperity.
- D. In 1992, the Town commissioned a Water Resources Plan. The Plan addressed the legal and geohydrologic framework governing water resource use, as well as existing, short and long term water resource management strategies. The Plan provided recommendations regarding protection of existing rights, acquisition of additional supply, and management of existing and future supplies. The Town desires to update their 13-year old Water Management Plan so that future activities are built upon previous accomplishments and ensure the Town's goals and objectives.
- E. The Town received a compilation of Water Resource data, from Yavapai County, which presumably has been developed into a GIS system. The Town desires that this tool be easily utilized by Town staff in the execution of their various planning duties.

OBJECTIVES

- A. Assess current water resource status.
- B. Evaluate progress relative to the Town's 1992 Water Resource Plan's recommendations.
- C. Update Supply and Demand elements of the 1992 Water Resources Plan
 - a. Update status of Adjudication Proceedings and SRP Application for Injunctive Relief
 - b. Update Water Resource Estimates
 - i. Evaluate current surface and groundwater quality
 - ii. Quantify surface water availability (based on current and historical land use and water right analysis) within the limits of current legislative status
 - iii. Quantify groundwater availability (upper vs. lower aquifer, water delivery capability; infrastructure, corporation commission constraints, municipal system) within limits cited above
 - c. Update demand projections (residential, municipal, industrial, and agricultural)
- D. Evaluate the Town's use of the Water Resource Information Geographical Information System. Make recommendations to enhance the effectiveness of the tool.

SCOPE OF WORK

Task 1 – Update Water Resource Management Status (Legal, Technical, and Political Proceedings)

- A. Review the Town's 1992 Water Resources Plan
- B. Conduct a formal interview with Town staff to determine the progress the Town has made implementing the Plan recommendations as well as evaluating the Town's Water Resource Information Geographical Information System. We anticipate interviewing the Town's water

- rights legal counsel, the Town Manager, and the Senior Town Planner. If it is determined that additional Town staff need to be interviewed, the Town Manager will be advised.
- C. Evaluate status of recommendations set forth in the 1992 Plan.
 - D. Conduct literature research to evaluate legal, technical, and political actions taken by others in the Middle Verde Study Area and evaluate potential impact to the Town's developing water portfolio
 - E. Evaluate current status regarding functionality and accessibility of Town's water information database

Task 2 – Update Water Resource Demand & Supply Estimates

- A. Update projected residential, municipal, industrial, and agricultural demand
 - a. Update population projections
 - b. Incorporate updated P&Z projections to fine-tune overall demand projections
 - i. designated growth areas within the overall planning area
 - ii. projected limits on agricultural land use, etc.
- B. Using available data, update water quality information for the planning area; identify current water quality issues for both surface water and groundwater that may adversely impact available/potential supplies
- C. Update status of Gila River Adjudication and SRP Applications for Injunctive Relief and evaluate potential impact to the Town's developing water portfolio
- D. Develop preliminary estimate of volume of physically available groundwater in both upper and lower aquifers
- E. Recommend a systematic approach, and the necessary tools, to secure and protect surface and groundwater rights
- F. Evaluate the potential to expand currently existing claims to historical surface water rights not presently documented by ADWR (arguments based on documentation of historical land use, such as irrigated land, army uses, etc).
- G. Update reclaimed water supply projections

DELIVERABLES

A report summarizing the Town's current water resource planning and management status.

- A. Current and projected water demand
- B. Water supply options to meet current and future demands
- C. Recommendations for refining current estimates of groundwater supply (groundwater modeling)
- D. Recommendations for increasing the number of surface water rights
- E. Recommendations for improving the accessibility and functionality of the Town's water resource information database.

CASA VERDE CONSULTING

PLANNING AND DESIGN

A Division of Belle Luna, Inc. an Arizona Corporation

Michael Gardner, President
Phone (928) 634-7686
Fax (928) 634-7461
Email: casa_verde@commspeed.net

Cottonwood, Arizona 86326

849 S. Cove Parkway, Suite C

Member, American and Arizona Planning Associations

Monday, April 04, 2005

Camp Verde Town Council
Town of Camp Verde
P.O. Box 710
Camp Verde, Arizona 86322

Honorable Mayor and Town Councilors;

During recent conversations with Planning staff, Council members, and Planning and Zoning Commissioners, it has become apparent that as Camp Verde grows and more projects are submitted for Staff action, certain needed tasks must be put on a back burner. Projects such as updating and modernizing codes, GIS analysis and modeling, and developing a Design Review system necessarily take a back seat to current planning work.

Accordingly, I would like to make the Council and Town Staff aware of the range of services available from Casa Verde Consulting. Casa Verde can provide full analysis and revision of existing codes and ordinances with emphasis on ease of administration. We can also provide new code-writing services for additions or amendments.

Our staff can also provide code, plan and design review services to help save valuable Staff time when things are busy. Our in-house technical capabilities include full GIS analysis, mapping and modeling, CAD, graphic production, word processing and large format printing.

With 20-plus years of experience in the Verde Valley in both governmental and private sectors, our knowledge of local codes, governments and conditions is unsurpassed. As a small-market consultant with local offices, our travel costs are minimized, and our extensive local experience eliminates "learning curve" costs. Hence, we can be very competitive with out-of-town firms. We will also handle smaller projects that, due to travel time and mobilization, are not cost effective for larger or out-of-town firms.

I would be happy to talk further with the Town at any time regarding providing these services, and would be pleased to work with the Town of Camp Verde as the Valley grows and changes. Thank you for your time and consideration.

Sincerely,



Michael Gardner
Principal Planner

STAFF REPORT

April 6, 2005

Council meeting of: APRIL 20, 2005

(Please state exactly as it should appear on the agenda, what type of action you anticipate)

Title: Discussion, consideration and possible approval of upgrade of copier, and approval of contract for copier located in the Court.

Is this a budgeted item: YES NO

Description of Item:

Possible approval of new 60 month contract with Hughes-Calihan. This is to upgrade the copier needs of the Court. The amount does not require an increase to 2004-2005 approved budget account 01-60-68-6031 Copier Maintenance.

Staff Recommendation: Approve upgrade and authorization to sign contract.

Comments:

Due to the recent increase in case filings, the existing copier is insufficient to the needs of the court. Upgrades would be more efficient for court staff time and needs.

Attachments: YES NO

Prepared by: Hon. Lyndall McElhaney

Why would you want to own your own Copier?

HUGHES-CALIHAN COPY MANAGEMENT PROVIDES

- No Up-Front Investment
- State of the Art Copying System
- Operator Training
- Full Service Coverage
- Complete Supply Program
- No Hidden Costs
- Simplified Invoicing and Accounting
- Guaranteed Customer Satisfaction

**Don't buy copiers,
buy copies!**

DELIVERY AND ACCEPTANCE RECEIPT

AGREEMENT NUMBER	CUSTOMER NUMBER
------------------	-----------------

TO:

The undersigned hereby certifies that all the equipment described in Agreement No. _____ between the above named Owner and

Customer, is in accordance with the terms of the said Agreement, has been delivered, inspected, installed, is in good working condition, and accepted by the undersigned as satisfactory. The decals, labels, etc., if required and supplied, have been affixed to the equipment as listed in said agreement. The undersigned hereby approves payment by you to the Supplier.

CUSTOMER:

By _____

Authorized Signature and Title

Date

TOTAL CARE COPY MANAGEMENT AGREEMENT

AGREEMENT NUMBER
CUSTOMER NUMBER
APPROVAL NUMBER

Town of Camp Verde
 COMPLETE LEGAL NAME OF CUSTOMER
Municipal Courts, 473 S Main St, Camp Verde, AZ 86302
 FULL ADDRESS
Jacque
 PERSON TO CONTACT
928567-6635
 TELEPHONE NO.

HUGHES-CALIHAN
 COMPLETE LEGAL NAME OF SUPPLIER
1000 E. Butler St #110 Flagstaff AZ
 FULL ADDRESS
 SALESPERSON _____ TELEPHONE NO. _____

1. Total Care Copy Management Agreement. We use the words **you** and **your** to mean the Customer. The words **we**, **us** and **our** refer to the Owner indicated herein. We agree to provide to you the Equipment listed below (together with all accessories, replacements, substitutions, replacement parts, additions and repairs now or hereafter incorporated therein, affixed thereto or used in connection therewith, the "Equipment") upon the terms and conditions set forth on this page and those set forth on the **next page/reverse side** of this Lease. You promise to pay us the minimum usage payment according to the payment schedule below.

Description of Equipment:

Quantity	Make & Type	Model Number	Serial Number	Starting Meter
1	KONICA 7235			

Equipment Location, if other than Customer's address above:

Address	City	County	State	Zip Code
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2. Term and Payment Schedule. Base Minimum Number of Images Per Month 2000

Original Term <u>60 months</u>	Base Usage Charge per Image <u>X Monthly Image 290⁴⁴</u>	Per Image charge over Base Minimum <u>.012</u>	Payments are due monthly, beginning and continuing on the same day of each following month until fully paid. Payments will be applied first to past due balances, taxes and late charges, then to the current amount due.
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If any taxes are due, you agree to pay the tax in addition to your monthly usage payment.

You agree to the Base Minimum Number of Images at the Base Usage Charge per Image or Month, even if you produce less than the Base Minimum Number of Images. You may not carry over a credit from any month during which you produce fewer images than the Base Minimum Number of Images. You agree to all terms and conditions shown above and on the next page of this Agreement, that those terms and conditions are a complete and exclusive statement of our Agreement and that they may be modified only by written agreement and not by course of performance. You also agree that the Equipment will not be used for personal, family or household purposes. You acknowledge receipt of a copy of this Agreement. We have no obligation to you until we accept this Agreement by signing below. Headings and Titles of sections are included for convenience only and are not substantive provisions of this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument. You acknowledge that you have received a copy of this Agreement and agree that a facsimile or other copy of this Agreement shall be as enforceable as the original executed Agreement. If you are a partnership or a corporation, limited liability company or other legal entity, you represent and warrant that the execution and delivery of this Agreement and your performance of your obligations hereunder have been duly authorized by all necessary company action, and that the person signing this Agreement on your behalf has been duly authorized to do so. You represent and warrant that all of the information set forth in the credit application (or similar document) submitted to us in connection with this Agreement and the Customer information set forth above are true and correct.

Time is of the essence of this Agreement.

This Agreement may not be terminated early.

Accepted on: _____

Accepted on: _____
Town of Camp Verde Municipal Courts
 (Customer)

HUGHES-CALIHAN
 (Owner)

By _____

By _____

Its _____
 (If Corporation, President or Vice President must sign and give official title. If owner or partner, state which.)

Guaranty

In the Guaranty, **I** and **me** means the person making the guaranty and **you** means the Owner indicated above.

As additional inducement for us to enter into the Agreement, the undersigned ("you") unconditionally, jointly and severally personally guarantee that the Customer will make all payments and meet all obligations required under the Lease Agreement (the "Agreement") and any supplements fully and promptly. You agree that we may make other arrangements including compromise or settlement with the Customer and you waive all defenses and notice of those changes and will remain responsible for the payment and obligations of the Agreement. We do not have to notify you if the Customer is in default. If the Customer defaults, you will immediately pay in accordance with the default provision of the Agreement all sums due under the terms of the Agreement and will perform all of the obligations of the Agreement. If it is necessary for us to proceed legally to enforce this Guaranty, you expressly consent to the jurisdiction of the Court set out in Paragraph 17 and agree to pay all costs, including attorney's fees incurred in the enforcement of this Guaranty. It is not necessary for us to proceed first against the Customer before enforcing this Guaranty. By signing this Guaranty, you authorize us to obtain personal credit bureau reports for credit and collection purposes.

Dated _____

Personal Guaranty

Guarantor's Signature

Print Name

Address

HUGHES-CALIHAN ORDER FORM

Order Number 902538

Ship To Cust #	Shipping Loc	40000	Bill To Cust #	
Date	PO#/Credit Card	3/25/65	Rep Name/#	
Ship To	National Account #		Bill to Info	
Name		Town of Camp Verde	Name	
Add1		Municipal Courts	Add1	
Add2		473 S. Main Street	Add2	
City	St	AZ	City	St Zip
		Zip 86322		
Contact	Phone	Jacque 9285676635	Contact	Phone
Fax	E-mail		Fax	E-mail

PURCHASE SECURITY AGREEMENT

Cash Price Incl. Tax	Terms of Agreement	60 months F.M.V.
Down Payment	Base Use Charge	\$ 290 44
Cash Price Balance	Impressions	2000 month
Number of Payments	Per Impression Charge over Incl	.012
2nd Amount/Due	Payment Frequency	monthly
Final Amount/Due	Number of Payments in Advance	0
Carrying Charge (Included Above)	Service included in Lease	Yes

BILLING INFORMATION

A/R Code Exempt Code Dist Code SPQ Code

TRADE IN INFORMATION

Equipment Encumbered If Yes, who Owns the Equipment

Accepted when signed by all approving Parties	Hughes Calihan P.O. Box 10322 Phoenix, AZ 85064-0032	Customer Name (Business Entity) Town of Camp Verde Municipal Courts
Sales Rep: _____ / /	I have read and acknowledge this agreement which includes the terms and conditions on the additional attached pages	
Sales Mgr: _____ / /	Auth Signature:	
Service Mgr: _____ / /	Print Name and Title:	
Credit Dept: _____ / /	Date Accepted: _____ / /	

Terms and Conditions

1. HUGHES-CALIHAN CORPORATION ACCEPTANCE. This Field Order Form ("Agreement") constitutes an offer by the undersigned Customer to purchase said equipment from the Hughes-Calihan Corporation ("Seller") which will become a binding contract when it has been accepted by Hughes-Calihan's Corporate office in Phoenix, Arizona. Notice of acceptance by the seller is hereby waived by the Customer. In the event this Agreement is not accepted by Hughes-Calihan Corporation, any funds deposited by Customer will be refunded and Customer will immediately surrender any Equipment which has been delivered. In no event shall the deposit by Hughes-Calihan Corporation of checks or other instruments delivered by the Customer in connection herewith constitute acceptance of this agreement.

2. SECURITY AGREEMENT. Customer and any individual consigner hereby grant to Hughes-Calihan Corporation a purchase money security interest in and to the Equipment. This Agreement of reprographic copy hereof may be filed with any appropriate agency to protect or perfect Hughes-Calihan Corporation's right hereunder. By its signature, Customer hereby authorizes any officer of designated employee of Hughes-Calihan Corporation as Customer's attorney-in-fact to execute and file a Uniform Commercial Code financing statement covering the Equipment and reflecting Hughes-Calihan Corporation's interest therein on the public records. Such power of attorney granted hereby is coupled with and interest and is irrevocable.

3. TAXES. Customer shall pay directly to Hughes-Calihan Corporation any amounts paid by Hughes-Calihan Corporation for all charges and taxes (local, state and federal) which may now or hereafter be imposed or levied upon the sale, purchase, ownership, rental, leasing, possession or use of Equipment, except taxes on or measured by Hughes-Calihan Corporation net income.

4. NOTICE. Service of all notices required or permitted under this Agreement shall be sufficient if given, personally delivered or mailed, to the party involved at its address set forth on the Order Agreement, or at such other address as the parties may provide in writing from time to time. Any such notice shall be effective when deposited in the United States mail, duly and properly addressed, certified mail, and with postage prepaid.

5. ARBITRATION. Any controversy or claim arising out of or relating to this Agreement or the breach hereof, including any claim based upon or arising from an alleged tort, shall be settled by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association in effect on the date of this Agreement and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any remedy that would be available from a court of law or equity shall be available from the arbitrator(s). The arbitration hearing and all proceedings in connection therewith shall take place in Phoenix, Arizona. The arbitration hearing shall be commenced within (90) days of the filing of a Demand for Arbitration by either party, and the award shall be rendered within thirty (30) days of the conclusion of such hearing. This provision is not intended to prevent Seller from repossession of the equipment or from proceeding with any remedial measure allowed by this Agreement.

6. MISCELLANEOUS. This agreement constitutes the entire agreement between Hughes-Calihan and Customer and this Agreement shall not be amended, altered or changed except by a written agreement signed by the parties. In the event Customer issues a purchase order to Hughes-Calihan Corporation covering the Equipment it is agreed that such purchase order is issued for purposes of authorization and internal use and none of its terms and conditions shall modify the terms of conditions of this Agreement and/or related documentation. Customer shall provide Hughes-Calihan Corporation with such corporate resolutions, opinions of council, financial statements and other documents, (including UCC Financing Statements and other documents of filing or recording) as Hughes-Calihan Corporation shall request from time to time. If more than one customer shall execute this Agreement, the liability of each shall be joint and several. Time is of the essence of this Agreement. No provisions of this Agreement which may be deemed unenforceable shall in any way invalidate any other provision hereof. Customers represents that they equipment will be used only for business purposes and agrees that under no circumstances shall this Agreement be construed as a consumer contract. This Agreement shall be governed by the laws of the State of Arizona. Hughes-Calihan Corporation may suspend performance under this agreement or any maintenance agreement if Customer is in default or in arrears to Hughes-Calihan Corporation under this or any other agreement.

HUGHES-CALIHAN CORPORATIONS'S SALES AND SERVICE REPRESENTATIVES ARE NOT AUTHORIZED TO WAIVE OR ALTER THE TERMS OF THIS AGREEMENT AND THEIR REPRESENTATIONS SHALL IN NO WAY ALTER THE RIGHTS AND OBLIGATIONS OF CUSTOMER OR Hughes-Calihan Corporation AS SET FORTH ABOVE.

7. ACCEPTANCE. Upon receipt of the Equipment, Customer's failure to immediately notify Hughes-Calihan Corporation of any defects or deficiencies in writing will constitute Customer's acknowledgment that such Equipment is in good condition and repair and is satisfactory in all respects for purposes of this Agreement. Payment of any payment (other than payments made contemporaneously herein) without reservation of right shall also constitute such acknowledgment. The date of delivery of the Equipment or such after dates specified by Hughes-Calihan Corporation in the Notice of Acceptance shall be the "Start Date." Hughes-Calihan Corporation is authorized to fill in on this agreement the Start Date in accordance with the above, together with any serial number or other identification data concerning the Equipment when actually determined by Hughes-Calihan Corporation.

8. LOCATION, INSPECTION, ALTERATIONS, LABELS. As it applies to security purchases, lease or rental, the Equipment shall not be removed from the equipment location shown on the face of this Agreement without Hughes-Calihan Corporation's prior written consent. Hughes-Calihan Corporation shall have the right to inspect the Equipment at any reasonable time. Customer shall use the Equipment lawfully and shall not alter the Equipment without Hughes-Calihan Corporation's prior written consent. In the event the Equipment is altered by Customer or a third party adding additional equipment, the additional equipment shall become the property of Hughes-Calihan Corporation with no additional consideration, subject to the terms and conditions herein. If Hughes-Calihan Corporation supplies Customer with labels stating that the Equipment is owned by Hughes-Calihan Corporation, Customer shall affix such labels and keep them in a prominent place on the Equipment. Nothing contained in this Agreement should give or convey to Customers any right, title or interest in or to the equipment except as set forth herein. Customer shall, at its expense, protect and defend Hughes-Calihan Corporation's interest in the Equipment against all persons claiming against or through Customer and shall at all times keep the Equipment free and clear from any legal process, security interest, lien or other encumbrance whatsoever and shall give Hughes-Calihan Corporation immediate notice thereof and shall indemnify and hold Hughes-Calihan Corporation harmless from and against any loss cause thereby.

9. SURRENDER. As this agreement applies to lease or rental of equipment, upon the expiration of the term of this Agreement, or upon proper demand by Hughes-Calihan Corporation made pursuant to the terms thereof, Customer, at its expense, shall return the Equipment by delivering it in the same condition and appearance as when delivered to Customer, reasonable wear and tear only excepted, to the nearest Hughes-Calihan Corporation district office.

10. INSURANCE. As it applies to security purchase, lease or rental of equipment, unless waived by Hughes-Calihan Corporation in writing, Customer shall provide, maintain and pay for (a) insurance against Loss or Damage to the Equipment for its full replacement value naming Hughes-Calihan Corporation as a loss payee, and (b) public liability and property damage insurance naming Hughes-Calihan Corporation as an additional insured. Customer shall be liable for any deductible amount contained in such insurance policies. All insurance shall be in form and amount and with companies with satisfactory to Hughes-Calihan Corporation and shall contain the insurer's agreement to give 30 days written notice to Hughes-Calihan Corporation before cancellation, non-renewal, or material change of any policy or insurance. Upon Hughes-Calihan Corporation's request, Customer shall deliver to Hughes-Calihan Corporation evidence of such insurance satisfactory to Hughes-Calihan Corporation.

11. DELINQUENT PAYMENTS OR OTHER DEFAULT. (a) Service charge. Since it would be difficult or impossible to determine Hughes-Calihan Corporation's actual damages in the event of late payments, if any payments to Hughes-Calihan Corporation is not paid within 10 days of the date it is due, Customer shall pay to Hughes-Calihan Corporation an amount equal to 5% of any such late payment (but not less than \$15 nor more than \$100) to compensate Hughes-Calihan Corporation for its expenses incurred by such late payment. Hughes-Calihan Corporation and Customer agree and acknowledge that such service charge shall not constitute a penalty. (b) Interest. Customer shall also pay Hughes-Calihan Corporation Interest on all amounts due and payable at the highest rate permitted by applicable law, but not more than 1.5% per month. (c) Collection Costs. Customer shall pay to Hughes-Calihan Corporation all costs of collection (including the fees of any collection agency to whom this Agreement may be referred), plus reasonable attorney's fees (which attorney's fees shall not less than 25% of amounts due unless a lower amount is specified by applicable law). (d) Removal of the collateral or other default. If the undersigned removes the equipment from its present premises without the written consent of Seller, or if the undersigned violates any other covenant contained in this Agreement, then Seller may (1) declare the entire sum remaining unpaid hereunder including interest at 1.5% per annum to be immediately due and payable, or (2) enter, with or without legal process and using such force as may be necessary, into the premises where the collateral is located, and take possession thereof, and thereafter hold the same free of all claims of the undersigned, and retain all payments made by the undersigned hereunder as and for the reasonable rental of said goods and for the use, wear and tear thereof, or as much thereof as may be permitted by law; and the undersigned for himself and his successors in interest hereby waives all claims and rights of action for trespass or damages by reason of such entry, taking possession and removal, and also waives so far as is consistent with public policy, the benefits of any statutes of this State that may conflict with the conditions of this order or with any causes of action hereby given. Where action taken by Seller requires assistance by an attorney, the undersigned will pay Seller's reasonable attorney's fees.

12. PURCHASE OPTION. At termination of the term specified herein, Customer shall have a non-assignable option to purchase the Equipment AS IS, WHERE IS, at its then fair market value by giving Hughes-Calihan Corporation notice in writing of Customer's intent to purchase at least thirty (30) days prior to the end of the rental term.

13. LIMITATION OF LIABILITY. Hughes-Calihan Corporation shall not under any circumstances be liable for special, indirect, incidental or consequential damages, including, without limitation, loss of profits or revenues, loss or damage to other property or equipment, cost of capital, or of purchased or replaced goods, or expense or inconvenience caused by or arising from the purchase, sale, use or inability to use the Equipment as supplied by this agreement or by any breach of the Agreement.

14. TERM. The term of this Agreement commences as of the Start Date and ends upon the payment in full of all amounts owed to Hughes-Calihan Corporation hereunder.

15. NON-CANCELABLE. This Agreement cannot be canceled or terminated except as expressly provided herein.

16. MITIGATION. If Hughes-Calihan Corporation repossesses the equipment prior to payment by the Customer of all amount due hereunder, Hughes-Calihan Corporation may sell the Equipment, AS IS, WHERE IS, free and clear of all rights of Customer at either public or private sale, and apply the net proceeds (after deduction expenses of sale) to the obligation of Customer hereunder. Customer shall remain liable for any deficiency. In the event of the Customer's default in payment and subsequent repossession of the collateral, Hughes-Calihan Corporation may dispose of the Equipment in any commercially reasonable place and manner.

WARRANTY

At any time within 30 days from the delivery hereunder of the equipment specified herein, the Seller will make, free of charge during ordinary business hours, all needed repairs thereto not necessitated by accident or abuse, or by damage arising from acts of third persons or any force of nature, provided that no repairs, alterations or additions have been made to such equipment except by the Seller or its authorized representatives. After the first 30 days and for the remainder of the manufacturer's warranty period, we will supply replacement parts for these parts found to be defective plus the labor necessary to make such replacements

SERVICE INFORMATION

Order Number

902538

Model Number	Id #	Term	Toner Inc	Unit of Measure	Base Rate**	Billing Freq	Units Allowed	Billing Freq	Excess Cost/Un	Items Not Inc*	Meter Read	Beg Date
7235			Yes		INC		6,000	QTR	-012	paper stapler		

QUOTE FOR EQUIPMENT, DELIVERY & INSTALLATION

Qty Ordered	Qty Shipped	Product Id:	Model:	Serial ID:	Unit Measure:	Unit Price:	Total
1			Konica 7235				CMP
1			Dex Feeder				INC
1			Syst. Stand (2x500)				INC
1			Int. Tray				INC
1			Finisher				INC
1			Fax Module				INC
							Total
							Total
							Total

Includes Trade In of Lanier 5227 SN. 71040143
 OLD contact would be void.

Subtotal *CMP*

Subtotal Purchase

Trade-In Equip

Lanier 5227

Net Total Equipment

Tax (Cash Sale Only)

Network/PC Install

Delivery

Grand Total

Include in Lease

Include in Lease

Included

Delivery Comments:

Required Del Date
 If Date is Specific

Sold Demo

Manf. Install Required

Internal Comments

Scope of Work Attached

Connectivity Survey Attached

Already Delivered

Ship Via *H-C*

Ship To

MAINTENANCE AGREEMENT

Hughes-Calihan Corporation agrees to place under this Maintenance Agreement, the equipment and features listed on the Reverse side of this Agreement and will maintain the equipment in accordance with Hughes-Calihan Corporation, established policies, procedures, and conditions contained herein.

TERMS: This agreement shall have an initial term of one (1) year or have used a specified number of copies from the effective Commencement Date and shall have subsequent automatic renewals in required increments unless thirty (30) days prior notice has been given by either Party before the expiration date of the then current contract. Effective on the anniversary date of this Agreement, Hughes-Calihan Corporation may change its charges without prior notice to customer.

Beginning on the effective date, Hughes-Calihan Corporation agrees to provide maintenance service during Hughes-Calihan Corporation's business hours (8:00 AM to 5:00 PM, Monday through Friday, excluding Hughes-Calihan's Corporation observed holidays), unless otherwise specified on this Agreement.

MAINTENANCE AGREEMENT SERVICES: Service will include preventive and remedial maintenance, all parts and component replacements on an exchange basis (with the exception of those parts and components listed on the reverse side). The service shall be as such as to keep the equipment in good working order and in accordance with established equipment operating specifications. Maintenance service also includes any number of service calls as originated by customer, lubrication, adjustments and replacement of maintenance parts deemed necessary by Hughes-Calihan Corporation. The customer agrees to provide Hughes-Calihan Corporation with reasonable access to the equipment to enable Hughes-Calihan Corporation to discharge its responsibility hereunder.

CHARGEABLE SERVICES: Service not, included in this Maintenance Agreement will be charged in accordance with the Hughes-Calihan Corporation rates then in effect for such services. The following are not considered maintenance agreement services.

- The repair of damage, replacement of maintenance parts, or any increase in service time caused by accident, disaster, neglect, abuse, misuse, use of the machine for purposes other than for which designed, transportation, alterations, attachments, accessories, supplies, operator error, parts not specified by Hughes-Calihan Corporation, non Hughes-Calihan Corporation repairs or activities, failure to provide a suitable environment and electrical power problems.

Hughes-Calihan Corporation will not be responsible for servicing any peripherals or internal components added to the equipment listed in this Agreement unless a mutual written agreement for servicing specific approved peripherals, internal Components or other devices (such as, but not limited to, software packages, or equipment furnished by companies other than Hughes-Calihan Corporation) is agreed upon between Hughes-Calihan Corporation and customer.

Service requested outside the Hughes-Calihan Corporation normal business hours.

- Reconditioning of equipment when preventive or remedial maintenance is no longer sufficient to maintain equipment to factory standards.
- Hughes-Calihan Corporation will not be responsible for the installation, repair, maintenance, or replacement of coaxial interconnecting cables in connection with this Agreement.

RELOCATION: The transfer of equipment covered by this Agreement to a location outside the normal servicing area of Hughes-Calihan Corporation will exclude it from the terms of this Agreement. The Maintenance Agreement rates on machines which are owned by the customer and are transferred to a different zone within the normal servicing area of Hughes-Calihan Corporation will be subject to the applicable Maintenance Agreement rates for the new zone. The customer also agrees to notify Hughes-Calihan Corporation of the relocation of any equipment under this Agreement within 10 days of relocation.

ASSIGNMENT: This Agreement is valid between Hughes-Calihan Corporation and the customer to which it was issued and is not transferable to other parties without the written permission of Hughes-Calihan Corporation.

TERMINATION: The Agreement maybe terminated by either party provided thirty (30) days advance written notice of termination is given to the other party, If terminated by customer, there will be no refunds or credits to remaining contract period. No modification or amendment to this Agreement will be binding on Hughes-Calihan Corporation unless in writing on this Agreement and signed by an officer of Hughes-Calihan Corporation and customer.

GENERAL: Hughes-Calihan Corporation will indemnify the Customer and their employees from loss, or liability by reason of property damage, or personal injury, caused by the performance or act of employees of Hughes-Calihan Corporation. The Customer understands that liability with respect to any property damage or injury (including death) to persons arising out of or connected with services performed under this Agreement, is limited strictly to that imposed by law and that there is no contract imposing any greater degree of liability on Hughes-Calihan Corporation.

There shall be added to the fee for this Agreement any tax now or hereafter imposed on, or in connection with, the sale or delivery of furnishing of such services or materials described herein.

This Agreement is governed by the laws of the State of Arizona.

ADDITIONAL TERMS OF PREMIUM PLANS: The volume plan commitment represents the minimum volume to which the customer commits. The minimum advance billing will be reflected on the service billing in accordance with the plan selected, A meter reading will be taken in accordance with the meter reading frequency established for your plan. Copies in excess of the minimum will be billed at the applicable plan rate.

Customer shall be responsible for ordering and maintaining an adequate inventory of toner. A meter reading and serial number may be requested at the time of order. Customer agrees to use consumable supplies ordered hereunder only in connection with equipment subject to this agreement In the event of a significant variance between the amount and/or type of consumable supplies ordered and the type of and/or copy volume made on such equipment, Hughes-Calihan Corporation shall have the right to:

- Charge the customer and additional amount per copy for any variance in excess of twenty percent (20%). Variance will be calculated using manufacturer's recommended yield.
- Request that the customer purchase additional supplies to account for variance caused by the customer's unique applications.

Customer shall make all unused toner available to Hughes-Calihan Corporation for pickup promptly after expiration or termination of this Agreement. All toner in the customer's possession belongs to Hughes-Calihan Corporation, and will be available to Hughes-Calihan Corporation if this Agreement "" were cancelled for any reason, including non-payment. Such returned toner supplies will not be credited to the Customer.

BREACH OR DEFAULT: If the Customer does not pay for meter charges or toner or fails to remain current in the monthly Cost-Per-Copy Lease payments, the Customer will be in default. Hughes-Calihan Corporation, at its option, may refuse service or provide service on a C.O.D. basis. If the Customer should move the equipment outside of the service zones of Hughes-Calihan Corporation the Customer agrees to notify Hughes-Calihan Corporation, or be considered in default of this agreement.

Corporate - Phoenix
4730 N 16th St
Phoenix, AZ 85016
602 264-9631
800 352-3040
Fax 602 234-406

Tucson
4601 S. Butterfield Dr
Tucson, AZ 85714-3401
520 790-4900
800 528-0992
Fax 520 790-5079

Las Vegas
3101 W Spring Mountain Rd# 7
Las Vegas, NV 89102
702 362-1537
Fax 702 362-3143

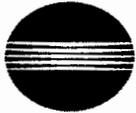
Reno-Sparks
1380 Greg St, Suite 225
Sparks, NV 89431
775 331-0313
Fax 702 331-5304

Flagstaff
1000 E. Butler, Suite 110
Flagstaff, AZ 86001
520 779-0497
Fax 520 779-1605

Yuma
1929 S. Arizona Ave #11
Yuma, AZ 85364
928 726-4532
Fax 928 726-7986

Prescott
1024 Willow Creek Rd #D
Prescott, AZ 86301
928 778-7199
Fax 928 778-7756

Lake Havasu
2178 McCulloch Blvd. #11
Lake Havasu City, AZ 86403
928 505-2610
Fax 928 505-2658



KONICA MINOLTA

bizhub 7235

bizhub design gives you a central resource for information – with all-in-one performance, all the new features you've asked for, and all the quality and reliability you count on from Konica Minolta.

35 ppm output speed with 100,000-page monthly duty cycle gives the bizhub 7235 more power to meet high-volume workflow demands.

Expanded 4,550-sheet maximum paper capacity for greater flexibility and long print/copy runs without re-loading.

Networkable desktop printing with the easy point-and-click operation of an embedded IP-424 Print Controller option.

Document Folder function makes it easy to store and reprint jobs on demand.

High-speed scanning (up to 65 scans-per-minute), with Scan-to-Email (400 one-touch Emails), Scan-to-FTP, Scan-to-HDD (with optional Hard Disk Drive), and Scan-to-PC (Server Message Block support).

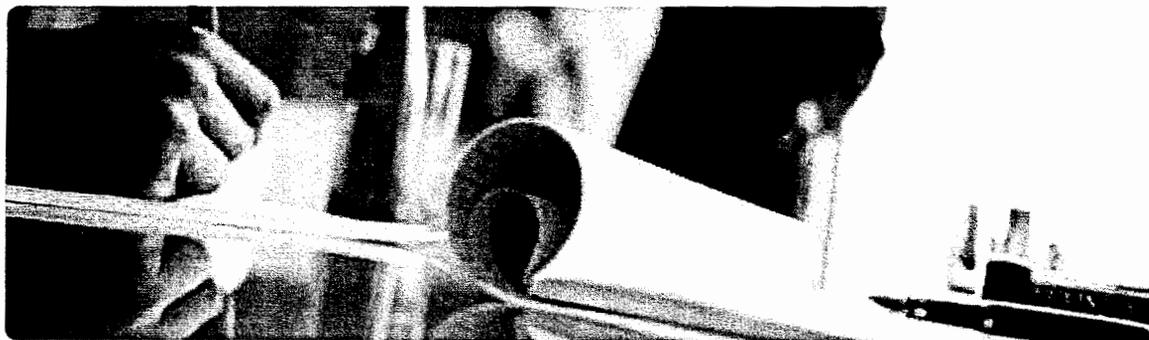
Modular finishing capabilities for in-house print production, including booklet making, multi-position 50-sheet stapling, 2-hole/3-hole punching and more.

High-speed Fax option with advanced features, including autodialing, memory transmission, F-Code support and dual-line capability.

Optional Internet Faxing so the bizhub 7235 can send fax transmissions to Email addresses.

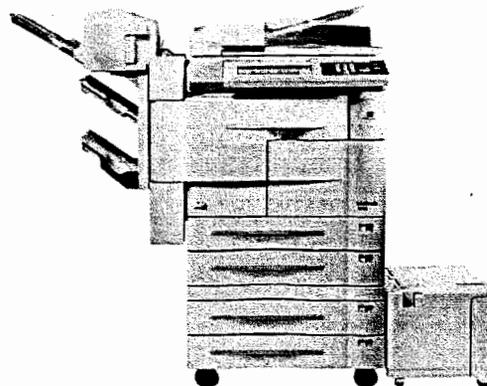
Enhanced Email directory integration with LDAP search compatibility for accessing Email addresses.

Large, easy-to-read control panel tilts in three positions for convenient access.



Digital Printer/Copier/Scanner/Fax. Your workflow is unrestricted by time or place. 35 ppm print/copy output. Built-in scanning, including Scan-to-Email, FTP and PC. Modular finishing. Optional faxing. So you're at the hub of your business – with all the power your business deserves.

bizhub 7235



The essentials of imaging



bizhub7235



General Specifications

TYPE:
Digital Printer/Copier/Scanner/Fax

IMAGING SYSTEM:
Laser Electrostatic

DEVELOPMENT SYSTEM:
Simitri® Polymerized Toner

MONTHLY DUTY CYCLE:
100,000 pages

PRINT/COPY SPEED:
35 ppm (8-1/2"x11")

FAXING (optional):
Super G3 compatibility
JBIG data compression
33.6 Kbps modem speed
F-Code support

SCANNING:
Scan-to-Email (attachments in
TIFF/PDF formats)
Scan-to-FTP (TIFF/PDF formats)
Scan-to-HDD (with HDD option)
Scan-to-PC
(TIFF/PDF formats, SMB)
PC Faxing
Internet Faxing

SCANNING SPEED:
Up to 65 scans per minute
(300 dpi); up to 45 scans per
minute (600 dpi)

IMAGE RESOLUTION:
True 600 x 600 dpi scanning

HALFTONE REPRODUCTION:
256 gradations

MEMORY:
64 MB (standard)
320 MB (maximum)

WARM-UP TIME:
30 seconds (approx.)

FIRST COPY:
Less than 4 seconds (approx.)

COPY QUANTITY:
1 - 999 copies

MAGNIFICATION:
Zoom range: 25 - 400%,
1% increments
Preset reduction:
93%, 73%, 65%, 50%
Preset enlargement:
121%, 129%, 155%, 200%

EXPOSURE MODES:
Auto
Text
Photo
Text/Photo
Manual

ORIGINAL SIZE:
To 11" x 17" maximum

PAPER SIZE:
5-1/2" x 8-1/2" to 11" x 17"

PAPER WEIGHT:
16 lb. bond to 24 lb. bond

PAPER SUPPLY:
500-sheet standard paper
drawers (2)
50-sheet bypass

OPTIONAL PAPER SUPPLIES:
1,000-sheet two-drawer base
(500 sheets per drawer)
1,500-sheet single-drawer base
(8-1/2" x 11")
2,000-sheet large capacity tray
(8-1/2" x 11")

MAXIMUM PAPER CAPACITY:
4,550 sheets (total, with options)

DOCUMENT FEEDER:
DF-320 Reversing Automatic
Document Feeder (optional)
Paper Capacity: up to 50 sheets
Paper Size:
5-1/2" x 8-1/2" to 11" x 17"
Paper Weight:
16 lb. bond to 24 lb. bond

POWER REQUIREMENTS:
120 V, 15 A, 60 Hz

DIMENSIONS (W x D x H):
23-1/2" x 25-7/8" x 32-1/8"

WEIGHT: 168 lbs.

OPTIONS:
CV-109 Platen Cover
DF-320 Reversing Automatic
Document Feeder
DB-211 Two-Drawer Base
(500 sheets per drawer,
up to 11" x 17")
DB-411 Single-Drawer Base
(1,500 sheets, up to 8-1/2" x 11")
DK-110 Plain Stand
LT-203 Large Capacity Tray
(2,000 sheets, 8-1/2" x 11")
FS-114 Modular Finisher (sort,
staple, 2-hole/3-hole punch;
booklet-making can be added)
FK-114 Punch Kit (for FS-114)
SK-114 Saddle Kit (for FS-114)
BK-114 Bin Kit (for FS-114)
FS-113 Finisher (sort, staple,
2-hole/3-hole punch) ✓
RU-101 Relay Unit
(required with FS-113)
IT-101 Internal Exit Tray
ET-101 Exit Tray
IP-424 Embedded Print Controller
PS-346 PostScript Kit (for IP-424)
CF-101 Memory for Font
Downloading (128 MB; for IP-424)
FK-103 Fax Kit
FL-103 2nd Fax Line
HD-103A Hard Disk Drive
MU-413A Memory Upgrade
(256 MB; main body memory)

PAGESCOPE APPLICATIONS:
Document Workflow Management:
PageScope Cabinet Pro
(optional)
PageScope Router (optional)

Available Functions*

Auto Dialing (500 one-touch
numbers, 40 program keys,
20 group dial numbers)
Auto Document Feeding
Auto Duplex, Stackless
Auto Exposure
Auto Paper Selection
Booklet Making
(with FS-114, SK-114)
Book Transmission
Border Erase
(frame, fold, frame & fold)
Cover/Sheet Insertion
Criss/Cross Sorting
Counter List
Document Folder
(job storage and reprint)
Energy Save Mode
Fax Transmission/Reception
(33.6 Kbps, JBIG compression)
F-Code Support
Font Downloading
Grouping
Hole-Punching (2-hole, 3-hole)
Image Density Test Samples
(16 density settings)
Image Insert
Image Overlay
Image Shift
Intelligent Job Building
Internet Fax
Interrupt Copying
Job Memory/Prestart (30 jobs)
Job Reserve (5 jobs)
Memory Transmission
Password Printing
Photo Mode
Polling Transmission/Reception
Print Job Spooling
Proof Copy
Rotation Exit (horizontal/vertical)
Scan-to-Email with LDAP support
Scan-to-FTP
Scan-to-HDD
Scan-to-PC
Sorting
Stamping (continuous)
Stapling (single or multi-position)
Storyboarding
(2-in-1, 4-in-1, 8-in-1, 16-in-1)
Watermark
Web Utility Address Book
(LDAP compatible)
Zoom

IP-424 Print Controller Specifications

TYPE:
Embedded Print Controller

CENTRAL PROCESSING UNIT:
300 MHz

MEMORY:
128 MB (standard and maximum)

COMPACT FLASH OPTION:
128 MB

PRINT SPEED:
35 ppm

PRINT RESOLUTION:
True 600 x 600 dpi

PRINT DRIVERS:
Windows 95, 98, ME, NT, 2000,
XP, Macintosh

PAGE DESCRIPTION LANGUAGE:
PCL 5e / PCL 6
Adobe PostScript 3 (option)

FONTS:
PCL Fonts: 81
PostScript Fonts: 136 (option)

PROTOCOLS:
AppleTalk (EtherTalk)
IPX/SPX
TCP/IP
HTTP
SNMP



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Design & specifications are subject to change without notice.

* Some functions may require options, which may or may not be available at time of launch.

bizhub 7235



KONICA MINOLTA

KONICA MINOLTA
BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive
Ramsey, NJ 07446
www.kmbbs.konicaminolta.us

Contract

Solicitation #AD030024

Page loaded on 04/14/2005 at 08:57:06 AM.

Document Information



Type:	Supplier	Amendment:	Yes	Amend. #:	2
Requisition #:		Solicitation #:	AD030024	Contract #:	AD030024-002-A2
Created By:	Notes Administrator/az.gov	Date Created:	10/13/2004		
PO Assigned:	Rex Martin/Arizona State Procurement Office	Date Completed:	10/14/2004		
PM Assigned:	Rex Martin/Arizona State Procurement Office	PA Assigned:	Jean Clark/Arizona State Procurement Office		
Supplier Name:	Hughes-Calihan Corporation	Proposal #:			
Gov't Entity:	Arizona State Procurement Office	Type:	Statewide		
Process Status:	Pending Contract Amendment	Status:	Complete		

Contract Information



Start Date:	11/01/2004	End Date:	10/31/2005
Term:	1 Year(s)	FOB:	Delivered
Payment Terms:	Net 30	Delivery:	30 A.R.O. Days
Contract Extension Allowed		Max Extension:	3 Year(s)

Amendment Information

the contract is hereby extended through October 31, 2005

Contract Reassignment

N/A

Contractor Amendment Approval

Contract Amendment approved by Lisa Hiller/Hughes-Calihan Corporation on 10/13/2004 at 10:58:16 AM

Solicitation Information



Title: Facsimile Equipment Maintenance, Statewide Type:
 Description: Facsimile Equipment Maintenance, Statewide

Sections - Clauses

None Found

Other Data

- * Offer & Acceptance
- * Price Sheet

Attachments



- [AD030024-002- 1.pdf](#)
- [AD030024-002.pdf](#)

All Contracts

Contract #	Supplier	Title	Status	Start Date	End Date	A	A#
AD030024-001	ikon office solutions	Facsimile Equipment Maintenance, Statewide	Closed	11/01/2002	10/31/2004	Yes	3
AD030024-001-A4	ikon office solutions	Facsimile Equipment Maintenance, Statewide	Complete	11/01/2004	10/31/2005	Yes	4
AD030024-002	Hughes-Calihan Corporation	Facsimile Equipment Maintenance, Statewide	Closed	11/01/2002	10/31/2004	Yes	1
AD030024-002-A2	Hughes-Calihan Corporation	Facsimile Equipment Maintenance, Statewide	Complete	11/01/2004	10/31/2005	Yes	2
AD030024-003	California Copy Products	Facsimile Equipment Maintenance, Statewide	Closed	11/01/2002	10/31/2004	Yes	2

STAFF REPORT

Council meeting of: April 20, 2005 – Regular Session

Title: Discussion, consideration, and possible award of bid for Security Camera System for the Camp Verde Heritage Pool and Skate Park for \$9,066.24.

Budgeted item:

Description of Item: Purchase and install security cameras at pool and skate park.

Staff Recommendation: Approve the award to K-12 Soundvision, LLC. for \$9,066.24.

Comments: This was the only bid received. High speed internet would need to be installed at the pool site prior to installation. The actual labor for the installation of the cameras will be done by a sub contractor, Com Con, who is local.

Attachments: Yes

Prepared by: Lynda Moore

CONTRACT DOCUMENTS

for

**Request for Proposal
Installation of a New Security System
Camp Verde Skate Park & Pool
Project # 05-002**

April 2005

Town Council

**Mitch Dickinson, Mayor
John Reddell, Vice Mayor
Jackie Baker
Tony Gioia
Bob Kovacovich
Howard Parrish
Chet Teague**

Town Manager

Bill Lee

Parks and Recreation Director

Lynda Moore



ja

**TOWN OF CAMP VERDE
REQUEST FOR PROPOSAL
INSTALLATION OF A NEW SECURITY SYSTEM
CAMP VERDE SKATE PARK & POOL
PROPOSAL NUMBER P&R 05-002**

The Town of Camp Verde will be accepting sealed proposals at the **Parks and Recreation Office, 395 S. Main Street, Room 314, Camp Verde, Arizona 86322**, until **2:30 p.m. on Friday, April 8, 2005** for installation of a new security system at the Camp Verde Skate Park and Pool. Bids will be opened at **3:00 p.m. on Friday, April 8, 2005 at the Parks and Recreation Office, 395 S. Main Street, Room 314, Camp Verde, Arizona 86322.**

Questions or additional information may be obtained by contacting the Town of Camp Verde Parks & Recreation office, located at 395 S. Main Street, Camp Verde, Arizona 86322, telephone number (928) 567-0535 extension 136, Parks & Recreation Director.

The contract will be awarded to the lowest responsible bidder whose proposal is responsive to the Request for Proposals and will be most advantageous to the Town. Responsible factors to be considered may include but are not limited to, the bidder's past performance on the contracts. The award may be made to other than the lowest price proposal.

The Town reserves the right to reject any or all proposals received if the Town determines that such rejection is in the best interest of the public.

ja

GENERAL TERMS AND CONDITIONS

PREPARATION:

Proposals shall be submitted in a sealed envelope addressed to the Town of Camp Verde, Parks and Recreation Office, P.O. Box 710, Camp Verde, Arizona 86322 marked "Sealed Proposals Installation of a New Security System at the Camp Verde Skate Park and Pool" and identified by the material or service description, proposal number, and proposal opening date and time. When submitting a no proposal, indicate on the outside of the envelope "No Proposal". The entire proposal package including all instructions is to be returned and properly fastened together.

All proposals must be made on the Town proposal forms and duly signed by an authorized representative of the bidder.

Proposals faxed to the Town of Camp Verde cannot be accepted.

Proposals received after the stipulated proposal opening date and time will not be considered.

The Town is not responsible for any bidder's errors or omissions.

All prices quoted will reflect the total cost to the Town for the installation support FOB Camp Verde and to include all applicable taxes. The Town is exempt from Federal Excise Tax and the Yavapai County Excise Tax, as the Town will take title in Camp Verde, however the Arizona and Local sales tax do apply.

Prices shall be submitted on a per unit basis by line item when applicable. In the event of a disparity between the unit and extended price, the unit price shall prevail.

Sales Tax:

The Town of Camp Verde will not pay any taxes on invoices received unless an Arizona Transaction Privilege License Number or Arizona Use Tax Number and, if applicable, a Town Sales Tax Number are listed below. The Town will figure applicable taxes to proposals received from out of state vendors who do not list an Arizona Use Tax number for tabulation and total cost evaluation.

Arizona Sales Tax Number:

07-605 449-7

Arizona Use Tax Number:

Town of:

Sales Tax Number:

ja

SPECIFICATIONS:

The specifications listed as part of the proposal are intended to reflect the minimum standards required by the Town. All exceptions to the Town's specifications must be clearly stated in the vendor's proposal. If no exceptions are stated by the vendor the Town will assume the vendor's proposal to equal or exceed the specifications at the vendor's risk of correcting or replacing the equipment at the vendor's own cost.

EVALUATION:

All things being equal on proposals received, preference will be given to resident bidders of the Town and to commodities produced or manufactured in the Town and State.

If there is more than one item in a proposal pack, the proposal will be awarded on an item basis unless stated otherwise by the Town in the proposal package. If the vendor is submitting an all or none proposal, please indicate so in the space provided here. Item prices are still to be shown on all or none proposals.

All or none proposal submitted by vendor Yes - Initials *Ja*

When evaluating proposals, the Town may incorporate known cost factors associated with the proposal in determining the lowest responsive proposal.

The Town Council reserves the right to reject any and all proposals, or any part thereof; or to waive any informalities when it is deemed to be in the Town's best interest.

ACCEPTANCE:

All proposals submitted to the Town of Camp Verde are to remain firm for a minimum period of 60 calendar days from the date the proposals are officially opened, unless otherwise specified.

The successful vendor's proposal is not officially accepted until such time as the vendor either receives a purchase order or a written notice of acceptance from the Town Clerk.

DELIVERY:

The time for delivery must be stated in definite terms and may be a factor in making an award.

Risk of loss and/or damage shall be upon the Seller until such time as the Town has physically accepted the goods.

Ja

PROPOSAL TABULATION:

The Town will not disclose proposal results over the telephone. Proposal tabulations will be available for review at the Town Hall. Those bidders who would like a copy of the proposal results may obtain one by sending a stamped self-addressed envelope with their request.

GOVERNING LAW AND JURISDICTION:

This agreement shall be governed by and construed in accordance with the laws of the state of Arizona.

INTENT:

These specifications require the doing of all things necessary, or proper for, or incidental to the specifications of this proposal be included. All things not expressly mentioned in these specifications, but involved in carrying out their intent are required by these specifications, and the vendor shall perform the same as though they were specifically mentioned, described and delineated.

GENERAL:

The Town of Camp Verde is soliciting proposals for Installation of a New Security System at the Camp Verde Skate Park and Pool.

PROJECT SPECIFICATIONS:

See attached specification sheet.

CONDITIONS OF BID:

A condition of this bid and part of the award criteria will be the bidder's ability to have all work completed no June 3, 2005. The anticipated award date for this contract will be April 20, 2005.

Can your firm meet this required completion schedule? yes no

If no, what would be the earliest delivery date the Town could expect? _____

Would there be any special conditions and/or requirements on the part of the Town of Camp Verde in order to meet the required completion schedule?
High Speed Internet Service needs to be installed
PRIOR TO START OF WORK

ga

Camera Surveillance System Specification Sheet

Scope of Work

The Town of Camp Verde requires a video surveillance system to be installed at the Camp Verde Heritage Skate Park and Pool. This system shall be capable of being accessed remotely for monitoring, review and administration.

Equipment Installation Video

The Town of Camp Verde will require a total of four (4) fixed color armored dome cameras. The Town will determine camera locations.

The Town of Camp Verde will require one four-channel digital video recorder and connect all cameras.

Digital video recorder will have the capability to record for up to 7 days looped storage.

Set up the remote access on the owner provided high-speed Internet connection.

Set up security box or locker (lockable) for equipment inside pool office

The Town of Camp Verde will require one UPS (Interruption Power Supply) to provide backup power for five minutes in case of power interruption.

Cabling and Cabling Terminations

The Town of Camp Verde will require CAT 5 cabling for all camera devices.

*JA K-12 SOUND DIVISION WILL PROVIDE COAX CABLING FOR CAMERAS AND
Power Requirements 18-2 PER POWER*

The Town of Camp Verde shall provide all AC power. 115 VAC is required at the camera and digital video recorder locations.

Training

The Town of Camp Verde will require sufficient training for staff on the operation of equipment.

LABOR Sub Contractor

COM CON

MR Bob Gilbert

1925 S. MONROE

CAMP Verde, AZ 86322

928-567-2188

ja

**TOWN OF CAMP VERDE
REQUEST FOR PROPOSALS
INSTALLATION OF A NEW SECURITY SYSTEM
CAMP VERDE SKATE PARK & POOL
PROPOSAL NUMBER P & R 05-002
PROPOSAL FORM**

INSTALLATION OF A NEW SECURITY SYSTEM

1. Labor	\$	<u>1322⁰⁰</u>
2. Materials	\$	<u>7312.38</u>
3. Tax	\$	<u>431.86</u>
<u>Total</u>	\$	<u>9066.24</u>

4-Apr-05

Town of Camp Verde

Parks and Recreation

Jack Andre

480-924-9788

K-12 Soundvision, LLC.

480-924-6006

PMB 164

2733 N. Power Rd, Suite 102

Mesa, AZ 85215

PRODUCT FAMILY DESCRIPTION	QTY	Hardware PURCH	Labor INSTL	SHIPPING
Sony Mini Dome Cameras	4	1972.56	0.00	0.00
17" Flat Screen LCD monitor	1	767.94	0.00	0.00
VCR Lockbox	1	194.34	0.00	0.00
UPS	1	157.14	0.00	0.00
COAX	1	540	0.00	0.00
18-2 Cable	1	300	0.00	0.00
Labor	1	1586.4	1322.00	0.00
4wy 160GB Dig MTPLX DVR	1	1734	0.00	0.00
Network Viewer Software	1	0	0.00	0.00
Shipping		0	0.00	60.00
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
SUB TOTAL		\$ 7,252.38	1322.00	60.00
PURCHASE		\$ 7,252.38		
INSTALLATION		\$ 1,322.00		
SHIPPING		\$ 60.00		
DISCOUNT				
SUB TOTAL		\$ 8,634.38		
TAX		\$ 431.86		
TOTAL		\$ 9,066.24		

THIS PROPOSAL EXPIRES IN 30 DAYS

OFFER AND CONTRACT AWARD

Town of Camp Verde
Parks & Recreation Director
P.O. Box 710
Camp Verde, Arizona 86322

Invitation for Bid: P & R 05-002
Submit the original of this form to the Town.

OFFER

To the Town of Camp Verde:

The Undersigned hereby offers and agrees to furnish the labor in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies by signing and submitting this offer that they have the legal authority to enter into a contract with the Town.

For clarification of this offer, contact:

Name: JACK ANDRE

Phone: 480-924 9788

Fax No.: 480-924 6006

K-12 SOUNDVISION LLC
Company Name

John H Andre
Signature of Person Authorized to Sign Offer

PMB 164, 2733 N. Power Rd, Ste 102
Address

JOHN H. ANDRE
Printed Name

MESA AZ 85215-1683
City State Zip

MEMBER
Title

4/4/2005
Date

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For Town of Camp Verde Use Only)

Your offer is hereby accepted.

The contractor is now bound to provide services or construction listed by the attached award notice based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's offer as accepted by the Town of Camp Verde.

This contract shall henceforth be referred to as Contract No. P&R 05-002. The Contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until Contractor receives an executed purchase order.

Awarded this _____ day of _____ 2005.

Lynda Moore, Parks & Recreation Director

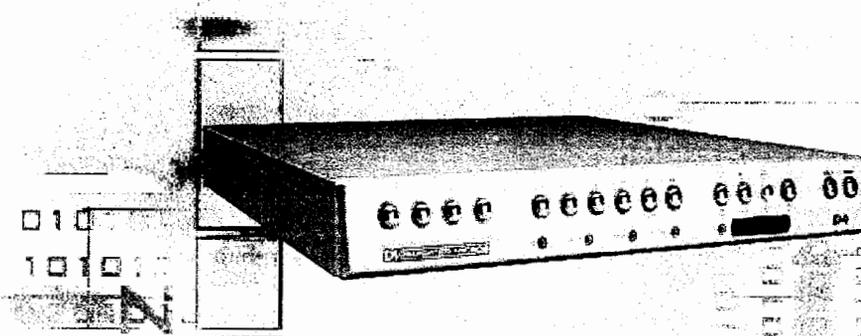
ja

VENDOR CHECK LIST

PRIOR TO SUBMITTING YOUR PROPOSAL YOU SHOULD VERIFY THAT THE FOLLOWING ITEMS HAVE BEEN COMPLETED.

- 1. Verified your extensions and proposal amounts? ✓
- 2. Completed and properly signed Town proposal form? ✓
- 3. Clearly noted all exceptions to Town specifications? ✓
- 1. Enclosed full descriptive information requested and answered and enclosed questionnaire? ✓
- 5. Completed the sales tax information? ✓
- 6. Returned entire proposal package? (All pages as received) ✓
- 7. Addressed proposal envelope per instructions? ✓
- 8. Included insurance verification (when required)? N/A
- 9. Completed and sign the Offer and Contact Award? ✓
- 10. Include bid bond (when required)? N/A

ja



WWW www.dedicatedmicrosus.com

Dedicated Micros USA, 14434 Albemarle Point Place, Suite 100, Chantilly, Virginia 20151 USA Toll free: 800 864 7539 Tel: (703) 904-7738 Fax: (703) 904-7743

23456 Hawthorne Boulevard, Suite 100, Torrance, California 90505 Tel: (310) 791-8666 Fax: (310) 791-9877

Dedicated Micros UK, 11 Oak Street, Swinton, Manchester M27 4FL UK Tel: ++44 (0) 161 727 3200 Fax: ++44 (0) 161 727 3300

Dedicated Micros Europe, Neckarstraße 15a, 41836 Hückelhoven, Germany Tel: ++49 243 352 580 Fax: ++49 24 33 52 58 10

Dedicated Micros Asia, 16 New Industrial Road, #03-03 HudsonTechnoCentre, Singapore 536204 Tel: +65 62858982 Fax: +65 62858646

Dedicated Micros Australia, 5/3 Packard Avenue, Castle Hill, NSW 2154, Australia Tel: +612 9634 4211 Fax: +612 9634 4811

Dedicated Micros Malta, UB 2, San Gwann Ind. Est., San Gwann, Malta Tel: ++356 21483 673/4 Fax: ++356 21449 170

Dedicated Micros Middle East, Building 12, Suite 302, P.O.Box 500291, Dubai Internet City, Dubai, United Emirates Tel: +971 (4) 390 1015, Fax: +971 (390) 8655

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DM D4 V6 0204





Advanced 4 Camera Digital Video Multiplex Recorder **D4**

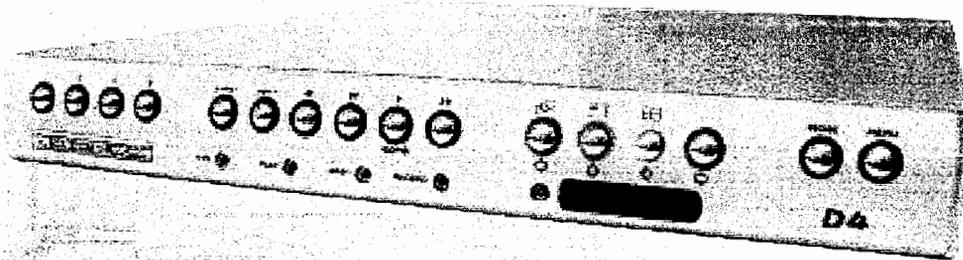
M DEDICATED MICROS

So why choose the D4 - what are the benefits?

Dedicated Micros' D4 was designed to fit smaller CCTV systems that require more than an entry level product, without paying a premium for a larger system.

D4 offers the end-user advanced features such as serial telemetry control, video motion search and long-term archive with RAID/JBOD support in the shape of a cost-effective four-channel product.

All these advanced features are included in addition to the more traditional ones you would expect, such as high quality, high frame rate hard disk recording, powerful GOTO and event review facilities, evidential quality images, main and spot monitor, scheduling plus more...

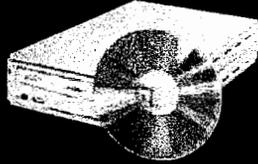


- FAST ACCESS OF UP TO TWO MONTHS RECORDINGS IN ONE BOX
- MAXIMUM RECORD RATE OF 60PPS
- SERIAL TELEMETRY CAMERA CONTROL
- DIGITALLY SIGNED EVENTS COPIED TO EXTERNAL CD-R
- LIVE QUAD DISPLAY
- REMOTE VIEWING
- AUDIO

Up to two month's recording in one box!

D4 provides continuous high quality digital recording for up to two months at the equivalent of 24 hour time lapse mode SVHS quality. D4 may also be configured to provide a real time recording rate of 60pps.

Access to images is quick and easy at the simple touch of one button or via powerful GOTO and event preview facilities. A digital signature is applied to all recordings at source, so every image recorded can be verified. The images are date and time stamped together with the ID of the unit, so it is impossible to tamper with either individual images or sequences of images without detection.



Digitally signed images can be exported over the network, and events copied to an external CD-R* or other PC compatible external archiving media, as JPEG or AVI images. These industry standard images can be reviewed by anyone, such as law enforcement agencies on a standard PC without investing in specialist CCTV equipment.

Telemetry control

All D4 units feature telemetry control of pan-tilt-zoom and dome cameras as standard. This means the camera view can be controlled remotely either from the multiplexer or via the optional remote keyboard, allowing the viewers to "follow the action" or pre-set cameras to patrol a given area of their premises.

The add-on remote keyboard provides an integrated multi-directional joystick that may also be used to deliver swift seamless control of domes.



D4 for Manned Applications?

D4 not only offers front panel and IR remote control, but can be used in manned applications via the add-on remote keyboard. The keyboard offers all of the standard DVR controls, as well as full telemetry pan, tilt, zoom, and dome set-up support.

For further information or to arrange a FREE demonstration please contact customer service at: 800-864-7539 or visit the website www.dedicatedmicrosus.com

Remote viewing...

The D4 has two options for remote viewing - via PSTN dial-up modem or a standard ethernet connection. A dial-up connection is for use in applications where there is no PC network available, it enables you to dial-in and view images on the unit at any time with the use of a regular modem and telephone line.



In networked applications D4 uses a standard ethernet connection to provide remote monitoring capabilities either on a LAN, WAN or the Internet. D4 can notify up to 5 email addresses on event or alarm condition, and also provides a direct link to the network viewer software to immediately access the alarm/event images over the network.

D4 can also dial out to an ISP to send e-mails notifying up to 5 addresses on event or alarm condition.

Images may be viewed remotely on a PC using Dedicated Micros FREE network viewer software, or via a standard internet browser. Mac and Linux users can access the unit via web pages using Netscape 4.78 browsers.

Remote control

Supplied free with D4, the IR control provides the operator with front panel remote management of the unit with no need for additional wires or cabling. Functions include the ability to change cameras or camera views, the option to playback images from the hard disk and search using the GOTO function.



Flexible Storage Capacity

For short-term archive of digitally signed individual images, event sequences and user-defined record sequences an external CD-R can be attached to D4 via the SCSI port. Each CD created includes playback software that will simply auto-run on your PC. No need to worry about investing in any additional playback equipment.

For longer-term storage RAID/JBOD support is also available via the SCSI port, allowing extra terabytēs of storage to be added for months or even years of record time.

Audio Recording

D4 also offers the facility to record a single channel of audio in real time. If recorded with images from camera one, audio can be played back directly from the unit via external speakers, ** or copied to standard audio recording media.

* Supports PPP (point to point) protocol connection via RS-232 serial port, which allows either direct connection or a dial-up connection using a Hayes AT compatible modem.

** Please check the website for compatible SCSI CD-R products.

** Speakers are not supplied with the D4, and will need to be purchased separately.

STAFF REPORT

Council meeting of: April 20, 2005

Title: **Discussion, consideration, and possible approval of a job description for Projects Coordinator.**

Budgeted Item: No. The salary range has not been established. Moving an employee from one department to another will fill the position. What effect this position has on the budget depends on the salary range approved by Council.

Description of Item: With the completion and voter ratification of the General Plan, there is a need to coordinate projects and information of services to ensure Town activities support the General Plan and that appropriate actions are taken to address emerging issues associated with growth and development. These duties have been the responsibility of a Community Development employee.

It is logical to move this employee from Community Development to the Manager's Office, as the Town Manager's office coordinates a broader spectrum of projects than the Community Development office. Examples of projects needing coordinating include the Dial-A-Ride, Townsite Redevelopment, Storm Water, and other issues including water and the sanitary district.

A salary grade will be recommended in conjunction with an overall Town salary study, which will be conducted later.

Staff Recommendation: Request Council approve the position of Projects Coordinator.

Attachments: Yes

Prepared by: Bill Lee

Town of Camp Verde
Job Description

PROJECTS COORDINATOR

EXEMPT:	_____	HIRING SALARY RANGE:	_____
DEPARTMENT:	<u>Administration</u>	LOCATION:	_____
REPORTS TO:	<u>Town Manager</u>		
PREPARED BY:	<u>Carol Brown</u>	DATE:	<u>3-25-2005</u>
APPROVED BY HR DIR:	_____	DATE:	_____

SUMMARY OF JOB DESCRIPTION: This professional position is under the supervision and direction of the Town Manager. This position plans, organizes, directs, supervises, performs and coordinates projects and information for services in conjunction with the Town's growth. This is accomplished by working with departmental personnel, vendors, consultants, and/or the public to ensure Town activities support the General Plan and that appropriate actions are taken to address emerging issues associated with growth and development. This position requires specialized knowledge in a professional or technical field, independent judgment, initiative, skills and knowledge in the day-to-day implementation of the Manager/Town Council's goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as team leader/project manager to various Town projects by planning, coordinating, and administering special projects.
- Work with appointed special committees to formulate planning documents and community plans for specific planning districts and/or projects.
- Coordinates activities of consultants for special projects.
- Write, edit, and present technical and comprehensive documents, such as the general plan and town site redevelopment plan to Council for final action.
- Preparation and presentation of staff reports and updates on current and proposed projects for applicable commissions, citizens groups, and Town Council.
- Data entry and retrieval into PocketPC using HandBase software.
- Participate on the Town's Economic Development Team.
- Represent the Town on state, regional, local boards, committees and task forces as assigned.
- Provide assistance to the general public and developers through telephone and counter contact regarding questions pertaining to specific Town projects.
- Preparation of graphic presentation materials.
- Prepare Ordinances and Resolution drafts as needed.
- Professional work related to the maintenance, coordination and administration of current and proposed special projects.
- Preparation of all necessary reports to Federal, State and local governments.

- Coordination of comments and applications for development projects.
- Interaction with various Town departments and other agencies associated with specific projects.
- Serves as planning liaison to specialized committees.
- Other related tasks as may be required by the Town Manager.

MANAGERIAL RESPONSIBILITIES:

This position is appointed by and reports directly to the Town Manager. The position performs a variety of highly complex administrative and managerial duties required to direct the operations of various special projects. Work requires a professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study in public administration, political science, or closely related field.

QUALIFICATION REQUIREMENTS: A Bachelor's Degree in public administration, political science, urban and regional planning, or other related field. The possession of or ability to obtain, upon employment, a valid Arizona driver's license.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Working knowledge of the principles and practices of community planning, design, zoning and zoning administration.
- Working knowledge of the principles and practice of government relationships between federal, state, and local agencies.
- Working knowledge of open meeting laws.
- Working knowledge of municipal operations including the decision-making process and public participation process.
- Working knowledge of public records laws including Freedom of Information statutes.
- Basic knowledge of government budgeting and accounting as required for the recordkeeping component of specific projects.
- Ability to facilitate community meetings.
- Ability to mediate conflict and assist diverse groups of citizens in finding common goals.
- Ability to effectively summarize diverse opinions into common goals.
- Ability to apply English grammar skills in written documents.
- Ability to speak effectively to large groups of citizens.
- Ability to perform, research, make independent investigations and apply that information in making recommendations.
- Ability to express complex and technical concepts and ideas through oral and written communications, evaluate statistical data and present facts and conclusions.
- Ability to establish and maintain effective working relationships with other employees, Town officials, outside agencies and the general public.
- Ability to manage multiple priorities with a minimum of supervision.
- General computer and software knowledge including Power Point and understanding of basic office procedures.

EDUCATION AND/OR EXPERIENCE: A bachelor's degree in public administration, political science, urban and regional planning, or other related field; and any combination of training, education and experience, which demonstrates the potential ability to perform the duties of the position. The possession of, or ability to obtain, a valid Arizona driver's license upon employment.

TOOLS AND EQUIPMENT USED: Standard office equipment including a computer with a working knowledge of Microsoft Office including Word, Powerpoint, ArcView, ARCGIS, Access, and Excel; PocketPC with HanDBase software; laptop computer and projector; digital camera; copy machine; scanner; various computer printers;

DEMANDS:

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity. Requires gathering pertinent facts, making thorough analyses, and arriving at sound conclusions. Requires making significant decisions and exercising resourcefulness in resolving new problems; producing written documents with clearly organized thoughts; analyzing, interpreting, and reporting research findings; and making decisions in accordance with laws, regulations, and policies.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

WORK ENVIRONMENT: Position typically involves sitting and review of lengthy documents in an office type setting, meeting with community members in various public locations, and onsite visitation of project sites. Occasional evening meetings, potential for stress.

STAFF REPORT

Council meeting of: April 20, 2005

Title: **Discussion, consideration, and possible approval of a job description for a Dial-A-Ride driver.**

Budgeted Item: Yes, with LTAF II funds.

Description of Item: This position is for the Dial-A-Ride program. A pay grade of 11 equates to \$9.71/hour minimum to \$15.81/hour maximum. This will be a part-time position with a maximum of 25 hours per week. Total salary cost would range between \$12,623 and \$20,553 per year.

The Dial-A-Ride shuttle bus will soon be ready to accept passengers. Due to increasing costs of fuel, it is planned to start the Dial-A-Ride as a deviated fixed route service. A circular route will be made through town in the morning and again in the late afternoon. Specific pick-up locations for passengers who require assistance and other pick-up times will be handled on a call in basis 24 hours in advance.

LTAF II funds for the current fiscal year total \$30,258.80. A check with the finance department revealed a balance of approximately \$71,500 as of April 13, 2005. It is recommended to charge from \$1.50 to \$3.00 per ride depending on whether or not it is from a fixed or pick-up location.

Staff Recommendation: Request Council approve the position of Transportation Driver

Attachments: Yes

Prepared by: Wendy Escoffier

Knowledge of the various medical, dental, and social organizations in Camp Verde.
Knowledge of the traffic patterns in Camp Verde.
Knowledge of vehicular preventive maintenance.
Skill in conducting two-way radio communications.
Skill in developing and maintaining effective interpersonal relations.
Skill in performing multiple tasks simultaneously.
Skill in maintaining composure during crisis situations.
Skill in interacting with the general public in scheduling transportation routes.

EDUCATION AND/OR EXPERIENCE: High school diploma or GED and two (2) years of driving multi-passenger commercial vehicles.

PHYSICAL DEMANDS: This classification involves light to heavy lifting and carrying due to passengers/parcels as required on and off the van/wheelchair lift. This classification involves work driving transportation vehicles around the Town.

WORK ENVIRONMENT: This classification involves prolonged time sitting and contact with the public.

STAFF REPORT

Council Meeting of: April 20th, 2005

Title: Discussion, consideration, and possible award of bid for Project # 05-003 Supply or Supply & Delivery of Aggregate Bas Course, 1 1/2" Borrow, Washed Sand, 3/8" Chips and 1/2" Pre-coated Chips and authorization to execute the contract documents.

Budgeted item: Yes – HURF

Description of item: The Town goes out to bid on an annual basis for Supply or Supply & Delivery of Aggregate Base Course, 1 1/2" Borrow, Washed Sand, 3/8" Chips & 1/2" Pre-coated Chips. We had two companies submit a bid, Yavapai Apache Sand & Rock and Rinker Materials.

Staff Recommendation: Staff recommends awarding the annual bid to both companies Yavapai Apache Sand & Rock and Rinker Materials because this will allow the Town the option to purchase from either company the lowest bid.

Comments: We would like to purchase ABC at \$4.28 per ton, 3/8" Chips at \$8.67 per ton and delivery costs at \$3.00 per ton from Yavapai Apache Sand & Rock since these costs were the lowest bids. We would like to purchase Borrow at \$4.17 per ton, Washed Sand at \$8.51 per ton and 1/2" Pre-coated Chips at \$40.10 per ton from Rinker Materials since these costs were the lowest bids.

Attachments: Yes

Prepared by: Wally Dickinson

TOWN OF CAMP VERDE

Supply or Supply & Delivery of Aggregate Base Course, 1 1/2" Borrow, Washed Sand, 3/8" Chips and 1/2" Pre-Coated Chips

Project 05-003

BID OPENING

3/29/05

395 S. Main Street

3:00 p.m.

Present:

**Streets Admin Assistant Carol Bullard, Parks and Rec Admin Assistant Sheri Bentley,
Street Inspector Marvin Buckel**

Bids

1. Yavapai Apache Sand & Rock: ABC- [REDACTED] per ton, Borrow- \$4.28 per ton, Washed Sand- \$8.67 per ton, 3/8" Chips- \$8.67 per ton, 1/2" Pre-Coated Chips- n/a, Delivery Cost- \$3.00 per ton
2. Rinker Materials: ABC- \$4.60 per ton, Borrow- \$4.17 per ton, Washed Sand- \$8.51 per ton, 3/8" Chips- \$8.94 per ton, 1/2" Pre-Coated Chips- \$40.10 per ton, Delivery Cost- \$3.79 per ton

Posted By:

Carol Bullard

Date/Time

3/29/05 4:00 p.m.

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.

PROPOSAL

Date: 3/25/05

Honorable Mayor and Town Council
Camp Verde, Arizona

Ladies & Gentlemen:

In compliance with your invitation for bid and all conditions of the Contract Documents, the undersigned

Rinker Materials

a corporation organized under the laws of the State of Arizona, a partnership consisting of N/A or individual trading as N/A, hereby proposes and agrees to furnish any and all plant, materials, labor, construction equipment, services, etceteras, required **FOR SUPPLY OR SUPPLY AND DELIVERY OF AGGREGATE BASE COURSE, 1 1/2" BORROW, WASHED SAND, 3/8" CHIPS and 1/2" PRE-COATED CHIPS IN THE TOWN OF CAMP VERDE, Project #05-003** in strict accordance with the specifications to supply materials, equipment, and/or services, and to the satisfaction of the Owner, through its properly authorized agents and under the direction and the supervision of its properly authorized agents and strictly pursuant to and in conformity with the Specifications prepared by the Owner of their property authorized agents, as provided herein, at the unit price(s) **including all applicable taxes including, but not limited to, Arizona Vendors, Transaction Privilege Tax; Out of State Vendors, Use Tax:**

BID ITEM:	UNIT PRICE
A. TYPE I	\$ 4.60 /per ton
B. BORROW	\$ 4.17 /per ton
C. WASHED SAND	\$ 8.51 /per ton
D. 3/8" CHIPS	\$ 8.94 /per ton *Alt.Spec
E. 1/2" PRE-COATED CHIPS	\$ 40.10 /per ton
Delivery Cost	\$ /per ton mile *\$3.79/ per ton

DELIVERY RATE SCHEDULE MAY BE ATTACHED AND SHOULD BE NOTED ABOVE

Upon Receipt of Notice of Acceptance of this bid, the undersigned will execute the formal Contract within 10 days.

The undersigned has carefully checked all the above figures and understands that the Town Council of the Town of Camp Verde Arizona will not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

The undersigned understands that the Owner reserves the right to reject any and/or all bids, or to waive any informality in any bid, deemed by them to be for the best interest of the Town of Camp Verde Arizona.

The undersigned has, or will obtain, a Camp Verde business license prior to execution of the contract, and further, will ensure all subcontractors have a Camp Verde business license before beginning any work.

If applicable to the trade, the undersigned is the holder of an Arizona Commercial Contractors License Number N/A and Classification N/A.

***By signing below the bidder certifies that submissions of this bid did not involve collusion or other anti-competitive practices and that she/he has read, understands and will faithfully execute the terms and conditions stated within this document. The signer also certifies that she/he is an officer or fully authorized agent of the bidding firm with full power and authority to submit bidding offers for the goods or services as specified.**

Respectfully submitted,

Rinker Materials

Vendor/Bidder (Company Name)

Brian Dinger / Sales Rep.

Vendor Signature, Title
3600 Old Hwy. 279
Camp Verde, AZ. 86322

Vendor (Bidder) ADDRESS

928-567-2244

Telephone

ATTEST:

Witness: If Bidder is an Individual

(Corporate Seal)

CERTIFICATION: INTENTIONS CONCERNING SUBCONTRACTING

At the time of the submission of bids on this **CONTRACT FOR SUPPLY OR SUPPLY AND FOR SUPPLY OR SUPPLY AND DELIVERY OF AGGREGATE BASE COURSE, 1 1/2" BORROW, WASHED SAND, 3/8" CHIPS AND 1/2" PRE-COATED CHIPS IN THE TOWN OF CAMP VERDE, Project #05-003**, my intention concerning subcontracting a portion of the work, is as indicated below.

In indicating that it is my intention to subcontract a portion of the work, this will acknowledge that such subcontractors will be identified and approved by the Engineer, or his designated representative, prior to award of this contract; and that documentation such as copies of letters, requests for quotations etc., substantiating the actions taken and the responses to such actions, is on file and available for review.

_____ It is my intention to subcontract a portion of the work.

XX _____ It is not my intention to subcontract a portion of the work.

Rinker Materials

Name of Firm:

Brian Degen
By: (Signature)

Sales Rep.

Title:

3/25/05

Date:



CONTRACT

THIS AGREEMENT made and entered into this 25th day of March, 2005, by and between the **TOWN OF CAMP VERDE**, State of Arizona, acting by and through its Mayor and Common Council, party of the first part, hereinafter designated the **OWNER**, and Rinker Material, party of the second part, hereinafter designated the **CONTRACTOR**.

WITNESSETH: That the said Contractor, by these presents does covenant, contract and agree with the said Owner, for and in consideration for the payments made, as provided for in the Specification and in the Proposal, to the Contractor by the said Owner, at his proper cost and expense to do all the work and furnish all materials, tools, labor, and all appliances and appurtenances called for by this agreement free from all claims, liens, and charges whatsoever, in the manner and under the conditions hereinafter specified, that are necessary for **SUPPLY OR SUPPLY AND DELIVERY OF AGGREGATE BASE COURSE, 1 1/2" BORROW, WASHED SAND, 3/8" CHIPS AND 1/2" PRE-COATED CHIPS IN THE TOWN OF CAMP VERDE, PROJECT NUMBER 05-003**. The work done and materials and equipment furnished shall be strictly pursuant to and in conformity with the Specifications and Plans. The drawings or prints and other information furnished by the Contractor in accordance with the Specifications, are made a part of this agreement. The said Specifications and Plans prepared by the Town Engineer, or his designated representative, are intended to be complimentary. Any work appearing in or upon the one and not mentioned in the others shall be executed according to the true intent and meaning of said Specifications and Plans, drawings or prints; the same as though the said work was contained and described in all. The undersigned has, or will obtain, a Camp Verde business license prior to execution of the contract, and further, will ensure all subcontractors have a Camp Verde business license before beginning any work.

The "Call for Bids", "Special Conditions", "Specifications", "Proposals", "Plans" and "Addenda" and any other attachment in the Town's official contract documents are hereby understood to be a part of this contract.

It is further covenanted and agreed that the work shall be executed under the direction and supervision of the Town Engineer or his properly authorized agents, on whose inspection all work shall be accepted or rejected. The said Engineer shall have full power to reject or condemn all materials furnished or work performed under this Contract, which do not conform to the terms and conditions herein expressed.

In the event said Engineer exercises his right to reject work and the deficiency is not corrected, a notice of noncompliance shall be issued to the contractor. Payment may be withheld because of defective work not remedied. All claims or disputes arising out of this Contract or the breach of it may be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

This Contract is subject to cancellation pursuant to A.R.S. §38-511.

In return for the performance of this Contract by the Contractor, the Town agrees to pay the amount **PER THE PROPOSAL (including all applicable taxes)** through a payment schedule as described in the Contract documents and as may be modified and executed by change orders and by final quantities.

IN WITNESS WHEREOF, three (3) identical counterparts of this Contract, each of which shall for all purposes be deemed as original thereof, have been duly executed by the parties named, on the date and year below.

Town of Camp Verde:

Contractor: Rinker Materials

By: _____
Mayor

By: Brian Dugan/Sales Rep.
President/Owner

APPROVED AS TO FORM:

N/A
Contractors License No.

Town Attorney

Secretary

ATTEST:

The Mayor and Council approved this contract for execution at their regular session of _____.

Town Clerk

The contract was reviewed and delivered, as signed by the Town, to the Contractor

on _____, 2005 by _____.

PROPOSAL

Date: 3-29-05

Honorable Mayor and Town Council
Camp Verde, Arizona

Ladies & Gentlemen:

In compliance with your invitation for bid and all conditions of the Contract Documents, the undersigned

YAVAPAI-APACHE NATION dba/ YAVAPAI-APACHE SAND & ROCK
^{A SOVEREIGN NATION}
~~a corporation~~ organized under the laws of the State of N/A, a partnership
 consisting of N/A or individual trading as

_____ hereby proposes and agrees to furnish any and all plant, materials, labor, construction equipment, services, etceteras, required **FOR SUPPLY OR SUPPLY AND DELIVERY OF AGGREGATE BASE COURSE, 1 1/2" BORROW, WASHED SAND, 3/8" CHIPS and 1/2" PRE-COATED CHIPS IN THE TOWN OF CAMP VERDE, Project #05-003** in strict accordance with the specifications to supply materials, equipment, and/or services, and to the satisfaction of the Owner, through its properly authorized agents and under the direction and the supervision of its properly authorized agents and strictly pursuant to and in conformity with the Specifications prepared by the Owner of their property authorized agents, as provided herein, at the unit price(s) **including all applicable taxes including, but not limited to, Arizona Vendors, Transaction Privilege Tax; Out of State Vendors, Use Tax:**

BID ITEM:	UNIT PRICE
A. TYPE I	\$ <u>4.28</u> /per ton
B. BORROW	\$ <u>4.28</u> /per ton
C. WASHED SAND	\$ <u>8.67</u> /per ton
D. 3/8" CHIPS <i>See ATTACHED SPEC.</i>	\$ <u>8.67</u> /per ton
E. 1/2" PRE-COATED CHIPS	\$ <u>N/A</u> /per ton
Delivery Cost <i>See ATTACHED SHEET.</i>	\$ _____ /per ton mile

DELIVERY RATE SCHEDULE MAY BE ATTACHED AND SHOULD BE NOTED ABOVE

Upon Receipt of Notice of Acceptance of this bid, the undersigned will execute the formal Contract within 10 days.

The undersigned has carefully checked all the above figures and understands that the Town Council of the Town of Camp Verde Arizona will not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

The undersigned understands that the Owner reserves the right to reject any and/or all bids, or to waive any informality in any bid, deemed by them to be for the best interest of the Town of Camp Verde Arizona.

The undersigned has, or will obtain, a Camp Verde business license prior to execution of the contract, and further, will ensure all subcontractors have a Camp Verde business license before beginning any work.

If applicable to the trade, the undersigned is the holder of an Arizona Commercial Contractors License Number N/A and Classification N/A.

***By signing below the bidder certifies that submissions of this bid did not involve collusion or other anti-competitive practices and that she/he has read, understands and will faithfully execute the terms and conditions stated within this document. The signer also certifies that she/he is an officer or fully authorized agent of the bidding firm with full power and authority to submit bidding offers for the goods or services as specified.**

Respectfully submitted,

YAVAPAI-APACHE SAND & ROCK
Vendor/Bidder (Company Name)

Randy Parker Sales Rep
Vendor Signature, Title

P.O. Box 249 Camp Verde AZ 86322
Vendor (Bidder) ADDRESS

928-567-3109
Telephone

ATTEST:

Witness: If Bidder is an Individual

(Corporate Seal)

CERTIFICATION: INTENTIONS CONCERNING SUBCONTRACTING

At the time of the submission of bids on this **CONTRACT FOR SUPPLY OR SUPPLY AND FOR SUPPLY OR SUPPLY AND DELIVERY OF AGGREGATE BASE COURSE, 1 1/2" BORROW, WASHED SAND, 3/8" CHIPS AND 1/2" PRE-COATED CHIPS IN THE TOWN OF CAMP VERDE, Project #05-003**, my intention concerning subcontracting a portion of the work, is as indicated below.

In indicating that it is my intention to subcontract a portion of the work, this will acknowledge that such subcontractors will be identified and approved by the Engineer, or his designated representative, prior to award of this contract; and that documentation such as copies of letters, requests for quotations etc., substantiating the actions taken and the responses to such actions, is on file and available for review.

It is my intention to subcontract a portion of the work.

It is not my intention to subcontract a portion of the work.

YAVAPAI-APACHE SAND & ROCK
Name of Firm:

Danny Parker
By: (Signature)

Sales Representative
Title:

3-29-05
Date:

Yavapai-Apache Sand & Rock

Office: (928) 567-3109

PO Box 249, Camp Verde, AZ 86322

Fax: (928) 567-4011

Physical: 3750 W. Old Highway 279



Delivery Zone Rates

Delivery Zone 0 -----	\$ 3.00
Camp Verde – Cottonwood Areas	
Delivery Zone 1 -----	\$ 3.90
Lake Montezuma – Cornville – Clarkdale Areas	
Delivery Zone 2 -----	\$ 4.68
Page Springs – Sedona Shadows – V.O.C. Areas	
Delivery Zone 3 -----	\$ 5.23
Sedona – Cordes Jct. – Dewey – Jerome Areas	
Delivery Zone 4 -----	\$ 7.15
Oak Creek Canyon – Mayor – Prescott Valley Areas	

Alternate spec. for 3/8" Chips CM 11

<u>Sieve Size</u>	<u>Percent Passing</u>
3/8"	100
#4	0 - 25
#8	0 - 5
#200	0 - 2



CONTRACT

THIS AGREEMENT made and entered into this _____ day of _____, 2005, by and between the **TOWN OF CAMP VERDE**, State of Arizona, acting by and through its Mayor and Common Council, party of the first part, hereinafter designated the **OWNER**, and _____, party of the second part, hereinafter designated the **CONTRACTOR**.

WITNESSETH: That the said Contractor, by these presents does covenant, contract and agree with the said Owner, for and in consideration for the payments made, as provided for in the Specification and in the Proposal, to the Contractor by the said Owner, at his proper cost and expense to do all the work and furnish all materials, tools, labor, and all appliances and appurtenances called for by this agreement free from all claims, liens, and charges whatsoever, in the manner and under the conditions hereinafter specified, that are necessary for **SUPPLY OR SUPPLY AND DELIVERY OF AGGREGATE BASE COURSE, 1 1/2" BORROW, WASHED SAND, 3/8" CHIPS AND 1/2" PRE-COATED CHIPS IN THE TOWN OF CAMP VERDE, PROJECT NUMBER 05-003**. The work done and materials and equipment furnished shall be strictly pursuant to and in conformity with the Specifications and Plans. The drawings or prints and other information furnished by the Contractor in accordance with the Specifications, are made a part of this agreement. The said Specifications and Plans prepared by the Town Engineer, or his designated representative, are intended to be complimentary. Any work appearing in or upon the one and not mentioned in the others shall be executed according to the true intent and meaning of said Specifications and Plans, drawings or prints, the same as though the said work was contained and described in all. The undersigned has, or will obtain, a Camp Verde business license prior to execution of the contract, and further, will ensure all subcontractors have a Camp Verde business license before beginning any work.

The "Call for Bids", "Special Conditions", "Specifications", "Proposals", "Plans" and "Addenda" and any other attachment in the Town's official contract documents are hereby understood to be a part of this contract.

It is further covenanted and agreed that the work shall be executed under the direction and supervision of the Town Engineer or his properly authorized agents, on whose inspection all work shall be accepted or rejected. The said Engineer shall have full power to reject or condemn all materials furnished or work performed under this Contract, which do not conform to the terms and conditions herein expressed.

In the event said Engineer exercises his right to reject work and the deficiency is not corrected, a notice of noncompliance shall be issued to the contractor. Payment may be withheld because of defective work not remedied. All claims or disputes arising out of this Contract or the breach of it may be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

This Contract is subject to cancellation pursuant to A.R.S. §38-511.

In return for the performance of this Contract by the Contractor, the Town agrees to pay the amount **PER THE PROPOSAL (including all applicable taxes)** through a payment schedule as described in the Contract documents and as may be modified and executed by change orders and by final quantities.

IN WITNESS WHEREOF, three (3) identical counterparts of this Contract, each of which shall for all purposes be deemed as original thereof, have been duly executed by the parties named, on the date and year below.

Town of Camp Verde:

Contractor:

By: _____
Mayor

By: *Jerry Lipin* *M.B.A. M.D. M.P.A.*
President/Owner

APPROVED AS TO FORM:

Contractors License No.

Town Attorney

Secretary

ATTEST:

The Mayor and Council approved this contract for execution at their regular session of _____.

Town Clerk

The contract was reviewed and delivered, as signed by the Town, to the Contractor

on _____, 2005 by _____.

STAFF REPORT

Council meeting of:	April 20, 2005 – Regular Session
Title:	Discussion, consideration, and possible direction to staff concerning the possible abandonment of Pinto Circle located off of Buffalo Trail.
Budgeted item:	Yes
Description of Item:	Pinto Circle is little more than a driveway on a steep hill. It is not used as a public street and if it remains a dedicated road, it will result in substantial costs to the Town to pave and maintain.
Staff Recommendation:	Direct staff to begin the abandonment process.
Comments:	It will cost approximately \$800 to survey Pinto Circle to start the abandonment process. It will cost approximately \$4,500 to pave the road. Both amounts are budgeted in HURF.
Attachments:	Yes
Prepared by:	Wally Dickinson

Work Order

Date 03-23-05

Attn: Will Wright @ Town of Camp Verde

For surveying services to be performed regarding the property:

Heritage Land Survey is pleased to provide the services outlined as follows:

- 1. Pinto Circle abandonment**
- 2. Create legal description (3) from record documents**
- 3. Provide an Exhibit drawing for each legal.**

The estimated price for the above outlined services is \$ 800.00 Said work will be conducted at a rate of \$ 120.00 per hour field time and \$ 65.00 per hour drafting and computing.

Survey time line: Work to be completed within 15 days from receipt of signed work order.

Note: This offer to provide services is valid for 15 days.

THANK-YOU FOR THE OPPORTUNITY TO PROVIDE PROFESSIONAL SERVICES.

Please sign this letter as your order to proceed and return to the undersigned with the billing information.

_____		_____
(Signature of party responsible for payment-ORDER TO PROCEED)		DATE
Bill to be sent to _____	Phone# _____	
Address _____	Fax# _____	
City,State,Zip _____	Escrow # _____	

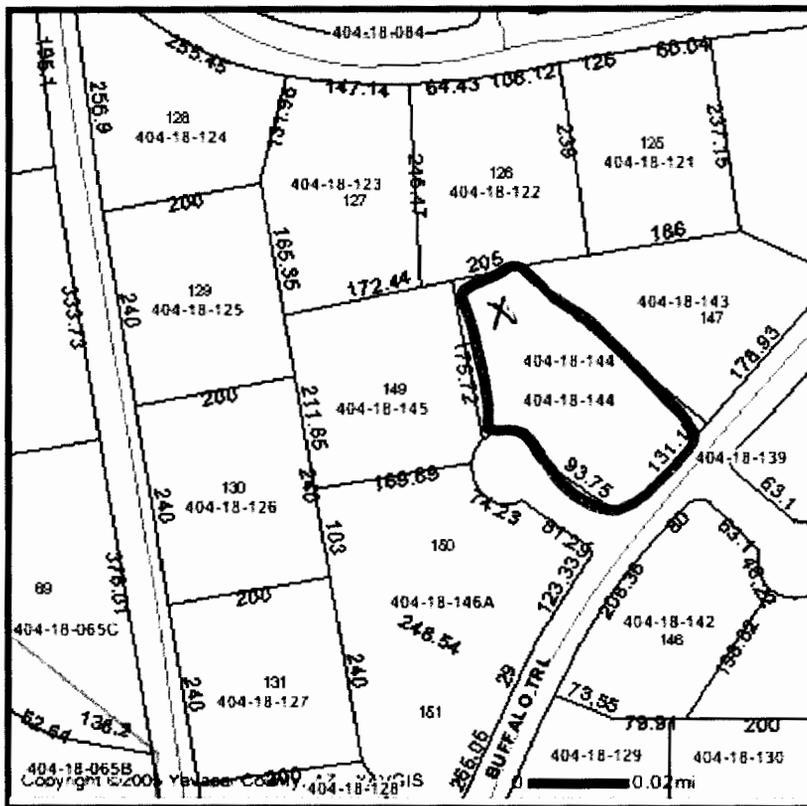
**Sincerely,
Dugan L McDonald
Heritage Land Survey & Mapping**

**928-567-9170
928-567-6351**

Locate Property Information Tool

Property Search By:

- Parcel Number
- Owner Name
- Address
- Subdivision



Map Options

- Map Satellite
- Size Photo



Map Scale

1:2826

Refresh



Active users
94

? Field Descriptions ->

Parcel ID **Check Digit**

404-18-144 5

Print This Information

View Comparables

Buffer this parcel

Owner Information

Owner (Primary)

Owner (Secondary)

CHRONIS ARLENE BRAINARD & NICHOLAS P(BD) N/A *567-0950*

Address

768 WEST BUFFALO TRAIL

City	State	Zip
CAMP VERDE	AZ	86322

Recent Sale Information

Date	Sale Amount	
9/1/1998	\$46,000	
Deed Type	Sale Docket	Sale Page
Warranty Deed	0	0

Taxes

2004 Taxes Billed	2003 Taxes Billed	View detailed tax info -->
\$460	\$456	

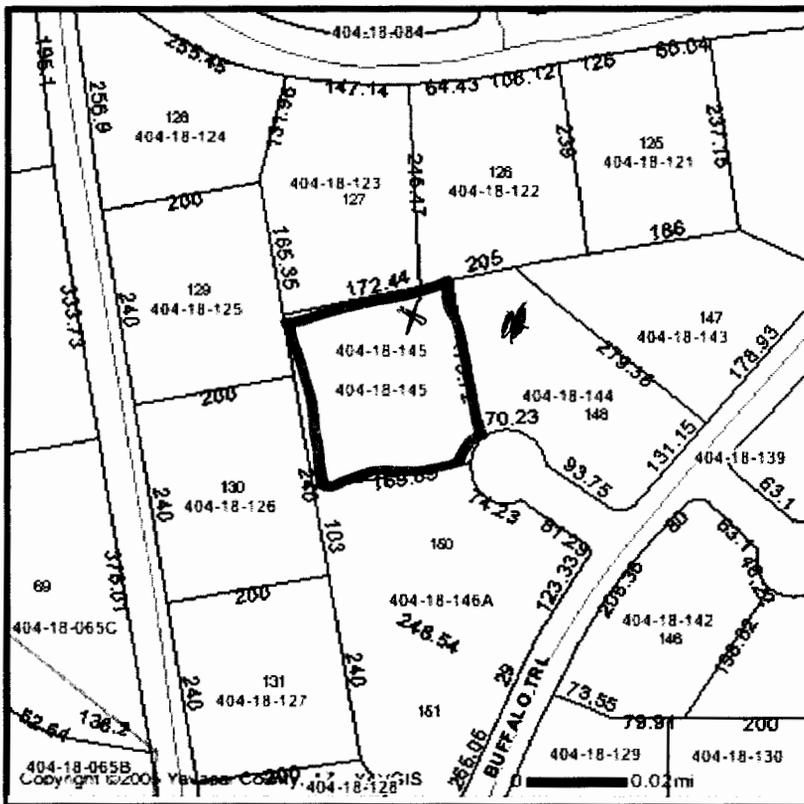
Parcel Information

Acres	Subdivision (Maps/surveys)	Type	Incorporated Area
0	VERDE RIVER MEADOWS	M	TOWN OF CAMP VERDE
School District	Fire District	Recorded Date	
CAMP VERDE SD #28	CAMP VERDE FD	3/27/2002	
Last Transfer Document Docket	Last Transfer Document Page		
3912	778		

Locate Property Information Tool

Property Search By:

- Parcel Number
- Owner Name
- Address
- Subdivision



Map Options

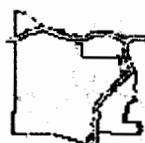
- Map Satellite
- Size Photo



Map Scale

1:2826

Refresh



Active users
90

? Field Descriptions ->

Parcel ID Check Digit

404-18-145 8

Print This Information

View Comparables

Buffer this parcel

Owner Information

Owner (Primary)

BRAINARD-CHRONIS ARLENE FAMILY TRUST

Owner (Secondary)

N/A

Address

768 WEST BUFFALO TRAIL

City

CAMP VERDE

State

AZ

Zip

86322

Recent Sale Information

No recent sales to report

Taxes

2004 Taxes Billed

\$1,162

2003 Taxes Billed

\$1,313

View detailed tax info -->

Parcel Information

Acres

0

Subdivision (Maps/surveys)

VERDE RIVER MEADOWS

Type

M

Incorporated Area

TOWN OF CAMP VERDE

School District

CAMP VERDE SD #28

Fire District

CAMP VERDE FD

Recorded Date

3/27/2002

Last Transfer Document Docket

3912

Last Transfer Document Page

777

2006 Full Cash Value

\$120,641

2006 Limited Value

\$120,641

Assessment Ratio

10

2005 Full Cash Value

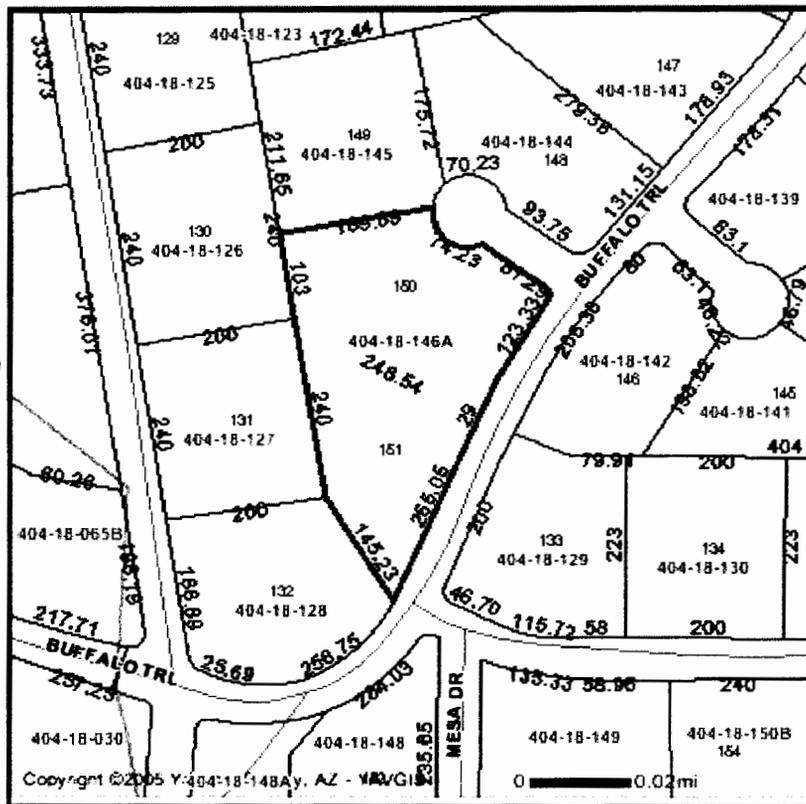
2005 Limited Value

Legal Class

Locate Property Information Tool

Property Search By:

- Parcel Number
- Owner Name
- Address
- Subdivision



Map Options

- Map Satellite
- Size Photo



Map Scale

1:2899



Active users
101

? Field Descriptions ->

Parcel ID Check Digit

404-18-146A 0

Print This Information

View Comparables

Buffer this parcel

Owner Information

Owner (Primary)

HUBBS FAMILY REVOCABLE TRUST

Owner (Secondary)

N/A

Address

PO BOX 2639

City

CAMP VERDE

State

AZ

Zip

86322

Recent Sale Information

No recent sales to report

Taxes

2004 Taxes Billed

\$1,530

2003 Taxes Billed

\$1,524

[View detailed tax info ->](#)

Parcel Information

Acres

0

Subdivision (Maps/surveys)

VERDE RIVER MEADOWS

Type

M

Incorporated Area

TOWN OF CAMP VERDE

School District

CAMP VERDE SD #28

Fire District

CAMP VERDE FD

Recorded Date

N/A

Last Transfer Document Docket

N/A

Last Transfer Document Page

N/A

2006 Full Cash Value

\$169,084

2006 Limited Value

\$163,188

Assessment Ratio

10

2005 Full Cash Value

2005 Limited Value

Legal Class